



## ATTACHMENT BOOKLET FOR ORDINARY COUNCIL MEETING

20 May 2020 at 4:30pm

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# MINUTES FOR THE ORDINARY COUNCIL MEETING

15 APRIL 2020

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**MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS AND VIA ZOOM ON 15 APRIL 2020 COMMENCING AT 4.30PM**

**1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Prior to commencement of this meeting, the connections by electronic means for all Council Members and other attendees joining the meeting via Zoom (teleconferencing platform), were tested and confirmed.

The Presiding Member declared the meeting open at 4:30pm.

**2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**

The Presiding Member asked Council Members and staff to verbally confirm that they are connected and in attendance, with the following attendees so confirmed:

**COUNCILLORS**

|              |            |                                 |
|--------------|------------|---------------------------------|
| JD Bagley    | Councillor | Rural Ward (via teleconference) |
| GJ Cosgrove  | Councillor | Town Ward                       |
| CV Farr      | Councillor | Town Ward                       |
| HR McTaggart | Councillor | Rural Ward (via teleconference) |
| HM Newton    | Councillor | Town Ward                       |
| RW Newton    | Councillor | Rural Ward                      |
| AR Smyth     | Councillor | Town Ward (via teleconference)  |

**APOLOGIES**

Nil.

**STAFF**

|           |                                         |
|-----------|-----------------------------------------|
| N Hay     | Chief Executive Officer                 |
| J Clapham | Finance Manager (via teleconference)    |
| E Greaves | Governance Officer (via teleconference) |

**3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**4.0 PUBLIC QUESTION TIME / PUBLIC STATEMENT TIME**

Nil.

**5.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**OFFICER RECOMMENDATION AND COUNCIL DECISION – PROCEDURAL MOTION- Resolution 15042001**

Moved: Cr HM Newton

Seconded: Cr CV Farr

That Council suspends Clauses 3.6, 3.7 and 7.2 of the *Shire of Mingenew Standing Orders Local Law 2017* for the duration of this electronic meeting and that these matters be determined at the discretion of the Presiding Member.

**VOTING DETAILS:**

**CARRIED BY SIMPLE MAJORITY: 7/0**

**6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil.

**7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**7.1 ORDINARY COUNCIL MEETING HELD 18 MARCH 2020**

**OFFICER RECOMMENDATION - ITEM 7.1**

That the Minutes of the Ordinary Council Meeting of the Shire of Mingenew held in the Council Chambers on 18 March 2020 be confirmed as a true and accurate record of proceedings.

**OFFICER RECOMMENDATION AND COUNCIL DECISION ITEM 7.1 - Resolution 15042002**

Moved: Cr HM Newton

Seconded: Cr RW Newton

That the Minutes of the Ordinary Council Meeting of the Shire of Mingenew held in the Council Chambers on 18 March 2020 be confirmed as a true and accurate record of proceedings, subject to the following amendment:

The Minute record to show that Cr HR McTaggart was the mover of Resolution 18032005 in which Council received the Minutes of the Audit & Risk Committee meeting held 11 March 2020.

**VOTING DETAILS:**

**CARRIED BY SIMPLE MAJORITY: 7/0**

7.2 SPECIAL COUNCIL MEETING HELD 26 MARCH 2020

OFFICER RECOMMENDATION AND COUNCIL DECISION ITEM 7.2 - Resolution 15042003

Moved: Cr HM Newton

Seconded: Cr AR Smyth

That the Minutes of the Special Council Meeting of the Shire of Mingenew held in the Council Chambers on 26 March 2020 be confirmed as a true and accurate record of proceedings.

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 7/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

9.0 DECLARATIONS OF INTEREST

Cr HM Newton disclosed an Impartiality Interest in relation to Item 11.4 as a member and Chairperson of the Mingenew CRC Management Committee.

10.0 RECOMMENDATIONS OF COMMITTEES

10.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 26 MARCH 2020

**OFFICER RECOMMENDATION AND COUNCIL DECISION ITEM 10.1.1 - Resolution 15042004**

Moved: Cr HM Newton

Seconded: Cr AR Smyth

That Council receives the Minutes of the Local Emergency Management Committee meeting held 26 March 2020.

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 7/0

11.0 CHIEF EXECUTIVE OFFICER REPORTS  
11.1 COUNCIL AND COMMITTEE MEETINGS

Location/Address: Shire of Mingenew  
Name of Applicant: Shire of Mingenew  
File Reference: ADM0246  
Disclosure of Interest: Nil  
Date: 7 April 2020  
Author: Erin Greaves, Governance Officer  
Authorising Officer: Nils Hay, Chief Executive Officer  
Voting Requirements: Simple Majority

Summary

To set the Shire's Council and Committee meetings as eMeetings during the social isolation period implemented due to the COVID-19 public health emergency and consider guidelines to assist in the running of these meetings.

Key Points

- There has been a legislated change to the Local Government (Administration) Regulations to allow for Council meetings to be conducted electronically (Regulation 14D)
- To comply with the social isolation requirements, it is appropriate for Councils to decide on how those meetings are to be conducted
- It will not be possible to make eMeetings open to the public however, provisions have been made to ensure members of the public are able to address any questions or matters to Council electronically
- An eMeetings Guide has been established to guide the process for conducting eMeetings and outlining any implications for adhering to the *Shire of Mingenew Standing Orders Local Law 2017*

**OFFICER RECOMMENDATION AND COUNCIL DECISION ITEM 11.1 - Resolution 15042005**

Moved: Cr RW Newton

Seconded: Cr AR Smyth

That Council:

1. Amends the meeting 'place' for all Council and Committee meetings of the Shire of Mingenew to "eMeetings" for the duration of the state-declared Public Health Emergency relating to the COVID-19 Pandemic, with all meetings to be held on the dates and times previously scheduled and advertised as follows:

| Month     | Commencement Time | Ordinary Council Meeting |
|-----------|-------------------|--------------------------|
| May       | 4:30pm            | 20                       |
| June      | 4:30pm            | 17                       |
| July      | 4:30pm            | 15                       |
| August    | 4:30pm            | 19                       |
| September | 4:30pm            | 16                       |
| October   | 4:30pm            | 21                       |
| November  | 4:30pm            | 18                       |
| December  | 4:30pm            | 16                       |

NOTE: Meetings will revert to being held in the Mingenew Council Chambers, 21 Victoria Street, Mingenew once the social isolation restrictions and pandemic implications have been lifted.



2. Accepts the Shire of Mingenew eMeetings Guide, as presented in Attachment Booklet – April 2020;
3. Gives public notice of the change to eMeetings, noting that the electronic meetings are not open to the public, however provision is made to accept public questions, in writing to the CEO, at least 4 hours prior to the meeting commencement time.

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 7/0

### Attachments

11.1.1 Proposed Shire of Mingenew eMeetings Guide

11.1.2 WALGA Electronic Council Meetings Guide

### Background

A number of amendments to the Local Government (Administration) Regulations have been made to provide for local governments to convene Council and Committee meetings by electronic means in response to the restrictions on group gatherings as a result of the COVID-19 public health emergency.

WALGA have prepared an Electronic Council Meeting (eMeeting) Guide to assist Council's in meeting their local needs and to run efficient and effective meetings.

### Comment

In response to and based on WALGA's guide, a specific guide has been developed that addressed the key areas raised in WALGA's guide, as well as navigating the procedures within the Shire of Mingenew Standing Orders Local Law 2017, to ensure meetings can be consistent with those where appropriate or identify variations required.

The eMeetings Guide also includes a procedure for dealing with Public Question Time to ensure that members of the public can continue to participate through Council meetings in modified form. The response to this is to allow for questions to be submitted to the CEO in advance (at least 4 hours prior to the Council meeting). Depending on the nature and complexity of the questions, a response may be provided at the meeting, taken on notice and provided by the next Council meeting or dealt with as ordinary correspondence (which will be dealt with in accordance with the Shire's Customer Service Charter). A public notice is to be prepared advising members of the public of the relevant changes.

It is difficult to anticipate when the state-declared emergency will be lifted, and Council meeting processes can return to normal. It is recommended that an 'until further notice' approach be taken.

### Statutory Environment

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

#### **5.25. Regulations about council and committee meetings and committees**

*(1) Without limiting the generality of section 9.59, regulations may make provision in relation to —*

*(ba) the holding of council or committee meetings by telephone, video conference or other electronic means;*

#### **Local Government (Administration) Regulations 1996**

#### **14A. Attendance by telephone etc. (Act s. 5.25(1)(ba))**

*(1) A person who is not physically present at a meeting of a council or committee is to be taken to be present at the meeting if —*

*(a) the person is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting; and*

- (b) the person is in a suitable place; and (c) the council has approved\* of the arrangement.
- (2) A council cannot give approval under sub regulation (1)(c) if to do so would mean that at more than half of the meetings of the council, or committee, as the case may be, in that financial year, a person (other than a person with a disability) who was not physically present was taken to be present in accordance with this regulation.
- (3) A person referred to in this regulation is no longer to be taken to be present at a meeting if the person ceases to be in instantaneous communication with each other person present at the meeting.

(4) In this regulation —

**disability** has the meaning given in the Disability Services Act 1993 section 3;

**suitable place** —

(a) in relation to a person with a disability — means a place that the council has approved\* as a suitable place for the purpose of this paragraph; and

(b) in relation to any other person — means a place that the council has approved\* as a suitable place for the purpose of this paragraph and that is located —

(i) in a townsite or other residential area; and

(ii) 150 km or further from the place at which the meeting is to be held under regulation 12, measured along the shortest road route ordinarily used for travelling;

**townsite** has the same meaning given to that term in the Land Administration Act 1997 section 3(1).

#### **14B. Attendance by telephone etc. after natural disaster (Act s. 5.25(1)(ba))**

(1) If a council member is prevented from being physically present at a meeting of the council because of fire, flood, lightning, movement of land, storm, or any other natural disaster the member is to be taken to be present at the meeting if —

(a) the member is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting; and

(b) the member is authorised to be present by —

(i) the Mayor; or

(ii) the President; or

(iii) the council.

(2) A person referred to in this regulation is no longer to be taken to be present at a meeting if the person ceases to be in instantaneous communication with each other person present at the meeting.

(3) A place where a person referred to in this regulation is physically present during a meeting is not a place that is open to members of the public under section 5.23(1).

(4) In this regulation — person referred to in this regulation, in respect of a meeting, means a council member who is prevented from being physically present at that meeting.

#### **14C. Attendance by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))**

(1) In this regulation — meeting means —

(a) an ordinary meeting of the council; or

(b) a special meeting of the council; or

(c) a meeting of a committee of the council; or

(d) a meeting of an audit committee of a local government.

(2) A member of a council or committee may attend a meeting by electronic means if —

(a) a public health emergency or a state of emergency exists in the whole or a part of the area of the district of a local government; and

(b) because of the public health emergency or state of emergency, the member is unable, or considers it inappropriate, to be present in person at a meeting; and

(c) the member is authorised to attend the meeting by electronic means by —

(i) the mayor; or

(ii) the president; or

(iii) the council.

(3) A person who attends a meeting by electronic means is taken to be present at the meeting.

**14D. Meetings held by electronic means in public health emergency or state of emergency (Act s. 5.25(1)(ba))**

(1) In this regulation — meeting means —

- (a) an ordinary meeting of the council; or
- (b) a special meeting of the council; or
- (c) a meeting of a committee of the council; or
- (d) a meeting of an audit committee of a local government.

(2) A meeting may be held by electronic means —

(a) if —

- (i) a public health emergency or a state of emergency exists in the whole or a part of the area of the district of a local government; and
- (ii) because of the public health emergency or state of emergency, the mayor, president or council considers it appropriate for the meeting to be held by electronic means; or

(b) if —

- (i) a direction is issued under the Public Health Act 2016 or the Emergency Management Act 2005 that prevents the meeting from being held in person; and
- (ii) the mayor, president or council authorises the meeting to be held by electronic means.

(3) The electronic means by which the meeting is to be held include by telephone, video conference or other instantaneous communication, as determined by —

- (a) the mayor; or
- (b) the president; or
- (c) the council.

(4) The CEO must be consulted before a determination is made under subregulation (3).

**14E. Modification of Act if meeting held by electronic means (Act s. 5.25(2))**

(1) In this regulation — electronic meeting means a meeting held by electronic means under regulation 14D.

(2) If a council or a committee is to hold an electronic meeting, the council or committee is taken to have complied with the requirement to give notice of the place of the meeting under section 5.5 and regulation 12 if the local government gives notice that the meeting will be conducted by electronic means.

(3) If a council or a committee holds an electronic meeting —

- (a) a person who attends the meeting by the electronic means determined under regulation 14D(3) is taken to attend the meeting for the purposes of the Act and these regulations; and
- (b) the meeting is open to the members of the public under section 5.23(1) if —
  - (i) the council or committee complies with the requirement to make the unconfirmed minutes of the meeting available for public inspection under regulation 13; or
  - (ii) the council or committee publicly broadcasts the meeting on a website; or
  - (iii) the meeting or a broadcast of the meeting is otherwise accessible to the public.

(4) If a council or a committee holds an electronic meeting, section 5.24 is modified so that the council or committee allocates time for raising questions by members of the public, and the asking of and responding to those questions, if —

- (a) the council or committee provides a means to submit a question prior to the meeting; and
- (b) the council or committee determines at the meeting —

- (i) to respond to the question submitted by the member of the public at the meeting in accordance with the procedure determined by the council or committee; or
- (ii) that, given the public health emergency, state of emergency or direction issued under the Public Health Act 2016 or the Emergency Management Act 2005, it is not appropriate to respond to the question at the meeting.

(5) If a council or a committee holds an electronic meeting, for the purposes of regulation 14, a notice paper, agenda, report or other document may be —

- (a) tabled at the meeting, or produced by the local government or a committee for presentation at the meeting, in any manner determined by the council or committee, including by electronic means; and

*(b) made available to members of the council or committee, or for inspection by members of the public, in any manner determined by the council or committee, including by electronic means.*

**Policy Implications**

Nil.

**Financial Implications**

Nil.

**Strategic Implications**

Community Strategic Plan:

Strategy 1.2.2 Enhance open and trusting communication between Council and the community, and deliver high quality services in partnership with external stakeholders

Strategy 1.2.3 Provide sound corporate governance of the Shire and create an attractive work environment

## 11.2 COMMUNITY RELIEF DURING COVID-19 PUBLIC HEALTH EMERGENCY

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0305  
**Disclosure of Interest:** Nil  
**Date:** 31 March 2020  
**Author:** Erin Greaves, Governance Officer  
**Authorising Officer:** Nils Hay, Chief Executive Officer  
**Voting Requirements:** Absolute Majority / Simple Majority

### Summary

To provide economic relief to residents and ratepayers of the Shire of Mingenew in response to the COVID-19 public health emergency.

### Key Points

- The State Government is urging local governments to take appropriate action to provide local communities with financial, economic and social support through the COVID-19 pandemic
- WALGA State Council resolved to request local governments to take a number of measures in support of this position and intends to advocate for relief from Federal and State Governments and relevant agencies to support local governments in taking these actions
- A relief package has been developed to address those actions proposed by WALGA and additional measures identified as appropriate
- Whilst some of these actions have implications for the 2020/21 financial year and Council is yet to deliberate on its Budget, a commitment from Council is requested in order to assist staff in preparing its documentation for the Budget and provide the community with some relief for the immediate future

### **OFFICER RECOMMENDATION AND COUNCIL DECISION ITEM 11.2 - Resolution 15042006**

**Moved:** Cr JD Bagley

**Seconded:** Cr CV Farr

**That Council:**

1. In response to the COVID-19 pandemic and in support of WALGA's policy position for local governments to provide a coordinated and consistent response as outlined in the State Council Special Meeting Minutes 27 March 2020 as attached:
  - a) Waives any interest incurred on rateable property (rates) and sundry debtors for the remainder of the 2019/20 financial year, backdated to 1 April 2020;
  - b) Places a hold on debt recovery activities for the remainder of the 2019/20 financial year and encourages debtors to seek alternative payment arrangements where required (noting this does not relieve debtors of any existing debts);
  - c) Commits to not increasing rates for the 2020/21 financial year
  - d) Adopts the Rates Hardship Policy (new) based on the WALGA template policy
  - e) Adopts, by Absolute Majority, the amended Delegation CD02 Debts, Waiver, Concessions, Write Off and Recovery as presented in Attachment Booklet – April 2020;

- f) Considers the establishment of an Emergency Relief Reserve for the purpose of funding critical response and recovery activities related to a state-declared emergency impacting the Shire of Mingenew
  - g) Considers rate relief options to support small businesses affected by the COVID-19 pandemic
  - h) Reviews fees and charges for the 2020/21 financial year, considering whether fees can be reduced, waived or deferred during the COVID-19 pandemic
  - i) Considers bringing forward eligible capital works and infrastructure spending, where appropriate and feasible
  - j) Considers the re-application of reserves and borrowing in order to bring forward eligible capital works or develop new projects
  - k) Prioritises Local Government spending with businesses and contractors located within the Shire of Mingenew
  - l) Implements business-friendly payment terms to support business cash flow
  - m) Considers grant programs or waiving fees and charges to support community and sporting groups for the 2020/21 financial year, including:
    - i) Waiving all venue and venue equipment hire fees (bonds and cleaning fees to still apply) for local sporting clubs, community groups and not-for-profit organisations
    - ii) Waiving the community bus hire fees for local travel (within 250 kms)
  - n) Where applicable, redeploys staff affected by facility closures and service restrictions to tasks that support the community and recovery efforts
  - o) Waives any newly incurred rate and sundry debtor interest incurred for the 2020/21 financial year.
2. Supports the Chief Executive Officer in preparing and issuing correspondence to the State Government indicating support for WALGA's policy position with regard to community relief measures and advocacy for:
- a) Suspension of the Western Australian Treasury Corporation's borrowing guarantee charge of 0.7 percent on top of the loan interest rate for the 2020-2021 financial year
  - b) No increase to street lighting and utility tariffs in 2020-2021
  - c) Deferral of revaluations for the 2020-2021 financial year
  - d) Request the Office of the Auditor General to cease performance audits for the 2020-2021 financial year
  - e) Freezing of the waste levy for the 2020-2021 financial year.

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 5/2

*It is noted that prior to Item 1.2 being put to the vote, the connection with attendees joining by teleconference (Zoom) was temporarily lost therefore, the meeting was suspended at 4:45pm. All meeting attendees were confirmed at 4:51pm and the meeting recommenced, ensuring that the motion was read and understood before being put to the vote.*

### **Attachments**

11.2.1 WALGA State Council Special Meeting Minutes – 27 March 2020

11.2.2 Financial Hardship Policy (new)

11.2.3 CD02 Debts, Waivers, Concessions, Write Off and Recovery (amended)

### **Background**

The global Coronavirus (COVID-19) pandemic has resulted in a state-declared public health emergency under s167 of the *Public Health Act 2016*. Whilst there are no reported cases directly affecting Mingenew residents at the time of this report being prepared, there are likely to be lasting social and economic impacts for our local residents.

The Shire is continuing to provide ongoing updates to the community on appropriate behaviour and actions that can positively affect their health and well-being through the Shire's website, Facebook, SMS service and other communication mediums as appropriate.

### **Comment**

Local governments across Western Australia are implementing various measures to reduce the impacts of the pandemic on local communities and the recommendations above are the Shire's proposed response to this.

### **Debt Recovery**

The impacts of the debt recovery and reductions/waivers actions proposed are generally aligned with the measures identified by WALGA and the State Government.

It is proposed that debt recovery actions will be placed on hold for the remainder of the financial year. This does not release debtors from existing debts and residents will be encouraged to contribute to any outstanding amounts to reduce financial risk in future.

It is also proposed that Council commit to a number of measures that are likely to provide some relief to households and community groups (including sporting clubs) so that social activities can recommence once it is safe to do so. This includes freezing any proposed increases to fees and charges related to facility use and hire, and any other fees and charges within Council's control (excludes statutory fees set by other agencies, such as some Building and Planning fees).

A full financial impact assessment will be undertaken in the development of the 2020/21 Annual Budget.

For the 2019/20 financial year it is proposed that no further interest be applied to any outstanding rates and sundry debtor debts. This would mean that new interest charges would not be applied from 1 April 2020. Any outstanding debts will be expected to be paid either through the usual means or by contacting the Shire in regard to a payment plan.

It is also worth noting that the CEO has delegated authority to waive or write off individual debts valued, or cumulative debts of a debtor valued under \$100 (excluding rate or service charges). To ensure the efficient application of the overall strategy to provide relief to individuals and groups under reasonable circumstances, it is considered appropriate that the Delegation be reviewed and amended for emergency response purposes.

### Emergency Relief

The proposed Emergency Relief Reserve is proposed to provide relief and support for recovery efforts during and following an emergency. Potentially this fund would be allocated for:

- Providing emergency relief to impacted staff (procedure to be developed)
- Fund increased overtime for staff to undertake critical works
- The hire or purchase of critical equipment
- Co-contributions for externally funded projects that will provide further economic, financial and social relief to the community

A listing of our current reserves (actual YTD) are provided below:

| Reserve Name                             | YTD Actual<br>(29/02/2020) |
|------------------------------------------|----------------------------|
| Land and Building Reserve                | \$62,298                   |
| Plant Reserve                            | \$82,266                   |
| Recreation Reserve                       | \$12,960                   |
| Employee Entitlement Reserve             | \$67,794                   |
| Aged Persons Units Reserve               | \$12,944                   |
| Environmental Reserve                    | \$9,605                    |
| Industrial Area Development Reserve      | \$5,751                    |
| RTC/PO/NAB Building Reserve              | \$12,188                   |
| Insurance Reserve                        | \$43,271                   |
| Economic Development & Marketing Reserve | \$10,419                   |

This will be considered further and presented to Council at a future meeting.

As the real impact on the community's well-being and economy is unknown, it is considered appropriate to undertake preparatory measures for the next financial year, assuming a high consequence approach in risk assessing.

### Statutory Environment

The Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money, which is owed to the local government.

\* *Absolute majority required.*

Rates and Charges (Rebates and Deferments) Act 1992

### Policy Implications

1.3.9 Debt Collection Policy

### Financial Implications

The freezing of current interest on debts and debt recovery actions are likely to be minimal.

Financial implications for the 2020/21 financial year will be prepared and communicated with Council as Budget preparations are made and response and recovery actions are developed. The freeze on increases



to rates and fees and charges will mean that Council will be operating below cost-recovery which will have longer term financial implications that cannot yet be forecast.

**Strategic Implications**

Community Strategic Plan:

Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

### 11.3 PURCHASING POLICY – EMERGENCY PROVISIONS

Location/Address: Shire of Mingenew  
Name of Applicant: Shire of Mingenew  
File Reference: ADM0489  
Disclosure of Interest: Nil  
Date: 8 April 2020  
Author: Erin Greaves, Governance Officer  
Authorising Officer: Nils Hay, Chief Executive Officer  
Voting Requirements: Absolute Majority

#### Summary

To adopt an amended Purchasing Policy with special emergency provisions that reflect (to be gazetted) changes to the *Local Government (Functions and General) Regulations 1996*.

#### Key Points

- Changes to the Regulations include increasing the Tender threshold to \$250,000 during a State of Emergency. Also, public tenders will not be required during a State of Emergency for the supply of goods or services associated with the emergency nor for a 12 month (only) renewal or extension of an existing contract that would otherwise expire within three months.
- The proposed policy allows for varied purchasing thresholds to apply including the above
- It also encourages support for local purchasing where possible

#### **OFFICER RECOMMENDATION AND COUNCIL DECISION ITEM 11.3 - Resolution 15042007**

Moved: Cr HR McTaggart

Seconded: Cr HM Newton

That Council:

1. adopts the amended 1.3.1 Purchasing Policy and Procedure as presented in Attachment Booklet – April 2020, which includes new Emergency Purchasing provisions; and
2. adopts the amended Delegation CD04 Expressions of Interest, Tenders and Tender Exempt Procurement, as presented in Attachment Booklet – April 2020.

**VOTING DETAILS:**

**CARRIED BY ABSOLUTE MAJORITY: 6/1**

#### Attachments

11.3.1 Purchasing Policy (amended)

11.3.2 Delegation CD04 Expressions of Interest, Tenders and Tender Exempt Procurement (amended)

#### Background

The primary purpose of these amendments is to increase the flexibility of the local government sector to contract with local suppliers during, and in the aftermath of, the State of Emergency Declaration under the Emergency Management Act 2005.

An amendment is being made to regulation 11(1) to increase the threshold to \$250,000 to align with State Government tendering thresholds. This will permit local governments to extend the use of their own purchasing policy and apply local content provisions more readily to goods and services acquired via written quotations.

Local governments are encouraged to update their purchasing policy to cover the direct purchase of goods and services under \$250,000. For purchases over \$150,000, local governments should ensure that quotations are requested in writing and offers are received in writing.

Regulation 11(2) contains two further exemptions when tenders do not have to be publicly invited.

The first exemption, in new regulation 11(2)(aa), ensures the formal tender process does not need to be undertaken when sourcing and securing essential goods and services to respond to a state of emergency. As outlined in regulation 11(3), there must be a state of emergency declaration in force for the local government district or part of the district and the goods or services must be required to address needs arising from, or impacts or consequences of, the hazard to which the emergency relates.

The other exemption in regulation 11(2)(ja) gives a local government the discretion to renew or extend a contract that expires when a state of emergency declaration is in force, even though this option is not included in the original contract. This will overcome the practical difficulty of businesses responding to a formal tender process while they are shut down or in the transition period when normal business resumes. Limits on this apply: the original contract must have less than three months left to run, the renewal or extension cannot be for more than twelve months, and there must be a state of emergency declaration applying to the district or part of the district when the renewal or extension is entered into.

A further exemption in regulation 11(2)(h) is being updated to encourage local governments to purchase goods or services supplied by Aboriginal businesses. The exemption will now reflect the fact that the Chamber of Commerce and Industry administers the Aboriginal Business Directory. A new exemption has been added recognising goods or services may also be supplied by Supply Nation.

The changes were gazetted on Thursday, 9 April 2020 and will come into effect on Friday, 10 April 2020.

### Comment

In response to the proposed changes, an amended Purchasing Procedure has been developed to outline the Shire's control measures in regard to purchasing activity during an emergency. The Policy changes are summarised below:

- Incorporating the previous Purchasing Policy and Procedure into one Policy to provide clarity on Council's domain and intention for decision-making
- Aligns more closely to better practice purchasing processes as identified in the WALGA Model Purchasing Policy
- Provides a clear definition of 'Purchasing Value' and associated considerations (page 2-3)
- No changes to purchasing thresholds for business as usual
- Discretion for purchasing in an emergency, in accordance with Regulation. Tender threshold is increased to \$250,000 and public tenders not required for emergency-related purchasing (with restrictions on contract terms)
- Description of various other purchasing processes e.g. Expressions of Interest, Request for Proposal etc.

The proposed change to the Delegation relates to the provision for emergency purchases:

6. Authority to undertake tender exempt procurement during a State of Emergency, in accordance with Purchasing Policy requirements, where the total consideration under the resulting contract is \$250,000 or less and the expense is included in the adopted Annual Budget or the expenditure has been authorized by the Shire President [LGA s6.8(1))(c) and F&G r11(1)]

### **Statutory Environment**

The Local Government Act 1995

Local Government (Functions and General) Regulations 1996 (as amended)

### **Policy Implications**

1.3.1 Purchasing Policy and Procedure (current)

### **Financial Implications**

As outlined above.

### **Strategic Implications**

Community Strategic Plan:

Strategy 1.1.2 Provide buildings, facilities and services to meet community needs

Strategy 1.2.1 Manage organisation in a financially sustainable manner

*Prior to the commencement of this item, Cr HM Newton disclosed an Impartiality Interest as a member and Chairperson of the Mingenew CRC Management Committee. Cr Newton remained present during discussions and voted on the item in accordance with Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.*

#### 11.4 REQUEST TO WAIVE RENT – 32A (LOT 20) SHENTON STREET (MINGENEW CRC)

**Location/Address:** 32A (Lot 20) Shenton Street, Mingenew  
**Name of Applicant:** Mingenew Community Resource Centre (Lessee)  
**File Reference:** A324  
**Disclosure of Interest:** Nil  
**Date:** 10 March 2020  
**Author:** Erin Greaves, Governance Officer  
**Authorising Officer:** Nils Hay, Chief Executive Officer  
**Voting Requirements:** Absolute Majority

#### Summary

To consider a request from the Community Resource Centre to place a freeze on rental payments incurred for the lease of 32A (Lot 20) Shenton Street, Mingenew, as the residence for the current Mingenew Day Care Coordinator.

#### Key Points

- The Mingenew CRC commenced a Residential Tenancy Agreement in October 2015 and is valid until 2021
- Correspondence from the CRC was received 2 April 2020 requesting a freeze on rent charged until the current economic / COVID-19 situation passes
- The Mingenew Day Care has significantly decreased operations and receiving minimal income for the service, with many parents opting to keep their children home during the imposed self-isolation period

#### **OFFICER RECOMMENDATION AND COUNCIL DECISION ITEM 11.4 - Resolution 15042008**

**Moved: Cr Hellene**

**Seconded: Cr Anthony**

**That Council, by Absolute Majority, endorses a rent freeze on the residential property 32A (Lot 20) Shenton Street, Mingenew (A324) under the current the Residential Tenancy Agreement with the Mingenew Community Resource Centre from the week commencing 1 April 2020 until 30 June 2020.**

**VOTING DETAILS:**

**CARRIED BY ABSOLUTE MAJORITY: 7/0**

#### Background

The Mingenew Community Resource Centre (CRC) have a Residential Tenancy Agreement with the Shire of Mingenew for the lease on 32A Shenton Street, Mingenew until 2021 to provide housing for the Mingenew Day Care Centre Coordinator.

#### Comment

The Mingenew Day Care Centre is a valuable resource for the Mingenew community, as indicated through the Strategic Community planning process. Whilst the Government has promised stimulus support for day care centres in order to promote continued operation, the Mingenew Day Care has seen a significant fall in attendance, with many parents opting to keep children at home during the isolation period mandated as a result of the COVID-19 pandemic. Resulting in revenue loss for the Day Care and therefore, the Mingenew CRC.

There are many local community groups, businesses and individuals affected by the actions required to help ease the risk of spread of the virus and the Shire is developing strategies to provide relief where possible, particularly in regards to preparation of the 2020/21 Budget (as outlined in the proposed Community Relief Response to COVID-19 agenda report). The known impact on the Mingenew Day Care Centre and Mingenew CRC however, is considered to be a priority for consideration immediately.

### **Statutory Environment**

The Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
  - (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money, which is owed to the local government.

\* *Absolute majority required.*

### **Policy Implications**

1.3.9 Debt Collection Policy

### **Financial Implications**

The waiver of rent payments will result in a minimal decrease in income for the Shire. The loss of income will, however, provide relief to the Mingenew CRC and Day Care service, which will hopefully support the business to effectively recover from the current poor economic conditions and enable services to return to full capacity.

### **Strategic Implications**

Community Strategic Plan:

Strategy 2.2.1 Develop childcare service to full time full day care model

## 11.5 RFT 2 2019/20 - MANAGEMENT OF MINGENEW RESOURCE RECOVERY PARK (TRANSFER STATION AND LANDFILL)

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** TEN020  
**Disclosure of Interest:** Nil  
**Date:** 6 April 2020  
**Author:** Nils Hay, Chief Executive Officer  
**Voting Requirements:** Simple Majority

### Summary

We have sought tenders for the management of Mingenew's landfill as it transitions to a transfer station. This paper accepts the single tender received subject to further discussion and negotiation before engagement.

### Key Points

- RFT issued with single response from Cleanaway (current waste management provider, and manager of a number of regional transfer stations, including Meru and Dongara).
- Some clarification of tender response required with regards to use of mobile plant on site.
- Provision of a manned service will necessarily increase operational costs of the landfill site, but will also improve the site's compliance as well as environmental outcomes.

### **OFFICER RECOMMENDATION AND COUNCIL DECISION ITEM 11.5**

**Moved:** Cr HM Newton

**Seconded:** Cr JD Bagley

**That Council:**

1. **Accepts the Tender submitted by Cleanaway Pty Ltd as the most advantageous Tender to form a Contract, and**
2. **Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.**

**VOTING DETAILS:**

**LOST: 0/7**

### Attachment

11.6.1 RFT Documentation

11.6.2 CONFIDENTIAL - Response Documents from Cleanaway

11.6.3 CONFIDENTIAL - Request for Tender Assessment – Management of Mingenew Resource Recovery Park

*Confidential documents provided under separate confidential cover in accordance with s5.23(2)(c) and (e) of the Local Government Act 1995.*

### Background

The Shire has been moving towards the operation of a transfer station for several years, with the construction of a site shed and new transfer bin site completed in mid-2018, as per the following resolution from the August 2018 Ordinary Meeting of Council.

1. Notes the progress being made with the Mingenew Refuse Site upgrade;
2. Notes that (subject to a provision in the 2018/19 budget) a monitoring bore will be positioned by the Shire on the eastern side of the facility (between the facility and the nearest Water Corporation water production bore); and
3. Agrees in principle that a controlled waste precinct site is an ideal goal for waste management at the Mingenew Refuse Site, and to progress that consideration requires that a Community Consultation program be developed and implemented (to enable the Shire and the Mingenew Community to suitably engage in a discussion as to how it might occur, and when it might commence) - these discussions to include recycling opportunities, communications opportunities, fees and charges, and opening days/hours.

**VOTING DETAILS:**

**CARRIED 5/0**

In terms of addressing item 3 above, there has been public consultation regarding the ultimate limiting of hours of access to the tip and restriction on waste types late 2019, ahead of the development and release of tender documentation in February 2020. In accordance with s14 of the Local Government (Functions and General) Regulation 1996, the tender was advertised in regional newspapers, as well as through the Shire's social media, website and Mingenew Matters.

One tender was received, from Cleanaway Pty Ltd.

### Comment

Whilst Cleanaway are the only organization to tender for the work, they have significant experience in this space and can leverage off the fact they are presently the waste collection agency for the Shire, as well as the manager of the Meru facility which is where much of the transferred waste would be taken.

The cost is comparable to similar facilities, like Morawa, and – given that it includes a part-time employee, operating on weekends, with a vehicle – does not appear excessive; especially as we are also outsourcing management of that employee and some of the operational risk of the facility at the same time.

Were we to employ a staff member to do this, and provide a vehicle, our costs would be approximately \$40,000 for the staff member and around \$3,000-\$4,000 per annum for the vehicle, including on-costs. This figure doesn't include any estimate for supervisory requirements so, at present, this would likely fall to the Works Supervisor or CEO whose capacity for this work is limited. It may also require the purchase of an additional light vehicle for that role.

Those figures don't take into account any value that can be derived from outsourcing some of the regulatory responsibility to a third party, or the cost of developing the systems and processes for managing a transfer station, which outsourcing would provide for us.

If Council wishes to look at cheaper alternatives, the following options could be considered:

- Reduce number of manned hours (focusing on weekends – particularly Sundays - which would draw penalty rates)
  - o The tender could be accepted, but entering into a contract subject to further negotiation
- Explore options for the Shire employing someone to man the transfer station
  - o We will still need to make arrangements with Cleanaway (or another party) for collection and transfer of recoverable/recyclable waste
- Explore unmanned options
  - o This will still require setting up the transfer station, installation of signage etc., but we will not man the site or close the gates; remote cameras could be explored as an option to manage illegal



- dumping
- We will still need to make arrangements with Cleanaway (or another party) for collection and transfer of recoverable/recyclable waste

### **Consultation**

- Gordon Houston, Environmental Health Officer
- WALGA Governance/Procurement Services

### **Statutory Environment**

The Local Government Act 1995 at S3.57(1) (tenders for providing goods or services) requires that in certain circumstances, a local government is to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services. The Local Government (Functions and General) Regulations 1996 at Cl.11(1) (when tenders have to be publicly invited) clarifies that tenders are to be publicly invited if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000.

As there was potential for a multi-year contract to exceed \$150,000, a public tender was viewed as the most appropriate method for obtaining submissions for this work.

Clause 11(2)(b) however, outlines that tenders do not have to be publicly invited according to the requirements of this Division if the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.

Section 50 of the Waste Avoidance and Resource Recovery Act 2007 outlines that (subject to the Environmental Protection Act) a local government may provide or enter into a contract for the provision on its behalf of, waste services. Sections 66 and 67 provides the capacity for local governments to charge a fee for the service of waste collection and disposal.

### **Policy Implications**

In obtaining a public tender, the Shire's Purchasing Policy requirements have been met.

### **Financial Implications**

The Shire provides for an annual budget allocation of \$45,000 for management and maintenance of the transfer station. If an agreement was contracted as per the submitted tender, an additional amount will be required for future years.

It is noted that Cleanaway requested that the contract price rise and fall with CPI, this will need to be factored into future budget years, but this is not deemed to be an unreasonable request.

### **Strategic Implications**

Strategic Community Plan 2019-2029:

- 1.4.1 Manage and reduce waste

Corporate Business Plan 2019-2023:

- 1.4.2a: Transition from landfill to transfer station

## 12.0 FINANCE AND ADMINISTRATION REPORTS

### 12.1 FINANCIAL REPORT FOR THE PERIOD ENDED 31 MARCH 2020

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**Disclosure of Interest:** Nil  
**File Reference:** ADM0304  
**Date:** 8 April 2020  
**Author:** Jeremy Clapham – Finance & Administration Manager

#### Summary

This report recommends that the Monthly Financial Report for the period ending 31 March 2020 as presented to the Council be received.

#### **OFFICER RECOMMENDATION AND COUNCIL DECISION ITEM 12.1 - Resolution 15042009**

**Moved:** Cr RW Newton

**Seconded:** Cr HR McTaggart

**That the Monthly Financial Report for the period 1 July 2019 to 31 March 2020 be received.**

**VOTING DETAILS:**

**CARRIED BY SIMPLE MAJORITY: 7/0**

#### Attachment

12.1.1 Monthly Financial Report for period ending 31 March 2020

#### Background

The Monthly Financial Report to 31 March 2020 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Summary Information
- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity Information
- Cash and Financial Assets
- Receivables
- Other Current Assets
- Payables
- Rating Revenue
- Disposal of Assets
- Capital Acquisitions
- Borrowings
- Cash Reserves
- Other Current Liabilities
- Grants and Contributions
- Trust Fund
- Explanation of Material Variances

## Comment

| Summary of Funds as per bank statements – Shire of Mingenew as at 31 March 2020 |             |
|---------------------------------------------------------------------------------|-------------|
| Municipal Funds                                                                 | \$1,120,124 |
| Cash on Hand                                                                    | \$100       |
| Restricted Funds – 3 Month Term Deposit @ 2.50%                                 | \$164,067   |
| Trust Fund                                                                      | \$1         |
| Reserve fund (3 Month Term Deposit) @ 2.50%                                     | \$310,035   |

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2019/20 financial year.

## Consultation

Nil

## Statutory Environment

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

***committed assets*** means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
  - (b) budget estimates to the end of the month to which the statement relates; and
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
  - (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
  - (c) such other supporting information as is considered relevant by the local government.

- (3) The information in a statement of financial activity may be shown —
  - (a) according to nature and type classification; or
  - (b) by program; or
  - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
  - (a) Presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
  - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

**Policy Implications**

Nil

**Financial Implications**

No financial implications are indicated in this report.

**Strategic Implications**

Nil

## 12.2 LIST OF PAYMENTS FOR THE PERIOD 1 MARCH 2020 TO 31 MARCH 2020

**Location/Address:** Shire of Mingenew  
**Name of Applicant:** Shire of Mingenew  
**File Reference:** ADM0042  
**Attachment/s:** List of Payments – March 2020  
**Disclosure of Interest:** Nil  
**Date:** 8 April 2020  
**Authorising Officer:** Jeremy Clapham, Finance & Administration Manager  
**Voting Requirement:** Simple Majority

### Summary

This report recommends that Council receive the list of payments for period 1 March 2020 to 31 March 2020 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

### **OFFICER RECOMMENDATION AND COUNCIL DECISION ITEM 12.2 - Resolution 15042010**

**Moved:** Cr Helen

**Seconded:** Cr Anthony

That Council receive the attached list of payments for the period of 1 March 2020 to 31 March 2020 as follows:

|              |                                                                      |
|--------------|----------------------------------------------------------------------|
| \$7,396.70   | Municipal Cheques;                                                   |
| \$917,002.49 | Municipal EFT's;                                                     |
| \$27,886.65  | Municipal Direct Debit Department of Transport (Licencing) Payments; |
| \$78,159.41  | Municipal Direct Debit Other;                                        |
| \$1,239.58   | Municipal Other Charges.                                             |

Totalling \$1,031,684.83 as per attached list of payments.

Net Salaries not included in the attached list of payments - \$62,336.71

Total of all payments - \$1,094,021.54.

**VOTING DETAILS:**

**CARRIED BY SIMPLE MAJORITY: 7/0**

### Attachments

12.2.1 List of Payments for period 1 March 2020 to 31 March 2020

### Background

Financial Regulations require a schedule of payments made through the Council bank accounts to be presented to Council for their inspection. The list includes details for each account paid incorporating the payee's name, amount of payment, date of payment and sufficient information to identify the transaction.

### Comment

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations and costings, and that the amounts shown were due for payment.

### Consultation

Nil

### Statutory Environment

Local Government Act 1996, Section 6.4

Local Government (Financial Management) Regulations 1996, Sections 12, 13 and 15

**Policy Implications**

Payments have been made under delegation.

**Financial Implications**

Funds available to meet expenditure.

**Strategic Implications**

Nil

13.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN/FOR CONSIDERATION AT FOLLOWING MEETING

14.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

15.0 CONFIDENTIAL ITEMS

15.1 CONFIDENTIAL ITEM

A Confidential report was provided to Councillors under separate, confidential cover.

**COUNCIL DECISION – PROCEDURAL MOTION - Resolution 15042011**

Moved: Cr RW Newton

Seconded: Cr HM Newton

That Council moves behind closed doors at 5.42pm, in accordance with s5.23(2)(a) of the *Local Government Act 1995*, in order to discuss Item 15.1 which relates to a confidential matter affecting staff.

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 7/0

Mr J Clapham and Miss E Greaves left the meeting at 5:42pm.

**COUNCIL DECISION - Resolution 15042012**

Moved: Cr HM Newton

Seconded: Cr CV Farr

That Council lays Confidential Item 15.1 on the table.

VOTING DETAILS:

CARRIED BY SIMPLE MAJORITY: 7/0

**OFFICER RECOMMENDATION AND COUNCIL DECISION ITEM 15.1 - Resolution 15042013**

Moved: Cr HM Newton

Seconded: Cr RW Newton

That Council returns from behind closed doors at 6:18pm, in accordance with s5.23(2)(a) of the *Local Government Act 1995*.

VOTING DETAILS:

..... CARRIED BY SIMPLE MAJORITY: 7/0

**16.0 TIME AND DATE OF NEXT MEETING**

Next Ordinary Council Meeting to be held on Wednesday 20 May 2020 commencing at 4.30pm.

**17.0 CLOSURE**

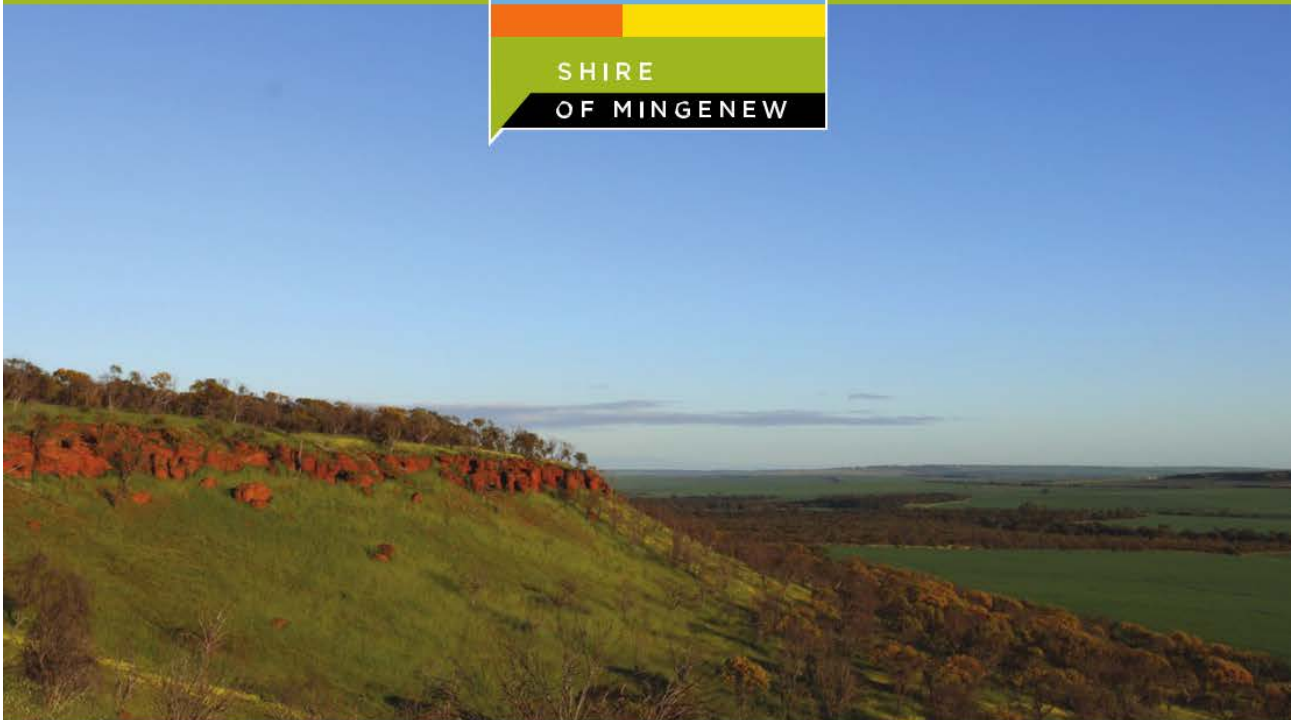
The meeting was declared closed at 6:19pm.

**These minutes were confirmed at an Ordinary Council meeting on 20 May 2020**

Signed \_\_\_\_\_  
Presiding Officer

Date: \_\_\_\_\_





Shire of Mingenew Register of Delegated Authority (NLM201308)

| Document Control              |                                                                                                                             |                                                                                  |                |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------|
| Document Development Officer: | Governance Officer                                                                                                          |                                                                                  |                |
| Document Owner:               | Chief Executive Officer                                                                                                     |                                                                                  |                |
| Records Reference Number:     | NLM201308 / ADM0490                                                                                                         |                                                                                  |                |
| File name and path:           | M:\Governance\Delegations and Authorisations\Delegation Register\Delegations Register v1.6 NLM201308 20 May 2020 DRAFT.docx |                                                                                  |                |
| Status of Document:           | Draft                                                                                                                       |                                                                                  |                |
| Distribution:                 | Public Distribution                                                                                                         |                                                                                  |                |
| Document Revision History     |                                                                                                                             |                                                                                  |                |
| Version                       | Author                                                                                                                      | Version Description                                                              | Date Completed |
| 1.0                           | GO & CEO                                                                                                                    | Draft Approved by CEO                                                            | 05/06/2018     |
| 1.0                           | COUNCIL                                                                                                                     | Adopted by Council                                                               | 20/06/2018     |
| 1.1                           | COUNCIL                                                                                                                     | CD12 altered – CGG Building Officers removed                                     | 18/07/2018     |
| 1.2                           | COUNCIL                                                                                                                     | CD13 altered – s18(5) added to delegation                                        | 19/09/2018     |
| 1.3                           | COUNCIL                                                                                                                     | Updated Council Delegations to Committees & Task Specific Delegations (NLM19931) | 19/12/2018     |
| 1.4                           | COUNCIL                                                                                                                     | Annual Review by Council – see changes as per April 2019 Minutes                 | 17/05/2019     |
| 1.5                           | GO & CEO                                                                                                                    | Updated CEO to Staff Delegations & CEO Authorisations (Parts 5 & 6)              | 26/06/2019     |
| 1.6                           | COUNCIL                                                                                                                     | Annual Review by Council – see changes as per May 2020 Minutes                   | 20/05/2020     |

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## **The Purpose of Delegating Authority**

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire of Mingenew's (the Shire) commitment to a strong customer service focus. The register details the related document(s) where the power to delegate is derived from. This enables easier cross-referencing. This delegated authority register will be reviewed in accordance with the Local Government Act 1995 (the Act) on an annual basis.

## **Council's Understanding**

It is the understanding of Council that by delegating its authority it is granting sufficient power to enable the Shire's responsibilities to be fulfilled in a timely, open and accountable manner.

It is the expectation of Council that the Chief Executive Officer and other officers will use the delegated authority conferred on them in a manner that aligns with Council's values and objectives and they will demonstrate appropriate judgment and accountability in regard to the circumstances and extent of the use of that power.

## **Legislation**

The Local Government Act 1995 allows for a local government to delegate to the Chief Executive Officer (CEO) the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in section 5.43. All delegations made by the Council must be by absolute majority decision [s5.42 (1)].

## **Associated Legislation**

Legislation other than the Local Government Act 1995, its regulations and the local government's local laws created under the Act where delegations or authorisations may occur are as follows: -

- Building Act 2011
- Road Traffic Act 1974
- Public Health Act 2016
- Road Traffic (Vehicles) Act 2012
- Caravan Parks and Camping Grounds Act 1955
- Bush Fires Act 1954
- Planning and Development Act 2005
- Shire of Mingenew Local Planning Scheme No. 4
- Food Act 2008
- Dog Act 1976
- Cat Act 2011

## **Delegation by the Chief Executive Officer**

The Act allows for the CEO to delegate any of the powers to another employee [s5.44 (1)]. This must be done in writing [s5.44 (2)]. The Act allows for the CEO to place conditions on any delegations [s 5.44 (4)].

A register of delegations relevant to the CEO and other employees is to be kept and reviewed at least once every financial year [s.5.46(1) and (2)]. If a person is exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is used [s 5.46 (3)].

The record is to contain the following information:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty {Local Government (Administration) Regulations 1996 Regulation 19.

A person to whom a power is delegated under the Act is considered to be a 'designated employee' under s5.74(b) of the Act and is required to complete a primary and annual return each year.

## **PART 1**

### **State Government Delegations**

|                  |                                           |                |                         |
|------------------|-------------------------------------------|----------------|-------------------------|
| Title:           | SD52 Environmental Protection Act - Noise |                |                         |
| Delegation No:   | SD52                                      |                |                         |
| Delegation from: | State Government                          | Delegation to: | Chief Executive Officer |

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                       |                                                              |
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| Statutory Power Delegated: | Published by:<br>Environment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>GOVERNMENT GAZETTE</b><br>Western Australia<br><a href="#">Previous</a> <a href="#">Close</a> <a href="#">Next</a> | No. 47. 19-Mar-2004<br>Page: 919 <a href="#">Pdf</a> - 476kb |
|                            | <p><b>EV401</b></p> <p style="text-align: center;"><b>ENVIRONMENTAL PROTECTION ACT 1986</b></p> <p style="text-align: center;"><b>Section 20</b></p> <p style="text-align: center;">Delegation No. 52</p> <p>Pursuant to section 20 of the <i>Environmental Protection Act 1986</i>, the Chief Executive Officer hereby delegates as follows—</p> <p>Powers and duties delegated—</p> <p>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.</p> <p>Persons to whom delegation made—</p> <p>This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the <i>Local Government Act 1995</i>.</p> <p>Pursuant to section 59(1)(e) of the <i>Interpretations Act 1984</i>, Delegation No. 32, dated 4 February 2000 is hereby revoked.</p> <p>Dated this 9<sup>th</sup> day of January 2004.</p> <p>Approved—</p> <p>FERDINAND TROMP, A/Chief Executive Officer.</p> <p>Dr JUDY EDWARDS MLA, Minister for the Environment.</p> |                                                                                                                       |                                                              |

|                  |                                            |                |                         |
|------------------|--------------------------------------------|----------------|-------------------------|
| Title:           | SD112 Environmental Protection Act - Noise |                |                         |
| Delegation No:   | SD112                                      |                |                         |
| Delegation from: | State Government                           | Delegation to: | Chief Executive Officer |

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

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| Statutory Power Delegated: | Published by:<br>Environment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>GOVERNMENT GAZETTE</b><br>Western Australia<br><a href="#">Previous</a> <a href="#">Close</a> <a href="#">Next</a> | No. 232. 20-Dec-2013<br>Page: 6282 <a href="#">Pdf</a> - 3Mb |
|                            | <p><b>EV402</b></p> <p style="text-align: center;"><b>ENVIRONMENTAL PROTECTION ACT 1986</b></p> <p style="text-align: center;">Delegation No. 112</p> <p>I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the <i>Environmental Protection Act 1986</i> ("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 <i>Local Government Act 1995</i>, my powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation, in relation to--</p> <p style="margin-left: 40px;">(a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;</p> <p style="margin-left: 40px;">(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);</p> <p style="margin-left: 40px;">(c) community activities--noise control notices in respect of community noise under regulation 16;</p> <p style="margin-left: 40px;">(d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;</p> <p style="margin-left: 40px;">(e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;</p> <p style="margin-left: 40px;">(f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;</p> <p style="margin-left: 40px;">(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--</p> <p style="margin-left: 80px;">(i) Subregulation 18(13)(b) is not delegated.</p> <p>Under section 59(1)(e) of the <i>Interpretation Act 1984</i>, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.</p> <p>Dated the 12th day of December 2013.</p> <p style="text-align: right;">JASON BANKS, Acting Chief Executive Officer.</p> <p>Approved by--</p> <p style="text-align: right;">JOHN DAY, Acting Minister for Environment; Heritage.</p> |                                                                                                                       |                                                              |

|                  |                                            |                |                         |
|------------------|--------------------------------------------|----------------|-------------------------|
| Title:           | SD119 Environmental Protection Act - Noise |                |                         |
| Delegation No:   | SD119                                      |                |                         |
| Delegation from: | State Government                           | Delegation to: | Chief Executive Officer |


This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

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| Statutory Power Delegated: | Published by:<br>Environment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>GOVERNMENT GAZETTE</b><br>Western Australia<br><a href="#">Previous</a> <a href="#">Close</a> <a href="#">Next</a> | No. 71. 16-May-2014<br>Page: 1548 Pdf - 2Mb |
|                            | <p><b>EV405</b></p> <p style="text-align: center;"><b>ENVIRONMENTAL PROTECTION ACT 1986</b></p> <p style="text-align: center;">Delegation No. 119</p> <p>I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of-</p> <p style="margin-left: 40px;">(a) Chief Executive Officer under the <i>Local Government Act 1995</i>; and</p> <p style="margin-left: 40px;">(b) to any employee of the local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act,</p> <p>all my powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation.</p> <p>Under section 59(1)(e) of the <i>Interpretation Act 1984</i>, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.</p> <p>Dated the 1st day of May 2014.</p> <p style="text-align: right;">JASON BANKS, Acting Chief Executive Officer.</p> |                                                                                                                       |                                             |



|                  |                                                              |                |                         |
|------------------|--------------------------------------------------------------|----------------|-------------------------|
| Title:           | SD01 Planning and Development Act – Development Applications |                |                         |
| Delegation No:   | SD01                                                         |                |                         |
| Delegation from: | State Government                                             | Delegation to: | Chief Executive Officer |

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

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| Statutory Power Delegated: | <p><b>DoL FILE 1738/2002v8; 858/2001v9</b></p> <p><b>PLANNING AND DEVELOPMENT ACT 2005</b></p> <p><b>INSTRUMENT OF AUTHORISATION</b></p> <p>I, <b>Donald Terrence Redman MLA</b>, Minister for Lands, a body corporate continued by section 7(1) of the <i>Land Administration Act 1997</i>, under section 267A of the <i>Planning and Development Act 2005</i>, HEREBY authorise, in respect of each local government established under the <i>Local Government Act 1995</i> 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.</p> <p>Dated the <i>2<sup>nd</sup></i> day of <i>June</i> 2016</p>  <p><b>HON DONALD TERENCE REDMAN MLA<br/>MINISTER FOR LANDS</b></p> |
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**SCHEDULE**

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

| Column 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Column 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  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| <p>The power to sign as owner in respect of Crown land that is:</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 Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road,</li> </ul> <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>(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> | <p>City of Albany<br/>           City of Amadale<br/>           Shire of Ashburton<br/>           Shire of Augusta-Margaret River<br/>           Town of Bassendean<br/>           City of Bayswater<br/>           City of Belmont<br/>           Shire of Beverley<br/>           Shire of Boddington<br/>           Shire of Boyup Brook<br/>           Shire of Bridgetown-Greenbushes<br/>           Shire of Brooking<br/>           Shire of Broome<br/>           Shire of Broomehill-Tambellup<br/>           Shire of Bruce Rock<br/>           City of Bunbury<br/>           Shire of Busselton<br/>           Town of Cambridge<br/>           City of Canning<br/>           Shire of Capel<br/>           Shire of Carnamah<br/>           Shire of Carnarvon<br/>           Shire of Chapman Valley<br/>           Shire of Chittering<br/>           Shire of Christmas Island<br/>           Town of Claremont<br/>           City of Cockburn<br/>           Shire of Cocos (Keeling) Islands<br/>           Shire of Collie<br/>           Shire of Coolgardie<br/>           Shire of Coorow<br/>           Shire of Corrigin<br/>           Town of Cottesloe<br/>           Shire of Cranbrook<br/>           Shire of Cuballing<br/>           Shire of Cue<br/>           Shire of Cunderdin<br/>           Shire of Dalwallinu<br/>           Shire of Dandaragan<br/>           Shire of Dardanup<br/>           Shire of Denmark<br/>           Shire of Derby/West Kimberley<br/>           Shire of Donnybrook-Balingup<br/>           Shire of Dowerin<br/>           Shire of Dumbleyung<br/>           Shire of Dundas<br/>           Town of East Fremantle<br/>           Shire of East Pilbara<br/>           Shire of Esperance<br/>           Shire of Exmouth<br/>           City of Fremantle<br/>           City of Greater Geraldton</p> <p>Shire of Gingin<br/>           Shire of Gnowangerup<br/>           Shire of Goomalling<br/>           City of Goswells<br/>           Shire of Halls Creek<br/>           Shire of Harvey<br/>           Shire of Irwin<br/>           Shire of Jerramungup<br/>           City of Joondalup<br/>           Shire of Kalamunda<br/>           City of Kalgoorlie-Boulder<br/>           Shire of Katanning<br/>           Shire of Kellerberrin<br/>           Shire of Kent<br/>           Shire of Kojoonup<br/>           Shire of Kondinin<br/>           Shire of Koorda<br/>           Shire of Kulin<br/>           City of Kwinana<br/>           Shire of Lake Grace<br/>           Shire of Laverton<br/>           Shire of Leonora<br/>           City of Mandurah<br/>           Shire of Manjimup<br/>           Shire of Meekatharra<br/>           City of Melville<br/>           Shire of Menzies<br/>           Shire of Merredin<br/>           Shire of Mingenew<br/>           Shire of Moore<br/>           Shire of Morawa<br/>           Town of Mosman Park<br/>           Shire of Mount Magnet<br/>           Shire of Mt Marshall<br/>           Shire of Mukinbudin<br/>           Shire of Mundaring<br/>           Shire of Murchison<br/>           Shire of Murray</p> | <p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement:<br/>           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).<br/>           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> |

|                  |                                                       |                |                  |
|------------------|-------------------------------------------------------|----------------|------------------|
| Title:           | SD02 Planning and Development Act – Strata Titles Act |                |                  |
| Delegation No:   | SD02                                                  |                |                  |
| Delegation from: | State Government                                      | Delegation to: | Local Government |

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

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| Statutory Power Delegated: | Published by:<br>Planning and Infrastructure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>GOVERNMENT GAZETTE</b> Western<br>Australia<br><a href="#">Previous</a> <a href="#">Close</a> <a href="#">Next</a> | No. 98. 09-Jun-2009<br>Page: 1936 Pdf - 429kb |
|                            | <p><b>PI409</b></p> <p style="text-align: center;"><b>PLANNING AND DEVELOPMENT ACT 2005</b><br/><b>Instrument of Delegation</b><br/><b>Del 2009/03 Powers of Local Governments</b></p> <p><b>Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the issuing of certificates of approval under section 25 of the <i>Strata Titles Act 1985</i></b></p> <p><b>Preamble</b></p> <p>Under section 16 of the <i>Planning and Development Act 2005</i> (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the <i>Government Gazette</i>, delegate any function under the Act or any other written law to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government.</p> <p>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.</p> <p><b>Resolution under section 16 of the Act (delegation)</b></p> <p>On 26 May 2009, pursuant to section 16 of the Act, the WAPC RESOLVED—</p> <p>A TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 25 of the <i>Strata Titles Act 1985</i> as set out in clause 1 of Schedule, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1.</p> <p style="text-align: right;">TONY EVANS, Western Australian Planning Commission.</p> <p><b>SCHEDULE 1</b></p> <p><b>1. Applications made under section 25 of the <i>Strata Titles Act 1985</i></b></p> <p>Power to determine applications for the issuing of a certificate of approval under section 25 of the <i>Strata Titles Act 1985</i> for a plan of subdivision, re-subdivision or consolidation, except those applications that—</p> <p>(a) propose the creation of a vacant lot;</p> <p>(b) propose vacant air stratas in multi-tiered strata scheme developments;</p> <p>(c) 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—</p> <p>(i) a type of development; and/or</p> <p>(ii) land within an area,</p> <p>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.</p> <p><b>2. Reporting requirements</b></p> <p>A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.</p> |                                                                                                                       |                                               |

|                  |                                      |                |                  |
|------------------|--------------------------------------|----------------|------------------|
| Title:           | SD03 Road Traffic Code 2000 - Events |                |                  |
| Delegation No:   | SD03                                 |                |                  |
| Delegation from: | State Government                     | Delegation to: | Local Government |

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

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| Statutory Power Delegated: | <p style="text-align: center;"><b>WESTERN AUSTRALIA<br/>ROAD TRAFFIC CODE 2000<br/>REGULATION 297(2)<br/>INSTRUMENT OF AUTHORISATION</b></p> <p style="text-align: center;"><b>RELATING TO<br/>TRAFFIC MANAGEMENT FOR EVENTS</b></p> <p>Pursuant to Regulation 297(2) of the <i>Road Traffic Code 2000</i> the Commissioner of Main Roads ("the Commissioner") hereby authorises (<u>Insert name of Local Government</u>) (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:</p> <ul style="list-style-type: none"> <li>i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the <i>Road Traffic Act 1974</i>;</li> <li>ii) race meeting or speed test for which the Minister referred to in section 83 of the <i>Road Traffic Act 1974</i> has, under that provision, temporarily suspended the operation of any provisions of the <i>Road Traffic Act 1974</i> or regulations made under that Act; or</li> <li>iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the <i>Public Order in Streets Act 1984</i>;</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>(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 <a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a> or by contacting Main Roads by phone;</li> <li>(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</li> <li>(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.</li> </ul> <p>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.</p> <p>The powers in this Instrument of Authorisation do not change or replace:</p> <ul style="list-style-type: none"> <li>1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and</li> <li>2) any powers and responsibilities of a local government provided in regulation 9 of the <i>Road Traffic (Events on Roads) Regulations 1991</i>.</li> </ul> <p style="text-align: right;">Page 1 of 2</p> |
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|------------------|-----------------------------------------------|----------------|------------------|
| Title:           | SD04 Road Traffic Code 2000 – Traffic Signage |                |                  |
| Delegation No:   | SD04                                          |                |                  |
| Delegation from: | Main Roads WA                                 | Delegation to: | Local Government |

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

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| Statutory Power Delegated: | <p style="text-align: center;"><b>WESTERN AUSTRALIA<br/>ROAD TRAFFIC CODE 2000<br/>REGULATION 297(2)<br/>INSTRUMENT OF AUTHORISATION</b></p> <p>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:</p> <p>(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 <a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a> or by contacting Main Roads by phone;</p> <p>(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</p> <p>(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.</p> <p>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.</p> <p>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.</p> |
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|------------------|--------------------------------------------------------------|----------------|------------------|
| Title:           | SD05 Road Traffic (Vehicles) Act 2012 – Special Use Vehicles |                |                  |
| Delegation No:   | SD05                                                         |                |                  |
| Delegation from: | State Government                                             | Delegation to: | Local Government |

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

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| Statutory Power Delegated: | <div style="text-align: center;">  <p>Government of Western Australia<br/>Department of Transport<br/>Driver and Vehicle Services</p> </div> <p style="text-align: center;"><b>ROAD TRAFFIC (VEHICLES) ACT 2012</b></p> <p style="text-align: center;"><i>Road Traffic (Vehicles) Regulations 2014</i></p> <p style="text-align: center;"><b>RTVR-2017-202046</b></p> <p style="text-align: center;">APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES</p> <p>Pursuant to the <i>Road Traffic (Vehicles) Regulations 2014</i> (the <i>Regulations</i>), 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:</p> <ul style="list-style-type: none"> <li>(a) the <i>Local Government Act 1995</i>;</li> <li>(b) regulations made under the <i>Local Government Act 1995</i>;</li> <li>(c) a local law;</li> <li>(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 <i>Dog Act 1976</i>); or</li> <li>(e) any combination of the above paragraphs (a) to (d);</li> </ul> <p>as special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the <i>Regulations</i>, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the <i>Regulations</i>, subject to the following conditions:</p> <p style="text-align: center;"><b>CONDITIONS</b></p> <ol style="list-style-type: none"> <li>1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.</li> <li>6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.</li> <li>7. Any vehicle fitted with flashing lights for the purposes of this approval must:</li> </ol> |
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## **PART 2**

### **Council Delegations to Committees**

| Council Meeting & Resolution No.          | Delegation From | Delegation To:                 | Delegation with Conditions                                                                                                                                                                                                                                                                 | Absolute Majority |
|-------------------------------------------|-----------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 19 December 2018<br>RESOLUTION - 19121809 | Council         | Executive Management Committee | Delegate s5.38 of the Local Government Act 1995 and r18D of the Local Government (Administration) Regulations 1996 to the Executive Management Committee to serve as Reviewer for the Chief Executive Officer's <i>Probationary</i> Review.                                                | 6/0               |
| 19 December 2018<br>RESOLUTION - 19121809 | Council         | Executive Management Committee | Delegate s5.38 of the Local Government Act 1995 and r18D of the Local Government (Administration) Regulations 1996 to the Executive Management Committee to serve as Reviewer for the Chief Executive Officer's Performance Reviews for the remainder of the CEO's Contract of Employment. | 6/0               |
| 19 December 2018<br>RESOLUTION - 19121809 | Council         | Executive Management Committee | Authorise the Executive Management Committee to decide, in consultation with the Chief Executive Officer, whether an external facilitator will be engaged to assist with future performance reviews and, if so, the identity of that third party.                                          | 6/0               |



|                         |                                                              |                       |                                |
|-------------------------|--------------------------------------------------------------|-----------------------|--------------------------------|
| <b>Title:</b>           | <b>CDC01 Chief Executive Officer's Performance Appraisal</b> |                       |                                |
| <b>Delegation No:</b>   | CDC01                                                        |                       |                                |
| <b>Delegation from:</b> | Council                                                      | <b>Delegation to:</b> | Executive Management Committee |
| <b>Date Adopted:</b>    | 19 December 2018                                             | <b>Last Reviewed:</b> | 20/05/2020 (no change)         |

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

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| <b>Statutory Power to Delegate:</b> | <i>Local Government Act 1995</i><br>Section 5.16 - Delegation of some powers and duties to certain committees                                                                                                                             |
| <b>Statutory Power Delegated:</b>   | <i>Local Government Act 1995</i><br>Section 5.38- Annual review of certain employee's performances                                                                                                                                        |
| <b>Function Delegated:</b>          | Authority to:<br>1. Review the performance of the Chief Executive Officer at least once in relation to every year of employment                                                                                                           |
| <b>Conditions</b>                   | 1. Authority is subject to the Local Government Act 1995 and its associated Regulations.<br>2. The review and report are to be presented to Council for acceptance [of the review], with or without modification, or to reject the review |
| <b>Cross References (if any)</b>    |                                                                                                                                                                                                                                           |
| <b>Policy:</b>                      | Nil.                                                                                                                                                                                                                                      |
| <b>Procedure:</b>                   | Nil.                                                                                                                                                                                                                                      |
| <b>Other Statutory:</b>             | <i>Local Government Act 1995</i> s5.17 - may not delegate powers/duties requiring absolute majority                                                                                                                                       |

## **PART 3**

### **Council Delegations to the Chief Executive Officer**

|                         |                                                    |                       |                         |
|-------------------------|----------------------------------------------------|-----------------------|-------------------------|
| <b>Title:</b>           | <b>CD01 Payments from Municipal or Trust Funds</b> |                       |                         |
| <b>Delegation No:</b>   | CD01                                               |                       |                         |
| <b>Delegation from:</b> | Council                                            | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20 June 2018                                       | <b>Last Reviewed:</b> | 20/05/2020 (amendment)  |

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

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| <b>Statutory Power to Delegate:</b> | <i>Local Government Act 1995</i><br>Section 5.42 - Delegation of some powers or duties to the CEO<br>Section 5.43 - Limitations on delegations to the CEO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Statutory Power Delegated:</b>   | <i>Local Government (Financial Management) Regulations 1996</i><br>Regulation 12(1)(a) Payments from municipal fund or trust fund, restrictions on making.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Function Delegated:</b>          | Authority to:<br>1. Make payments from the municipal fund or trust fund [r12(1)(a)]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Conditions</b>                   | <ol style="list-style-type: none"> <li>1. Authority is subject to the Local Government Act 1995 and its associated Regulations.</li> <li>2. The purchase of freehold land and real estate are to be by Council Resolution.</li> <li>3. Authority to make payments is subject to annual budget limitations.</li> <li>4. Verification of a payment and authorisation of the same payment cannot be undertaken by the same person.</li> <li>5. Subject to the following expenditure documentation requirements as prescribed within Council's Purchasing Policy.</li> <li>6. Procedures are to be administratively reviewed by the CEO for continuing compliance and confirmed as 'fit for purpose' in accordance with [r5(2)(c)] and [r5(1)] of the Local Government (Financial Management) Regulations 1996.</li> <li>7. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</li> </ol> |
| <b>Cross References (if any)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Policy:</b>                      | 1.3.1 Purchasing Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Procedure:</b>                   | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Other Statutory:</b>             | <i>Local Government Act 1995</i><br><i>Local Government (Financial Management) Regulations 1996</i><br>Regulation 13 - Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.<br><i>Local Government (Financial Management) Regulations 1996</i><br>refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|-------------------------|------------------------------------------------------------------|-----------------------|-------------------------|
| <b>Title:</b>           | <b>CD02 Debts, Waivers, Concessions, Write Offs and Recovery</b> |                       |                         |
| <b>Delegation No:</b>   | CD02                                                             |                       |                         |
| <b>Delegation from:</b> | Council                                                          | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 15 April 2020                                                    | <b>Last Reviewed:</b> | 20/05/2020 (no change)  |

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| <b>Statutory Power to Delegate:</b> | <i>Local Government Act 1995</i><br>Section 5.42 - Delegation of some powers or duties to the CEO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Statutory Power Delegated:</b>   | <i>Local Government Act 1995</i><br>Section 6.12(1)(b) and (c) and (3) - Power to defer, grant discounts, waive or write off debts.<br>Section 6.56- Rate or service charges recoverable in court                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Function Delegated:</b>          | Authority to:<br><ol style="list-style-type: none"> <li>1. Waive a debt which is owed to the Shire of Mingenew [s6.12(1)(b)].</li> <li>2. Grant a concession in relation to money which is owed to the Shire of Mingenew [s6.12(3)].</li> <li>3. Write off an amount of money which is owed to the Shire of Mingenew [s6.12(1)(c)]</li> <li>4. Recover debts</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Conditions</b>                   | <ol style="list-style-type: none"> <li>1. The power to waive or write off debt and grant a concession does not apply to debts which are prescribed as debts, that are taken to be a rate or service charge.</li> <li>2. A debt may only be waived where: <ol style="list-style-type: none"> <li>a) in accordance with the Supporting the Community Policy, a local club and/or not for profit organisation submit in writing, an application to conduct activities that support the Shire's Community Strategic Plan; and</li> <li>b) Does not exceed the value of \$1,000 per application and is subject to the confinements of the budgetary allocation as set by Council.</li> </ol> </li> <li>3. A concession may only be granted where: <ol style="list-style-type: none"> <li>a) In accordance with the Supporting the Community Policy a local club and/or not for profit organisation submit in writing, an application to conduct activities that support the Shire's Community Strategic Plan; and</li> <li>b) Does not exceed the value of \$1,000 per application and is subject to the confinements of the budgetary allocation as set by Council.</li> </ol> </li> <li>4. 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 Mingenew.</li> <li>5. Limited to individual debts valued below \$100 or cumulative debts of a debtor valued below \$100. Write off of debts greater than these values must be referred for Council decision.</li> <li>6. Debt recovery is to be in accordance with the Shire's Internal Debt Recovery Policy and Procedures and subject to the provisions of the Local Government Act 1995.</li> <li>7. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</li> <li>8. * During a State-declared emergency, the CEO may waive, grant a concession or write off individual debts valued below \$500 or cumulative debts of a debtor valued below \$500 (excluding rates and rate interest), and, in the case of outstanding rates, waive or write off up to the value of the total interest on rates incurred in the current year, provided the applicant satisfies the definition of financial hardship in accordance with Council's Financial Hardship Policy. Debts greater than these values must be referred for Council decision.</li> </ol> |
| <b>Cross References (if any)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| <b>Policy:</b>          | 1.3.9 Debt Collection Policy                                                                                                                                                                                                               |
| <b>Procedure:</b>       | Nil.                                                                                                                                                                                                                                       |
| <b>Other Statutory:</b> | <i>Local Government Act 1995</i><br>Section 6.12 - Power to defer, grant discounts, waive or write off debts<br><i>Local Government (Financial Management) Regulations 1996</i><br>Regulation 26 - Discount, incentive, concession, waiver |

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|-------------------------|----------------------------|-----------------------|-------------------------|
| <b>Title:</b>           | <b>CD03 Rates Recovery</b> |                       |                         |
| <b>Delegation No:</b>   | CD03                       |                       |                         |
| <b>Delegation from:</b> | Council                    | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20 June 2018               | <b>Last Reviewed:</b> | 20/05/2020 (amended)    |

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| <b>Statutory Power to Delegate:</b> | <i>Local Government Act 1995</i><br>Section 5.42 - Delegation of some powers or duties to the CEO<br>Section 5.43 - Limitations on delegations to the CEO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Statutory Power Delegated:</b>   | <i>Local Government Act 1995</i><br>Section 6.49 - Agreement as to payment of rates and service charges<br>Section 6.50 - Rates or service charges due and payable<br>Section 6.56 - Rate or service charges recoverable in court<br>Section 6.60 - Local Government may require lessee to pay rent<br>Section 6.76 - Grounds of objection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Function Delegated:</b>          | Authority to: <ol style="list-style-type: none"> <li>1. Make an agreement with a person for the payment of rates or service charges [s6.49].</li> <li>2. Authority to determine the date on which rates or service charges become due and payable to the Shire of Mingenew [s.6.50].</li> <li>3. 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>4. 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 Mingenew [s6.60(2)].</li> <li>5. 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 [s6.60(4)].</li> <li>6. Extend the time for a person to make an objection to a rate record [s6.76(4)].</li> <li>7. 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 [s6.76(5)].</li> </ol> |
| <b>Conditions</b>                   | <ol style="list-style-type: none"> <li>1. Agreements relating to s6.49 must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied, otherwise to be referred to Council for decision.</li> <li>2. 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.</li> <li>3. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Cross References (if any)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Policy:</b>                      | 1.3.9 Debt Collection Policy<br>1.3.10 Financial Hardship Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Procedure:</b>                   | 1.3.9 Debt Collection Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Other Statutory:</b>             | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|-------------------------|----------------------------------------------------------------------------|-----------------------|-------------------------|
| <b>Title:</b>           | <b>CD04 Expressions of Interest, Tenders and Tender Exempt Procurement</b> |                       |                         |
| <b>Delegation No:</b>   | CD04                                                                       |                       |                         |
| <b>Delegation from:</b> | Council                                                                    | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20 June 2018                                                               | <b>Last Reviewed:</b> | 20/05/2020 (amendment)  |

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| <b>Statutory Power to Delegate:</b> | <p><i>Local Government Act 1995</i><br/> Section 5.42 - Delegation of some powers or duties to the CEO<br/> Section 5.43 - Limitations on delegations to the CEO</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Statutory Power Delegated:</b>   | <p><i>Local Government Act 1995</i><br/> Section 3.57(1) - Tenders for providing goods or services<br/> <i>Local Government (Functions &amp; General) Regulations 1996</i><br/> Regulations 11 - When tenders have to be publicly invited<br/> Regulations 13 - Requirements when local government invites tenders though not required to do so.<br/> Regulation 14 - Publicly inviting tenders<br/> Regulation 18 - Rejecting and accepting tenders (note- is not delegation to award a tender)<br/> Regulation 20 - Variation of requirements before entry into contract<br/> Regulation 21A – Varying a Contract Regulation<br/> Regulation 21(1) - Limiting who can tender<br/> Regulation 23 - Rejecting and accepting expressions of interest to be an acceptable tenderer</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Function Delegated:</b>          | <ol style="list-style-type: none"> <li>1. <i>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 r21].</i></li> <li>2. <i>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 r23].</i></li> <li>3. <i>Authority to call tenders [F&amp;G r11(1)].</i></li> <li>4. <i>Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&amp;G r11(f)].</i></li> <li>5. <i>Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$150,000 or less and the expense is included in the adopted Annual Budget [F&amp;G.r11(2)].</i></li> <li>6. <i>Authority to invite tenders although not required to do so [F&amp;G r13].</i></li> <li>7. <i>Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&amp;G r14(2a)].</i></li> <li>8. <i>Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&amp;G r14(4)(a)].</i></li> <li>9. <i>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)].</i></li> <li>10. <i>Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&amp;G r18(4)].</i></li> <li>11. <i>Authority to accept, or reject tenders, only within the \$value detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&amp;G r.18(2) and (4)].</i></li> <li>12. <i>Authority to determine that a variation proposed is minor in context of the total</i></li> </ol> |

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|                                  | <p><i>goods or services sought through the invitation to tender, within the \$value detailed as a condition on this Delegation, and to then enter into minor variations with the successful tenderer before entering into a contract [F&amp;G r.20(1) and (3)].</i></p> <p>13. <i>Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&amp;G r18(4a)].</i></p> <p>14. <i>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 r20(2)]</i></p> <p>15. <i>Authority to:</i></p> <p>a) <i>vary a contract that has been entered into with a successful tenderer, provided the variation does not change the scope of the original contract</i></p> <p>b) <i>Exercise an extension option that was included in the original tender specification and contract in accordance with r11(2)(j). [F&amp;G r21A].</i></p> <p>16. <i>Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&amp;G r18(6) &amp; (7)].</i></p>         |
| <b>Conditions</b>                | <ol style="list-style-type: none"> <li>1. Tenders may only be called where there is an adopted budget for the proposed procurement, with the exception being in the period immediately prior to the adoption of a new annual budget where the proposed procurement is:</li> <li>2. required to fulfil a routine contract related to the day the day operations of the Shire;</li> <li>3. current supply contract expiry is imminent;</li> <li>4. the value of the proposed contract has been included in the draft annual budget papers; and</li> <li>5. the tender specification includes a provision that the contract will be awarded subject to the budget adoption by Council.</li> <li>6. In accordance with s.5.43, tenders may only be accepted, and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$150,000 or less and the expense is included in the adopted Annual Budget.</li> <li>7. This delegation is subject to Part 4 Division 2 of the Local Government (Functions &amp; General) Regulations 1996</li> <li>8. This delegation is to be carried out in accordance with Council's Purchasing Policy and internal Purchasing Procedures.</li> <li>9. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</li> </ol> |
| <b>Cross References (if any)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Policy:</b>                   | 1.3.1 Purchasing Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Procedure:</b>                | 1.3.9 Debt Collection Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Other Statutory:</b>          | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



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|-------------------------|-------------------------------------------------------------------------|-----------------------|-------------------------|
| <b>Title:</b>           | <b>CD05 Disposal of Land (including Buildings) via Lease or License</b> |                       |                         |
| <b>Delegation No:</b>   | CD05                                                                    |                       |                         |
| <b>Delegation from:</b> | Council                                                                 | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20 June 2018                                                            | <b>Last Reviewed:</b> | 20/05/2020 (no change)  |

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| <b>Statutory Power to Delegate:</b> | <i>Local Government Act 1995</i><br>Section 5.42 - Delegation of some powers or duties to the CEO<br>Section 5.43 - Limitations on delegations to the CEO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Statutory Power Delegated:</b>   | <i>Local Government Act 1995</i><br>Section 3.58(2) and (3) - Disposing of property                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Function Delegated:</b>          | <ol style="list-style-type: none"> <li>1. Authority to dispose of property to: <ol style="list-style-type: none"> <li>a) to the highest bidder at public auction [s.3.58(2)(a)].</li> <li>b) to 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 tenders [s3.58(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 [s3.58(3)]</li> </ol>                                                                                                                                           |
| <b>Conditions</b>                   | <ol style="list-style-type: none"> <li>1. Disposal of land and/or property [exclusive of plant and equipment- see delegation CD11] other than by lease or license requires a Council resolution.</li> <li>2. All new leases for commercial organisations require a Council resolution [excludes renewal].</li> <li>3. Renewals of commercial organisations leases are limited to a maximum term of five years.</li> <li>4. Subject to the requirements of section 3.58 of the Local Government Act 1995.</li> <li>5. In the event an objecting submission is received this delegation does not apply and the proposal is to be presented to Council for consideration.</li> <li>6. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</li> </ol> |
| <b>Cross References (if any)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Policy:</b>                      | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Procedure:</b>                   | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Other Statutory:</b>             | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| <b>Title:</b>           | <b>CD06 Authorised Persons for the Purposes of the Local Government Act</b> |                       |                         |
| <b>Delegation No:</b>   | CD05                                                                        |                       |                         |
| <b>Delegation from:</b> | Council                                                                     | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20 June 2018                                                                | <b>Last Reviewed:</b> | 20/05/2020 (no change)  |

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| <b>Statutory Power to Delegate:</b> | <i>Local Government Act 1995</i><br>Section 5.42 - Delegation of some powers or duties to the CEO<br>Section 5.43 - Limitations on delegations to the CEO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Statutory Power Delegated:</b>   | <i>Local Government Act 1995</i><br>Section 3.24 - Authorising persons under this subdivision (Part 3, Division 3, Subdivision 2- Certain provisions about land)<br>Section 3.39 - Power to remove and impound<br>Section 9.10 - Appointment of authorised persons                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Function Delegated:</b>          | Authority to: <ol style="list-style-type: none"> <li>1. Appoint persons or classes of persons as authorised persons for the purpose of fulfilling Part 3 Division 3 Subdivision 2 of the Local Government Act 1995 [s3.24];</li> <li>2. Authorise an employee in accordance with Section 3.39 to remove and impound any goods that are involved in a contravention that can lead to impounding;</li> <li>3. Appoint persons or classes of persons to be authorised to perform certain functions under Part 9 Division 2 and issue them with a certificate stating they are authorised [s9.10];</li> <li>4. Appoint and authorise persons to exercise the powers and duties of an authorised person under the Shire's local laws [s9.10].</li> </ol> |
| <b>Conditions</b>                   | <ol style="list-style-type: none"> <li>1. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.</li> <li>2. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</li> </ol> <p><u>Recordkeeping.</u></p> <ol style="list-style-type: none"> <li>1. Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file.</li> <li>2. A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</li> </ol>                                                                                                                                        |
| <b>Cross References (if any)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Policy:</b>                      | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Procedure:</b>                   | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Other Statutory:</b>             | Register of Authorised Persons                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| <b>Title:</b>           | <b>CD07 Reserves under Control of Local Government</b> |                       |                         |
| <b>Delegation No:</b>   | CD07                                                   |                       |                         |
| <b>Delegation from:</b> | Council                                                | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20 June 2018                                           | <b>Last Reviewed:</b> | 20/05/2020 (no change)  |

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| <b>Statutory Power to Delegate:</b> | <i>Local Government Act 1995</i><br>Section 5.42 - Delegation of some powers or duties to the CEO<br>Section 5.43 - Limitations on delegations to the CEO                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Statutory Power Delegated:</b>   | <i>Local Government Act 1995</i><br>Section 3.53(3) Control of certain unvested facilities<br>Section 3.54(1) Reserves under control of a local government                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Function Delegated:</b>          | Authority to: <ol style="list-style-type: none"> <li>1. Authority to agree the method for control and management of an unvested facility [thoroughfare, bridge, jetty, drain or watercourse belonging to the Crown] which is partially within 2 or more local government districts. [s.3.53(3)].</li> <li>2. Authority to do anything for the purposes of controlling and management land that is vested in or under the management of the Shire, that the Shire could do under s.5 of the Parks and Reserves Act 1895. [s.3.54(1)].</li> </ol> |
| <b>Conditions</b>                   | <ol style="list-style-type: none"> <li>1. Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets.</li> <li>2. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</li> </ol>                                                                                                                                                                                                      |
| <b>Cross References (if any)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Policy:</b>                      | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Procedure:</b>                   | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Other Statutory:</b>             | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b>Title:</b>           | <b>CD08 Thoroughfares</b> |                       |                         |
| <b>Delegation No:</b>   | CD08                      |                       |                         |
| <b>Delegation from:</b> | Council                   | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20 June 2018              | <b>Last Reviewed:</b> | 20/05/2020 (amended)    |

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| <b>Statutory Power to Delegate:</b> | <p><i>Local Government Act 1995</i><br/> Section 5.42 - Delegation of some powers or duties to the CEO<br/> Section 5.43 - Limitations on delegations to the CEO</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Statutory Power Delegated:</b>   | <p><i>Local Government (Uniform Provisions) Regulations 1996</i><br/> Regulation 5(2) - Interfering with, or taking from, local government land<br/> Regulation 6 - Obstruction of public thoroughfare by things placed and left — Sch. 9.1 cl. 3(1)(a) [of the LGA].<br/> Regulation 7A - Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) [of the LGA].<br/> Regulation 7 - Encroaching on public thoroughfare – Sch.9.1. cl.3(2) [of the LGA].<br/> Regulation 9 - Permission to have gate across public thoroughfare — Sch.9.1 cl. 5(1) [of the LGA].<br/> Regulation 11(1), (4), (6), (8) - Dangerous excavation in or near public thoroughfare — Sch. 9.1 cl. 6 [of the LGA].<br/> Regulation 12(1) - Crossing from public thoroughfare to private land or private thoroughfare — Sch. 9.1 cl. 7(2)<br/> Regulation 13(1) and (2) - Requirement to construct or repair crossing — Sch. 9.1 cl. 7(3)<br/> Regulation 17 - Private works on, over, or under public places — Sch. 9.1 cl. 8</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Function Delegated:</b>          | <ol style="list-style-type: none"> <li>1. Grant permission, including imposing appropriate conditions, or to refuse to provide permission to place on a specified part of public thoroughfare one or more specified things that may obstruct the public thoroughfare [r.6.4(2) and (4)]</li> <li>2. 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 [r.6.4(6)]</li> <li>3. Grant permission, including imposing appropriate conditions, or to refuse to provide permission for the placement and maintenance of a gate or other device across a public thoroughfare under control of the local government [r9(1) &amp; (4)].</li> <li>4. 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>5. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [r9(5)].</li> <li>6. 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> <li>7. 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 [r.11(1)].</li> <li>8. Grant permission to make or make and leave an excavation of specified dimensions and in a specified way in a specified part of a public thoroughfare or on a specified part of land adjoining a public thoroughfare [r11(4)].</li> <li>9. Approve the construction of a crossing giving access from a public thoroughfare to private land or thoroughfare [r12(1)].</li> </ol> |

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|                                  | <ol style="list-style-type: none"> <li>10. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [r12(1)(a)].</li> <li>11. Issue a notice to the owner or occupier of private land to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare [r13].</li> <li>12. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [r13(2)].</li> <li>13. 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 [r17(3)].</li> <li>14. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [r17(5)].</li> </ol>                                                                                                                                                                                                                                                                                                                                                  |
| <b>Conditions</b>                | <ol style="list-style-type: none"> <li>1. Subject to the Local Government Act 1995 and its Regulations.</li> <li>2. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</li> <li>3. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</li> <li>4. Each approval granted under r9 provided must be recorded in the Shire's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.</li> <li>5. Permission for r6, r11 and r17 are only to be granted where, the proponent has: <ul style="list-style-type: none"> <li>• 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>• 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>• Provided evidence of sufficient Public Liability Insurance.</li> <li>• Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ul> </li> </ol> |
| <b>Cross References (if any)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Policy:</b>                   | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Procedure:</b>                | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Other Statutory:</b>          | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| <b>Title:</b>           | <b>CD09 Closing of Thoroughfares</b> |                       |                         |
| <b>Delegation No:</b>   | CD09                                 |                       |                         |
| <b>Delegation from:</b> | Council                              | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20 June 2018                         | <b>Last Reviewed:</b> | 20/05/2020 (no change)  |

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| <b>Statutory Power to Delegate:</b> | <i>Local Government Act 1995</i><br>Section 5.42 - Delegation of some powers or duties to the CEO<br>Section 5.43 - Limitations on delegations to the CEO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Statutory Power Delegated:</b>   | <i>Local Government Act 1995</i><br>Section 3.50- Closing certain thoroughfares to vehicles<br>Section 3.50A- Partial closure of thoroughfares for repairs or maintenance<br>Section 3.51- Affected owners to be notified of certain proposals (fixing or altering of levels or alignment, or draining water)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Function Delegated:</b>          | Authority to: <ol style="list-style-type: none"> <li>1. Close a thoroughfare managed by the Shire (wholly or partially) for a period of less than four weeks [s3.50(1)].</li> <li>2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ol style="list-style-type: none"> <li>a) 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>b) consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)].</li> </ol> </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> </ol> |
| <b>Conditions</b>                   | <ol style="list-style-type: none"> <li>1. 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>2. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Cross References (if any)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Policy:</b>                      | 1.5.2 Road Closure Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Procedure:</b>                   | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Other Statutory:</b>             | Road Traffic Act 1974<br>s81C. Order for road closure for event, making<br>s81D. Road closure, how effected by local government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|-------------------------|-----------------------------|-----------------------|-------------------------|
| <b>Title:</b>           | <b>CD10 Powers of Entry</b> |                       |                         |
| <b>Delegation No:</b>   | CD10                        |                       |                         |
| <b>Delegation from:</b> | Council                     | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20 June 2018                | <b>Last Reviewed:</b> | 20/05/2020 (no change)  |

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| <b>Statutory Power to Delegate:</b> | <i>Local Government Act 1995</i><br>Section 5.42 - Delegation of some powers or duties to the CEO<br>Section 5.43 - Limitations on delegations to the CEO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Statutory Power Delegated:</b>   | <i>Local Government Act 1995</i><br>Section 3.28 - When this Subdivision applies<br>Section 3.32 - Notice of Entry<br>Section 3.33 - Entry under Warrant<br>Section 3.34 - Entry in an Emergency<br>Section 3.36 - Opening Fences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Function Delegated:</b>          | Authority to: <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. Give a notice of entry [s3.32]</li> <li>3. Authority to seek and execute an entry under warrant [s.3.33].</li> <li>4. Execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)].</li> <li>5. Give notice and effect entry by opening a fence onto private land. [s.3.36]</li> </ol>                                                                                                                                                                                                                        |
| <b>Conditions</b>                   | <ol style="list-style-type: none"> <li>1. Delegated authority may only be used, where there is imminent or substantial risk to public safety or property.</li> <li>2. Section 3.36 is limited to those activities that expressly state such authority under Schedule 3.2 of the Local Government Act 1995.</li> <li>3. Entry under this delegation may be made with such assistants and equipment as are considered necessary for the purpose for which entry is required in accordance with s3.30 of the Local Government Act 1995.</li> <li>4. Delegation is subject to the provisions in Part 3 Division 3 Subdivision 3 of the Local Government Act 1995</li> <li>5. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</li> </ol> |
| <b>Cross References (if any)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Policy:</b>                      | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Procedure:</b>                   | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Other Statutory:</b>             | Local Government (Miscellaneous Provisions) Act 1960<br>Any applicable Local Laws                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| <b>Title:</b>           | <b>CD11 Remove, Impound and Dispose of Uncollected Goods or Animals</b> |                       |                         |
| <b>Delegation No:</b>   | CD11                                                                    |                       |                         |
| <b>Delegation from:</b> | Council                                                                 | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20 June 2018                                                            | <b>Last Reviewed:</b> | 20/05/2020 (amended)    |

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

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| <b>Statutory Power to Delegate:</b> | <i>Local Government Act 1995</i><br>Section 5.42 - Delegation of some powers or duties to the CEO<br>Section 5.43 - Limitations on delegations to the CEO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Statutory Power Delegated:</b>   | <i>Local Government Act 1995</i><br>Section 3.40A - Abandoned vehicle wreck may be taken<br>Section 3.46 - Goods may be within until costs paid<br>Section 3.47 - Confiscated or uncollected goods, disposal of<br>Section 3.47A- Sick or injured animals, disposal of<br>Section 3.48 - Impounding expenses, recovery of<br>Section 3.58 - Disposing of property                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Function Delegated:</b>          | Authority to: <ol style="list-style-type: none"> <li>1. Authorise an abandoned wreck to be impounded [s3.40A].</li> <li>2. 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>3. 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>4. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].</li> <li>5. 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 [s3.47A].</li> <li>6. Dispose of plant, equipment and material [3.58].</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Conditions</b>                   | <ol style="list-style-type: none"> <li>1. Exercising of this delegation under s3.47A is only to be used where reasonable efforts have been made to identify and contact an owner have failed.</li> <li>2. 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.</li> <li>3. Disposal of goods, plant and equipment with a market value of less than \$20'000, may in accordance with r30(3) of <i>Local Government (Functions and General) Regulations 1996</i>, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. Examples include- <ol style="list-style-type: none"> <li>a) Advertised for sale in a local newspaper; or</li> <li>b) Donated to suitable not for profit community groups or schools.</li> <li>c) Sold by public auction</li> <li>d) Offered for sale by public tender [r30]</li> </ol> </li> <li>4. Notwithstanding CD04 Expressions of Interest, Tenders and Tender Exempt Procurement, the CEO is authorised to call and except tenders to accommodate the disposal of goods under this delegation provided the total estimated value is below \$20,000.</li> </ol> |
| <b>Cross References (if any)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Policy:</b>                      | 1.3.1 Purchasing Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



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| <b>Procedure:</b>       | Nil.                       |
| <b>Other Statutory:</b> | Local Laws (as applicable) |

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| <b>Title:</b>           | <b>CD12 Building Act 2011</b> |                       |                         |
| <b>Delegation No:</b>   | CD12                          |                       |                         |
| <b>Delegation from:</b> | Council                       | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 18 July 2018                  | <b>Last Reviewed:</b> | 20/05/2020 (no change)  |

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| <b>Statutory Power to Delegate:</b> | <p><i>Building Act 2011</i><br/>Section 127 - Delegation: special permit authorities and local governments</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Statutory Power Delegated:</b>   | <p><i>Building Act 2011</i><br/>Section 18 - Further information<br/>Section 20 - Grant of building permit<br/>Section 21 - Grant of demolition permit<br/>Section 22 - Refusal of Permits<br/>Section 27(1)(3) - Conditions imposed by permit authority<br/>Section 55 - Further Information<br/>Section 58(1)(2)(3) - Grant of occupancy permit, building approval certificate<br/>Section 62(1), (3), (4) and (5) - Conditions imposed by permit authority<br/>Section 65(4) - Extension of period of duration<br/>Section 96(3), (5) and (6) - Authorised persons<br/>Section 99(3) - Limitation on powers of authorised persons<br/>Section 110 - Issue Building Orders<br/>Section 111 - Notice of proposed building order other than building order (emergency)<br/>Section 117 - Revoke Building Orders<br/>Section 118(2) - Permit authority may give effect to building order if non-compliance<br/>Section 131(2) - Inspection, copies of building records<br/>Section 145A - Local government functions</p> <p><i>Building Regulations 2012</i><br/>Regulation 23 - Application to extend time during which the permit has effect (s32)<br/>Regulation 24 - Extension of time during which permit has effect (s32)<br/>Regulation 26 - Approval of new responsible person (35)<br/>Regulation 40 - Extension of period of duration of time limited occupancy permit or building approval certificate (s65)<br/>Regulation 51- Approvals by permit authority [Private Pool Barriers]<br/>Regulation 55 - Terms used (alternative building solution approval)<br/>Regulation 61 - Local Government approval of battery powered smoke alarms.</p> |
| <b>Function Delegated:</b>          | <ol style="list-style-type: none"> <li>1. Appoint authorised persons: <ol style="list-style-type: none"> <li>a) To administer the Building Act 2011 (the Building Act) and sign the certificate of appointment.</li> <li>b) Conduct duties as an authorised person pursuant to s96 of the Building Act:</li> </ol> </li> <li>2. Serve Notices: <ol style="list-style-type: none"> <li>a) To stop unlawful work in accordance with s191 of the Building Act;</li> <li>b) Where a building is deemed to be in a dangerous state, cause it to be shored up or otherwise secured and a proper hoarding or fence to be put up for the protection of the public from danger, and shall cause written notice to be served on the owner or occupier, under s192 of the Building Act;</li> <li>c) On the owner or occupier of a neglected and/or dangerous building, to compel removal in accordance with the Building Act, [s192 &amp; s193]</li> <li>d) On the owner or occupier of a dilapidated building, to compel renovation in accordance with s194 of the Building Act;</li> </ol> </li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|                                  | <ul style="list-style-type: none"> <li>e) On the owner or occupier of an uncompleted building, in accordance with s195 of the Building Act.</li> </ul> <p>3. Permits:</p> <ul style="list-style-type: none"> <li>a) Approve or refuse a Building Permit [s20];</li> <li>b) Approve or refuse a Demolition Permit [s21]</li> <li>c) Impose, vary or revoke conditions on a building or demolition permit [s27]</li> <li>d) Extend the time during which a building or demolition permit has effect [s32(3), r24]</li> <li>e) Approve, modify or refuse to approve applications for Granting of an Occupancy Permit and Building Approval Certificate [s58].</li> <li>f) Approve, modify or refuse to approve applications for an extension of period of duration for a Occupancy Permit and Building Approval Certificate [s65]</li> </ul> <p>4. The authority to issue or revoke building orders under section 110 and 117 of the Building Act 2011.</p> <p>5. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Conditions</b>                | <p>1. Authorisation (1): Authorised Persons:</p> <ul style="list-style-type: none"> <li>a) Subject to person being employed by the authorising Local Government under s 5.36 of the LGA 1995, or appointed under contract or other agreement to the Shire of Mingenew.</li> <li>b) Appointed authorised person must hold a current authority card.</li> <li>c) An authorised person, shall on demand by the builder, owner or person apparently in charge thereof, produce his authority to so enter to the person demanding it.</li> </ul> <p>2. Authorisation (2): Serve Notices</p> <ul style="list-style-type: none"> <li>a) A notice under subsection (3)(III) must inform the person of the person's right of review under section 119.</li> </ul> <p>3. Authorisation (3): Permits are subject to:</p> <ul style="list-style-type: none"> <li>a) The provisions of the Building Act 2011 and Building Regulations 2012;</li> <li>b) Outbuildings not exceeding 75m<sup>2</sup> in area or 3m in height.</li> <li>c) Applicant being advised of objection and/or appeal rights.</li> </ul> <p>4. In undertaking the functions of these delegations, Building Surveyors must:</p> <ul style="list-style-type: none"> <li>a) Be employed by the Shire in accordance with s5.36 of the Local Government Act 1995 or appointed under contract or other agreement to the Shire of Mingenew.</li> <li>b) Hold the appropriate qualifications as set out under r.6 of the Building Services (Registration) Regulations 2011.</li> </ul> <p>5. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</p> |
| <b>Cross References (if any)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Policy:</b>                   | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Procedure:</b>                | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Other Statutory:</b>          | <p>Building Act 2011</p> <ul style="list-style-type: none"> <li>1. Section 17- Uncertified application to be considered by building surveyor</li> <li>2. Section 23 - Time for deciding application for building or demolition permit</li> <li>3. Section 119 - Building and demolition permits- application review by SAT</li> <li>4. Section 59 - Time for granting occupancy permit or building approval certificate</li> <li>5. Section 60 - Notice of decision not to grant occupancy permit or grant building approval certificate</li> </ul> <p>Building Regulations 2012 Building Code of Australia</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



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| <b>Title:</b>           | <b>CD13 Bush Fires Act 1954</b> |                       |                         |
| <b>Delegation No:</b>   | CD13                            |                       |                         |
| <b>Delegation from:</b> | Council                         | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20 July 2018                    | <b>Last Reviewed:</b> | 20/05/2020 (no change)  |

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| <b>Statutory Power to Delegate:</b> | <p><i>Bush Fires Act 1954</i><br/> Section 17(10) - Prohibited burning times<br/> Section 48 - Delegation by local governments<br/> Section 59(3) - Prosecution</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Statutory Power Delegated:</b>   | <p><i>Bush Fires Act 1954</i><br/> Section 13(4) - Duties and powers of bush fire liaison officers<br/> Section 17(7) and (8) - Prohibited burning times may be declared by Minister<br/> Section 24F - Burning garden refuse during limited burning times<br/> Section 27 - Prohibition on use of tractors or engines except under certain conditions<br/> Section 33 - Local government may require occupier of land to plough or clear fire-break<br/> Section 36 - Local government may expend moneys in connection with control and extinguishment of bush fires<br/> Section 38 - Local government may appoint bush fire control officer<br/> Section 59A(2) and (5) - Alternative procedure – Infringement notices</p> <p><i>Bush Fire Regulations 1954:</i><br/> Regulation 15- Permit to burn (Act s.18), form of and apply for after refusal etc.<br/> Regulation 39B- Crop dusters etc., use of in restricted or prohibited burning times</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Function Delegated:</b>          | <p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Authority to request on behalf of the Shire of Mingenew that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].</li> <li>2. Vary the prohibited burning times in respect of that year in the district or a part of the district and give notice of the variation to any local government whose district adjoins that district [s17(7), s17(8)]</li> <li>3. 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>4. Give notice in writing to an owner/occupier of land to plough, cultivate, scarify, burn or otherwise clear upon the land firebreaks [s33(1)]</li> <li>5. 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)].</li> <li>6. At the request and expense of the landowner or occupier, authorise any such works for the removal or abatement of a fire danger [s33(6)]</li> <li>7. Purchase and maintain appliances, equipment, and apparatus for the prevention, control and extinguishment of bush fires [36(a)]</li> <li>8. Clear a street, road or reserve vested in the local government of bush and other inflammable material for the purpose of preventing the occurrence or spread of a bushfire [s36(b)]</li> <li>9. Establish and maintain bush fire brigades as a part of its organisation for the prevention control, and extinguishment of bush fires [s36(d)]</li> <li>10. Appoint bush fire control officers under and for the purposes of the Bush Fire Act 1954 and cause notice [s38(1) and s38(2)].</li> </ol> |

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|                                  | <p>11. 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)].</p> <p>12. Issue authorised bush fire control officers with a certificate of appointment [s38(2E)]</p> <p>13. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].</p> <p>14. Authority to withdraw an infringement notice for an offence against this Act [s.59A(5)].</p>                                                                                                                                         |
| <b>Conditions</b>                | <p>1. The Chief Bush Fire Control Officer is delegated the below points only-</p> <p>a) Section 17(7)(8) is delegated to the President and the Chief Bush Fire Control Officer jointly and is subject to the provisions of section 17 of the Bush Fire Act 1954 (as per s17[10]).</p> <p>b) Section 27 is delegated to the Chief Bush Fire Officer and subject to local public notice in accordance with s27(3).</p> <p>c) Section 59A(2) [to serve an infringement notice for an offence against this Act] is delegated to the Chief Bush Fire Officer only.</p> <p>2. The CEO is delegated all provisions listed within the delegation with the exception of s17 and s59A(2).</p> <p>3. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</p> |
| <b>Cross References (if any)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Policy:</b>                   | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Procedure:</b>                | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Other Statutory:</b>          | <p><i>Bush Fires Act 1954</i><br/> s 23(2)(a) - Burning during prohibited burning times- notice<br/> s38(2) - Local government may appoint bush fire control officer - Notice<br/> s38(2E) - Local government may appoint bush fire control officer - Certificate<br/> <i>Bush Fires Regulations 1954</i><br/> <i>Bush Fires (Infringement) Regulations 1978</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|-------------------------|-----------------------------------------------------------------|-----------------------|-------------------------|
| <b>Title:</b>           | <b>CD14 Dealing with and Approving Development Applications</b> |                       |                         |
| <b>Delegation No:</b>   | CD14                                                            |                       |                         |
| <b>Delegation from:</b> | Council                                                         | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20 June 2018                                                    | <b>Last Reviewed:</b> | 20/05/2020 (amended)    |

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

| <b>Statutory Power to Delegate:</b> | <p><i>Planning and Development (Local Planning Schemes) Regulations 2015</i><br/> Schedule 2 Part 10 cl.82 - Delegations by local government<br/> Schedule 2 Part 10 cl.83 - Local government CEO may delegate powers</p> <p><i>Local Government Act 1995</i><br/> Section 5.42 - Delegation of some powers or duties to the CEO<br/> Section 5.43 - Limitations on delegations to the CEO</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                    |             |         |     |           |                                                                                                                       |     |            |                                                                                                                                                                                                                                    |     |               |                                                                                                                                |     |             |                                                                                                                                                                                                          |
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| <b>Statutory Power Delegated:</b>   | <p><i>Planning and Development (Local Planning Schemes) Regulations 2015</i><br/> Schedule 2 Part 10 cl.83<br/> Regulation 64 - Advertisement of approved amendment to local planning scheme</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                    |             |         |     |           |                                                                                                                       |     |            |                                                                                                                                                                                                                                    |     |               |                                                                                                                                |     |             |                                                                                                                                                                                                          |
| <b>Function Delegated:</b>          | <p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Approve certain development applications in accordance with the conditions below.</li> <li>2. Refer any development application for Council decision where the application may be contentious, or refusal of the application is recommended.</li> <li>3. Give notice with regard to local planning scheme amendments [r.64]</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                    |             |         |     |           |                                                                                                                       |     |            |                                                                                                                                                                                                                                    |     |               |                                                                                                                                |     |             |                                                                                                                                                                                                          |
| <b>Conditions</b>                   | <ol style="list-style-type: none"> <li>1. All development applications may be dealt with by the CEO if they satisfy the following land uses and development classes as defined under the Local Planning Scheme No.4 Zoning Table [pg. 12]: <table border="1" data-bbox="411 1227 1444 1747"> <thead> <tr> <th>Type</th> <th>Description</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>"P"</td> <td>Permitted</td> <td>means that the use is permitted if it complies with all relevant development standards and requirements of the Scheme</td> </tr> <tr> <td>"I"</td> <td>Incidental</td> <td>means that the use is permitted if it is consequent on, or naturally attaching, appertaining or relating to the predominant use of the land and it complies with all relevant development standards and requirements of the Scheme</td> </tr> <tr> <td>"D"</td> <td>Discretionary</td> <td>means that the use is not permitted unless the local government has exercised its discretion by granting development approval;</td> </tr> <tr> <td>"A"</td> <td>Advertising</td> <td>means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions;</td> </tr> </tbody> </table> <p>* <i>approvals may be granted only where a sound assessment of the application has been undertaken to determine if legislative and Scheme requirements have been met.</i></p> </li> <li>2. The delegation does not extend to "X" (Not permitted) or unidentifiable land uses and development classes as defined under the Local Planning Scheme No.4 Zoning Table, and are to be referred to Council;</li> <li>3. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</li> </ol> | Type                                                                                                                                                                                                                               | Description | Meaning | "P" | Permitted | means that the use is permitted if it complies with all relevant development standards and requirements of the Scheme | "I" | Incidental | means that the use is permitted if it is consequent on, or naturally attaching, appertaining or relating to the predominant use of the land and it complies with all relevant development standards and requirements of the Scheme | "D" | Discretionary | means that the use is not permitted unless the local government has exercised its discretion by granting development approval; | "A" | Advertising | means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions; |
| Type                                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Meaning                                                                                                                                                                                                                            |             |         |     |           |                                                                                                                       |     |            |                                                                                                                                                                                                                                    |     |               |                                                                                                                                |     |             |                                                                                                                                                                                                          |
| "P"                                 | Permitted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | means that the use is permitted if it complies with all relevant development standards and requirements of the Scheme                                                                                                              |             |         |     |           |                                                                                                                       |     |            |                                                                                                                                                                                                                                    |     |               |                                                                                                                                |     |             |                                                                                                                                                                                                          |
| "I"                                 | Incidental                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | means that the use is permitted if it is consequent on, or naturally attaching, appertaining or relating to the predominant use of the land and it complies with all relevant development standards and requirements of the Scheme |             |         |     |           |                                                                                                                       |     |            |                                                                                                                                                                                                                                    |     |               |                                                                                                                                |     |             |                                                                                                                                                                                                          |
| "D"                                 | Discretionary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | means that the use is not permitted unless the local government has exercised its discretion by granting development approval;                                                                                                     |             |         |     |           |                                                                                                                       |     |            |                                                                                                                                                                                                                                    |     |               |                                                                                                                                |     |             |                                                                                                                                                                                                          |
| "A"                                 | Advertising                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions;                           |             |         |     |           |                                                                                                                       |     |            |                                                                                                                                                                                                                                    |     |               |                                                                                                                                |     |             |                                                                                                                                                                                                          |

| <b>Cross References (if any)</b> |                                                                                                                                                                                                                              |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy:</b>                   | Nil.                                                                                                                                                                                                                         |
| <b>Procedure:</b>                | Nil.                                                                                                                                                                                                                         |
| <b>Other Statutory:</b>          | Shire of Mingenew Local Planning Scheme No. 4<br>Residential Design Codes of Western Australia<br>Shire of Mingenew Local Planning Strategy<br>Shire of Mingenew Townsite Local Planning Strategy<br>Local Planning Policies |



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|-------------------------|---------------------------------------------------------------------|-----------------------|-------------------------|
| <b>Title:</b>           | <b>CD15 Designated Authorised Officers - Public Health Act 2016</b> |                       |                         |
| <b>Delegation No:</b>   | CD15                                                                |                       |                         |
| <b>Delegation from:</b> | Council                                                             | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20 June 2018                                                        | <b>Last Reviewed:</b> | 20/05/2020 (amended)    |

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

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| <b>Statutory Power to Delegate:</b> | <i>Public Health Act 2016</i><br>Section 21- Enforcement agency may delegate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Statutory Power Delegated:</b>   | <i>Public Health Act 2016</i><br>Section 24(1) and (3) - Designation of authorised officers<br>Section 25 – Appropriate qualifications<br>Section 26 – Power to revoke                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Function Delegated:</b>          | Authority to:<br><ol style="list-style-type: none"> <li>1. Designate environmental health officers (either as a person or as a class of persons) to be authorised officers for the purposes of the <i>Public Health Act 2016</i> or another specified Act [s24]</li> <li>2. Designate a qualified person (either as a person or as a class of persons) who is not an environmental health officer to be an authorised officer for the purposes of the <i>Public Health Act 2016</i> or another specified Act [s24]</li> <li>3. Revoke a designation made to any person under the <i>Public Health Act 2016</i> or another specified Act [s26]</li> </ol> |
| <b>Conditions</b>                   | <ol style="list-style-type: none"> <li>1. Subject to the CEO being satisfied that a person or class of persons is adequately qualified and evidence of which is recorded and verified, in accordance with s25.</li> <li>2. All designations and revocations are to be made in writing, in accordance with s26(2) of the <i>Public Health Act 2016</i>.</li> </ol>                                                                                                                                                                                                                                                                                        |
| <b>Cross References (if any)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Policy:</b>                      | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Procedure:</b>                   | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Other Statutory:</b>             | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|-------------------------|-------------------------------------------------------------------------------------------|-----------------------|-------------------------|
| <b>Title:</b>           | <b>CD16 Appoint Authorised Persons and Perform Certain Duties under the Food Act 2008</b> |                       |                         |
| <b>Delegation No:</b>   | CD16                                                                                      |                       |                         |
| <b>Delegation from:</b> | Council                                                                                   | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20 June 2018                                                                              | <b>Last Reviewed:</b> | 20/05/2020 (amended)    |

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

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|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Statutory Power to Delegate:</b> | <p><i>Food Act 2008</i><br/> Section 118(2)(b) - Local government (enforcement agency) may delegate a function conferred on it<br/> Section 118(3) - Delegation subject to conditions [s119] and guidelines adopted [s120]<br/> Section 118(4) - Sub-delegation only permissible if expressly provided in regulations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Statutory Power Delegated:</b>   | <p><i>Food Act 2008</i><br/> Section 65(1) - Prohibition Order<br/> Section 66 - Certificate of Clearance<br/> Section 67(4) - Request for Re-Inspection<br/> Section.110 - Registration of food business<br/> Section.112 - Variation of conditions or cancellation of registration of food businesses.<br/> Section 122(1) - Appointment of authorised officers<br/> Section 123 - Certificates of authority<br/> Section 126(6), (7) and (13) Infringement Officers</p> <p><i>Food Regulations 2009</i><br/> Regulation 51 – Enforcement agency may make list of food businesses publicly available</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Function Delegated:</b>          | <ol style="list-style-type: none"> <li>1. Appoint authorised persons to exercise the powers and duties set out in respect to the <i>Food Act 2008</i> [s122].</li> <li>2. Provide each authorised officer appointed by the Shire with a certificate of authority as an authorised officer [s123]</li> <li>3. 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>4. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].</li> <li>5. Serve a Prohibition Order on the proprietor of a food business in accordance with s65 of the <i>Food Act 2008</i> [s65].</li> <li>6. Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices [s66].</li> <li>7. 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 [s67(4)].</li> <li>8. Applications for registration of a food business in respect of any premises for the purposes of Part 9 of the <i>Food Act 2008</i> and issue a certificate of registration [s110(1)].</li> <li>9. After considering an application, to grant (with or without conditions) or refuse the application [s110(5)].</li> <li>10. To vary the conditions or cancel the registration of a food business in respect of any premises under Part 9 of the <i>Food Act 2008</i> [s112(1)].</li> <li>11. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].</li> </ol> |

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| <b>Conditions</b>                | <ol style="list-style-type: none"> <li>1. The Environmental Health Officer <b>may only be delegated powers under</b> s65, s66, s67, s110 &amp; s112 only.</li> <li>2. The Chief Executive Officer is delegated all sections.</li> <li>3. Certificates of authority must be issued in accordance with section 123 of the <i>Food Act 2008</i>.</li> <li>4. Infringement notices must be issued in accordance with section 126 of the <i>Food Act 2008</i></li> <li>5. Appointment of authorised Officers is to be subject to s126(13) of the <i>Food Act 2008</i>.</li> <li>6. In accordance with s118(3)(b), section's 110 &amp; 112 are subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ol style="list-style-type: none"> <li>a) Food Act 2008</li> <li>b) Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA</li> <li>c) Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1</li> <li>d) WA Priority Classification System</li> <li>e) Verification of Food Safety Program Guideline</li> </ol> </li> <li>7. Subject to the reporting of the exercise of this delegation where the matter may be deemed of high public interest or contentious to the Concept Forum each month.</li> </ol> |
| <b>Cross References (if any)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Policy:</b>                   | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Procedure:</b>                | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Other Statutory:</b>          | <i>Food Act 2008</i><br>Section 122(3) required the Enforcement Agency to maintain a list of authorised officers appointed by the agency.<br>Section 123(1) requires the Enforcement Agency to provide each authorised officer with a certificate of authority as an authorised officer.<br><i>Food Regulations 2009</i><br>Dept of Health: Guideline on the Appointment of Authorised Officers as Meat Inspectors<br>Dept of Health: Guideline on the Appointment of Authorised Officers<br>Dept of Health: Guideline on the Appointment of Authorised Officers - Designated Officers only (section 126)<br>Dept of Health: Guideline on the Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an authorised officer<br>Department of Health: Food Act 2008 Regulatory Guideline No.1: Introduction of Regulatory Food Safety Auditing in WA<br>Department of Health: Food Unit Fact Sheet 8: Guide to Regulatory Guideline No.1<br>Department of Health: WA Priority Classification System<br>Department of Health: Food Act 2008 Verification of Food Safety Program Guideline                                                                                                                                                                   |

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| <b>Title:</b>                 | CD17 Authorised Persons- Caravan Parks and Camping Grounds Act 1995 (Revoked 17/04/2020)                                                                                                                   |                       |                         |
| <b>Delegation No:</b>         | CD17                                                                                                                                                                                                       |                       |                         |
| <b>Delegation from:</b>       | Council                                                                                                                                                                                                    | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>          | 20 June 2018                                                                                                                                                                                               | <b>Last Revoked:</b>  | 17/04/2019              |
| <b>Reason for revocation:</b> | Revoked as a delegation and created as an authorisation (power for CEO to perform duties and appoint authorised person already provided for within the <i>Caravan Parks and Camping Grounds Act 1995</i> ) |                       |                         |

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|-------------------------|---------------------------------------------------|-----------------------|-------------------------|
| <b>Title:</b>           | <b>CD18 Certain Duties under the Dog Act 1976</b> |                       |                         |
| <b>Delegation No:</b>   | CD18                                              |                       |                         |
| <b>Delegation from:</b> | Council                                           | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20 June 2018                                      | <b>Last Reviewed:</b> | 20/05/2020 (amended)    |

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

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| <b>Statutory Power to Delegate:</b> | <i>Dog Act 1976</i><br>Section 10AA - Delegation of local government powers and duties<br>Section 10AB – Register of, and review of, delegations                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Statutory Power Delegated:</b>   | <i>Dog Act 1976</i><br>Section 11(1) - Staff and services<br>Section 15(4A) - Discount or waive a registration fee<br>Section 16(3) - Registration procedure<br>Section 17A(2) - If no application for registration made Section 17(4) and (6) Refusal or cancellation of registration<br>Section 29 - Power to seize dogs<br>Section 33E - Individual dog may be declared to be dangerous dog (declared)                                                                                                                                                                                 |
| <b>Function Delegated:</b>          | <ol style="list-style-type: none"> <li>1. Authority to appoint Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act [s.3].</li> <li>2. Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act [s.11(1)].</li> <li>3. The registration of dogs (s15-19)</li> <li>4. Authority to discount or waive a registration fee (excluding the registration of a dangerous dog)</li> <li>5. The management of dogs (s26, s29)</li> <li>6. Commence enforcement proceedings (s44)</li> </ol> |
| <b>Conditions</b>                   | <ol style="list-style-type: none"> <li>1. Authorised officers are issued with a certificate of authority.</li> <li>2. Powers to be used in accordance with the provisions of the Dog Act 1976 and Regulations 2013.</li> <li>3. The CEO is authorised to sub-delegate any power conferred on the position by Council.</li> <li>4. Any discount or waiver of a registration fee is authorised in writing</li> <li>5. Subject to the reporting of the exercise of this delegation in relation to enforcement proceedings to the Concept Forum each month.</li> </ol>                        |
| <b>Cross References (if any)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Policy:</b>                      | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Procedure:</b>                   | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Other Statutory:</b>             | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| <b>Title:</b>           | <b>CD19 Certain duties under the Cat Act 2011</b> |                       |                         |
| <b>Delegation No:</b>   | CD19                                              |                       |                         |
| <b>Delegation from:</b> | Council                                           | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20 June 2018                                      | <b>Last Reviewed:</b> | 20/05/2020 (amended)    |

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| <b>Statutory Power to Delegate:</b> | <p><i>Cat Act 2011</i><br/> Section 44 - Delegation by local government<br/> Section 45 – Delegation by the CEO of local government<br/> Section 46 – Other matters relevant to delegations under this Division</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Statutory Power Delegated:</b>   | <p><i>Cat Act 2011</i><br/> Section 9 - Registration<br/> Section 10 - Cancellation of registration<br/> Section 11 - Registration numbers, certificates and tags<br/> Section 12 - Register of cats<br/> Section 26 - Cat control notice may be given to cat owner<br/> Section 34 – Dealing with unidentified and unclaimed cats<br/> Section 37 - Approval to breed cats<br/> Section 38 - Cancellation of approval to breed cats<br/> Section 39 - Certificate to be given to approved cat breeder<br/> Section 48 - Authorised persons</p> <p><i>Cat (Uniform Local Provisions) Regulations 2013:</i><br/> Regulation 8 - Application to keep additional number of cats<br/> Regulation 9 - Grant of approval to keep additional number of cats</p>                        |
| <b>Function Delegated:</b>          | <ol style="list-style-type: none"> <li>1. The registration of cats (s10-13)</li> <li>2. 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].</li> <li>3. The Management of cats (s26-40)</li> <li>4. Appoint authorised officers for the purposes of the Cat Act 2011 (s48)</li> <li>5. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].</li> <li>6. 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>Conditions</b>                   | <ol style="list-style-type: none"> <li>1. Authorised officers are issued with a certificate of authority.</li> <li>2. Notices must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011.</li> <li>3. Subject to the provisions of the Cat Act 2011 and its associated regulations.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Cross References (if any)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Policy:</b>                      | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Procedure:</b>                   | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Other Statutory:</b>             | <p><i>Cat Act 2011</i><br/> Part 3 Division 4 Breeding of Cats</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <b>Title:</b>           | <b>CD20 Planning and Development Act – Illegal Development</b> |                       |                         |
| <b>Delegation No:</b>   | CD20                                                           |                       |                         |
| <b>Delegation from:</b> | Council                                                        | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 17 April 2019                                                  | <b>Last Reviewed:</b> | 20/05/2020 (no change)  |

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| <b>Statutory Power to Delegate:</b> | <i>Local Government Act 1995:</i><br>Section 5.42(b) - Delegation of some powers or duties to the CEO<br>Section 5.43 - Limitations on delegations to the CEO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Statutory Power Delegated:</b>   | <i>Planning and Development Act 2005:</i><br>Section 214 – Illegal development, responsible authority's power as to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Function Delegated:</b>          | Authority to:<br><ol style="list-style-type: none"> <li>1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements;</li> <li>2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> <li>a) to remove, pull down, take up, or alter the development; and</li> <li>b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.</li> </ol> </li> <li>3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.</li> </ol> |
| <b>Conditions</b>                   | Subject to the reporting of the exercise of this delegation to the next practical Concept Forum.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Cross References (if any)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Policy:</b>                      | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Procedure:</b>                   | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Other Statutory:</b>             | Shire of Mingenew Local Planning Scheme No. 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|                               |                                                                                                                                                                      |                       |                         |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------|
| <b>Title:</b>                 | CD21 Road Traffic Code 2000 (Revoked 17/04/2020)                                                                                                                     |                       |                         |
| <b>Delegation No:</b>         | CD21                                                                                                                                                                 |                       |                         |
| <b>Delegation from:</b>       | Council                                                                                                                                                              | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>          | 20 June 2018                                                                                                                                                         | <b>Last Revoked:</b>  | 17/04/2019              |
| <b>Reason for revocation:</b> | Revoked as this is a State Government delegation - Instrument of Authorisation from the Commissioner of Main Roads exists (See SD03 Road Traffic Code 2000 – Events) |                       |                         |



|                         |                                                    |                       |                         |
|-------------------------|----------------------------------------------------|-----------------------|-------------------------|
| <b>Title:</b>           | <b>CD22 Power to invest and manage investments</b> |                       |                         |
| <b>Delegation No:</b>   | CD22                                               |                       |                         |
| <b>Delegation from:</b> | Council                                            | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 17 April 2019                                      | <b>Last Reviewed:</b> | 20/05/2020 (no change)  |

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Statutory Power to Delegate:</b> | <i>Local Government Act 1995:</i><br>Section 5.42(b) - Delegation of some powers or duties to the CEO<br>Section 5.43 - Limitations on delegations to the CEO                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Statutory Power Delegated:</b>   | <i>Local Government Act 1995:</i><br>Section 6.14 - Power to invest<br><i>Local Government (Financial Management) Regulations 1996:</i><br>Regulation 19 - Investments, control procedures for                                                                                                                                                                                                                                                                                                                                        |
| <b>Function Delegated:</b>          | Authority to:<br>1. 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)].<br>2. Establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].                                                                                                                                                                                                                                             |
| <b>Conditions</b>                   | 1. All investment activity must comply with the Financial Management Regulation 19C and Council Policy 1.3.3 Investment of Surplus Funds and 1.3.3 Investment of Surplus Funds Management Procedure.<br>2. 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 each financial year. [Audit r.17]<br>3. Subject to the reporting of the exercise of this delegation to the Concept Forum each month. |
| <b>Cross References (if any)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Policy:</b>                      | 1.3.1 Investment of Surplus Funds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Procedure:</b>                   | 1.3.1 Investment of Surplus Funds Management Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Other Statutory:</b>             | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                         |                                      |                       |                         |
|-------------------------|--------------------------------------|-----------------------|-------------------------|
| <b>Title:</b>           | <b>CD23 Subdivision Applications</b> |                       |                         |
| <b>Delegation No:</b>   | CD23                                 |                       |                         |
| <b>Delegation from:</b> | Council                              | <b>Delegation to:</b> | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20 May 2020                          | <b>Last Reviewed:</b> | N/A (New Delegation)    |

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b>Statutory Power to Delegate:</b> | <i>Local Government Act 1995:</i><br>Section 5.42(b) - Delegation of some powers or duties to the CEO<br>Section 5.43 - Limitations on delegations to the CEO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Statutory Power Delegated:</b>   | <i>Local Government Act 1995:</i><br>Section 6.14 - Power to invest<br><i>Planning and Development Act 2005:</i><br>Regulation 19 - Investments, control procedures for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Function Delegated:</b>          | <p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Give advice to the Western Australian Planning Commission with regards to applications referred to the Shire, subject to the application being consistent with the Shire of Mingenew Local Planning Scheme No. 4, the Residential Design Codes of Western Australia, the Shire of Mingenew Local Planning Strategy, the Shire of Mingenew Townsite Local Planning Strategy, and adopted Local Planning Policies and any other strategies or policies adopted by Council in respect of the affected land and only in the circumstances set out below: <ol style="list-style-type: none"> <li>a) Applications proposing the amalgamation of existing lots without any other changes to the boundaries of any of the lots affected by the application.</li> <li>b) Applications affecting 'Residential' zoned land.</li> <li>c) Applications for boundary adjustments on other than 'Residential' zoned land where the total number of lots within the area affected by the application will not increase, the size of the smallest lot within the application area will not decrease by greater than 10%, there will be no increase in the number of lots below 100 hectares in size and the proposal represents a rationalisation of boundaries to ensure greater consistency with physical and/or cadastral boundaries.</li> <li>d) Applications consistent with an endorsed Subdivision Guide Plan or Structure Plan.</li> <li>e) Applications involving the creation of lots for the purposes of public or servicing authorities, where the application does not involve the creation of any new roads.</li> <li>f) Amended plans for applications that have been considered by Council within the last two years and the amendments are of a minor nature.</li> <li>g) Applications previously determined by Council where the Western Australian Planning Commission period of approval has expired (or will imminently expire) and a new application has been required to be lodged.</li> </ol> </li> <li>2. Give advice to the Western Australian Planning Commission with regards to the clearance of conditions determined by the Commission and for which the local government is nominated as a clearance agency, subject to the application being consistent with the Shire of Mingenew Local Planning Scheme No. 4, the Residential Design Codes of Western Australia, the Shire of Mingenew Local Planning Strategy, the Shire of Mingenew Townsite Local Planning Strategy, and adopted Local Planning Policies and any other strategies or policies adopted by Council in respect of the affected land and only in the circumstances set out below:</li> </ol> |

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  | <p>a) Where the Western Australian Planning Commission has not been advised in respect of any particular application pursuant to the delegations outlined in Clause 1.1 above, Council may, when giving consideration to the application identify any of the recommended conditions as being conditions that need to be referred to Council for consideration prior to clearing.</p> <p>b) Where clearance of conditions is to be determined pursuant to this clause and the applicant feels aggrieved by any decision of the delegated officer, the applicant may require that the matter be referred to Council for reconsideration. In such cases the applicant shall provide a written statement outlining the basis of their request for reconsideration. Unless otherwise agreed to by the delegated officer, such written statement shall be provided a minimum of 10 working days prior to the meeting at which the applicant wishes the matter to be reconsidered.</p> <p>3. Notwithstanding the above, any matter may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.</p> <p>4. A summary of decisions made pursuant to Clauses 1 &amp; 2 shall be reported at a Council Forum. For each decision made during the preceding calendar month/s, the summary shall identify; the WAPC reference number, the name/s of the proponents and owners, the particulars of the affected property, a short description of the proposal, the date of determination, whether the decision was made pursuant to Clause 1 or 2 and if the decision was made under a sub-delegation.</p> |
| <b>Conditions</b>                | <p>1. All subdivision applications referred by the Western Australian Planning Commission that are not consistent with the Shire of Mingenew Local Planning Scheme No. 4, the Residential Design Codes of Western Australia, the Shire of Mingenew Local Planning Strategy, the Shire of Mingenew Townsite Local Planning Strategy, and adopted Local Planning Policies and any other strategies or policies adopted by Council in respect of the affected land and/or refusal of the application is recommended, shall be referred to Council for consideration.</p> <p>2. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Cross References (if any)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Policy:</b>                   | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Procedure:</b>                | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Other Statutory:</b>          | <p>Shire of Mingenew Local Planning Scheme No. 4<br/> Residential Design Codes of Western Australia<br/> Shire of Mingenew Local Planning Strategy<br/> Shire of Mingenew Townsite Local Planning Strategy<br/> Local Planning Policies</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## **PART 4**

### **Council / Chief Executive Officer Authorisations to Employees**

|                          |                                                                                    |                          |                                                         |
|--------------------------|------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------|
| <b>Title:</b>            | <b>CA1 Authorised Persons under the Caravan Parks and Camping Grounds Act 1995</b> |                          |                                                         |
| <b>Authority No:</b>     | CA1                                                                                |                          |                                                         |
| <b>Appointment from:</b> | Council<br>Chief Executive Officer                                                 | <b>Authorisation to:</b> | Chief Executive Officer<br>Environmental Health Officer |
| <b>Date Adopted:</b>     | 17 April 2019                                                                      | <b>Last Reviewed:</b>    | 20/05/2020 (amended)                                    |

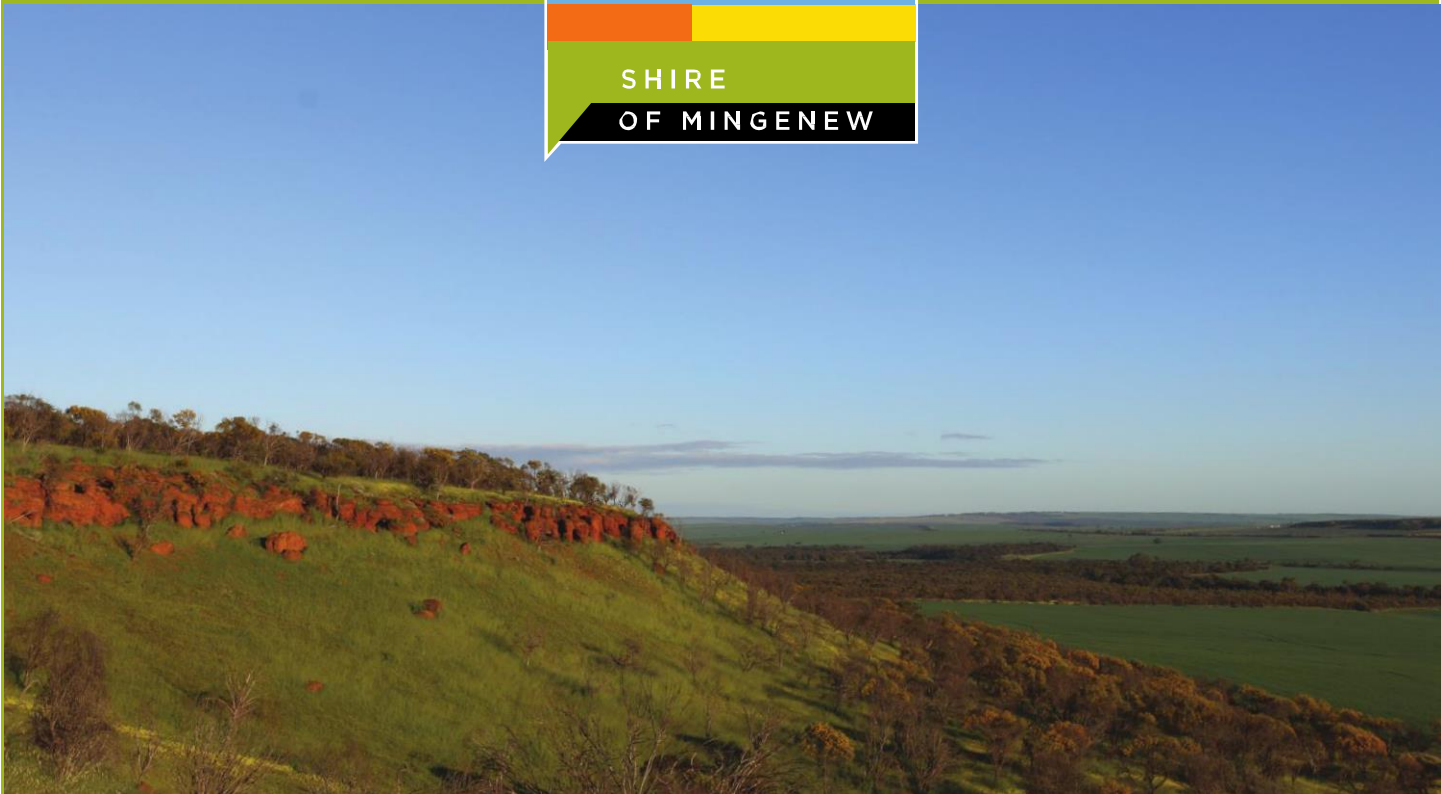
This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Statutory Power to appoint authorised persons:</b> | <i>Caravan Parks and Camping Grounds Act 1995</i><br>Section 17 - Appointment of authorised persons                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Statutory Power for authorisation:</b>             | <i>Caravan Parks and Camping Grounds Act 1995</i><br>Section 23 – Infringement Notices                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Authority:</b>                                     | Undertake the powers of an 'authorised person' as prescribed in the <i>Caravan Parks and Camping Grounds Act 1995</i> and the <i>Caravan Parks and Camping Grounds Regulations 1997</i> ;                                                                                                                                                                                                                                                                                           |
| <b>Conditions:</b>                                    | <ol style="list-style-type: none"> <li>1. In the context of s23 the Environmental Health Officer is authorised to issue infringements under s23(2) only, as per s23(11) of the <i>Caravan Parks and Camping Grounds Act 1995</i>.</li> <li>2. In the context of s23, the CEO is authorised to modify or withdraw infringements in accordance with all other subsections of s23.</li> <li>3. An identity card be issued to each authorised person in accordance with s17.</li> </ol> |
| <b>Cross References (if any)</b>                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Policy:</b>                                        | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Procedure:</b>                                     | Nil.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Evidence:</b>                                      | Identity Card [s17]                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## SUMMARY OF DELEGATIONS AND AUTHORISATIONS (CEO TO EMPLOYEES)

| Employee Title:                                | Delegation / Authorisation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Emergency Management & Ranger Services Officer | CEOD4 Disposal of Sick and Injured Animals<br>CEOD8 Powers of Entry<br>CEOD10 Confiscated or Uncollected Goods<br>CEOD11 Certain Duties under the Dog Act 1976<br>CEOD12 Certain Duties under the Cat Act 2011<br>CEOA2 Authorised Persons under the Local Government Act 1995<br>CEOA7 Perform Certain Duties under the Cat Act 2011<br>CEOA8 Dog Act 1976 – Ranger Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Rates & Finance Officer                        | CEOD3 Rates Recovery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Works Supervisor                               | CEOD5 Reserves under the Control of Local Government<br>CEOD6 Thoroughfares<br>CEOD7 Closing of Thoroughfares<br>CEOD8 Powers of Entry<br>CEOA1 Authority to Incur Liabilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Chief Bush Fire Control Officer                | CEOA4 Appointment under the Bush Fires Act 1954                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Finance and Administration Manager             | CEOD1 Payments from Municipal or Trust Funds<br>CEOD3 Rates Recovery<br>CEOA1 Authority to Incur Liabilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Governance Officer                             | CEOD1 Payments from Municipal or Trust Funds<br>CEOD15 Electoral Enrolment Eligibility Claims and Electoral Roll<br>CEOA1 Authority to Incur Liabilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Chief Executive Officer                        | CD01 Payments from Municipal or Trust Funds<br>CD02 Debts, Waiver, Concessions, Write Offs and Recovery<br>CD03 Rates Recovery<br>CD04 Expressions of Interest, Tenders and Tender Exempt Procurement<br>CD05 Disposal of Land (Including Buildings) Via Lease or License<br>CD06 Authorised Persons for the Purposes of the Local Government Act 1995<br>CD07 Reserves under Control of the Local Government<br>CD08 Thoroughfares<br>CD09 Closing of Thoroughfares<br>CD10 Powers of Entry<br>CD11 Remove, Impound and Dispose of Uncollected Goods or Animals<br>CD12 Building Act 2011<br>CD13 Bush Fire Act 1954<br>CD14 Dealing with and Approving Development Applications<br>CD15 Designate Authorised Officers - Public Health Act 2016<br>CD16 Appoint Authorised Persons and Perform Certain Duties under the Food Act 2008<br>CD18 Certain Duties Under the Dog Act 1976<br>CD19 Certain Duties Under the Cat Act 2011<br>CD20 Planning and Development Act – Illegal Development<br>CD22 Power to Invest and Manage Investments<br>CD23 Subdivision Applications |
| Community Development Officer                  | CEOA1 Authority to Incur Liabilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Customer Service Officer                       | CEOA1 Authority to Incur Liabilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Environmental Health Officer (MOU)             | CEOA3 Authorised Person – Public Health Act 2016<br>CEOA6 Perform Certain Duties under the Food Act 2008                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| CGG – Building Officers (MOU)                  | CEOA5 Building Act 2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Volunteer Ranger                               | CEOA9 Voluntary Ranger Licence to Take Protected Fauna Causing Damage to Property                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

SHIRE OF MINGENEW REGISTER OF DELEGATED AUTHORITY v1.4



| <b>Document Approval</b>             |                                    |                                                                       |                       |
|--------------------------------------|------------------------------------|-----------------------------------------------------------------------|-----------------------|
| <b>Document Development Officer:</b> | Governance Officer                 |                                                                       |                       |
| <b>Document Owner:</b>               | Governance Officer                 |                                                                       |                       |
| <b>Document Control</b>              |                                    |                                                                       |                       |
| <b>Synergy Reference Number:</b>     | NLM19931 / ADM0490                 |                                                                       |                       |
| <b>Meta Data: Key Search Terms</b>   | Governance / Council / Delegations |                                                                       |                       |
| <b>Status of Document:</b>           | Council Decision: Approved.        |                                                                       |                       |
| <b>Quality Assurance:</b>            | Governance Officer                 |                                                                       |                       |
| <b>Distribution:</b>                 | Public Distribution                |                                                                       |                       |
| <b>Document Revision History</b>     |                                    |                                                                       |                       |
| <b>Version</b>                       | <b>Author</b>                      | <b>Version Description</b>                                            | <b>Date Completed</b> |
| 1.0                                  | GO & CEO                           | Draft Approved by CEO                                                 | 05/06/2018            |
| 1.0                                  | COUNCIL                            | Adopted by Council                                                    | 20/06/2018            |
| 1.1                                  | COUNCIL                            | CD12 altered- CGG Building Officers removed                           | 18/07/2018            |
| 1.2                                  | COUNCIL                            | CD13 altered- s18(5) added to delegation                              | 19/09/2018            |
| 1.3                                  | COUNCIL                            | Updated Council Delegations to Committees & Task Specific Delegations | 19/12/2018            |
| 1.4                                  | COUNCIL                            | Annual Review by Council- see changes as per April 2019 minutes       |                       |
|                                      |                                    |                                                                       |                       |
|                                      |                                    |                                                                       |                       |
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### **The Purpose of Delegating Authority**

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire of Mingenew's (the Shire) commitment to a strong customer service focus. The register details the related document(s) where the power to delegate is derived from. This enables easier cross-referencing. This delegated authority register will be reviewed in accordance with the Local Government Act 1995 (the Act) on an annual basis.

### **Council's Understanding**

It is the understanding of council that by delegating its authority it is granting sufficient power to enable the Shire's responsibilities to be fulfilled in a timely, open and accountable manner.

It is the expectation of council that the Chief Executive Officer and other officers will use the delegated authority conferred on them in a manner that aligns with council's values and objectives and they will demonstrate appropriate judgment and accountability in regard to the circumstances and extent of the use of that power.

### **Legislation**

The Local Government Act 1995 allows for a local government to delegate to the Chief Executive Officer (CEO) the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in section 5.43. All delegations made by the council must be by absolute majority decision [s5.42 (1)].

### **Associated Legislation**

Legislation other than the Local Government Act 1995, its regulations and the local government's local laws created under the Act where delegations or authorisations may occur are as follows:-

|                                               |                                  |
|-----------------------------------------------|----------------------------------|
| Building Act 2011                             | Road Traffic Act 1974            |
| Public Health Act 2016                        | Road Traffic (Vehicles) Act 2012 |
| Caravan Parks and Camping Grounds Act 1955    |                                  |
| Bush Fires Act 1954                           |                                  |
| Planning and Development Act 2005             |                                  |
| Shire of Mingenew Local Planning Scheme No. 3 |                                  |
| Food Act 2008                                 |                                  |
| Dog Act 1976                                  |                                  |
| Cat Act 2011                                  |                                  |

### **Delegation by the Chief Executive Officer**

The Act allows for the CEO to delegate any of the powers to another employee [s5.44 (1)]. This must be done in writing [s5.44 (2)]. The Act allows for the CEO to place conditions on any delegations [s 5.44 (4)].

A register of delegations relevant to the CEO and other employees is to be kept and reviewed at least once every financial year [s.5.46(1) and (2)]. If a person is exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is used {[s 5.46 (3)]}.

The record is to contain the following information:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty {Local Government (Administration) Regulations 1996 Regulation 19.

A person to whom a power is delegated under the Act is considered to be a 'designated employee' under s5.74(b) of the Act and is required to complete a primary and annual return each year.

## **PART 1**

# **State Government Delegations to Local Government**

# SHIRE OF MINGENEW -STATE GOVERNMENT DELEGATION

|                         |                                                 |                       |                                          |
|-------------------------|-------------------------------------------------|-----------------------|------------------------------------------|
| <b>Title:</b>           | <b>SD52 Environmental Protection Act- Noise</b> |                       |                                          |
| <b>Delegation No.:</b>  | <b>SD52</b>                                     |                       |                                          |
| <b>Delegation from:</b> | State Government                                | <b>Delegation to:</b> | Local Government Chief Executive Officer |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                    |                                                                                                                       |                                              |
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| <b>Statutory Power delegated:</b><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].                                                                                                                                                                                                                                                                             | Published by:<br>Environment                                                                       | <b>GOVERNMENT GAZETTE</b><br>Western Australia<br><a href="#">Previous</a> <a href="#">Close</a> <a href="#">Next</a> | No. 47. 19-Mar-2004<br>Page: 919 Pdf - 476kb |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>EV401</b><br><b>ENVIRONMENTAL PROTECTION ACT 1986</b><br><b>Section 20</b><br>Delegation No. 52 |                                                                                                                       |                                              |
| Pursuant to section 20 of the <i>Environmental Protection Act 1986</i> , 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 <i>Local Government Act 1995</i> .                                                                                                                                                                                                                                                                                                                        |                                                                                                    |                                                                                                                       |                                              |
| Pursuant to section 59(1)(e) of the <i>Interpretations Act 1984</i> , 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.                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                    |                                                                                                                       |                                              |

# SHIRE OF MINGENEW -STATE GOVERNMENT DELEGATION

|                         |                                                  |                       |                                          |
|-------------------------|--------------------------------------------------|-----------------------|------------------------------------------|
| <b>Title:</b>           | <b>SD112 Environmental Protection Act- Noise</b> |                       |                                          |
| <b>Delegation No.:</b>  | <b>SD112</b>                                     |                       |                                          |
| <b>Delegation from:</b> | State Government                                 | <b>Delegation to:</b> | Local Government Chief Executive Officer |

|                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                |                                                                      |
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| <p><b>Statutory Power delegated:</b><br/>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].</p> | <p>Published by:<br/>Environment</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p><b>GOVERNMENT GAZETTE</b><br/>Western Australia<br/><a href="#">Previous</a> <a href="#">Close</a> <a href="#">Next</a></p> | <p>No. 232. 20-Dec-2013<br/>Page: 6282 <a href="#">Pdf</a> - 3Mb</p> |
|                                                                                                                                                                                                                     | <p><b>EV402</b></p> <p><b>ENVIRONMENTAL PROTECTION ACT 1986</b></p> <p>Delegation No. 112</p> <p>I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the <i>Environmental Protection Act 1986</i> ("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 <i>Local Government Act 1995</i>, my powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation, in relation to--</p> <ul style="list-style-type: none"> <li>(a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;</li> <li>(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);</li> <li>(c) community activities--noise control notices in respect of community noise under regulation 16;</li> <li>(d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;</li> <li>(e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;</li> <li>(f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;</li> <li>(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-- <ul style="list-style-type: none"> <li>(i) Subregulation 18(13)(b) is not delegated.</li> </ul> </li> </ul> <p>Under section 59(1)(e) of the <i>Interpretation Act 1984</i>, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.</p> <p>Dated the 12th day of December 2013.</p> <p style="text-align: right;">JASON BANKS, Acting Chief Executive Officer.</p> <p>Approved by--</p> <p style="text-align: right;">JOHN DAY, Acting Minister for Environment; Heritage.</p> |                                                                                                                                |                                                                      |

# SHIRE OF MINGENEW- STATE GOVERNMENT DELEGATION

|                         |                                                  |                       |                                          |
|-------------------------|--------------------------------------------------|-----------------------|------------------------------------------|
| <b>Title:</b>           | <b>SD119 Environmental Protection Act- Noise</b> |                       |                                          |
| <b>Delegation No.:</b>  | <b>SD119</b>                                     |                       |                                          |
| <b>Delegation from:</b> | State Government Entity                          | <b>Delegation to:</b> | Local Government Chief Executive Officer |

|                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                       |                                                                             |
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| <b>Statutory Power delegated:</b><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below]. | Published by:<br>Environment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>GOVERNMENT GAZETTE</b><br>Western Australia<br><a href="#">Previous</a> <a href="#">Close</a> <a href="#">Next</a> | No. 71. 16-May-2014<br>Page: 1548 <a href="#">Pdf</a> - <a href="#">2Mb</a> |
|                                                                                                                                                                                                             | <b>EV405</b><br><b>ENVIRONMENTAL PROTECTION ACT 1986</b><br>Delegation No. 119<br><br>I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of--<br><br>(a) Chief Executive Officer under the <i>Local Government Act 1995</i> ; and<br><br>(b) to any employee of the local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act,<br><br>all my powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i> , other than this power of delegation.<br><br>Under section 59(1)(e) of the <i>Interpretation Act 1984</i> , Delegation No. 111, gazetted 20 December 2013, is hereby revoked.<br><br>Dated the 1st day of May 2014.<br><br><div style="text-align: right;">                     JASON BANKS, Acting Chief Executive Officer.                 </div> |                                                                                                                       |                                                                             |

# SHIRE OF MINGENEW -STATE GOVERNMENT DELEGATION

|                         |                                                                    |                       |                                          |
|-------------------------|--------------------------------------------------------------------|-----------------------|------------------------------------------|
| <b>Title:</b>           | <b>SD01 Planning and Development Act- Development Applications</b> |                       |                                          |
| <b>Delegation No.:</b>  | <b>SD01</b>                                                        |                       |                                          |
| <b>Delegation from:</b> | State Government Entity                                            | <b>Delegation to:</b> | Local Government Chief Executive Officer |

**Statutory Power delegated:**

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

**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



**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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Column 3                                                                                                                                                                                                                                                                                                                                                                                                                      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| <p>The power to sign as owner in respect of Crown land that is:</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 Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road,</li> </ul> <p>in respect of development applications being made under or referred to in:</p> <ul style="list-style-type: none"> <li>(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);</li> <li>(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);</li> <li>(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);</li> <li>(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);</li> <li>(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);</li> <li>(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;</li> <li>(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).</li> </ul> | <p>City of Albany<br/>City of Armadale<br/>Shire of Ashburton<br/>Shire of Augusta-Margaret River<br/>Town of Bassendean<br/>City of Bayswater<br/>City of Belmont<br/>Shire of Beverley<br/>Shire of Boddington<br/>Shire of Boyup Brook<br/>Shire of Bridgetown-Greenbushes<br/>Shire of Brookton<br/>Shire of Broome<br/>Shire of Broomehill-Tambellup<br/>Shire of Bruce Rock<br/>City of Bunbury<br/>Shire of Busselton<br/>Town of Cambridge<br/>City of Canning<br/>Shire of Capel<br/>Shire of Carnamah<br/>Shire of Carnarvon<br/>Shire of Chapman Valley<br/>Shire of Chittering<br/>Shire of Christmas Island<br/>Town of Claremont<br/>City of Cockburn<br/>Shire of Cocos (Keeling) Islands<br/>Shire of Collie<br/>Shire of Coolgardie<br/>Shire of Coorow<br/>Shire of Corrigin<br/>Town of Cottesloe<br/>Shire of Cranbrook<br/>Shire of Cuballing<br/>Shire of Cue<br/>Shire of Cunderdin<br/>Shire of Dalwallinu<br/>Shire of Dandaragan<br/>Shire of Dardanup<br/>Shire of Denmark<br/>Shire of Derby/West Kimberley<br/>Shire of Donnybrook-Balingup<br/>Shire of Dowerin<br/>Shire of Dumbleyung<br/>Shire of Dundas<br/>Town of East Fremantle<br/>Shire of East Pilbara<br/>Shire of Esperance<br/>Shire of Exmouth<br/>City of Fremantle<br/>City of Greater Geraldton</p> <p>Shire of Gingin<br/>Shire of Gnowangerup<br/>Shire of Goomalling<br/>City of Gosnells<br/>Shire of Halls Creek<br/>Shire of Harvey<br/>Shire of Irwin<br/>Shire of Jerramungup<br/>City of Joondalup<br/>Shire of Kalamunda<br/>City of Kalgoorlie-Boulder<br/>Shire of Katanning<br/>Shire of Kellerberrin<br/>Shire of Kent<br/>Shire of Kojonup<br/>Shire of Kondinin<br/>Shire of Koorda<br/>Shire of Kulin<br/>City of Kwinana<br/>Shire of Lake Grace<br/>Shire of Laverton<br/>Shire of Leonora<br/>City of Mandurah<br/>Shire of Manjimup<br/>Shire of Meekatharra<br/>City of Melville<br/>Shire of Menzies<br/>Shire of Merredin<br/>Shire of Mingenew<br/>Shire of Moora<br/>Shire of Morawa<br/>Town of Mosman Park<br/>Shire of Mount Magnet<br/>Shire of Mt Marshall<br/>Shire of Mukinbudin<br/>Shire of Mundaring<br/>Shire of Murchison<br/>Shire of Murray</p> | <p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement:<br/>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).<br/>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> |

# SHIRE OF MINGENEW- STATE GOVERNMENT DELEGATION

|                         |                                                             |                       |                                          |
|-------------------------|-------------------------------------------------------------|-----------------------|------------------------------------------|
| <b>Title:</b>           | <b>SD02 Planning and Development Act- Strata Titles Act</b> |                       |                                          |
| <b>Delegation No.:</b>  | <b>SD02</b>                                                 |                       |                                          |
| <b>Delegation from:</b> | State Government Entity                                     | <b>Delegation to:</b> | Local Government Chief Executive Officer |

|                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <p><b>Statutory Power delegated:</b><br/>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].</p> | <p>Published by:<br/>Planning and Infrastructure</p> <p style="text-align: center;"><b>GOVERNMENT GAZETTE</b> Western<br/>Australia<br/><a href="#">Previous</a> <a href="#">Close</a> <a href="#">Next</a></p> <p style="text-align: right;">No. 98. 09-Jun-2009<br/>Page: 1936 Pdf - 429kb</p> <p><b>PI409</b></p> <p style="text-align: center;"><b>PLANNING AND DEVELOPMENT ACT 2005</b><br/><b>Instrument of Delegation</b><br/><b>Del 2009/03 Powers of Local Governments</b></p> <p><b>Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the issuing of certificates of approval under section 25 of the <i>Strata Titles Act 1985</i></b></p> <p><b>Preamble</b></p> <p>Under section 16 of the <i>Planning and Development Act 2005</i> (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the <i>Government Gazette</i>, delegate any function under the Act or any other written law to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government.</p> <p>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.</p> <p><b>Resolution under section 16 of the Act (delegation)</b></p> <p>On 26 May 2009, pursuant to section 16 of the Act, the WAPC RESOLVED—</p> <p>A TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 25 of the <i>Strata Titles Act 1985</i> as set out in clause 1 of Schedule, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1.</p> <p style="text-align: right;">TONY EVANS, Western Australian Planning Commission.</p> <p><b>SCHEDULE 1</b></p> <p><b>1. Applications made under section 25 of the <i>Strata Titles Act 1985</i></b></p> <p>Power to determine applications for the issuing of a certificate of approval under section 25 of the <i>Strata Titles Act 1985</i> for a plan of subdivision, re-subdivision or consolidation, except those applications that—</p> <p>(a) propose the creation of a vacant lot;</p> <p>(b) propose vacant air stratas in multi-tiered strata scheme developments;</p> <p>(c) 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—</p> <p>(i) a type of development; and/or</p> <p>(ii) land within an area,</p> <p>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.</p> <p><b>2. Reporting requirements</b></p> <p>A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.</p> |
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# SHIRE OF MINGENEW- STATE GOVERNMENT DELEGATION

|                         |                                            |                       |                                          |
|-------------------------|--------------------------------------------|-----------------------|------------------------------------------|
| <b>Title:</b>           | <b>SD03 Road Traffic Code 2000- Events</b> |                       |                                          |
| <b>Delegation No.:</b>  | <b>SD03</b>                                |                       |                                          |
| <b>Delegation from:</b> | State Government Entity                    | <b>Delegation to:</b> | Local Government Chief Executive Officer |

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| <p><b>Statutory Power delegated:</b><br/>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].</p> | <p><b>WESTERN AUSTRALIA<br/>ROAD TRAFFIC CODE 2000<br/>REGULATION 297(2)<br/>INSTRUMENT OF AUTHORISATION</b></p> <p><b>RELATING TO<br/>TRAFFIC MANAGEMENT FOR EVENTS</b></p> <p>Pursuant to Regulation 297(2) of the <i>Road Traffic Code 2000</i> the Commissioner of Main Roads ("the Commissioner") hereby authorises (<u>Insert name of Local Government</u>) (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:</p> <ul style="list-style-type: none"> <li>i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the <i>Road Traffic Act 1974</i>;</li> <li>ii) race meeting or speed test for which the Minister referred to in section 83 of the <i>Road Traffic Act 1974</i> has, under that provision, temporarily suspended the operation of any provisions of the <i>Road Traffic Act 1974</i> or regulations made under that Act; or</li> <li>iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the <i>Public Order in Streets Act 1984</i>;</li> </ul> <p>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,<br/>SUBJECT ALWAYS to the following terms and conditions:</p> <ul style="list-style-type: none"> <li>(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 <a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a> or by contacting Main Roads by phone;</li> <li>(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</li> <li>(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.</li> </ul> <p>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.</p> <p>The powers in this Instrument of Authorisation do not change or replace:</p> <ul style="list-style-type: none"> <li>1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and</li> <li>2) any powers and responsibilities of a local government provided in regulation 9 of the <i>Road Traffic (Events on Roads) Regulations 1991</i>.</li> </ul> |
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# SHIRE OF MINGENEW- STATE GOVERNMENT DELEGATION

|                         |                                                     |                       |                                          |
|-------------------------|-----------------------------------------------------|-----------------------|------------------------------------------|
| <b>Title:</b>           | <b>SD04 Road Traffic Code 2000- Traffic Signage</b> |                       |                                          |
| <b>Delegation No.:</b>  | <b>SD04</b>                                         |                       |                                          |
| <b>Delegation from:</b> | State Government Entity                             | <b>Delegation to:</b> | Local Government Chief Executive Officer |

|                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <p><b>Statutory Power delegated:</b><br/>         This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].</p> | <p><b>WESTERN AUSTRALIA<br/>         ROAD TRAFFIC CODE 2000<br/>         REGULATION 297(2)<br/>         INSTRUMENT OF AUTHORISATION</b></p> <p>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:</p> <p>(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 <a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a> or by contacting Main Roads by phone;</p> <p>(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</p> <p>(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.</p> <p>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.</p> <p>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.</p> |
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# SHIRE OF MINGENEW- STATE GOVERNMENT DELEGATION

|                  |                                                                    |                |                                          |
|------------------|--------------------------------------------------------------------|----------------|------------------------------------------|
| Title:           | <b>SD05 Road Traffic (Vehicles) Act 2012- Special Use Vehicles</b> |                |                                          |
| Delegation No.:  | <b>SD05</b>                                                        |                |                                          |
| Delegation from: | State Government Entity                                            | Delegation to: | Local Government Chief Executive Officer |

## Statutory Power delegated:

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].



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:

## **PART 2**

### **Council Delegations to Committee's**

## SHIRE OF MINGENEW- COUNCIL DELEGATIONS / AUTHORISATIONS

| <b>Council Meeting &amp; Resolution No.</b> | <b>Delegation From</b> | <b>Delegation To:</b>          | <b>Delegation with Conditions</b>                                                                                                                                                                                                                                                          | <b>Absolute Majority</b> |
|---------------------------------------------|------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 19 December 2018<br>RESOLUTION - 19121809   | Council                | Executive Management Committee | Delegate s5.38 of the Local Government Act 1995 and r18D of the Local Government (Administration) Regulations 1996 to the Executive Management Committee to serve as Reviewer for the Chief Executive Officer's <i>Probationary Review</i> ;                                               | 6/0                      |
| 19 December 2018<br>RESOLUTION - 19121809   | Council                | Executive Management Committee | Delegate s5.38 of the Local Government Act 1995 and r18D of the Local Government (Administration) Regulations 1996 to the Executive Management Committee to serve as Reviewer for the Chief Executive Officer's Performance Reviews for the remainder of the CEO's Contract of Employment; | 6/0                      |
| 19 December 2018<br>RESOLUTION - 19121809   | Council                | Executive Management Committee | Authorise the Executive Management Committee to decide, in consultation with the Chief Executive Officer, whether an external facilitator will be engaged to assist with future performance reviews and, if so, the identity of that third party.                                          | 6/0                      |

# SHIRE OF MINGENEW- COUNCIL TO COMMITTEE DELEGATIONS / AUTHORISATIONS

|                         |                                                              |                            |                                |
|-------------------------|--------------------------------------------------------------|----------------------------|--------------------------------|
| <b>Title:</b>           | <b>CDC01 Chief Executive Officer's Performance Appraisal</b> |                            |                                |
| <b>Delegation No.:</b>  | <b>CDC01</b>                                                 |                            |                                |
| <b>Delegation from:</b> | Council                                                      | <b>Delegation to:</b>      | Executive Management Committee |
| <b>Date Adopted:</b>    | 19 December 2018                                             | <b>Date Last Reviewed:</b> | -                              |

|                                                                                                                                                                                                                                                                   |                                                                                                                                        |
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| <b>Statutory power to delegate:</b>                                                                                                                                                                                                                               | <i>Local Government Act 1995</i><br>Section 5.16- Delegation of some powers and duties to certain committees                           |
| <b>Statutory Power delegated:</b>                                                                                                                                                                                                                                 | <i>Local Government Act 1995</i><br>Section 5.38- Annual review of certain employee's performances                                     |
| <b>Function Delegated:</b><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].                                                              | <b>Authority to:</b><br>1. Review the performance of the Chief Executive Officer at least once in relation to every year of employment |
| <b>Conditions.</b><br>1. Authority is subject to the Local Government Act 1995 and it's associated Regulations.<br>2. The review and report are to be presented to Council for acceptance [of the review], with or without modification, or to reject the review. |                                                                                                                                        |

### CROSS REFERENCES (If any):

|                      |  |                   |  |
|----------------------|--|-------------------|--|
| <b>Procedure No.</b> |  | <b>Policy No.</b> |  |
|----------------------|--|-------------------|--|

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| <b>Compliance Links:</b> | Local Government Act 1995- s5.17- may not delegate powers/duties requiring absolute majority |
|--------------------------|----------------------------------------------------------------------------------------------|



## **PART 3**

### **Delegations to the Chief Executive Officer**

# SHIRE OF MINGENEW - COUNCIL DELEGATION

|                         |                                                   |                            |                         |
|-------------------------|---------------------------------------------------|----------------------------|-------------------------|
| <b>Title:</b>           | <b>CD01 Payments from Municipal or Trust Fund</b> |                            |                         |
| <b>Delegation No.:</b>  | <b>CD01</b>                                       |                            |                         |
| <b>Delegation from:</b> | Council                                           | <b>Delegation to:</b>      | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20/06/2018                                        | <b>Date Last Reviewed:</b> | 17/04/2019              |

|                                                                                                                                                                                                      |                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Statutory power to delegate:</b>                                                                                                                                                                  | <i>Local Government Act 1995</i><br>Section 5.42 - Delegation of some powers or duties to the CEO<br>Section 5.43 - Limitations on delegations to the CEO  |
| <b>Statutory Power delegated:</b>                                                                                                                                                                    | <i>Local Government (Financial Management) Regulations 1996</i><br>Regulation 12(1)(a) Payments from municipal fund or trust fund, restrictions on making. |
| <b>Function Delegated:</b><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below]. | <b>Authority to:</b><br>2. Make payments from the municipal fund [r12(1)(a)]                                                                               |

## Conditions.

1. Authority is subject to the Local Government Act 1995 and its associated Regulations.
2. The purchase of freehold land and real estate are to be by Council Resolution.
3. Authority to make payments is subject to annual budget limitations.
4. Verification of a payment and authorisation of the same payment cannot be undertaken by the same person.
5. Subject to the following expenditure documentation requirements:

| Purchasing Threshold | Documentation Requirements                                               |
|----------------------|--------------------------------------------------------------------------|
| Up to \$4'999        | No quotations are required if the expenditure is approved in the Budget. |
| \$5'000-\$9'999      | At least one verbal or written quotation from suppliers.                 |
| \$10'000-\$39'999    | At least two written quotations                                          |
| \$40'000-\$149'000   | At least three written quotations                                        |
| \$150'000+           | Via tender or tender-exempt process with Council resolution.             |

6. Procedures are to be administratively reviewed by the CEO for continuing compliance and confirmed as 'fit for purpose' in accordance with [r5(2)(c)] and [r5(1)] of the Local Government (Financial Management) Regulations 1996.
7. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.

## **CROSS REFERENCES:**

|                      |  |                   |  |
|----------------------|--|-------------------|--|
| <b>Procedure No.</b> |  | <b>Policy No.</b> |  |
|----------------------|--|-------------------|--|

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| <b>Compliance Links:</b> | <u>Local Government Act 1995</u><br><u>Local Government (Financial Management) Regulations 1996</u><br>Regulation 13- Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.<br><u>Local Government (Financial Management) Regulations 1996 -</u><br>refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## SHIRE OF MINGENEW – COUNCIL DELEGATION

|                         |                                                                |                            |                         |
|-------------------------|----------------------------------------------------------------|----------------------------|-------------------------|
| <b>Title:</b>           | <b>CD02 Debts, Waiver, Concessions, Write Off and Recovery</b> |                            |                         |
| <b>Delegation No.:</b>  | <b>CD02</b>                                                    |                            |                         |
| <b>Delegation from:</b> | Council                                                        | <b>Delegation to:</b>      | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20/06/2018                                                     | <b>Date Last Reviewed:</b> | 17/04/2019              |

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| <b>Statutory power to delegate:</b>                                                                                                                                                                  | <i>Local Government Act 1995</i><br>Section 5.42 - Delegation of some powers or duties to the CEO                                                                                                                                                                                                                                                                           |
| <b>Statutory Power delegated:</b>                                                                                                                                                                    | <i>Local Government Act 1995</i><br>Section 6.12(1)(b) and (c) and (3) - Power to defer, grant discounts, waive or write off debts.<br>Section 6.56- Rate or <i>service charges</i> recoverable in court                                                                                                                                                                    |
| <b>Function Delegated:</b><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below]. | <b>Authority to:</b> <ol style="list-style-type: none"> <li>1. Waive a debt which is owed to the Shire of Mingenew [s6.12(1)(b)].</li> <li>2. Grant a concession in relation to money which is owed to the Shire of Mingenew [s6.12(3)].</li> <li>3. Write off an amount of money which is owed to the Shire of Mingenew [s6.12(1)(c)]</li> <li>4. Recover debts</li> </ol> |

### Conditions.

1. The power to waive or write off debt and grant a concession does not apply to debts which are prescribed as debts, that are taken to be a rate or service charge.
2. *A debt may only be waived* where:
  - a) in accordance with the Supporting the Community Policy a local club and/or not for profit organisation submit in writing, an application to conduct activities that support the Shire's Community Strategic Plan; and
  - b) Does not exceed the value of \$1,000 per application and is subject to the confinements of the budgetary allocation as set by Council.
3. *A concession may only be granted* where:
  - a) In accordance with the Supporting the Community Policy a local club and/or not for profit organisation submit in writing, an application to conduct activities that support the Shire's Community Strategic Plan; and
  - b) Does not exceed the value of \$1,000 per application and is subject to the confinements of the budgetary allocation as set by Council.
4. *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 Mingenew.
5. Limited to individual debts valued below \$100 or cumulative debts of a debtor valued below \$100. Write off of debts greater than these values must be referred for Council decision.
6. Debt recovery is to be in accordance with the Shire's Internal Debt Recovery Policy and Procedures and subject to the provisions of the Local Government Act 1995.
7. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.

### **CROSS REFERENCES (If any):**

|                      |                       |                   |                       |
|----------------------|-----------------------|-------------------|-----------------------|
| <b>Procedure No.</b> | 2.3.2 Debt Collection | <b>Policy No.</b> | 2.3.2 Debt Collection |
|----------------------|-----------------------|-------------------|-----------------------|

|                   |                                  |
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| <b>Compliance</b> | <u>Local Government Act 1995</u> |
|-------------------|----------------------------------|

|        |                                                                                                                                                                                                     |
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| Links: | Section 6.12 - Power to defer, grant discounts, waive or write off debts <u>Local Government (Financial Management) Regulations 1996</u><br>Regulation 26 - Discount, incentive, concession, waiver |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## SHIRE OF MINGENEW – COUNCIL DELEGATION

|                  |                   |                     |                         |
|------------------|-------------------|---------------------|-------------------------|
| Title:           | <b>CD03 Rates</b> |                     |                         |
| Delegation No.:  | <b>CD03</b>       |                     |                         |
| Delegation from: | Council           | Delegation to:      | Chief Executive Officer |
| Date Adopted:    | 20/06/2018        | Date Last Reviewed: | 17/04/2019              |

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| Statutory power to delegate:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><i>Local Government Act 1995</i></p> <p>Section 5.42- Delegation of some powers or duties to the CEO</p> <p>Section 5.43- Limitations on delegations to the CEO</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Statutory Power delegated:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p><i>Local Government Act 1995</i></p> <p>Section 6.49- Agreement as to payment of rates and service charges</p> <p>Section 6.50- Rates or service charges due and payable</p> <p>Section 6.56- Rate or service charges recoverable in court</p> <p>Section 6.60- Local Government may require lessee to pay rent</p> <p>Section 6.76- Grounds of objection</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>Function Delegated:</p> <p>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].</p>                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Make an agreement with a person for the payment of rates or service charges [s6.49].</li> <li>2. Authority to determine the date on which rates or service charges become due and payable to the Shire of Mingenew [s.6.50].</li> <li>3. 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>4. 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 Mingenew [s6.60(2)].</li> <li>5. 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 [s6.60(4)].</li> <li>6. Extend the time for a person to make an objection to a rate record [s6.76(4)].</li> <li>7. 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 [s6.76(5)].</li> </ol> |
| <p><u>Conditions.</u></p> <ol style="list-style-type: none"> <li>1. Agreements relating to s6.49 must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied, otherwise to be referred to Council for decision.</li> <li>2. 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.</li> <li>3. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</li> </ol> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

### CROSS REFERENCES

|               |  |            |  |
|---------------|--|------------|--|
| Procedure No. |  | Policy No. |  |
|---------------|--|------------|--|

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| Compliance Links: |  |
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## SHIRE OF MINGENEW – COUNCIL DELEGATION

|                  |                                                                            |                     |                         |
|------------------|----------------------------------------------------------------------------|---------------------|-------------------------|
| Title:           | <b>CD04 Expressions of Interest, Tenders and Tender Exempt Procurement</b> |                     |                         |
| Delegation No.:  | <b>CD04</b>                                                                |                     |                         |
| Delegation from: | Council                                                                    | Delegation to:      | Chief Executive Officer |
| Date Adopted:    | 20/06/2018                                                                 | Date Last Reviewed: | 17/04/2019              |

|                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| Statutory power to delegate:                                                                                                                                                                      | <i>Local Government Act 1995</i><br>Section 5.42 - Delegation of some powers or duties to the CEO<br>Section 5.43 - Limitations on delegations to the CEO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Statutory Power delegated:                                                                                                                                                                        | <i>Local Government Act 1995</i><br>Section 3.57(1) - Tenders for providing goods or services<br><i>Local Government (Functions &amp; General) Regulations 1996</i> Regulations 11- When tenders have to be publicly invited<br>Regulations 13- Requirements when local government invites tenders though not required to do so.<br>Regulation 14 - Publicly inviting tenders<br>Regulation 18- Rejecting and accepting tenders ( <i>note- is not delegation to award a tender</i> )<br>Regulation 20 - Variation of requirements before entry into contract<br>Regulation 21A – Varying a Contract<br>Regulation 21(1) - Limiting who can tender<br>Regulation 23 - Rejecting and accepting expressions of interest to be an                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Function Delegated:<br><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below]. | <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 r21].</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 r23].</li> <li>3. Authority to call tenders [F&amp;G r11(1)].</li> <li>4. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&amp;G r11(f)].</li> <li>5. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$150,000 or less and the expense is included in the adopted Annual Budget [F&amp;G.r11(2)].</li> <li>6. Authority to invite tenders although not required to do so [F&amp;G r13].</li> <li>7. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&amp;G r14(2a)].</li> <li>8. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&amp;G r14(4)(a)].</li> <li>9. 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> <li>10. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&amp;G r18(4)].</li> <li>11. Authority to accept, or reject tenders, only within the \$value detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&amp;G r.18(2) and (4)].</li> <li>12. Authority to determine that a variation proposed is minor in context of the total goods or</li> </ol> |

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|  | <p>this Delegation, and to then enter into minor variations with the successful tenderer <u>before</u> entering into a contract [F&amp;G r.20(1) and (3)].</p> <p>13. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&amp;G r18(4a)].</p> <p>14. 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 r20(2)]</p> <p>15. Authority to:</p> <ul style="list-style-type: none"> <li>i. Vary a contract that has been entered into with a successful tenderer, provided the variation does not change the scope of the original contract</li> <li>ii. Exercise an extension option that was included in the original tender specification and contract in accordance with r11(2)(j). [F&amp;G r21A].</li> </ul> <p>16. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&amp;G r18(6) &amp; (7)].</p> |
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**Conditions:**

1. Tenders may only be called where there is an adopted budget for the proposed procurement, with the exception being in the period immediately prior to the adoption of a new annual budget where the proposed procurement is
  - a) required to fulfil a routine contract related to the day the day operations of the Shire,
  - b) current supply contract expiry is imminent,
  - c) the value of the proposed contract has been included in the draft annual budget papers, and
  - d) the tender specification includes a provision that the contract will be awarded subject to the budget adoption by Council.
2. In accordance with s.5.43, tenders may only be accepted, and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$150,000 or less and the expense is included in the adopted Annual Budget.
3. This delegation is subject to Part 4 Division 2 of the Local Government (Functions & General) Regulations 1996
4. This delegation is to be carried out in accordance with the Shire of Mingenew Internal Purchasing Procedures.
5. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.

**CROSS REFERENCES:**

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| Procedure No. | 1.3.1 | Policy No. | 1.3.1 |
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| Compliance Links: | <u>Local Government (Functions and General) Regulations 1996</u> |
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## SHIRE OF MINGENEW – COUNCIL DELEGATION

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|-------------------------|-------------------------------------------------------------------------|----------------------------|-------------------------|
| <b>Title:</b>           | <b>CD05 Disposal of Land (Including Buildings) Via Lease or License</b> |                            |                         |
| <b>Delegation No.:</b>  | <b>CD05</b>                                                             |                            |                         |
| <b>Delegation from:</b> | Council                                                                 | <b>Delegation to:</b>      | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20/06/2018                                                              | <b>Date Last Reviewed:</b> | 17/04/2019              |

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| <b>Statutory power to delegate:</b>                                                                                                                                                                  | <i>Local Government Act 1995</i><br>Section 5.42 - Delegation of some powers or duties to the CEO<br>Section 5.43 - Limitations on delegations to the CEO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Statutory Power delegated:</b>                                                                                                                                                                    | <i>Local Government Act 1995</i><br>Section 3.58(2) and (3) - Disposing of property                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Function Delegated:</b><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below]. | <ol style="list-style-type: none"> <li>1. Authority to dispose of property to:             <ol style="list-style-type: none"> <li>(a) to the highest bidder at public auction [s.3.58(2)(a)].</li> <li>(b) to 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 tenders [s3.58(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 [s3.58(3)]</li> </ol> |

### Conditions.

1. Disposal of land and/or property [exclusive of plant and equipment- see delegation CD11] other than by lease or license requires a Council resolution.
2. All *new* leases for *commercial* organisations require a Council resolution [excludes renewal].
3. Renewals of commercial organisations leases are limited to a maximum term of five years.
4. Subject to the requirements of section 3.58 of the Local Government Act 1995.
5. In the event an objecting submission is received this delegation does not apply and the proposal is to be presented to Council for consideration.
6. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.

### **CROSS REFERENCES (If any):**

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| <b>Procedure No.</b> |  | <b>Policy No.</b> |  |
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# SHIRE OF MINGENEW – COUNCIL DELEGATION

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| <b>Title:</b>           | <b>CD06 Authorised Persons for the Purposes of the Local Government Act 1995</b> |                            |                         |
| <b>Delegation No.:</b>  | <b>CD06</b>                                                                      |                            |                         |
| <b>Delegation from:</b> | Council                                                                          | <b>Delegation to:</b>      | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20/06/2018                                                                       | <b>Date Last Reviewed:</b> | 17/04/2019              |

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| <b>Statutory power to delegate:</b>                                                                                                                                                                                                                                                                                                    | <i>Local Government Act 1995</i><br>Section 5.42 - Delegation of some powers or duties to the CEO<br>Section 5.43 - Limitations on delegations to the CEO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Statutory Power delegated:</b>                                                                                                                                                                                                                                                                                                      | <i>Local Government Act 1995.</i><br>Section 3.24- Authorising persons under this subdivision (Part 3, Division 3, Subdivision 2- Certain provisions about land)<br>Section 3.39- Power to remove and impound<br>Section 9.10 – Appointment of authorised persons                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Function Delegated:</b><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].                                                                                                                                   | <b>Authority to:</b> <ol style="list-style-type: none"> <li>1. Appoint persons or classes of persons as authorised persons for the purpose of fulfilling Part 3 Division 3 Subdivision 2 of the Local Government Act 1995 [s3.24];</li> <li>2. Authorise an employee in accordance with Section 3.39 to remove and impound any goods that are involved in a contravention that can lead to impounding;</li> <li>3. Appoint persons or classes of persons to be authorised to perform certain functions under Part 9 Division 2 and issue them with a certificate stating they are authorised [s9.10].</li> <li>4. Appoint and authorise persons to exercise the powers and duties of an authorised person under the Shire's local laws [s9.10].</li> </ol> |
| <b>Conditions.</b> <ol style="list-style-type: none"> <li>1. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.</li> <li>2. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</li> </ol>                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Recordkeeping.</b> <ol style="list-style-type: none"> <li>1. Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file.</li> <li>2. A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</li> </ol> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## CROSS REFERENCES

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| <b>Procedure No.</b> |  | <b>Policy No.</b> |  |
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| <b>Notes:</b> | <u>Local Government Act and its Regulations</u><br><u>Local Government (Miscellaneous Provisions) Act 1960</u><br><u>Local Laws made under the Local Government Act. [s.3.24 and s.9.10].</u> |
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## SHIRE OF MINGENEW – COUNCIL DELEGATION

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| <b>Title:</b>           | <b>CD07 Reserves under Control of Local Government</b> |                            |                         |
| <b>Delegation No.:</b>  | <b>CD07</b>                                            |                            |                         |
| <b>Delegation from:</b> | Council                                                | <b>Delegated to:</b>       | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20/06/2018                                             | <b>Date Last Reviewed:</b> | 17/04/2019              |

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| <b>Statutory power to delegate:</b> | <i>Local Government Act 1995</i><br>Section 5.42 - Delegation of some powers or duties to the CEO<br>Section 5.43 - Limitations on delegations to the CEO |  |  |
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| <b>Statutory Power delegated:</b> | <i>Local Government Act 1995</i><br>Section 3.53(3) Control of certain unvested facilities<br>Section 3.54(1) Reserves under control of a local government |  |  |
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| <b>Function Delegated:</b><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below]. | Authority to: <ol style="list-style-type: none"> <li>Authority to agree the method for control and management of an unvested facility [thoroughfare, bridge, jetty, drain or watercourse belonging to the Crown] which is partially within 2 or more local government districts. [s.3.53(3)].</li> <li>Authority to do anything for the purposes of controlling and management land that is vested in or under the management of the Shire, that the Shire could do under s.5 of the <i>Parks and Reserves Act 1895</i>. [s.3.54(1)].</li> </ol> |  |  |
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### Conditions.

- Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets.
- Subject to the reporting of the exercise of this delegation to the Concept Forum each month.

### CROSS REFERENCES:

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| <b>Procedure No.</b> |  | <b>Policy No.</b> |  |
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| <b>Notes:</b> |  |
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## SHIRE OF MINGENEW – COUNCIL DELEGATION

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| <b>Title:</b>           | <b>CD08 Thoroughfares</b> |                            |                         |
| <b>Delegation No.:</b>  | <b>CD08</b>               |                            |                         |
| <b>Delegation from:</b> | Council                   | <b>Delegation to:</b>      | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20/06/2018                | <b>Date Last Reviewed:</b> | 17/04/2019              |

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| <b>Statutory power to delegate:</b>                                                                                                                                                                  | <p><i>Local Government Act 1995</i><br/>                 Section 5.42 - Delegation of some powers or duties to the CEO<br/>                 Section 5.43 - Limitations on delegations to the CEO</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Statutory Power delegated:</b>                                                                                                                                                                    | <p><i>Local Government (Uniform Provisions) Regulations 1996</i><br/>                 Regulation 5(2) Interfering with, or taking from, local government land<br/>                 Regulation 6- Obstruction of public thoroughfare by things placed and left — Sch. 9.1 cl. 3(1)(a) [of the LGA].<br/>                 Regulation 7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) [of the LGA].<br/>                 Regulation 7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2) [of the LGA].<br/>                 Regulation 9- Permission to have gate across public thoroughfare — Sch. 9.1 cl. 5(1) [of the LGA].<br/>                 Regulation 11(1), (4), (6), (8)- Dangerous excavation in or near public thoroughfare — Sch. 9.1 cl. 6 [of the LGA].<br/>                 Regulation 12(1)- Crossing from public thoroughfare to private land or private thoroughfare — Sch. 9.1 cl. 7(2)<br/>                 Regulation 13(1)- Requirement to construct or repair crossing — Sch. 9.1 cl. 7(3)<br/>                 Regulation 17- Private works on, over, or under public places — Sch. 9.1 cl. 8</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Function Delegated:</b><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below]. | <ol style="list-style-type: none"> <li>1. Grant permission, including imposing appropriate conditions, or to refuse to provide permission to place on a specified part of public thoroughfare one or more specified things that may obstruct the public thoroughfare [r6.4(2) and (4)]</li> <li>2. 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 [r.6.4(6)]</li> <li>3. Grant permission, including imposing appropriate conditions, or to refuse to provide permission for the placement and maintenance of a gate or other device across a public thoroughfare under control of the local government [r9(1) &amp; (4)].</li> <li>4. 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>5. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [r9(5)].</li> <li>6. 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> <li>7. 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 [r.11(1)].</li> <li>8. Grant permission to make or make and leave an excavation of specified dimensions and in a specified way in a specified part of a public thoroughfare or on a specified part of land adjoining a public thoroughfare [r11(4)].</li> <li>9. Approve the construction of a crossing giving access from a public thoroughfare to private land or thoroughfare [r12(1)].</li> <li>10. Authority to determine the specifications for construction of crossings to the</li> </ol> |

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|  | <p>satisfaction of the Local Government [r12(1)(a)].</p> <ol style="list-style-type: none"> <li>11. Issue a notice to the owner or occupier of private land to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare [r13].</li> <li>12. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [r13(2)].</li> <li>13. 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 [r17(3)].</li> <li>14. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [r17(5)].</li> </ol> |
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**Conditions.**

1. Subject to the Local Government Act 1995 and its Regulations.
2. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.
3. Actions under this Delegation must comply with procedural requirements detailed in the [Local Government \(Uniform Local Provisions\) Regulations 1996](#).
4. Each approval granted under r9 provided must be recorded in the Shire's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.
5. Permission for r6, r11 and r17 are only to be granted where, the proponent has:
  - 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.
  - 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.
  - Provided evidence of sufficient Public Liability Insurance.
  - Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.

**CROSS REFERENCES:**

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| Procedure No. |  | Policy No. |  |
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## SHIRE OF MINGENEW – COUNCIL DELEGATION

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|-------------------------|--------------------------------------|----------------------------|-------------------------|
| <b>Title:</b>           | <b>CD09 Closing of Thoroughfares</b> |                            |                         |
| <b>Delegation No.:</b>  | <b>CD09</b>                          |                            |                         |
| <b>Delegation from:</b> | Council                              | <b>Delegation to:</b>      | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20/06/2018                           | <b>Date Last Reviewed:</b> | 17/04/2019              |

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| <b>Statutory power to delegate:</b>                                                                                                                                                                                                                                                                                                                                               | <i>Local Government Act 1995</i><br>Section 5.44. CEO may delegate powers and duties to other employees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Statutory Power delegated:</b>                                                                                                                                                                                                                                                                                                                                                 | <i>Local Government Act 1995</i><br>Section 3.50- Closing certain thoroughfares to vehicles<br>Section 3.50A- Partial closure of thoroughfares for repairs or maintenance<br>Section 3.51- Affected owners to be notified of certain proposals (fixing or altering of levels or alignment, or draining water)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Function Delegated:</b>                                                                                                                                                                                                                                                                                                                                                        | <p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Close a thoroughfare managed by the Shire (wholly or partially) for a period of less than four weeks [s3.50(1)].</li> <li>2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to:             <ol style="list-style-type: none"> <li>a) 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>b) consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)].</li> </ol> </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> </ol> |
| <p><u>Conditions.</u></p> <ol style="list-style-type: none"> <li>1. 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>2. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</li> </ol> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

### CROSS REFERENCES:

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| <b>Procedure No.</b> |  | <b>Policy No:</b> |  |
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| <b>Notes:</b> | Road Traffic Act 1974<br>s81C. Order for road closure for event, making<br>s81D. Road closure, how effected by local government |
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## SHIRE OF MINGENEW – COUNCIL DELEGATION

|                         |                             |                            |                         |
|-------------------------|-----------------------------|----------------------------|-------------------------|
| <b>Title:</b>           | <b>CD10 Powers of Entry</b> |                            |                         |
| <b>Delegation No.:</b>  | <b>CD10</b>                 |                            |                         |
| <b>Delegation from:</b> | Council                     | <b>Delegation to:</b>      | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20/06/2018                  | <b>Date Last Reviewed:</b> | 17/04/2019              |

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| <b>Statutory power to delegate:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <i>Local Government Act 1995</i><br>Section 5.42 - Delegation of some powers or duties to the CEO<br>Section 5.43 - Limitations on delegations to the CEO                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Statutory Power delegated:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <i>Local Government Act 1995</i><br>Section 3.28 - When this Subdivision applies<br>Section 3.32 - Notice of Entry<br>Section 3.33 - Entry under Warrant<br>Section 3.34 - Entry in an Emergency<br>Section 3.36 - Opening Fences                                                                                                                                                                                                                                                                                                                            |
| <b>Function Delegated:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Authority to:<br><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. Give a notice of entry [s3.32]</li> <li>3. Authority to seek and execute an entry under warrant [s.3.33].</li> <li>4. Execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)].</li> <li>5. Give notice and effect entry by opening a fence onto private land. [s.3.36]</li> </ol> |
| <b>Conditions.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ol style="list-style-type: none"> <li>1. Delegated authority may only be used, where there is imminent or substantial risk to public safety or property.</li> <li>2. Section 3.36 is limited to those activities that expressly state such authority under Schedule 3.2 of the Local Government Act 1995.</li> <li>3. Entry under this delegation may be made with such assistants and equipment as are considered necessary for the purpose for which entry is required in accordance with s3.30 of the Local Government Act 1995.</li> <li>4. Delegation is subject to the provisions in Part 3 Division 3 Subdivision 3 of the Local Government Act 1995</li> <li>5. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</li> </ol> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

### CROSS REFERENCES:

|                      |  |                   |  |
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| <b>Procedure No.</b> |  | <b>Policy No.</b> |  |
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| <b>Notes:</b> | <u>Local Government Act and its Regulations</u><br><u>Local Government (Miscellaneous Provisions) Act 1960</u><br><u>Local Laws made under the Local Government Act. [s.3.24 and s.9.10].</u> |
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## SHIRE OF MINGENEW – COUNCIL DELEGATION

|                         |                                                     |                            |                         |
|-------------------------|-----------------------------------------------------|----------------------------|-------------------------|
| <b>Title:</b>           | <b>CD11 Remove, Impound and Dispose of Property</b> |                            |                         |
| <b>Delegation No.:</b>  | <b>CD11</b>                                         |                            |                         |
| <b>Delegation from:</b> | Council                                             | <b>Delegation to:</b>      | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20/06/2018                                          | <b>Date Last Reviewed:</b> | 17/04/2019              |

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| <b>Statutory power to delegate:</b> | <i>Local Government Act 1995</i><br>Section 5.42 - Delegation of some powers or duties to the CEO<br>Section 5.43 - Limitations on delegations to the CEO |
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| <b>Statutory Power delegated:</b> | <i>Local Government Act 1995</i><br>Section 3.40A- Abandoned vehicle wreck may be taken<br>Section 3.46- Goods may be within until costs paid<br>Section 3.47- Confiscated or uncollected goods, disposal of<br>Section 3.47A- Sick or injured animals, disposal of<br>Section 3.48- Impounding expenses, recovery of<br>Section 3.58- Disposing of property |
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| <b>Function Delegated:</b><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below]. | <b>Authority to:</b> <ol style="list-style-type: none"> <li>1. Authorise an abandoned wreck to be impounded [s3.40A].</li> <li>2. Authority to refuse to allow goods impounded under s.3.39 [CD06] 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>3. 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>4. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].</li> <li>5. 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 [s3.47A].</li> <li>6. Dispose of plant, equipment and material [3.58].</li> </ol> |
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### Conditions.

1. Exercising of delegation s3.47A is only to be used where reasonable efforts have been made to identify and contact an owner have failed.
2. 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.
3. Disposal of goods, plant and equipment with a market value of less than \$20'000, may in accordance with r30(3) of Local Government (Functions and General) Regulations 1996, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.  
Examples include-
  - I. Advertised for sale in a local newspaper; or
  - II. Donated to suitable not for profit community groups or schools.
  - III. Sold by public auction
  - IV. Offered for sale by public tender [r30]
3. Notwithstanding *CD04 Expressions of Interest, Tenders and Tender Exempt Procurement*, the CEO is authorised to call and except tenders to accommodate the disposal of goods under this delegation provided the total estimated value is below \$20'000.

4. In the absence of any sale being made, the CEO may dispose of any surplus goods, plant and equipment in any manner thought suitably appropriate/ accountable by the CEO [r30(2a) of Local Government (Functions and General) Regulations 1996].
5. This delegation does not apply to the disposal of plant or light vehicles or equipment that is being replaced by a tender process involving trade-in.
6. This delegation does not apply to the disposal of land/property [see Council Delegation 05]
7. Subject to Part 3, Division 3 Subdivision 4 of the Local Government Act 1995.
8. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.

**CROSS REFERENCES:**

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| Procedure No. |  | Policy No. |  |
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| Compliance Links: |  |
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## SHIRE OF MINGENEW – COUNCIL DELEGATION

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|-------------------------|-------------------------------|----------------------------|-------------------------|
| <b>Title:</b>           | <b>CD12 Building Act 2011</b> |                            |                         |
| <b>Delegation No.:</b>  | <b>CD12</b>                   |                            |                         |
| <b>Delegation from:</b> | Council                       | <b>Delegation to:</b>      | Chief Executive Officer |
| <b>Date Adopted:</b>    | 18/07/2018                    | <b>Date Last Reviewed:</b> | 17/04/2019              |

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| <b>Statutory power to delegate:</b>                                                                                                                                                                  | <i>Building Act 2011</i><br>Section 127 - Delegation: special permit authorities and local governments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Statutory Power delegated:</b>                                                                                                                                                                    | <p><i>Building Act 2011</i></p> <p>Section 18- Further information<br/>           Section 20- Grant of building permit<br/>           Section 21- Grant of demolition permit<br/>           Section 22– Refusal of Permits<br/>           Section 27(1)(3)- Conditions imposed by permit authority<br/>           Section 55- Further Information<br/>           Section 58(1)(2)(3) Grant of occupancy permit, building approval certificate<br/>           Section 62(1), (3), (4) and (5) - Conditions imposed by permit authority<br/>           Section 65(4) - Extension of period of duration<br/>           Section 96(3), (5) and (6)- Authorised persons<br/>           Section 99(3)- Limitation on powers of authorised persons<br/>           Section 110 – Issue Building Orders<br/>           Section 111- Notice of proposed building order other than building order (emergency)<br/>           Section 117 – Revoke Building Orders<br/>           Section 118(2) - Permit authority may give effect to building order if non-compliance<br/>           Section 131(2) Inspection, copies of building records<br/>           Section 145A- Local government functions</p> <p><i>Building Regulations 2012</i></p> <p>Regulation 23 - Application to extend time during which the permit has effect (s32)<br/>           Regulation 24 - Extension of time during which permit has effect (s32)<br/>           Regulation 26 - Approval of new responsible person (35)<br/>           Regulation 40 - Extension of period of duration of time limited occupancy permit or building approval certificate (s65)<br/>           Regulation 51- Approvals by permit authority [Private Pool Barriers]<br/>           Regulation 55 – Terms used (alternative building solution approval)<br/>           Regulation 61 – Local Government approval of battery powered smoke alarms.</p> |
| <b>Function Delegated:</b><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below]. | <ol style="list-style-type: none"> <li>1. Appoint authorised persons:               <ol style="list-style-type: none"> <li>a) To administer the Building Act 2011 (the Building Act) and sign the certificate of appointment.</li> <li>b) Conduct duties as an authorised person pursuant to s96 of the Building Act:</li> </ol> </li> <li>2. Serve Notices:               <ol style="list-style-type: none"> <li>a) To stop unlawful work in accordance with s191 of the Building Act;</li> <li>b) Where a building is deemed to be in a dangerous state, cause it to be shored up or otherwise secured and a proper hoarding or fence to be put up for the protection of the public from danger, and shall cause written notice to be served on the owner or occupier, under s192 of the Building Act;</li> <li>c) On the owner or occupier of a neglected and/or dangerous building, to compel removal in accordance with the Building Act, [s192 &amp; s193]</li> <li>d) On the owner or occupier of a dilapidated building, to compel renovation in accordance with s194 of the Building Act;</li> </ol> </li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|  | <p>e) On the owner or occupier of an uncompleted building, in accordance with s195 of the Building Act.</p> <p>3. Permits:</p> <p>a) Approve or refuse a Building Permit [s20];</p> <p>b) Approve or refuse a Demolition Permit [s21]</p> <p>c) Impose, vary or revoke conditions on a building or demolition permit [s27]</p> <p>d) Extend the time during which a building or demolition permit has effect [s32(3), r24]</p> <p>e) Approve, modify or refuse to approve applications for Granting of an Occupancy Permit and Building Approval Certificate [s58].</p> <p>f) Approve, modify or refuse to approve applications for an <i>extension of period of duration</i> for a Occupancy Permit and Building Approval Certificate [s65]</p> <p>4. The authority to issue or revoke building orders under section 110 and 117 of the Building Act 2011.</p> <p>5. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].</p> |
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Conditions.

1. Authorisation (1): Authorised Persons:
  - a) Subject to person being employed by the authorising Local Government under s 5.36 of the LGA 1995, or appointed under contract or other agreement to the Shire of Mingenew.
  - b) Appointed authorised person must hold a current authority card.
  - c) An authorised person, shall on demand by the builder, owner or person apparently in charge thereof, produce his authority to so enter to the person demanding it.
2. Authorisation (2): Serve Notices
  - a) A notice under subsection (3)(III) must inform the person of the person's right of review under section 119.
3. Authorisation (3): Permits are subject to:
  - a) The provisions of the Building Act 2011 and Building Regulations 2012;
  - b) Outbuildings not exceeding 75m<sup>2</sup> in area or 3m in height.
  - c) Applicant being advised of objection and/or appeal rights.
4. In undertaking the functions of these delegations, Building Surveyors must:
  - a) Be employed by the Shire in accordance with s5.36 of the Local Government Act 1995 or or appointed under contract or other agreement to the Shire of Mingenew.
  - b) Hold the appropriate qualifications as set out under r.6 of the Building Services (Registration) Regulations 2011.
5. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.

**CROSS REFERENCES:**

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| Procedure No. |  | Policy No. |  |
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| Compliance Links: | <p><u>Building Act 2011</u></p> <ol style="list-style-type: none"> <li>1. Section 17- Uncertified application to be considered by building surveyor</li> <li>2. Section 23- Time for deciding application for building or demolition permit</li> <li>3. Section 119- Building and demolition permits- application review by SAT</li> <li>4. Section 59- Time for granting occupancy permit or building approval certificate</li> <li>5. Section 60--. Notice of decision not to grant occupancy permit or grant building approval certificate</li> </ol> <p><u>Building Regulations 2012</u></p> <p><u>Building Code of Australia</u></p> |
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## SHIRE OF MINGENEW – COUNCIL DELEGATION

|                         |                                |                            |                                                            |
|-------------------------|--------------------------------|----------------------------|------------------------------------------------------------|
| <b>Title:</b>           | <b>CD13 Bush Fire Act 1954</b> |                            |                                                            |
| <b>Delegation No.:</b>  | <b>CD13</b>                    |                            |                                                            |
| <b>Delegation from:</b> | Council                        | <b>Delegation to:</b>      | Chief Executive Officer<br>Chief Bush Fire Control Officer |
| <b>Date Adopted:</b>    | 20/06/2018                     | <b>Date Last Reviewed:</b> | 17/04/2019                                                 |

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| <b>Statutory power to delegate:</b>                                                                                                                                                                  | Bush Fires Act 1954<br>Section 17(10) - Prohibited burning times<br>Section 48 - Delegation by local governments<br>Section 59(3) - Prosecution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Statutory Power delegated:</b>                                                                                                                                                                    | Bush Fires Act 1954<br>Section 13(4)- Duties and powers of bush fire liaison officers<br>Section 17(7) and (8)- Prohibited burning times may be declared by Minister<br>Section 24F Burning garden refuse during limited burning times<br>Section 27- Prohibition on use of tractors or engines except under certain conditions<br>Section 33- Local government may require occupier of land to plough or clear fire-break<br>Section 36- Local government may expend moneys in connection with control and extinguishment of bush fires<br>Section 38 - Local government may appoint bush fire control officer<br>Section 59A(2) and (5) Alternative procedure –<br>Infringement notices<br><i>Bush Fire Regulations 1954:</i><br>Regulation 15- Permit to burn (Act s.18), form of and apply for after refusal etc.<br>Regulation 39B- Crop dusters etc., use of in restricted or prohibited burning times                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Function Delegated:</b><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below]. | <p><b>Authority to:</b></p> <ol style="list-style-type: none"> <li>1. Authority to request on behalf of the Shire of Mingenew that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].</li> <li>2. Vary the prohibited burning times in respect of that year in the district or a part of the district and give notice of the variation to any local government whose district adjoins that district [s17(7), s17(8)]</li> <li>3. 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>4. Give notice in writing to an owner/occupier of land to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks [s33(1)]</li> <li>5. 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)].</li> <li>6. At the request and expense of the landowner or occupier, authorise any such works for the removal or abatement of a fire danger [s33(6)]</li> <li>7. Purchase and maintain appliances, equipment, and apparatus for the prevention, control and extinguishment of bush fires [36(a)]</li> <li>8. Clear a street, road or reserve vested in the local government of bush and other inflammable material for the purpose of preventing the occurrence or spread of a bushfire [s36(b)]</li> <li>9. Establish and maintain bush fire brigades as a part of its organisation for the prevention,</li> </ol> |

- control, and extinguishment of bush fires [s36(d)]
10. Appoint bush fire control officers under and for the purposes of the Bush Fire Act 1954 and cause notice [s38(1) and s38(2)].
  11. 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)].
  12. Issue authorised bush fire control officers with a certificate of appointment [s38(2E)]
  13. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
  14. Authority to withdraw an infringement notice for an offence against this Act [s.59A(5)].

Conditions.

1. The Chief Bush Fire Control Officer is delegated the below points only-
  - a) Section 17(7)(8) is delegated to the President and the Chief Bush Fire Control Officer *jointly* and is subject to the provisions of section 17 of the Bush Fire Act 1954 (as per s17[10]).
  - b) Section 27 is delegated to the Chief Bush Fire Officer and subject to local public notice in accordance with s27(3).
  - c) Section 59A(2) [to serve an infringement notice for an offence against this Act] is delegated to the Chief Bush Fire Officer only.
2. The CEO is delegated all provisions listed within the delegation with the exception of s17 and s59A(2).
3. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.

**CROSS REFERENCES:**

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| Procedure No. |  | Policy No. |  |
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| Compliance Links: | <p><i>Bush Fires Act 1954</i></p> <p>s 23(2)(a)- Burning during prohibited burning times- notice</p> <p>s38(2)- Local government may appoint bush fire control officer- Notice</p> <p>s38(2E)- Local government may appoint bush fire control officer- Certificate</p> <p><i>Bush Fires Regulations 1954</i></p> <p><i>Bush Fires (Infringement) Regulations 1978</i></p> |
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## SHIRE OF MINGENEW – COUNCIL DELEGATION

|                         |                                                                 |                            |                         |
|-------------------------|-----------------------------------------------------------------|----------------------------|-------------------------|
| <b>Title:</b>           | <b>CD14 Powers and Duties under Local Planning Scheme No. 3</b> |                            |                         |
| <b>Delegation No.:</b>  | <b>CD14</b>                                                     |                            |                         |
| <b>Delegation from:</b> | Council                                                         | <b>Delegation to:</b>      | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20/06/2018                                                      | <b>Date Last Reviewed:</b> | May 2017                |

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| <b>Statutory power to delegate:</b>                                                                                                                                                                  | <i>Planning and Development (Local Planning Schemes) Regulations 2015</i><br>Clause 82- Delegations by local government<br>Clause 11.3.1- Shire of Mingenew Local Planning Scheme No. 3                                                                                                                                                                                                                                  |
| <b>Statutory Power delegated:</b>                                                                                                                                                                    | <i>Planning and Development (Local Planning Schemes) Regulations 2015</i><br>Clause 64(3)- Advertising of Applications<br>Clause 66- Consultation with Other Authorities<br>Clause 79(1)- Entry and Inspection Powers<br>Shire of Mingenew Local Planning Scheme No. 3<br>Clause 9.4.3- Advertising of Applications<br>Clause 10.1- Consultation with Other Authorities<br>Clause 11.1.2- Powers of the Local Government |
| <b>Function Delegated:</b><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below]. | <b>Authority to:</b> <ol style="list-style-type: none"> <li>1. Designate an officer of the local government as an authorised officer for the purposes of (cl11.1.2)</li> <li>2. Give notice of an application for planning approval (cl9.4.3)</li> <li>3. Consult with other authorities on behalf of the Local Government (c10.1)</li> </ol>                                                                            |
| <p><u>Conditions.</u></p> <ol style="list-style-type: none"> <li>1. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</li> </ol>                          |                                                                                                                                                                                                                                                                                                                                                                                                                          |

### CROSS REFERENCES:

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| <b>Procedure No.</b> |  | <b>Policy No.</b> |  |
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## SHIRE OF MINGENEW – COUNCIL DELEGATION

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|-------------------------|------------------------------------|----------------------------|-------------------------|
| <b>Title:</b>           | <b>CD15 Public Health Act 2016</b> |                            |                         |
| <b>Delegation No.:</b>  | <b>CD15</b>                        |                            |                         |
| <b>Delegation from:</b> | Council                            | <b>Delegation to:</b>      | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20/06/2018                         | <b>Date Last Reviewed:</b> | 09/04/2019              |

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| <b>Statutory power to delegate:</b>                                                                                                                                                                  | <i>Public Health Act 2016</i><br>Section 21- Enforcement agency may delegate                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Statutory Power delegated:</b>                                                                                                                                                                    | <i>Public Health Act 2016</i><br>Section 24 - Designation of authorised officers                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Function Delegated:</b><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below]. | <ol style="list-style-type: none"> <li>1. Designate environmental health officers (either as a person or as a class of persons) to be authorised officers for the purposes of the Public Health Act 2016 or another specified Act [s24]</li> <li>2. Designate a qualified person (either as a person or as a class of persons) who is not an environmental health officer to be an authorised officer for the purposes of the Public Health Act 2016 or another specified Act [s24]</li> </ol> |

### Conditions.

1. The appointer of authorised officers who are not environmental health officers must be satisfied they are suitably qualified for the powers and duties they are authorised for and have regard to any guidelines issues by the Department under s 29(1)
2. Certificates of authority must be issued in accordance with section 30 the Public Health Act 2016.
3. A Register (list) of authorised officers is to be maintained in accordance with s.27.
4. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.

### **CROSS REFERENCES:**

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| <b>Procedure No.</b> |  | <b>Policy No.</b> |  |
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| <b>Compliance Links:</b> | <i>Public Health Act 2016:</i><br>Section 30- Certificates of authority<br>Section 18- Chief Health Officer to approve qualifications and experience Delegated Authority Register 2017/18 93 required by environmental health officers<br>Section 25- Certain authorised officers required to have qualifications and experience<br>Section 29- Chief Health Officer may issue guidelines about qualifications and experience of authorised officers<br>Section 27- Lists of authorised officers to be maintained. |
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## SHIRE OF MINGENEW – COUNCIL DELEGATION

|                         |                           |                            |                                                         |
|-------------------------|---------------------------|----------------------------|---------------------------------------------------------|
| <b>Title:</b>           | <b>CD16 Food Act 2008</b> |                            |                                                         |
| <b>Delegation No.:</b>  | <b>CD16</b>               |                            |                                                         |
| <b>Delegation from:</b> | Council                   | <b>Delegation to:</b>      | Chief Executive Officer<br>Environmental Health Officer |
| <b>Date Adopted:</b>    | 20/06/2018                | <b>Date Last Reviewed:</b> | 17/04/2019                                              |

|                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Statutory power to delegate:</b>                                                                                                                                                                             | <p><i>Food Act 2008</i></p> <p>Section 118(2)(b)- Local government (enforcement agency) may delegate a function conferred on it</p> <p>Section 118(3)- Delegation subject to conditions [s119] and guidelines adopted [s120]</p> <p>Section 118(4)- Sub-delegation only permissible if expressly provided in regulations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Statutory Power delegated:</b>                                                                                                                                                                               | <p><i>Food Act 2008</i></p> <p>Section 65(1)- Prohibition Order</p> <p>Section 66- Certificate of Clearance</p> <p>Section 67(4)- Request for Re-Inspection</p> <p>Section.110- Registration of food business</p> <p>Section.112- Variation of conditions or cancellation of registration of food businesses.</p> <p>Section 122(1)- Appointment of authorised officers</p> <p>Section 123- Certificates of authority</p> <p>Section 126(6), (7) and (13) Infringement Officers</p> <p>Regulation 51- Enforcement agency may make list of food</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>Function Delegated:</b></p> <p>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].</p> | <ol style="list-style-type: none"> <li>1. Appoint authorised persons to exercise the Powers and duties set out in respect to the Food Act 2008 [s122].</li> <li>2. Provide each authorised officer appointed by the Shire with a certificate of authority as an authorised officer [s123]</li> <li>3. 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>4. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].</li> <li>5. Serve a Prohibition Order on the proprietor of a food business in accordance with s65 of the Food Act 2008 [s65].</li> <li>6. Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices [s66].</li> <li>7. 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 [s67(4)].</li> <li>8. Applications for registration of a food business in respect of any premises for the purposes of Part 9 of the Food Act 2008 and issue a certificate of registration [s110(1)].</li> <li>9. After considering an application, to grant (with or without conditions) or refuse the application [s110(5)].</li> <li>10. To vary the conditions or cancel the registration of a food business in respect of any premises under Part 9 of the Food Act 2008 [s112(1)].</li> <li>11. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].</li> </ol> |

Conditions.

1. The Environmental Health Officer is delegated s65, s66, s67, s110 & s112 only.
2. The Chief Executive Officer is delegated all sections.
3. Certificates of authority must be issued in accordance with section 123 of the Food Act 2008
4. Infringement notices must be issued in accordance with section 126 of the Food Act 2008
5. Appointment of authorised Officers is to be subject to s126(13) of the Food Act 2008.  
In accordance with s118(3)(b), section's 110 & 112 are subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:
  - a) Food Act 2008
  - b) Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA
  - c) Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1
  - d) WA Priority Classification System
  - e) Verification of Food Safety Program Guideline
6. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.

**CROSS REFERENCES:**

| Procedure No. | Policy |
|---------------|--------|
|---------------|--------|

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Compliance Links: | <p><u>Food Act 2008</u><br/>Section 122(3) required the Enforcement Agency to maintain a list of authorised officers appointed by the agency.<br/>Section 123(1) requires the Enforcement Agency to provide each authorised officer with a certificate of authority as an authorised officer.</p> <p><u>Food Regulations 2009</u><br/>Dept of Health: Guideline on the Appointment of Authorised Officers as Meat Inspectors<br/>Dept of Health: Guideline on the Appointment of Authorised Officers<br/>Dept of Health: Guideline on the Appointment of Authorised Officers - Designated Officers only (section 126)<br/>Dept of Health: Guideline on the Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an authorised officer<br/>Department of Health: Food Act 2008 Regulatory Guideline No.1: Introduction of Regulatory Food Safety Auditing in WA<br/>Department of Health: Food Unit Fact Sheet 8: Guide to Regulatory Guideline No.1<br/>Department of Health: WA Priority Classification System<br/>Department of Health: Food Act 2008 Verification of Food Safety Program Guideline</p> |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



## SHIRE OF MINGENEW – COUNCIL DELEGATION

|                         |                          |                            |                         |
|-------------------------|--------------------------|----------------------------|-------------------------|
| <b>Title:</b>           | <b>CD18 Dog Act 1976</b> |                            |                         |
| <b>Delegation No.:</b>  | <b>CD18</b>              |                            |                         |
| <b>Delegation from:</b> | Council                  | <b>Delegation to:</b>      | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20/06/2018               | <b>Date Last Reviewed:</b> | 17/04/2019              |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Statutory power to delegate:</b>                                                                                                                                                                                                                                                                                                                                                                                                            | <i>Dog Act 1976</i><br>Section 10AA(1)- Delegation of local government powers and duties                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Statutory Power delegated:</b><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].                                                                                                                                                                                                                                    | <i>Dog Act 1976</i><br>Section 11(1)- Staff and services<br>Section 15(2) Registration periods and fees<br>Section 16(3)- Registration procedure<br>Section 17A(2)- If no application for registration made<br>Section 17(4) and (6) Refusal or cancellation of registration<br>Section 29- Power to seize dogs<br>Section 33E. Individual dog may be declared to be dangerous dog (declared)                                                                               |
| <b>Function Delegated:</b>                                                                                                                                                                                                                                                                                                                                                                                                                     | <ol style="list-style-type: none"> <li>1. Authority to appoint Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act [s.3].</li> <li>2. Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act [s.11(1)].</li> <li>3. The registration of dogs (s15-19)</li> <li>4. The management of dogs (s26, s29)</li> <li>5. Commence enforcement proceedings (s44)</li> </ol> |
| <p><u>Conditions.</u></p> <ol style="list-style-type: none"> <li>1. Authorised officers are issued with a certificate of authority.</li> <li>2. Powers to be used in accordance with the provisions of the Dog Act 1976.</li> <li>3. The CEO is authorised to sub-delegate any power conferred on the position by Council.</li> <li>4. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</li> </ol> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

### CROSS REFERENCES:

|                      |  |                   |  |
|----------------------|--|-------------------|--|
| <b>Procedure No.</b> |  | <b>Policy No.</b> |  |
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## SHIRE OF MINGENEW – COUNCIL DELEGATION

|                         |                          |                            |                         |
|-------------------------|--------------------------|----------------------------|-------------------------|
| <b>Title:</b>           | <b>CD19 Cat Act 2011</b> |                            |                         |
| <b>Delegation No.:</b>  | <b>CD19</b>              |                            |                         |
| <b>Delegation from:</b> | Council                  | <b>Delegation to:</b>      | Chief Executive Officer |
| <b>Date Adopted:</b>    | 20/06/2018               | <b>Date Last Reviewed:</b> | 17/04/2019              |

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Statutory power to delegate:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <i>Cat Act 2011</i><br>Section 44- Delegation by local government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Statutory Power delegated:</b><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].                                                                                                                                                                                                                                                                                   | <i>Cat Act 2011</i><br>Section 9- Registration<br>Section 10- Cancellation of registration<br>Section 11. Registration numbers, certificates and tags<br>Section 26- Cat control notice may be given to cat owner<br>Section 37- Approval to breed cats<br>Section 38- Cancellation of approval to breed cats<br>Section 39- Certificate to be given to approved cat breeder<br>Section 48- Authorised persons<br>Section 49(3)- Authorised person may cause cat to be destroyed<br><i>Cat (Uniform Local Provisions) Regulations 2013:</i><br>Regulation 8- Application to keep additional number of cats<br>Regulation 9- Grant of approval to keep additional number of                                                                                                      |
| <b>Function Delegated:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <ol style="list-style-type: none"> <li>1. The registration of cats (s10-13)</li> <li>2. 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].</li> <li>3. The Management of cats (s26-40)</li> <li>4. Appoint authorised officers for the purposes of the Cat Act 2011 (s48)</li> <li>5. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].</li> <li>6. 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> |
| <p><u>Conditions.</u></p> <ol style="list-style-type: none"> <li>1. Authorised officers are issued with a certificate of authority.</li> <li>2. Notices must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i>.</li> <li>3. Subject to the provisions of the Cat Act 2011 and its associated regulations.</li> <li>4. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</li> </ol> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

### CROSS REFERENCES:

|                      |  |                   |  |
|----------------------|--|-------------------|--|
| <b>Procedure No.</b> |  | <b>Policy No.</b> |  |
|----------------------|--|-------------------|--|

|                          |                                                    |
|--------------------------|----------------------------------------------------|
| <b>Compliance Links:</b> | Cat Act 2011<br>Part 3 Division 4 Breeding of Cats |
|--------------------------|----------------------------------------------------|

## SHIRE OF MINGENEW – COUNCIL DELEGATION

|                         |                                                               |                            |                         |
|-------------------------|---------------------------------------------------------------|----------------------------|-------------------------|
| <b>Title:</b>           | <b>CD20 Planning and Development Act- Illegal Development</b> |                            |                         |
| <b>Delegation No.:</b>  | <b>CD20</b>                                                   |                            |                         |
| <b>Delegation from:</b> | Council                                                       | <b>Delegation to:</b>      | Chief Executive Officer |
| <b>Date Adopted:</b>    | 17/04/2019                                                    | <b>Date Last Reviewed:</b> | New                     |

|                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Statutory power to delegate:</b>                                                                                                                                                                  | <i>Local Government Act 1995:</i><br>Section 5.42(b)- Delegation of some powers or duties to the CEO<br>Section 5.43- Limitations on delegations to the CEO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Statutory Power delegated:</b>                                                                                                                                                                    | <i>Planning and Development Act 2005:</i><br>Section 214(2), (3) and (5)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Function Delegated:</b><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below]. | <b>Authority to:</b><br><ol style="list-style-type: none"> <li>1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements;</li> <li>2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> <li>(a) to remove, pull down, take up, or alter the development; and</li> <li>(b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.</li> </ol> </li> <li>3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.</li> </ol> |

### Conditions.

1. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.

### **CROSS REFERENCES:**

|                      |  |                   |  |
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| <b>Procedure No.</b> |  | <b>Policy No.</b> |  |
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| <b>Compliance Links:</b> |  |
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## SHIRE OF MINGENEW – COUNCIL DELEGATION

|                         |                                                    |                            |                         |
|-------------------------|----------------------------------------------------|----------------------------|-------------------------|
| <b>Title:</b>           | <b>CD22 Power to Invest and Manage Investments</b> |                            |                         |
| <b>Delegation No.:</b>  | <b>CD22</b>                                        |                            |                         |
| <b>Delegation from:</b> | Council                                            | <b>Delegation to:</b>      | Chief Executive Officer |
| <b>Date Adopted:</b>    | 17/04/2019                                         | <b>Date Last Reviewed:</b> | New                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                 |
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| <b>Statutory power to delegate:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <i>Local Government Act 1995:</i><br>Section 5.42(b)- Delegation of some powers or duties to the CEO<br>Section 5.43- Limitations on delegations to the CEO                                                                                                                                                                                     |
| <b>Statutory Power delegated:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <i>Local Government Act 1995:</i><br>Section 6.14- Power to invest<br><i>Local Government (Financial Management) Regulations 1996:</i> Regulation 19- Investments, control procedures                                                                                                                                                           |
| <b>Function Delegated:</b><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Authority to:</b> <ol style="list-style-type: none"> <li>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>Establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].</li> </ol> |
| <p><u>Conditions.</u></p> <ol style="list-style-type: none"> <li>All investment activity must comply with the Financial Management Regulation 19C and Council Policy 1.3.3 Investment of Surplus Funds and 1.3.3 Investment of Surplus Funds Management Procedure.</li> <li>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 each financial year. [Audit r.17]</li> <li>Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</li> </ol> |                                                                                                                                                                                                                                                                                                                                                 |

### CROSS REFERENCES:

|                      |                                                        |                   |                                   |
|----------------------|--------------------------------------------------------|-------------------|-----------------------------------|
| <b>Procedure No.</b> | 1.3.3 Investment of Surplus Funds Management Procedure | <b>Policy No.</b> | 1.3.3 Investment of Surplus Funds |
|----------------------|--------------------------------------------------------|-------------------|-----------------------------------|

|                          |  |
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| <b>Compliance Links:</b> |  |
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**PART 4**

**Council Authorisation's**

## SHIRE OF MINGENEW – COUNCIL AUTHORISATION

|                            |                                                                                    |                            |                                                         |
|----------------------------|------------------------------------------------------------------------------------|----------------------------|---------------------------------------------------------|
| <b>Title:</b>              | <b>CA1 Authorised Persons under the Caravan Parks and Camping Grounds Act 1995</b> |                            |                                                         |
| <b>Authorisation No.:</b>  | <b>CA1</b>                                                                         |                            |                                                         |
| <b>Authorisation from:</b> | Council                                                                            | <b>Authorised to:</b>      | Chief Executive Officer<br>Environmental Health Officer |
| <b>Date Adopted:</b>       | 20/06/2018                                                                         | <b>Date Last Reviewed:</b> | 17/04/2019                                              |

|                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Statutory power to Authorise:</b>                                                                                                                                                                                                                                                                                                                                                              | s.17 Appointment of authorised persons                                                                                                                                        |
| <b>Statutory Power Authorised:</b>                                                                                                                                                                                                                                                                                                                                                                | Part 3 and s23(2), (3), (5), (7)                                                                                                                                              |
| <b>Function Authorised:</b><br>This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].                                                                                                                                                                                             | 1. Undertake the powers of an 'authorised person' as prescribed in the Caravan Parks and Camping Grounds Act 1995 and the Caravan Parks and Camping Grounds Regulations 1997; |
| <p><u>Conditions.</u></p> <ol style="list-style-type: none"> <li>1. In the context of s23 the Environmental Health Officer is authorised to issue infringements under s23(2) only as per s23(11) of the Caravan Parks and Camping Grounds Act 1995.</li> <li>2. In the context of s23 the CEO is authorised to withdraw infringements in accordance with all other subsections of s23.</li> </ol> |                                                                                                                                                                               |

### CROSS REFERENCES (If any):

|                      |  |                   |  |
|----------------------|--|-------------------|--|
| <b>Procedure No.</b> |  | <b>Policy No.</b> |  |
|----------------------|--|-------------------|--|

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| <b>Compliance Links:</b> |  |
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**PART 5**

**Delegations from the Chief Executive Officer**

# Drought Communities Programme - Extension

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Opening date:</b>               | September 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Closing date:</b>               | <ul style="list-style-type: none"><li>▪ 30 June 2019 for the 81 Eligible Councils announced in 2018</li><li>▪ 1 December 2019 for the 15 Eligible Councils announced in March 2019</li><li>▪ 1 June 2020 for the 14 Eligible Councils announced during the 2019 election campaign</li><li>▪ 1 June 2020 for the 12 Eligible Councils announced in September 2019</li><li>▪ 1 December 2020 for the 6 new Eligible Councils and 122 Existing Councils approved for further funding announced in November 2019</li><li>▪ 1 June 2021 for the 52 Eligible Councils announced in January 2020</li></ul> |
| <b>Commonwealth policy entity:</b> | Department of Infrastructure, Transport, Regional Development and Communications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Administering entity</b>        | Department of Industry, Science, Energy and Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Enquiries:</b>                  | If you have any questions, contact us at <a href="https://www.business.gov.au">business.gov.au</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Date guidelines released:</b>   | September 2018 and updated October 2018, March 2019, July 2019, November 2019, December 2019 and March 2020.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Type of grant opportunity:</b>  | Closed non-competitive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



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# 1. Drought Communities Programme processes

**The Drought Communities Programme is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant programme, which contributes to the Department of Infrastructure, Transport, Cities and Regional Development Outcome 3. The Department works with stakeholders to plan and design the grant programme according to the Commonwealth Grants Rules and Guidelines.



**The grant opportunity opens**

Eligible Councils are invited to submit project proposals via an online application on [business.gov.au](http://business.gov.au). We will publish grant guidelines and applicant information on [business.gov.au](http://business.gov.au) and [GrantConnect](http://GrantConnect).



**Invited Eligible Councils complete and submit a grant application**



**We assess all grant applications**

We assess the applications for completeness and against all the eligibility criteria.



**We make grant recommendations**

We provide advice to the decision maker on the merits of each application.



**Grant decisions are made**

The Program Delegate decides which applications are successful taking into consideration the proper use of public resources.



**We notify you of the outcome**

We advise you of the outcome of your application.



**We enter into a grant agreement**

We will enter into a grant agreement with successful Eligible Councils.



**Delivery of grant**

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



**Evaluation of the Drought Communities Programme grant opportunity**

We evaluate the specific grant activity and Drought Communities Programme as a whole. We base this on information you provide to us and that we collect from various sources.

## 2. About the grant program

The extension of the Drought Communities Programme (the program) will provide total funding of \$301 million over three years from 2018-19 to Eligible Councils to deliver immediate economic stimulus and other benefits to targeted drought-affected regions of Australia. The program will support local community infrastructure and other drought relief projects for communities who have been impacted by drought.

The objectives of the program are to deliver support to targeted drought-affected regions of Australia by funding:

- local community infrastructure and
- other drought relief projects.

Funding will target infrastructure and other projects that:

- provide employment for people whose work opportunities have been impacted by drought
- stimulate local community spending
- use local resources, businesses and suppliers
- provide a long-lasting benefit to communities and the agricultural industries on which they depend.

The intended outcomes of the program are to, within a three year timeframe:

- increase employment in regions by providing work for locals and/or farmers and farm labourers/staff/contractors whose employment opportunities have been affected by drought
- improve levels of economic activity in regions
- increase productivity in regions
- enable better retention of businesses, services and facilities.

The Department of Industry, Science, Energy and Resources (the department/we) is responsible for administering the grant opportunity on behalf of the Department of Infrastructure, Transport, Cities and Regional Development.

We will publish the [opening and closing dates](#) and any other relevant information on [business.gov.au](http://business.gov.au)<sup>1</sup> and [GrantConnect](#)<sup>2</sup>.

We administer the program according to the Commonwealth Grants Rules and Guidelines (CGRGs)<sup>3</sup>.

This document sets out:

- the eligibility criteria
- how we consider and assess grant applications
- how we monitor and evaluate grantees
- responsibilities and expectations in relation to the grant opportunity.

We have defined key terms used in these guidelines in Appendix A.

<sup>1</sup> <https://www.business.gov.au/assistance/drought-communities-programme>

<sup>2</sup> <http://www.grants.gov.au/>

<sup>3</sup> <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

You should read this document carefully before you fill out an application.

## 3. Grant amount and grant period

### 3.1. Grants available

The Australian Government has announced a total of \$301 million over three years from 2018-19. Program funding is capped and once that ceiling is reached, no other approvals are possible without a further consideration of the program parameters by the Australian Government.

Eligible Councils can receive funding for projects up to a maximum of \$1 million per announcement of funding (see announcements in Appendix A).

The maximum available funding for Eligible Councils announced in January 2020 is in two tiers:

- Tier one – maximum funding available up to \$1 million
- Tier two – maximum funding available up to \$500,000.

The tiers are determined by the population size of the eligible council.

Refer to list of Eligible Councils on [business.gov.au](http://business.gov.au) and [GrantConnect](#).

The grant amount will be up to 100 per cent of eligible project costs (grant percentage).

- The minimum grant amount per application is \$25,000
- Applications can include multiple unrelated activities up to the total funding amount available per Eligible Council.

Eligible Councils announced for funding up to and including September 2019 may submit more than one application. Eligible Councils announced for funding from November 2019 may only submit one application.

Co-funding from Eligible Councils is not mandatory, but you may access other funding for the project. Cash funding or in-kind support can be provided by any organisation including, but not limited to, the Eligible Council, state government, not-for-profit organisations and private sector companies.

Funding can also form one component of a larger package of Australian Government funding, noting that other funding needs to meet the eligibility criteria of the program from under which it is funded. For example, eligible fencing projects may be part funded under the [Pest Animal and Weed Management Program](#)<sup>4</sup>, and eligible road projects may be part funded under the [Roads to Recovery Program](#)<sup>5</sup>.

Funding under this grant opportunity cannot be considered to be part of, or all of, a Council's contribution to projects under the Bridges Renewal Programme, the National Stronger Regions Fund, the Building Better Regions Fund, the Regional Growth Fund or the Heavy Vehicle Safety and Productivity Programme.

If your project is dependent on funding from other sources, you must identify these sources and include their level of agreed support.

<sup>4</sup> <http://www.agriculture.gov.au/>

<sup>5</sup> <https://infrastructure.gov.au/>

### 3.2. Project duration

Projects can commence from the date of the Eligible Council's relevant funding announcement. The list of funding announcement dates, the earliest date for project commencement and the date by which projects must be completed is at Appendix A.

Eligible Councils that can demonstrate they have experienced extenuating circumstances may request an extension of the project period no more than three months beyond their expected project completion date (refer Appendix A), or as otherwise agreed.

The program ends on 30 June 2021.

## 4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

### 4.1. Who is eligible?

To be eligible you must

- have an Australian Business Number (ABN) and
- be an Eligible Council, listed on [business.gov.au](http://business.gov.au) and [GrantConnect](#); or
- be invited to apply by the Minister.

### 4.2. Eligible Councils

Eligible Councils that can receive funding under the program are those specified by the Minister responsible for Drought. Eligible councils are listed on [business.gov.au](http://business.gov.au) and [GrantConnect](#).

For the purposes of the program, we consider an incorporated organisation that provides council-like services and functions in Far West New South Wales and Far North South Australia, for example, the Regional Development Australia Far West or the Outback Communities Authority, to be Eligible Councils.

The Minister responsible for Drought, in consultation with the Prime Minister and the Minister for Agriculture can consider approving further Eligible Councils under the program, at their discretion.

The program does not create an entitlement for all drought-affected Councils to receive funding under the program.

### 4.3. Additional eligibility requirements

We can only accept applications:

- submitted by the Chief Executive Officer of an Eligible Council or other council officer authorised to sign a grant agreement
- that include a declaration that you will comply with specific regulatory requirements as outlined in section 10.3.

## 5. Eligible grant activities

### 5.1. Eligible projects

To be eligible your project must:

- be located in an Eligible Council area
- meet project requirements, see section 6

- include eligible activities and eligible expenditure
- have at least \$25,000 per application in eligible expenditure
- be undertaken in the project period and completed by the date stipulated in section 3.1.

## 5.2. Eligible activities

Eligible activities must directly relate to the project and can include:

- repairs, maintenance, upgrading or building new community facilities
- repairs, maintenance, upgrades, construction and fit-out of community spaces
- employing local contractors to undertake repairs and maintenance
- holding events
- undertaking other drought relief activities (including water carting for human consumption) that benefit the community
- development of an Adverse Event Plan.

## 5.3. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure items may include the cost of:

- suppliers, consultants and contracted labour undertaking eligible project activities
- materials required to deliver eligible project activities
- purchasing, leasing or hiring equipment required to deliver eligible project activities
- holding events and
- other drought relief activities (including water carting for human consumption)

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the project expenditure between the project start and end date for it to be eligible, unless stated otherwise. Refer to Appendix A for project start and end dates. Extenuating circumstances may be considered on a case-by-case basis. We will not be responsible for any expenditure you incur until a grant agreement is executed.

## 5.4. Ineligible expenditure

Examples of ineligible expenditure include:

- payment of salaries for existing staff or contractors, although projects may be carried out by existing workforces
- computer software or hardware that is not an integral part of the funded capital project
- a council's core or business-as-usual operations, which council rates and other government funding usually funds
- purchases of land, buildings, vehicles or mobile capital equipment (e.g. trucks and earthmoving equipment)
- expenditure incurred prior to the project start date (refer to Appendix A)
- undertaking studies or investigations, or

- the development of private or commercial ventures, including licensed areas of registered clubs.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

## 6. Project requirements

Each project must meet at least one of the following project requirements.

### **The project is expected to lead to the employment of locals**

- the extent to which farmers and/or farm labourers/staff/contractors are expected to be employed
- how the project is expected to lead to the employment of locals and over what period of time they are expected to be employed
- the employment expected to be created beyond the immediate construction phase of the project and into the longer-term
- the indirect employment expected to be created through the potential flow-on effects to local businesses, suppliers, and services.

### **The project is expected to contribute to the economic activity of communities/regions**

- local businesses, suppliers and services are expected to be used to complete the projects
- the project will encourage investment, business activities and other economic benefits to communities/regions.

### **The project is expected to lead to the retention of businesses, services and facilities**

- the benefits that should be delivered as a result of the project, such as increased tourism, increased trade for local businesses, improved services resulting from enhanced facilities
- the number of people that are expected to benefit from the approved project.

### 6.1. Adverse Event Plans

Eligible Councils, publicly announced from 1 July 2019, must submit an Adverse Event Plan with their final project report.

Eligible Councils without an Adverse Event Plan already in place can use part of their funding under the program to develop an Adverse Event Plan.

Eligible Councils must develop an Adverse Event Plan which meets the needs of their community, and give consideration to the following:

- natural resource management (i.e. managing water supply, ground cover, trees, erosion, biodiversity)
- economic diversification and community resilience (i.e. infrastructure planning, tourism investment, diversifying local industries, capacity building for local leadership)
- communication and coordination (i.e. how to let people know what's available – now, and in the future; how do you communicate in hard times and for recovery).



## 7. How to apply

Before applying, you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on [business.gov.au](#) and [GrantConnect](#).

You will need to set up a user account to access our online portal. The portal allows you to apply for and manage grants in secure online environment.

To apply, you must:

- be listed as an Eligible Council or invited by the Minister to submit an application
- complete the online application form through the portal
- provide all the information requested
- address all eligibility criteria
- include all necessary attachments.

We may ask you to justify your project costs. You should have evidence for the costs that you include in your project budget that you can provide on request.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process or if you are unable to submit an application online [contact us](#) at [business.gov.au](#) or by calling 13 28 46.

### 7.1. Attachments to the application

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

### 7.2. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. Refer to Appendix A.

## 8. The selection process

We will assess your application for completeness and against all the eligibility criteria. To be recommended for funding, your project must meet all eligibility criteria as these projects provide the best value for money.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors. You may be asked to submit an updated proposal.

You may withdraw your application at any time.

### 8.1. Final decision

The Program Delegate (an AusIndustry senior responsible officer with responsibility for the program), decides which grants to approve taking into account the application assessment and the availability of grant funds.

The Program Delegate's decision is final in all matters, including:

- the approval of applications for funding
- the amount of grant funding awarded
- the terms and conditions of funding.

We cannot review decisions about the merits of your application.

## 9. Notification of application outcomes

If you are successful, you will receive a written offer, including any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us.

## 10. If your application is successful

### 10.1. Grant agreement

You must enter into a grant agreement with the Commonwealth. We will use the Commonwealth simple grant agreement for this program. A sample [grant agreement](#) is available on [business.gov.au](http://business.gov.au) and [GrantConnect](#).

We will manage the grant agreement through the portal. Accepting the grant agreement through the portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth Government have entered into the grant agreement. We will notify you when this happens and a copy of the executed grant agreement will be available through the portal. The grant agreement will not become binding until it is executed.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any expenditure you incur before a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the offer of funding.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

## 10.2. Simple grant agreement

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details. The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Program Delegate.

## 10.3. Project specific legislation, policies and industry standards

You are required to be compliant with all relevant laws and regulations.

Under State and Territory legislation, it is a requirement for people in roles that have direct, unsupervised contact with children to undertake a working with children/vulnerable people check.

You are responsible for ensuring that you have met relevant State or Territory legislation obligations related to working with children and/or vulnerable people, and that any person that has direct, unsupervised contact with children as part of a project under this program, has undertaken and passed a working with children/vulnerable people check, if required under relevant State or Territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

We do not provide advice on working with children/vulnerable people legislation, and you are responsible for seeking your own advice from the authority in your relevant State or Territory.

In addition, you will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You will also need to establish a training and compliance regime to ensure staff are aware of, and comply with, the risk assessment requirements as well as relevant legislation.

To be eligible, you must declare in your application that you comply with these requirements. You will need to declare you can meet these requirements in your grant agreement with the Commonwealth.

## 10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make
- any additional financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make an initial payment on execution of the grant agreement. We will make subsequent payments in advance, based on your forecast eligible expenditure as you achieve agreed milestones and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress on the project.

We set aside 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds

across financial years and/or to ensure we retain a minimum 10 per cent of grant funding for the final payment.

The Program Delegate may approve alternative arrangements on a discretionary basis.

### 10.5. How we monitor your project

You must submit reports through the portal in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from [business.gov.au](http://business.gov.au) and [GrantConnect](#). We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

### 10.6. Final report

When you complete the project, you must submit a final report.

Final reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- be submitted by the report due date
- be in the format provided in the grant agreement.

Eligible Councils, publicly announced from 1 July 2019, must submit an Adverse Event Plan with their final project report.

### 10.7. Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

### 10.8. Independent audit report

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is attached to the sample grant agreement.

### 10.9. Compliance visits

We may visit you during the project period, or at the completion of your project, to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

## 10.10. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement through the portal, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum project period referred to in section 3.2.
- changing project activities

Note the program does not allow for:

- an increase of grant funds (above the maximum available funding amount identified in section 3.1).

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

## 10.11. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

## 10.12. Evaluation

We will evaluate the program to determine the extent to which the funded activity is contributing to the program objectives and outcomes. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes. We may contact you up to one year after you finish your project for more information to assist with this evaluation.

### 10.13. Tax obligations

In accordance with the terms of Australian Taxation Office ruling GSTR 2012/2, payments made under the program, which are payments made by a government related entity to another government related entity, do not attract GST. Consequently, funding sought by Eligible Councils in their proposal(s) must exclude the GST component on goods and services and the payments made to Eligible Councils will not include GST.

### 10.14. Grant acknowledgement

If you make a public statement about a project funded under the program we require you, at a minimum, to acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant. These details will be outlined in the grant agreement.

### 10.15. Events

We will require you to notify us of events relating to your project and provide opportunity for the Minister or their representative to attend. These requirements will be outlined in your grant agreement.

## 11. Conflicts of interest

### 11.1. Your conflict of interest responsibilities

A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be:

- real (or actual)
- apparent (or perceived)
- potential.

We will ask you to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant, you must inform us in writing immediately.

### 11.2. Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts, and others delivering the program between:

- their program duties, roles and responsibilities and
- their private interests.

We manage our conflicts of interest according to the APS Code of Conduct (section 13 (7) of the *Public Service Act 1999* (Cth)). We publish our [conflict of interest policy<sup>6</sup>](#) on the department's website.

Program officials must declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the program.

## 12. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.1, or
- personal information as per 12.3,

We may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

### 12.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

### 12.2. When we may disclose confidential information

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

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<https://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Documents/Conflict-of-Interest-and-Inside-Trade-Expectations-Policy.pdf>

### 12.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)<sup>7</sup> on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

### 12.4. Public announcement

We will publish non-sensitive details of successful projects on GrantConnect and business.gov.au. We are required to do this by the *Commonwealth Grants Rules and Guidelines* and the [Australian Government Public Data Policy Statement](#)<sup>8</sup>, unless otherwise prohibited by law. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

We publish this information to ensure open access to non-sensitive data within Australian Government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

### 12.5. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

<sup>7</sup> <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

<sup>8</sup> <http://www.dpmc.gov.au/resource-centre/data/australian-government-public-data-policy-statement>



The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

## 13. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division  
 AusIndustry - Support for Business  
 Department of Industry, Innovation and Science  
 GPO Box 2013  
 CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)<sup>9</sup> with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

## 14. Glossary

| Term               | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adverse Event Plan | A plan developed in consultation with local stakeholders which aims to build local leadership and community capacity to adapt and cope with chronic stresses and acute shocks. The plan should look to improve preparation, management and recovery from those events. Planning for drought should consider water supply and quality, projects to buoy the local economy and maintain community cohesion and drought support coordination. |
| Application form   | The details that applicants provide in the online portal to apply for funding under the grant opportunity.                                                                                                                                                                                                                                                                                                                                 |
| AusIndustry        | The division of the same name within the department.                                                                                                                                                                                                                                                                                                                                                                                       |

<sup>9</sup> <http://www.ombudsman.gov.au/>

| Term                             | Definition                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Eligible Council                 | A council that is eligible to apply for funding under the program as published on business.gov.au and GrantConnect.                                                                                                                                                                                                                                                                               |
| Department                       | The Department of Industry, Innovation and Science.                                                                                                                                                                                                                                                                                                                                               |
| Eligible activities              | The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.2.                                                                                                                                                                                                                                                                          |
| Eligible application             | An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.                                                                                                                                                                                                                           |
| Eligible expenditure             | The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.                                                                                                                                                                                                                                                                                   |
| Grant agreement                  | A legally binding contract between the Commonwealth and a grantee for the grant funding                                                                                                                                                                                                                                                                                                           |
| Grant funding or grant funds     | The funding made available by the Commonwealth to grantees under the program.                                                                                                                                                                                                                                                                                                                     |
| Grantee                          | The recipient of grant funding under a grant agreement.                                                                                                                                                                                                                                                                                                                                           |
| Guidelines                       | Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.                                                                                                                                                                                                                                               |
| Minister                         | The Commonwealth Minister responsible for Drought.                                                                                                                                                                                                                                                                                                                                                |
| Personal information             | <p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol> |
| Program Delegate                 | An AusIndustry senior responsible officer within the department with responsibility for the program.                                                                                                                                                                                                                                                                                              |
| Program funding or Program funds | The funding made available by the Commonwealth for the program.                                                                                                                                                                                                                                                                                                                                   |
| Project                          | A project described in an application for grant funding under the program.                                                                                                                                                                                                                                                                                                                        |

## Appendix A. Key dates for Eligible Councils

The table below sets out the date of Eligible Councils' funding announcement, the date from which projects can commence, closing date for applications and the date by which projects should be completed.

| <b>Date of funding announcement</b>            | <b>Eligible Councils</b> | <b>Earliest start date of project*</b> | <b>Closing date for applications</b> | <b>Date by which projects should be completed</b> |
|------------------------------------------------|--------------------------|----------------------------------------|--------------------------------------|---------------------------------------------------|
| Prior to 1 August 2018 and during October 2018 | 81 councils              | 19 August 2018                         | 30 June 2019                         | 30 June 2019                                      |
| March 2019                                     | 15 councils              | 19 August 2018                         | 1 December 2019                      | 31 December 2019                                  |
| During 2019 election campaign                  | 14 councils              | 11 April 2019                          | 1 June 2020                          | 30 June 2020                                      |
| During September 2019                          | 12 councils              | 27 September 2019                      | 1 June 2020                          | 30 June 2020                                      |
| During November 2019                           | 128 councils             | 7 November 2019                        | 1 December 2020                      | 31 December 2020                                  |
| January 2020**                                 | 52 councils              | 28 January 2020                        | 1 June 2021                          | 30 June 2021                                      |

\* For any projects contracted at 19 December 2019, the earliest start date for these projects was 19 August 2018.

\*\*The maximum available funding for eligible councils announced in January 2020 is determined based on two tiers:

- Tier one – up to \$1 million
- Tier two – up to \$500,000.

Eligible councils (including tiers) are listed on [business.gov.au](http://business.gov.au) and [GrantConnect](http://GrantConnect).

## DCP Project Listing - Draft Ranking

| RANK | ID | Project                                          | Rationale                                                          | Scoped       | Quotes          | Cost      | DCP Portion | SCP   | CBP    | Contribute to economic activity?   | Retains business/facilities?               | Cum. Total   |
|------|----|--------------------------------------------------|--------------------------------------------------------------------|--------------|-----------------|-----------|-------------|-------|--------|------------------------------------|--------------------------------------------|--------------|
| 1    | 18 | Mingenew Recreation Centre Water Storage Upgrade | Provide lasting upgrade to existing water tanks                    | Yes          | Some            | \$40,000  | \$40,000    | 2.1.2 |        | Yes, races, winter sport           | Yes, sports facilities                     | \$ 40,000    |
| 2    | 17 | Mingenew Recreation Centre Bore Installation     | Improve access to water during summer                              | Yes          | Some            | \$11,000  | \$11,000    | 2.1.2 |        | Yes, races, winter sport           | Yes, sports facilities                     | \$ 51,000    |
| 3    | 21 | Rec Centre and Office Solar Power Installation   | Reduce electricity costs/environmental impact                      | Yes          | Yes             | \$45,341  | \$45,341    | 1.4.3 |        | Yes, saves Council \$              | Yes, sports facilities                     | \$ 96,341    |
| 4    | 5  | Child Care Centre Upgrade                        | Increase access to local child care                                | Yes          | Some            | \$150,000 | \$150,000   | 2.2.1 | 2.2.1a | Yes, more mums can work            | Yes, improves existing                     | \$ 246,341   |
| 5    | 6  | Mingenew Communications Tower Upgrade            | Provision of fixed wireless for town and surrounds                 | Yes          | Yes             | \$15,000  | \$15,000    | 5.1.1 | 5.1.2a | Yes, new service                   | Yes, helps local business                  | \$ 261,341   |
| 6    | 20 | Remote Tourism Cameras                           | Support tourism through isolation period, and beyond               | Yes          | Some            | \$7,500   | \$7,500     | 4.3.2 |        | Yes, tourism sector                | Yes, helps local business                  | \$ 268,841   |
| 7    | 11 | Mingenew Railway Station                         | Provide hub for cultural activities in Mingene                     | Yes          | Yes             | \$200,000 | \$100,000   | 4.3.2 | 1.1.2a | Yes, cultural sector               | Yes, restores facilities                   | \$ 368,841   |
| 8    | 15 | Mingenew Youth Precinct                          | Rationalise and improve youth rec facilities                       | Largely      | Some            | \$200,000 | \$100,000   | 2.1.2 | 2.4.2e | Potential attraction for visitors  | Improves facilities                        | \$ 468,841   |
| 9    | 7  | Co-working Space                                 | Provide support for small/micro-business                           | Largely      | Some            | \$5,000   | \$5,000     | 3.2.1 | 5.2.2b | Yes, microbusinesses               | Yes, supports small business               | \$ 473,841   |
| 10   | 3  | Astrotourism project                             | Support development of sector                                      | Largely      | Estimate only   | \$10,000  | \$10,000    | 2.3.2 | 4.3.3b | Yes, tourism sector                | Yes, helps local business                  | \$ 483,841   |
| 11   | 13 | Mingenew Tourist Centre                          | Improve facilities for tourists & volunteers                       | Yes          | Some            | \$3,000   | \$3,000     | 4.3.3 | 2.3.2a | Yes, tourism sector                | Yes, helps local business                  | \$ 486,841   |
| 12   | 1  | Renovation 33 Victoria Street                    | Provide accommodation locally for staff/community                  | Yes          | Yes             | \$40,000  | \$20,000    | 1.1.2 |        | Accommodation for locals           | Retains this accommodation                 | \$ 506,841   |
| 13   | 10 | Mingenew Hill Walking Trail                      | Provide walking trails close to town                               | Largely      | Old quotes only | \$50,000  | \$25,000    | 4.3.2 | 2.4.2c | Yes, tourism sector                | Yes, helps local business                  | \$ 531,841   |
| 14   | 2  | Mingenew Airstrip Upgrade                        | Improve disaster resilience; add new source of water there         | Yes          | Rough           | \$200,000 | \$150,000   | 1.3.2 |        | Yes, supports crop-dusting         | Yes, improves disaster resilience          | \$ 681,841   |
| 15   | 4  | Bank Building Facelift                           | Improve visitation, access to building                             | Yes          | No              | \$5,000   | \$5,000     | 2.3.2 |        | Improve accessibility to building  | Yes, upgrades existing                     | \$ 686,841   |
| 16   | 9  | Mingenew Light Industrial Incubator              | Attract jobs to Mingene                                            | Partially    | Partially       | \$500,000 | \$500,000   | 3.2.2 | 3.2.2a | Yes, industrial business           | Yes, retains/adds business                 | \$ 1,186,841 |
| 17   | 22 | Mingenew Shire Weather Station Network           | Improve monitoring of weather conditions (esp. during fire season) | Yes          | Yes             | \$15,000  | \$15,000    | 1.3.2 |        | Supports more efficient fire bans  | Helps to better manage fire management     | \$ 1,201,841 |
| 18   | 16 | Monitoring Bores                                 | Improve environmental compliance at landfill site                  | Yes          | Yes             | \$44,000  | \$44,000    | 1.4.2 |        | Only in a limited way              | Yes, retain and supports existing facility | \$ 1,245,841 |
| 19   | 8  | Electric Vehicle Charging Station                | Encourage visitation                                               | Partially    | Estimate only   | \$25,000  | \$25,000    | 2.3.2 |        | Yes, new service                   | Yes, helps local business                  | \$ 1,270,841 |
| 20   | 14 | Mingenew Town Hall                               | Will be dependent on outcome of community survey                   | Some options | Yes             | ?         | ?           | 1.1.2 | 1.1.2b | Potentially; depends on option     | Potentially; depends on option             |              |
| 21   | 12 | Mingenew Shire Fibre Connection                  |                                                                    | Yes          | Yes             | \$50,350  | \$50,350    | 1.2.4 | 1.2.4b | Efficiency of Council              | Improves LG facilities                     | \$ 1,321,191 |
| 22   | 19 | Recreation Centre Expansion                      | Replace hall a large public venue in town                          | Partially    | Requested       | ?         | ?           | 1.1.2 |        | Increases use options for Rec Cntr | Yes, maintains existing facilities + adds  |              |

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |                           |                                                                                                                                                           |          |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Project Title:</b>                                               | 1. Renovation 33 Victoria Rd                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     | <b>Executive Sponsor:</b> | Nils Hay, CEO Shire of Mingenew                                                                                                                           |          |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     | <b>Project Sponsor:</b>   | Shire of Mingenew                                                                                                                                         |          |
| <b>Project Start:</b>                                               | 1/7/20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Project End:</b> | 30 June 2021              | <b>Project Officer:</b>                                                                                                                                   | Nils Hay |
| <b>Detailed project description and key activities (5000 chars)</b> | <p>This project will renovate a Shire-owned house which is currently in a state of some disrepair, requiring roof works, ceiling replacements, electrical upgrades and repainting. The project will also see a semi-enclosed toilet and laundry area fully enclosed.</p> <p>The Shire is one of the main housing providers in Mingenew, and bringing this house back up to a reasonable standard will enable it to be utilised for either Shire staff, or other workers in town. This is important, as it helps to support the local population – a key aim of Council’s 2019-29 Community Strategic Plan.</p>                                                                                                                                                                                                                                            |                     |                           |                                                                                                                                                           |          |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     |                           | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> </ol>                                                                  |          |
| <b>Outcome Details</b>                                              | <p>Local contractors and suppliers will be utilised for work wherever possible.</p> <p>The completed project will provide additional housing stock for the town of Mingenew. At present, there is limited housing available, so this will support either the Council directly, or a local business, to employ someone to live in the Shire. By bringing worker into the town, the local economy is assisted, as is the local social fabric through the addition of a new potential volunteer, sports team member and – potentially – parent to add to the local school’s student body.</p> <p>In a small town like Mingenew (with a population of only approximately 200) the addition of a single person or family can have a meaningful impact on local organisations, community groups and the economy and social fabric of the town more broadly.</p> |                     |                           |                                                                                                                                                           |          |
| <b>Milestones</b>                                                   | Construction commences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                           | August 2020                                                                                                                                               |          |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     |                           | June 2021                                                                                                                                                 |          |
| <b>Project Address</b>                                              | 33 Victoria Road, Mingenew WA 6522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           |                                                                                                                                                           |          |
| <b>Value of Project to be undertaken on site</b>                    | \$30,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                           |                                                                                                                                                           |          |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | House remains unoccupied after renovation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |                           | Currently there is demand for rental property within Mingenew, this is not likely in the medium-long term                                                 |          |
|                                                                     | Works impacted by weather                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |                           | The majority of the works are internal, however any external works will be scheduled around weather. The use of local contractors will add to flexibility |          |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |                           | Undertake quotation process to test the market before awarding contracts                                                                                  |          |
| <b>Alternative funding</b>                                          | Limited; this would typically be borne by the Shire as part of its maintenance budget.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                           |                                                                                                                                                           |          |
| <b>Out of Scope Works</b>                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |                           |                                                                                                                                                           |          |

| <b>Project Budget</b>                                                                                                                              | <b>Cost Type</b>                           | <b>Cost \$(ex GST)</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------|
| The assumption would be that some works could be completed by Shire of Mingenew staff, but roofing and electrical works would require contractors. | Suppliers, consultants & contracted labour | \$20,000               |
|                                                                                                                                                    | Materials                                  | \$10,000               |
|                                                                                                                                                    | Equipment                                  |                        |
|                                                                                                                                                    | Other Costs                                |                        |
|                                                                                                                                                    | <b>TOTAL</b>                               |                        |

| <b>Other Funding Sources</b> | <b>Contribution \$ (ex GST)</b> |
|------------------------------|---------------------------------|
| Shire of Mingenew            | \$10,000                        |
| Other Government funding     | 0                               |
| Other non-government funding | 0                               |
| <b>TOTAL</b>                 | <b>0</b>                        |

| <b>Key Activities</b> | <b>Planned Start Date</b> | <b>Planned Finish Date</b> |
|-----------------------|---------------------------|----------------------------|
| Procurement           | 1/7/20                    | 8/7/20                     |
| Roof works            | 1/8/20                    | 15/8/20                    |
| Internals             | 16/8/20                   | 15/9/20                    |
| Completion            | 16/9/20                   | 30/9/20                    |

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                           |                                                                                                                   |               |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------|-------------------------------------------------------------------------------------------------------------------|---------------|
| <b>Project Title:</b>                                               | 2. Mingenew Airstrip Upgrade                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     | <b>Executive Sponsor:</b> | Nils Hay, CEO Shire of Mingenew                                                                                   |               |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     | <b>Project Sponsor:</b>   | Shire of Mingenew                                                                                                 |               |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Project End:</b> | 30 June 2021              | <b>Project Officer:</b>                                                                                           | Margaret Rowe |
| <b>Detailed project description and key activities (5000 chars)</b> | <p>This project will make the existing Mingenew Airstrip compliant with RFDS regulations and a suitable site for the hosting of water-bombing aircraft. This will increase the disaster resilience of our community and region, providing greater access to key medical and emergency services.</p> <p>In order to achieve this, the strip will be widened to 20 metres, with 90m clearance to allow night operations. Lights will also be procured. To facilitate water-bombing operations, a sealed apron will be constructed alongside the strip, a sea container will be installed for storage of foam and equipment, a 150,000L water tank, along with a suitable bore and pumping system will be installed, along with a fast-fill standpipe. A fuel pump and fuel storage will also be constructed. Finally, the area will be fenced.</p> <p>These additions will also assist the agricultural (primarily crop-dusting) serviceability of the airstrip.</p> |                     |                           |                                                                                                                   |               |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |                           | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> </ol>                          |               |
| <b>Outcome Details</b>                                              | <p>There is currently nowhere in the Shire where either RFDS fixed wing aircraft or water bombing aircraft can be stationed. It will also provide a new water source that could potentially be utilised during droughts. As a result, upgrading the Mingenew airstrip will provide a new set of services to the region and its residents.</p> <p>Beyond this, there will be economic benefits as the expanded facilities will allow for improved crop-dusting and other agricultural applications. This will reduce the cost of such services for the local agricultural sector, contributing to regional economic activity and supporting the local farming industry – which is Mingenew's predominant sector.</p> <p>Local contractors and suppliers will be utilised for work wherever possible.</p>                                                                                                                                                            |                     |                           |                                                                                                                   |               |
| <b>Milestones</b>                                                   | Construction commences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                           | October 2020                                                                                                      |               |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |                           | June 2021                                                                                                         |               |
| <b>Project Address</b>                                              | Mingenew Airstrip, L10680 Mingenew South Road, Mingenew WA 6522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                           |                                                                                                                   |               |
| <b>Value of Project to be undertaken on site</b>                    | \$200,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                     |                           |                                                                                                                   |               |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Chosen treatment is not fit for purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |                           | Consultation to take place with RFDS, CASA, DFES, DBCA to ensure finished project meets relevant agency standards |               |
|                                                                     | Weather impacts on works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |                           | Works to be scheduled during dry season to minimise impact                                                        |               |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                           | Undertake RFQ process to test the market before awarding contracts                                                |               |
| <b>Alternative funding</b>                                          | BBRF, RAUP, Both could potentially be accessed for a project like this; they both require a 50% co-contribution. May also be eligible for ESL.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |                           |                                                                                                                   |               |
| <b>Out of Scope Works</b>                                           | Shire would complete runway works as in-kind                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     |                           |                                                                                                                   |               |

| <b>Project Budget</b>                                                                                                                                                               | <b>Cost Type</b>                           | <b>Cost \$(ex GST)</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------|
| Budget is largely estimate-based, utilising a similar project in Jerramungup as basis for costs. Expectation would be that the Shire road crew could complete upgrades of airstrip. | Suppliers, consultants & contracted labour | 100,000                |
|                                                                                                                                                                                     | Materials                                  | 30,000                 |
|                                                                                                                                                                                     | Equipment                                  | 20,000                 |
|                                                                                                                                                                                     | Other Costs                                |                        |
|                                                                                                                                                                                     | <b>TOTAL</b>                               | <b>150,000</b>         |

| <b>Other Funding Sources</b> | <b>Contribution \$ (ex GST)</b> |
|------------------------------|---------------------------------|
| Shire of Mingenew            | 50,000                          |
| Other Government funding     | 0                               |
| Other non-government funding | 0                               |
| <b>TOTAL</b>                 | <b>0</b>                        |

| <b>Key Activities</b> | <b>Planned Start Date</b> | <b>Planned Finish Date</b> |
|-----------------------|---------------------------|----------------------------|
| Procurement           | 1/7/20                    | 30/7/20                    |
| Construction work     | 1/9/20                    | 30/10/20                   |
| Opening               | 1/11/20                   |                            |



|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |                           |                                                                                          |          |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------|------------------------------------------------------------------------------------------|----------|
| <b>Project Title:</b>                                               | 3. Astrotourism Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     | <b>Executive Sponsor:</b> | Nils Hay, CEO Shire of Mingenew                                                          |          |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     | <b>Project Sponsor:</b>   | Shire of Mingenew                                                                        |          |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Project End:</b> | 30 June 2021              | <b>Project Officer:</b>                                                                  | Nils Hay |
| <b>Detailed project description and key activities (5000 chars)</b> | The Shire of Mingenew has been involved with Astrotourism WA since 2018 and this project involves the installation of interpretive signage to promote stargazing and astrophotography at some of the Shire's key rest stops. It also funds the purchase of a rental telescope for use by locals and visitors to enjoy the clear night skies of Mingenew.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |                           |                                                                                          |          |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |                           | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> </ol> |          |
| <b>Outcome Details</b>                                              | <p>Local contractors will be utilised for the work, to ensure that the economic benefits of the work remain locally.</p> <p>This project represents the next step in the Shire diversifying its tourism offerings and providing an improved astrotourism experience for visitors and locals alike (presently it has been limited to discrete stargazing events). The proposed upgrades to rest stops will attract a different demographic of visitors, as well as providing an activity that is available year-round (outside of existing tourism high season related to wildflowers).</p> <p>The availability of a rental telescope also means that people visiting without stargazing equipment will be able to take full advantage of these sites, whilst also assisting with the delivery of further stargazing events in the Shire. Overall, this will see a positive impact on local business, primarily accommodation, eateries and retailers, as visitors will likely stay overnight to enjoy the stargazing facilities.</p> <p>The project will culminate with a stargazing event as the official opening of the facility, which will provide an immediate economic boost.</p> |                     |                           |                                                                                          |          |
| <b>Milestones</b>                                                   | Installation of facilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |                           | March 2021                                                                               |          |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |                           | June 2021                                                                                |          |
| <b>Project Address</b>                                              | Yandanooka Hall, Railway Street, Yandanooka WA 6522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |                           |                                                                                          |          |
| <b>Value of Project to be undertaken on site</b>                    | \$10,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |                           |                                                                                          |          |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Signage is not helpful or accurate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                           | Assistance in development will be provided by Astrotourism WA to QA content              |          |
|                                                                     | Weather impacts installation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |                           | Installation is planned to take place during summer, where this is unlikely              |          |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |                           | Undertake quotation process to test the market before engaging a contractor              |          |
| <b>Alternative funding</b>                                          | This could be funded through a Regional Economic Development grant, however that would require a co-contribution from the Shire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |                           |                                                                                          |          |
| <b>Out of Scope Works</b>                                           | Marketing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                           |                                                                                          |          |

| <b>Project Budget</b>                                                                                                                                                                     | <b>Cost Type</b>                           | <b>Cost \$(ex GST)</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------|
| Costs are estimates, based upon installation of concrete slab, purchase of telescope and installation of signs. Astrotourism WA are able to assist with content for interpretive signage. | Suppliers, consultants & contracted labour | 5,000                  |
|                                                                                                                                                                                           | Materials                                  | 3,000                  |
|                                                                                                                                                                                           | Equipment                                  | 2,000                  |
|                                                                                                                                                                                           | Other Costs                                |                        |
|                                                                                                                                                                                           | <b>TOTAL</b>                               | <b>10,000</b>          |

| <b>Other Funding Sources</b> | <b>Contribution \$ (ex GST)</b> |
|------------------------------|---------------------------------|
| Shire of Mingenew            | 0                               |
| Other Government funding     | 0                               |
| Other non-government funding | 0                               |
| <b>TOTAL</b>                 | <b>0</b>                        |

| <b>Key Activities</b> | <b>Planned Start Date</b> | <b>Planned Finish Date</b> |
|-----------------------|---------------------------|----------------------------|
| Design                | 1/7/20                    | 30/7/20                    |
| Procurement           | 1/8/20                    | 15/8/20                    |
| Installation          | 1/9/20                    | 30/9/20                    |
| Opening event         | 14/10/20                  | 30/10/20                   |

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |                           |                                                                                                                                                  |          |
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| <b>Project Title:</b>                                               | 4. Bank Building Facelift                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     | <b>Executive Sponsor:</b> | Nils Hay, CEO Shire of Mingenew                                                                                                                  |          |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     | <b>Project Sponsor:</b>   | Shire of Mingenew                                                                                                                                |          |
| <b>Project Start:</b>                                               | 1/7/20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Project End:</b> | 30 June 2021              | <b>Project Officer:</b>                                                                                                                          | Nils Hay |
| <b>Detailed project description and key activities (5000 chars)</b> | This project will improve the aesthetic and accessibility of the former Bank building on Mingenew's main street. This historical building is set to be reborn as a recording studio and publishing office, and is in need of some minor works. These consist primarily of: external repainting and the construction of stairs (to complement the existing ramp) used to access the front door.                                                                                                                            |                     |                           |                                                                                                                                                  |          |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                       |                     |                           | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> </ol>                                                         |          |
| <b>Outcome Details</b>                                              | <p>This will provide a facelift to one of the most prominent main street building in Mingenew, improving overall street appeal. It will also improve building accessibility, supporting current and future tenants and encouraging visitation to the building. As such, it assists with the retention of an existing business or facility as well as contributing to economic activity and the employment of locals.</p> <p>In addition, local contractors and suppliers will be utilised for work wherever possible.</p> |                     |                           |                                                                                                                                                  |          |
| <b>Milestones</b>                                                   | Construction commences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                           | August 2020                                                                                                                                      |          |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     |                           | June 2021                                                                                                                                        |          |
| <b>Project Address</b>                                              | 50 Midlands Road, Mingenew WA 6522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           |                                                                                                                                                  |          |
| <b>Value of Project to be undertaken on site</b>                    | \$5,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     |                           |                                                                                                                                                  |          |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | New stairs do not meet Australian Standards                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                           | Ensure standards are consulted and adhered to in project development                                                                             |          |
|                                                                     | Weather impacts on works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                           | Works are minor in nature and can be scheduled around weather events; using local contractors or Shire staff will provide necessary flexibility. |          |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |                           | Undertake RFQ process to test the market before awarding contracts                                                                               |          |
| <b>Alternative funding</b>                                          | Given the relatively minor nature of the project, it's most likely something that would be done as part of the Shire's building maintenance budget.                                                                                                                                                                                                                                                                                                                                                                       |                     |                           |                                                                                                                                                  |          |
| <b>Out of Scope Works</b>                                           | Any internal works at the Bank building                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     |                           |                                                                                                                                                  |          |

| <b>Project Budget</b>                                                                                   | <b>Cost Type</b>                           | <b>Cost \$(ex GST)</b> |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------|
| These are estimates only; it would be possible for the Shire to deliver this project entirely in-house. | Suppliers, consultants & contracted labour | 5,000                  |
|                                                                                                         | Materials                                  |                        |
|                                                                                                         | Equipment                                  |                        |
|                                                                                                         | Other Costs                                |                        |
|                                                                                                         | <b>TOTAL</b>                               |                        |

| <b>Other Funding Sources</b> | <b>Contribution \$ (ex GST)</b> |
|------------------------------|---------------------------------|
| Shire of Mingenew            | 0                               |
| Other Government funding     | 0                               |
| Other non-government funding | 0                               |
| <b>TOTAL</b>                 | <b>0</b>                        |

| <b>Key Activities</b> | <b>Planned Start Date</b> | <b>Planned Finish Date</b> |
|-----------------------|---------------------------|----------------------------|
| Procurement           | 1/7/20                    | 8/7/20                     |
| Construction work     | 15/7/20                   | 31/7/20                    |
| Completion            | 1/8/20                    | 14/8/20                    |

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     |                           |                                                                                 |          |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------|---------------------------------------------------------------------------------|----------|
| <b>Project Title:</b>                                               | 5. Child Care Centre Upgrade                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     | <b>Executive Sponsor:</b> | Nils Hay, CEO Shire of Mingenew                                                 |          |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     | <b>Project Sponsor:</b>   | Shire of Mingenew                                                               |          |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Project End:</b> | 30 June 2021              | <b>Project Officer:</b>                                                         | Nils Hay |
| <b>Detailed project description and key activities (5000 chars)</b> | <p>The current Mingenew Child Care Centre is at capacity. This project seeks to increase the capacity of the centre from 11 to 18, whilst also providing an improved learning and developmental experience for the region's young children and more accessible service delivery for parents.</p> <p>The project involves the conversion of an existing 4-bedroom, 2 bathroom house into a new facilities for the Shire's only day care service. The conversion includes the installation of new air-conditioning, flooring, safety features, appropriate building remodelling, and installation of a new playground and outdoor shade structures.</p> <p>The provision of local child care is critical to support local working families, and a key piece of the broader economic support and development for the Shire of Mingenew. It has been identified as one of the highest priorities in the Shire's Community Strategic Plan 2019-29.</p> |                     |                           |                                                                                 |          |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>The project will lead to employment of locals:</li> <li>The project will contribute to economic activity of communities/regions:</li> <li>The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           | <ol style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> </ol> |          |
| <b>Outcome Details</b>                                              | <p>Local contractors will be utilised for the work, to ensure that the economic benefits of the work remain locally. Likewise, the centre will be able to employ additional local staff for the facility.</p> <p>There is currently demand for child care services which can't be met due to the size restrictions at the current facility. By providing more places for more families, it will deliver more critical services whilst also indirectly benefiting the community more broadly. The provision of childcare will enable parents to enter or return to the workforce, or start their own businesses. This is especially important for those impacted negatively by weather events or other disasters. It also provides additional time for social and volunteering activities, which also have a positive return back to the community as well as the wellbeing of individuals involved.</p>                                           |                     |                           |                                                                                 |          |
| <b>Milestones</b>                                                   | Start of construction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                           | March 2021                                                                      |          |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                           | June 2021                                                                       |          |
| <b>Project Address</b>                                              | 15 Moore Street, Mingenew WA 6522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |                           |                                                                                 |          |
| <b>Value of Project to be undertaken on site</b>                    | \$150,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |                           |                                                                                 |          |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Design not appropriate for child care centre                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                           | Existing operator engaged in design process to ensure compliance                |          |
|                                                                     | Weather impacts installation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                           | Installation is planned to take place during summer, where this is unlikely     |          |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     |                           | Undertake quotation process to test the market before engaging a contractor     |          |
| <b>Alternative funding</b>                                          | This could potentially be funded through a Federal program like Building Better Regions, however that would require a co-contribution from the Shire.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                           |                                                                                 |          |
| <b>Out of Scope Works</b>                                           | Any works to repurpose existing facility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                     |                           |                                                                                 |          |

| <b>Project Budget</b>                                                                                                                                                                                     | <b>Cost Type</b>                           | <b>Cost \$(ex GST)</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------|
| Based on initial quotes provided; some further quotes still to come to confirm cost of outdoor equipment, shade structures etc. The CRC are yet to provide this information, so estimates have been used. | Suppliers, consultants & contracted labour | 150,000                |
|                                                                                                                                                                                                           | Materials                                  |                        |
|                                                                                                                                                                                                           | Equipment                                  |                        |
|                                                                                                                                                                                                           | Other Costs                                |                        |
|                                                                                                                                                                                                           | <b>TOTAL</b>                               | <b>150,000</b>         |

| <b>Other Funding Sources</b>        | <b>Contribution \$ (ex GST)</b> |
|-------------------------------------|---------------------------------|
| Shire of Mingenew                   | 0                               |
| Other Government funding            | 0                               |
| Other non-government funding (CRC?) | 0                               |
| <b>TOTAL</b>                        | <b>0</b>                        |

| <b>Key Activities</b> | <b>Planned Start Date</b> | <b>Planned Finish Date</b> |
|-----------------------|---------------------------|----------------------------|
| Design                | 1/8/20                    | 31/8/20                    |
| Procurement           | 1/9/20                    | 30/9/20                    |
| Construction          | 1/10/20                   | 31/12/20                   |
| Facility opening      | 1/2/21                    | 1/2/21                     |

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |                           |                                                                                          |          |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------|------------------------------------------------------------------------------------------|----------|
| <b>Project Title:</b>                                               | 6. Mingenew Communications Tower Upgrade                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     | <b>Executive Sponsor:</b> | Nils Hay, CEO Shire of Mingenew                                                          |          |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     | <b>Project Sponsor:</b>   | Shire of Mingenew                                                                        |          |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Project End:</b> | 30 June 2021              | <b>Project Officer:</b>                                                                  | Nils Hay |
| <b>Detailed project description and key activities (5000 chars)</b> | <p>This project involves the repair of stabilisation equipment and installation of fixed wireless technology to an existing telecommunications mast near the Mingenew townsite. The addition of this equipment will enable access to fixed wireless connectivity for much of the Mingenew townsite and surrounding area. In a town where access to internet connectivity is largely limited to a single provider, this will introduce competition to the market and provide a range of additional, more affordable, products.</p> <p>This will have a number of positive flow-on effects; reduced cost of business services, greater redundancy of local communications, improved access to high speed internet for residents, enabling technology for online learning, telehealth and other web-based health and education services.</p>                                                                           |                     |                           |                                                                                          |          |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |                           | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> </ol> |          |
| <b>Outcome Details</b>                                              | <p>Local contractors will be utilised for the work, to ensure that the economic benefits of the work remain locally, and a local Internet Service Provider is able to extend existing services to the upgraded tower.</p> <p>As noted in the project description, this will provide an additional source of internet connectivity for the Mingenew townsite, resulting in more options for local residents and businesses to access enterprise-grade internet. This will enable improved critical services like telehealth and online learning, as well as offering improve access to online services. There will be opportunities for local businesses to reduce their operations costs and also potential public savings for the Shire of Mingenew.</p> <p>Given the enabling power of reliable and affordable connectivity, this project stands to provide benefits across the economic and social spectrum.</p> |                     |                           |                                                                                          |          |
| <b>Milestones</b>                                                   | Installation and commissioning of equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |                           | April 2021                                                                               |          |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |                           | June 2021                                                                                |          |
| <b>Project Address</b>                                              | Lot 60, Victoria Road, Mingenew WA 6522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                           |                                                                                          |          |
| <b>Value of Project to be undertaken on site</b>                    | \$15,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |                           |                                                                                          |          |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Uptake of service is limited                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           | Seek to promote service locally                                                          |          |
|                                                                     | Cost of service is uncompetitively high                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                           | Current costing for service elsewhere in the Shire is competitive                        |          |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |                           | Undertake quotation process to test the market before engaging a contractor              |          |
| <b>Alternative funding</b>                                          | There may potentially be funding made available through a future round of the Digital Farms project (should any be forthcoming), as this project extends on that infrastructure. That said, any Digital Farms funding will require a co-contribution.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                           |                                                                                          |          |
| <b>Out of Scope Works</b>                                           | Installation of updated services in any existing Shire buildings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                           |                                                                                          |          |

| Project Budget | Cost Type                                  | Cost \$(ex GST) |
|----------------|--------------------------------------------|-----------------|
|                | Suppliers, consultants & contracted labour | \$9,700         |
|                | Materials                                  | \$300           |
|                | Equipment                                  | \$5,000         |
|                | Other Costs                                |                 |
|                | <b>TOTAL</b>                               | <b>\$15,000</b> |

| Other Funding Sources        | Contribution \$ (ex GST) |
|------------------------------|--------------------------|
| Shire of Mingenew            | 0                        |
| Other Government funding     | 0                        |
| Other non-government funding | 0                        |
| <b>TOTAL</b>                 | <b>0</b>                 |

| Key Activities            | Planned Start Date | Planned Finish Date |
|---------------------------|--------------------|---------------------|
| Procurement               | 1/7/20             | 8/7/20              |
| Installation              | 15/7/20            | 30/7/20             |
| Testing and commissioning | 1/8/20             | 15/8/20             |
| Promotion                 | 1/9/20             | 30/9/20             |



|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                     |                           |                                                                                                                                            |               |
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| <b>Project Title:</b>                                               | 7. Co-Working Space                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     | <b>Executive Sponsor:</b> | Nils Hay, CEO Shire of Mingenew                                                                                                            |               |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     | <b>Project Sponsor:</b>   | Shire of Mingenew                                                                                                                          |               |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Project End:</b> | 30 June 2021              | <b>Project Officer:</b>                                                                                                                    | Margaret Rowe |
| <b>Detailed project description and key activities (5000 chars)</b> | <p>This project would see the historical Mingenew Road Board building, which is currently underutilised as a toy library, repurposed as a coworking space for local business owners, entrepreneurs, micro-business owners and visiting professionals. The facility will provide an innovate shared workspace which will deliver access to currently limited temporary workspace in Mingenew, whilst also cultivating an innovating entrepreneurial environment.</p> <p>There exists current demand for such a space, with several farmers also running microbusinesses, and other organisations seeking temporary office space within Mingenew. The space will provide a small income for the Shire, but more importantly, promote new business development and the growth of existing local small/micro-businesses.</p> |                     |                           |                                                                                                                                            |               |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                           | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> </ol>                                                   |               |
| <b>Outcome Details</b>                                              | <p>Local contractors and suppliers will be utilised for the purchase of equipment and any minor works required to set the facility up suitably. The Shire will manage the facility to ensure local management.</p> <p>Given the existing demand, this will provide a service which is both required and directly supportive of local business development. The immediate positive impacts will be provision of a space for ongoing business activity in the Shire, whilst longer-term it has the potential to give rise to new businesses and innovations for the region. Both will contribute to Mingenew's economic activity and support the growth and retention of existing businesses.</p>                                                                                                                          |                     |                           |                                                                                                                                            |               |
| <b>Milestones</b>                                                   | Installation of equipment and building works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                           | March 2021                                                                                                                                 |               |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                           | June 2021                                                                                                                                  |               |
| <b>Project Address</b>                                              | 21 Victoria Street, Mingenew WA 6522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |                           |                                                                                                                                            |               |
| <b>Value of Project to be undertaken on site</b>                    | \$5,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                           |                                                                                                                                            |               |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Set-up not fit for purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                           | Have sought advice from Pollinators Geraldton, an existing and successful co-working space in the Mid West of WA                           |               |
|                                                                     | Limited utilisation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                           | Currently the facility generates no income for the Shire, so this will not have an impact. Demonstrated demand has already been indicated. |               |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                     |                           | Undertake quotation process to test the market                                                                                             |               |
| <b>Alternative funding</b>                                          | This could potentially be funded through a Regional Economic Development grant, or a Federal program like Building Better Regions, however that would require a co-contribution from the Shire; given the small size of the project this may not be cost effective.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                           |                                                                                                                                            |               |
| <b>Out of Scope Works</b>                                           | The project is contingent upon a suitable alternative space being found for the Toy Library; this requires either relocation of the current child care centre or fire shed. This project doesn't include a line item for any construction of a new toy library.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                     |                           |                                                                                                                                            |               |

| <b>Project Budget</b>                                                                                                         | <b>Cost Type</b>                           | <b>Cost \$(ex GST)</b> |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------|
| Project largely consists of purchase and installation of suitable furniture and equipment to allow for operation of facility. | Suppliers, consultants & contracted labour |                        |
|                                                                                                                               | Materials                                  | 2,000                  |
|                                                                                                                               | Equipment                                  | 3,000                  |
|                                                                                                                               | Other Costs                                |                        |
|                                                                                                                               | <b>TOTAL</b>                               |                        |

| <b>Other Funding Sources</b> | <b>Contribution \$ (ex GST)</b> |
|------------------------------|---------------------------------|
| Shire of Mingenew            | 0                               |
| Other Government funding     | 0                               |
| Other non-government funding | 0                               |
| <b>TOTAL</b>                 | <b>0</b>                        |

| <b>Key Activities</b>     | <b>Planned Start Date</b> | <b>Planned Finish Date</b> |
|---------------------------|---------------------------|----------------------------|
| Procurement               | 1/12/20                   | 31/12/20                   |
| Relocation of Toy Library | 1/2/21                    | 14/2/21                    |
| Installation              | 15/2/21                   | 28/2/21                    |
| Facility opening          | 1/3/21                    | 31/1/21                    |

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                           |                                                                                          |          |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------|------------------------------------------------------------------------------------------|----------|
| <b>Project Title:</b>                                               | 8. Electric Vehicle Charging Station                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     | <b>Executive Sponsor:</b> | Nils Hay, CEO Shire of Mingenew                                                          |          |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     | <b>Project Sponsor:</b>   | Shire of Mingenew                                                                        |          |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Project End:</b> | 30 June 2021              | <b>Project Officer:</b>                                                                  | Nils Hay |
| <b>Detailed project description and key activities (5000 chars)</b> | <p>This project involves the installation of an electrical vehicle charging station in Mingenew, to form part of the growing EV charging network and encourage EV owners and users to travel to Mingenew, particularly during tourist season.</p> <p>Currently a reasonably extensive network exists in WA's South-West and a smaller network is available for travel to Geraldton – but very limited options exist in the inland Mid West. The EV market is a growing one, and this project can serve as an early step to encourage EV visitation inland in the Mid West. This project is for the installation of a 25KW DC vehicle charging station on a 32a 3 Phase Outlet in the Mingenew business district.</p> |                     |                           |                                                                                          |          |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                           | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> </ol> |          |
| <b>Outcome Details</b>                                              | <p>Local contractors will be utilised for the work, to ensure that the economic benefits of the work remain locally. Being a new service, it will encourage new visitors to Mingenew, both within and outside of the tourist season. This will see greater economic flow-on effects to local businesses (accommodation providers, cafes, restaurants, stores and attractions), which in turn support local business and service retention.</p> <p>The project also supports Mingenew's identity as a place with high natural values, particularly with regards to wildflower and other nature tourism, by encouraging environmentally friendly transportation.</p>                                                   |                     |                           |                                                                                          |          |
| <b>Milestones</b>                                                   | Installation and commission of equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                           | May 2021                                                                                 |          |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                           | June 2021                                                                                |          |
| <b>Project Address</b>                                              | TBC: Likely Midlands Road or nearby to provide easy walking access to main street for visitors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     |                           |                                                                                          |          |
| <b>Value of Project to be undertaken on site</b>                    | \$25,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                           |                                                                                          |          |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Usage is very limited                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |                           | Seek to promote through MWDC, ACC, AGO & RAC                                             |          |
|                                                                     | Ongoing maintenance costs prove too high                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                           | Ensure appropriate design and planning work takes place                                  |          |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                           | Undertake quotation process to test the market before engaging a contractor              |          |
| <b>Alternative funding</b>                                          | The Mid West Development Commission has done some very preliminary work on a regional network, which – if progressed – could open up alternative funding sources; RAC has also been involved in some of the South West WA network                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                           |                                                                                          |          |
| <b>Out of Scope Works</b>                                           | Regional network planning or implementation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                     |                           |                                                                                          |          |

| <b>Project Budget</b>                                                                                                                   | <b>Cost Type</b>                           | <b>Cost \$(ex GST)</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------|
| Cost estimate based on similar projects completed by supplier elsewhere in regional WA. Will vary depending upon access to 32A 3 Phase. | Suppliers, consultants & contracted labour | \$25,000               |
|                                                                                                                                         | Materials                                  |                        |
|                                                                                                                                         | Equipment                                  |                        |
|                                                                                                                                         | Other Costs                                |                        |
|                                                                                                                                         | <b>TOTAL</b>                               | <b>\$25,000</b>        |

| <b>Other Funding Sources</b> | <b>Contribution \$ (ex GST)</b> |
|------------------------------|---------------------------------|
| Shire of Mingenew            | 0                               |
| Other Government funding     | 0                               |
| Other non-government funding | 0                               |
| <b>TOTAL</b>                 | <b>0</b>                        |

| <b>Key Activities</b>     | <b>Planned Start Date</b> | <b>Planned Finish Date</b> |
|---------------------------|---------------------------|----------------------------|
| Design                    | 1/10/20                   | 31/10/20                   |
| Procurement               | 1/11/20                   | 30/11/20                   |
| Installation              | 15/1/21                   | 30/1/21                    |
| Testing and commissioning | 1/2/21                    | 28/1/21                    |
| Promotion                 | 1/3/21                    | 30/4/21                    |

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |                           |                                                                                                         |          |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------|---------------------------------------------------------------------------------------------------------|----------|
| <b>Project Title:</b>                                               | 9. Mingenew Light Industrial Incubator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     | <b>Executive Sponsor:</b> | Nils Hay, CEO Shire of Mingenew                                                                         |          |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     | <b>Project Sponsor:</b>   | Shire of Mingenew                                                                                       |          |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Project End:</b> | 30 June 2021              | <b>Project Officer:</b>                                                                                 | Nils Hay |
| <b>Detailed project description and key activities (5000 chars)</b> | <p>This project would see the installation of services to a vacant industrial lot in Mingenew and the construction of 6 serviced industrial units on that lot. The units would be offered on favourable terms to encourage the establishment of new businesses within the Shire. At present there is limited free industrial land, let alone existing buildings, available for rent; this means that – despite some opportunity in the area, as a result of the agricultural sector, there are few opportunities for new businesses to establish. Likewise, existing sole-trader businesses (electricians, plumbers etc.) tend to be home-based, which limits their growth opportunities.</p> <p>This project would seek to provide more opportunity for new businesses to develop in or expand to Mingenew, or for existing light industrial businesses to take on premises and grow.</p> |                     |                           |                                                                                                         |          |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> </ol>                |          |
| <b>Outcome Details</b>                                              | <p>Local contractors and suppliers will be utilised for work wherever possible.</p> <p>The finished project will directly provide new facilities for the establishment or growth of light industrial businesses in Mingenew. This will support local businesses, employment retention and growth and help to diversify the local economy. This diversification will help to ensure that Mingenew can weather shocks like drought or other disasters more effectively.</p> <p>Further, the growth of the local labour market will also result in local population growth, which has a direct positive impact on local businesses, as well as providing new community members who are able to participate in local sport, volunteer groups or bring children into town to assist with the ongoing viability of the Mingenew primary school.</p>                                              |                     |                           |                                                                                                         |          |
| <b>Milestones</b>                                                   | Commencement of construction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                           | November 2020                                                                                           |          |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           | June 2021                                                                                               |          |
| <b>Project Address</b>                                              | L7 Ernest Street, Mingenew, WA 6522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           |                                                                                                         |          |
| <b>Value of Project to be undertaken on site</b>                    | \$500,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                           |                                                                                                         |          |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Inappropriate scope                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           | Scope of existing regional industrial units has been utilised to ensure an appropriate finished product |          |
|                                                                     | Lack of market                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                           | Shire will have the ability to offer the units at below-market rates to attract initial occupants       |          |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |                           | Undertake quotation process to test the market                                                          |          |
| <b>Alternative funding</b>                                          | BBRF or RED could be targeted for this (co-contribution required). Cue recently had success with a very similar project through the RED program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |                           |                                                                                                         |          |

|                           |  |
|---------------------------|--|
| <b>Out of Scope Works</b> |  |
|---------------------------|--|

| <b>Project Budget</b>                                                                                                                                                                         | <b>Cost Type</b>                           | <b>Cost \$(ex GST)</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------|
| Rough estimate only. Based on cost of Shire of Cue project; local quotes for similar are being sought. We are also waiting on final costs from utility providers for connection of utilities. | Suppliers, consultants & contracted labour |                        |
|                                                                                                                                                                                               | Materials                                  |                        |
|                                                                                                                                                                                               | Equipment                                  |                        |
|                                                                                                                                                                                               | Other Costs                                |                        |
|                                                                                                                                                                                               | <b>TOTAL</b>                               | <b>500,000</b>         |

| <b>Other Funding Sources</b>    | <b>Contribution \$ (ex GST)</b> |
|---------------------------------|---------------------------------|
| Shire of Mingenew               | 0                               |
| Other Government funding (RED?) | 0                               |
| Other non-government funding    | 0                               |
| <b>TOTAL</b>                    | <b>0</b>                        |

| <b>Key Activities</b>                | <b>Planned Start Date</b> | <b>Planned Finish Date</b> |
|--------------------------------------|---------------------------|----------------------------|
| Scoping and Design                   | 1/7/20                    | 31/8/20                    |
| Procurement                          | 1/9/20                    | 16/10/20                   |
| Install services                     | 17/10/20                  | 31/10/20                   |
| Commence promotion/seek tenants      | 1/11/20                   | 31/3/21                    |
| Construction                         | 1/2/21                    | 31/4/21                    |
| Opening, ideally with first tenant/s | 1/5/21                    | 31/5/21                    |

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |                           |                                                                                          |               |
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| <b>Project Title:</b>                                               | 10. Mingenew Hill Walking Trail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     | <b>Executive Sponsor:</b> | Nils Hay, CEO Shire of Mingenew                                                          |               |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     | <b>Project Sponsor:</b>   | Shire of Mingenew                                                                        |               |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Project End:</b> | 30 June 2021              | <b>Project Officer:</b>                                                                  | Margaret Rowe |
| <b>Detailed project description and key activities (5000 chars)</b> | <p>This project involves the installation of stairs and walking trails to and on the Mingenew Hill hilltop. The trail provides a walking track for the enjoyment of locals and visitors close to the Mingenew townsite. It also provides significantly safer access to the wildflower site on top of Mingenew Hill, and the installation of interpretive signage regarding the history, flora and fauna of the hill and surrounding area.</p> <p>Seating and rest areas will be installed for the comfort of visitors, however the trail is designed to be low-impact, so there will not be large shelters or BBQ areas; such areas are available nearby in the townsite.</p> <p>From the Hill, visitors will be able to enjoy views over the town of Mingenew, the Mingenew CBH facility and sweeping farmland views. The project has already been designed and is currently undergoing land tenure adjustments to ensure it is suitable for the proposed use.</p> |                     |                           |                                                                                          |               |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |                           | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> </ol> |               |
| <b>Outcome Details</b>                                              | <p>Local contractors and suppliers will be utilised for work wherever possible.</p> <p>The finished product will provide walking trails for local people to access; this new facility will provide accessible, low-impact physical activity opportunities for residents of the town as well as visitors to the town. It will also provide greater access to an appealing look-out spot and wildflower site in close proximity to the Mingenew townsite for visitors during (and outside of) wildflower season. This will provide a greater incentive for visitors to spend time in the town of Mingenew, which will have an economic benefit for local business.</p> <p>It will also broadly support the growth of the local, and regional, tourism industry. This growth is important, as it provides an alternative economic driver in years that the dominant agricultural sector faces challenges like drought.</p>                                             |                     |                           |                                                                                          |               |
| <b>Milestones</b>                                                   | Commencement of construction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           | February 2021                                                                            |               |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |                           | June 2021                                                                                |               |
| <b>Project Address</b>                                              | Mingenew Hill, L50 Mingenew-Morawa Road, Mingenew WA 6522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |                           |                                                                                          |               |
| <b>Value of Project to be undertaken on site</b>                    | \$50,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |                           |                                                                                          |               |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Design fails to meet relevant standards                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                           | Professional design has been commissioned and delivered                                  |               |
|                                                                     | Weather impacts delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |                           | Works to take place during dry season to limit weather impacts                           |               |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |                           | Undertake quotation process to test the market before awarding contract                  |               |
| <b>Alternative funding</b>                                          | BBRF or RED could be targeted for this (co-contribution required).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                           |                                                                                          |               |
| <b>Out of Scope Works</b>                                           | Survey works associated with any land tenure changes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |                           |                                                                                          |               |

| <b>Project Budget</b>                                                                 | <b>Cost Type</b>                           | <b>Cost \$(ex GST)</b> |
|---------------------------------------------------------------------------------------|--------------------------------------------|------------------------|
| Based on past estimates when project was in design phase; in process of being updated | Suppliers, consultants & contracted labour | \$50,000               |
|                                                                                       | Materials                                  |                        |
|                                                                                       | Equipment                                  |                        |
|                                                                                       | Other Costs                                |                        |
|                                                                                       | <b>TOTAL</b>                               | <b>\$50,000</b>        |

| <b>Other Funding Sources</b>    | <b>Contribution \$ (ex GST)</b> |
|---------------------------------|---------------------------------|
| Shire of Mingenew               | 0                               |
| Other Government funding (RED?) | 0                               |
| Other non-government funding    | 0                               |
| <b>TOTAL</b>                    | <b>0</b>                        |

| <b>Key Activities</b>                                                                 | <b>Planned Start Date</b> | <b>Planned Finish Date</b> |
|---------------------------------------------------------------------------------------|---------------------------|----------------------------|
| Finalise land tenure for entire project (sufficient tenure exists for initial stages) | Commenced                 | 31/12/21                   |
| Procurement                                                                           | 1/11/20                   | 30/11/20                   |
| Construction                                                                          | 14/1/21                   | 31/3/21                    |
| Opening                                                                               | 1/4/21                    | 14/4/21                    |



|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |                           |                                                                                          |               |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------|------------------------------------------------------------------------------------------|---------------|
| <b>Project Title:</b>                                               | 11. Mingenew Railway Station                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     | <b>Executive Sponsor:</b> | Nils Hay, CEO Shire of Mingenew                                                          |               |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     | <b>Project Sponsor:</b>   | Shire of Mingenew                                                                        |               |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Project End:</b> | 30 June 2021              | <b>Project Officer:</b>                                                                  | Margaret Rowe |
| <b>Detailed project description and key activities (5000 chars)</b> | <p>This project would see the restoration of Mingenew's Historical Railway Station, and its rebirth as a tourism and cultural facility servicing Mingenew's visitors and locals alike. The restored building would preserve this important historical building, but also retain it as a function space to hold meetings, activities and showcase a key part of Mingenew and the region's railway history.</p> <p>The project scope includes both external and internal restoration, in line with a professionally developed Heritage Plan. The completed building will be capable of hosting a range of cultural, educational and entertainment activities as well as serving tourists during the relevant season. As such, it fills a gap in the community – there currently are very few cultural activity spaces in Mingenew, but growing demand for such.</p>                                                                                          |                     |                           |                                                                                          |               |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> </ol> |               |
| <b>Outcome Details</b>                                              | <p>Local contractors and suppliers will be utilised for work wherever possible.</p> <p>The finished project will also provide new opportunities for current – and potentially new – community groups to hold meetings, events and activities (including school-holiday activities for children, to educational activities, dance and art classes). This will help to strengthen the local social and cultural fabric, and provide access to services which current do not exist. Whilst Mingenew is very strong in terms of sporting infrastructure, there is a noted gap in cultural infrastructure at present.</p> <p>It will also preserve and revive a key historical building in the town, which will draw tourists and provide a positive impact on local businesses that service the tourist market. This will give tourists another reason to visit, or a reason to stay longer in town, delivering a bigger economic impact back to the town.</p> |                     |                           |                                                                                          |               |
| <b>Milestones</b>                                                   | Commencement of construction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                           | November 2020                                                                            |               |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           | June 2021                                                                                |               |
| <b>Project Address</b>                                              | Mingenew Railway Station, L4 Eleanor Street, Mingenew WA 6522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |                           |                                                                                          |               |
| <b>Value of Project to be undertaken on site</b>                    | \$216,500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                           |                                                                                          |               |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Inappropriate scope                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           | Heritage architect engaged to deliver preservation plan and scope of works               |               |
|                                                                     | Lack of community support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                           | Community working group established to assist with project development                   |               |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |                           | Undertake quotation process to test the market                                           |               |
| <b>Alternative funding</b>                                          | Currently we have a funding application out for BBRF; RED grants is another area that we may be able to try. Both only provide a 50% funding component                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |                           |                                                                                          |               |
| <b>Out of Scope Works</b>                                           | Pedestrian crossing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           |                                                                                          |               |

| Project Budget                                                                                                                                        | Cost Type                                  | Cost \$(ex GST) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------|
| Portions of each item spread here; remainder to be funded by Shire of Mingenew (ideally through BBRF or RED grant). BBRF announcement due imminently. | Suppliers, consultants & contracted labour | 36,000          |
|                                                                                                                                                       | Materials                                  | 36,000          |
|                                                                                                                                                       | Equipment                                  | 36,000          |
|                                                                                                                                                       | Other Costs                                |                 |
|                                                                                                                                                       | <b>TOTAL</b>                               |                 |

| Other Funding Sources        | Contribution \$ (ex GST)          |
|------------------------------|-----------------------------------|
| Shire of Mingenew            | \$108,000 (BBRF/RED Grant sought) |
| Other Government funding     | 0                                 |
| Other non-government funding | 0                                 |
| <b>TOTAL</b>                 | <b>0</b>                          |

| Key Activities     | Planned Start Date | Planned Finish Date |
|--------------------|--------------------|---------------------|
| Procurement        | 1/10/20            | 31/12/20            |
| Negotiate Crossing | Commenced          | 30/6/21             |
| Construction       | 15/1/21            | 31/3/221            |
| Opening            | 1/4/21             | 30/4/21             |

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           |                                                                                          |          |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------|------------------------------------------------------------------------------------------|----------|
| <b>Project Title:</b>                                               | 12. Mingenew Shire Fibre Connection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     | <b>Executive Sponsor:</b> | Nils Hay, CEO Shire of Mingenew                                                          |          |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     | <b>Project Sponsor:</b>   | Shire of Mingenew                                                                        |          |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Project End:</b> | 30 June 2021              | <b>Project Officer:</b>                                                                  | Nils Hay |
| <b>Detailed project description and key activities (5000 chars)</b> | This project is for the installation and twelve months of operation of an optical fibre connection at the Shire of Mingenew offices. This connection will significantly improve the speed and connectivity of all Shire operations, including remote sites such as the Shire of Mingenew Depot. It also improves the public WiFi service currently offered by the Shire to visitors, library users and the general public.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                           |                                                                                          |          |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                           | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> </ol> |          |
| <b>Outcome Details</b>                                              | <p>Local contractors and suppliers will be utilised for work wherever possible.</p> <p>The finished project will see the Shire Offices serviced by a reliable terrestrial fibre service (replacing an existing ADSL/4G hybrid). This will improve the efficiency of Shire administrative and finance operations. It will also improve the Shire's capacity to engage in online meetings and online training; both of which can result in more cost-effective development for staff and a reduction in travel costs for the organisation.</p> <p>Given the increasing importance of digital connectivity to modern organisational operations, and as the largest full-time employer in Mingenew, this project will contribute to the retention of local employment and services as well as – through efficiency gains – can contribute to the local economy.</p> <p>In addition, this will allow for improved public WiFi services to be offered at the Shire for visitors, library users and the general public. This will provide those without home internet access with a free and secure means to access the internet for a range of services.</p> |                     |                           |                                                                                          |          |
| <b>Milestones</b>                                                   | Installation & Commissioning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |                           | July 2020                                                                                |          |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                           | June 2021                                                                                |          |
| <b>Project Address</b>                                              | Shire of Mingenew, 21 Victoria Street, Mingenew WA 6522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |                           |                                                                                          |          |
| <b>Value of Project to be undertaken on site</b>                    | \$50,350                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                           |                                                                                          |          |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Ongoing costs prove too expensive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                           | Project includes first 12 months of operations as part of install package                |          |
|                                                                     | Weather impacts delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                           | Works can be delayed until drier weather if required                                     |          |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           | Undertake quotation process to test the market before awarding contract                  |          |
| <b>Alternative funding</b>                                          | Very limited; in most cases it's likely this would be met by the Shire if we were to install this service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |                           |                                                                                          |          |
| <b>Out of Scope Works</b>                                           | Operation beyond first 12 months (no obligation to continue; could revert to ADSL/4G system if required)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                           |                                                                                          |          |

| <b>Project Budget</b>                                                                                                                                                                                                              | <b>Cost Type</b>                           | <b>Cost \$(ex GST)</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------|
| Based on Telstra pricing to install the infrastructure (work has to be completed through them as the fibre will originate from the Telstra exchanging in Mingenew. Cost is very high, to the point of making the project unviable. | Suppliers, consultants & contracted labour | 38,350                 |
|                                                                                                                                                                                                                                    | Materials                                  |                        |
|                                                                                                                                                                                                                                    | Equipment                                  |                        |
|                                                                                                                                                                                                                                    | Other Costs (12 month contract)            | \$12,000               |
|                                                                                                                                                                                                                                    | <b>TOTAL</b>                               | <b>50,350</b>          |

| <b>Other Funding Sources</b> | <b>Contribution \$ (ex GST)</b> |
|------------------------------|---------------------------------|
| Shire of Mingenew            | 0                               |
| Other Government funding     | 0                               |
| Other non-government funding | 0                               |
| <b>TOTAL</b>                 | <b>0</b>                        |

| <b>Key Activities</b> | <b>Planned Start Date</b> | <b>Planned Finish Date</b> |
|-----------------------|---------------------------|----------------------------|
| Construction          | 1/7/20                    | 31/8/20                    |
| Commission Service    | 1/9/20                    | 30/9/20                    |

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                           |                                                                                          |          |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------|------------------------------------------------------------------------------------------|----------|
| <b>Project Title:</b>                                               | 13. Mingenew Tourist Centre                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     | <b>Executive Sponsor:</b> | Nils Hay, CEO Shire of Mingenew                                                          |          |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     | <b>Project Sponsor:</b>   | Shire of Mingenew                                                                        |          |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Project End:</b> | 30 June 2021              | <b>Project Officer:</b>                                                                  | Nils Hay |
| <b>Detailed project description and key activities (5000 chars)</b> | <p>This project involves some minor-moderate renovations to the Mingenew Tourist Centre. This will provide an improved workspace for our tourist centre volunteers, whilst also improving the experience for visitors to the centre. The focal point for visitors when coming to Mingenew, particularly during the annual Wildflower Season, the centre has been struggling in recent years due to an aging lay-out and growing visitor numbers crowding the relatively small space.</p> <p>It will include the installation of air conditioning and shelving, along with the addition of a 32" television to show tourism videos and information.</p>                                                                                                                                                                                                                                                                                                                                                                        |                     |                           |                                                                                          |          |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |                           | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> </ol> |          |
| <b>Outcome Details</b>                                              | <p>Local contractors and suppliers will be utilised for work wherever possible.</p> <p>The finished product will provide reverse-cycle air-conditioning, making the space more functional for greater portions of the year. This will potentially allow the centre to be opened and utilised for longer periods, providing more extensive visitor services which – in turn – supports the local tourism industry (local small businesses and workers).</p> <p>It will also include shelving and storage to better allow for the display and sale of information and goods through the centre. This, in turn, supports both our local tourism industry, but also a number of small businesses who provide items for sale through the centre during tourist season.</p> <p>Local tourism is increasingly important; being able to successfully diversify the local economy to include more tourism provides greater resilience in periods when drought, and other disasters, impact the dominant local agricultural sector.</p> |                     |                           |                                                                                          |          |
| <b>Milestones</b>                                                   | Commencement of construction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                           | July 2020                                                                                |          |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |                           | June 2021                                                                                |          |
| <b>Project Address</b>                                              | Mingenew Tourist Centre, Cnr Midlands Rd and Victoria Rd Mingenew, WA 6522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                           |                                                                                          |          |
| <b>Value of Project to be undertaken on site</b>                    | \$3,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     |                           |                                                                                          |          |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Renovation works not fit for purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                     |                           | Volunteers from Tourist & Promotions Committee consulted on project scope                |          |
|                                                                     | Weather impacts delivery                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                           | Works to take place during dry season to limit weather impacts                           |          |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                           | Undertake quotation process to test the market before awarding contract                  |          |
| <b>Alternative funding</b>                                          | Shire could potentially meet this out of building maintenance budget if required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |                           |                                                                                          |          |
| <b>Out of Scope Works</b>                                           | Any in kind support work provided by the Shire (minor – e.g. installation of shelves)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |                           |                                                                                          |          |

| <b>Project Budget</b>                                                                                                                         | <b>Cost Type</b>                           | <b>Cost \$(ex GST)</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------|
| Project is minor in nature, but would be advantageous to have it funded by an external source rather than the Shire's own maintenance budget. | Suppliers, consultants & contracted labour | 2,500                  |
|                                                                                                                                               | Materials                                  |                        |
|                                                                                                                                               | Equipment                                  | 500                    |
|                                                                                                                                               | Other Costs                                |                        |
|                                                                                                                                               | <b>TOTAL</b>                               |                        |

| <b>Other Funding Sources</b> | <b>Contribution \$ (ex GST)</b> |
|------------------------------|---------------------------------|
| Shire of Mingenew            | 0                               |
| Other Government funding     | 0                               |
| Other non-government funding | 0                               |
| <b>TOTAL</b>                 | <b>0</b>                        |

| <b>Key Activities</b> | <b>Planned Start Date</b> | <b>Planned Finish Date</b> |
|-----------------------|---------------------------|----------------------------|
| Start construction    | 1/7/20                    | 15/7/20                    |
| Opening               | 16/7/20                   | 31/7/20                    |

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                                                                                                                                          |                                                                                                          |          |
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| <b>Project Title:</b>                                               | 14. Mingenew Town Hall                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     | <b>Executive Sponsor:</b>                                                                                                                | Nils Hay, CEO Shire of Mingenew                                                                          |          |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     | <b>Project Sponsor:</b>                                                                                                                  | Shire of Mingenew                                                                                        |          |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Project End:</b> | 30 June 2022                                                                                                                             | <b>Project Officer:</b>                                                                                  | Nils Hay |
| <b>Detailed project description and key activities (5000 chars)</b> | <p>This project will either restore, repurpose or remove the Mingenew Town Hall, which has been closed to the public for approximately 10 years as a result of past water damage, presence of asbestos and the need for a range of maintenance treatments (including the replacement of the building's wiring).</p> <p>The scope of the project will be determined by Council, in consultation with the community, to ensure that a fit-for-purpose solution is arrived at. It is acknowledged that the Hall has some sentimental value to community members, but currently unclear what usage a replacement hall would receive.</p> |                     |                                                                                                                                          |                                                                                                          |          |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                  |                     |                                                                                                                                          | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Potentially</li> <li>3. Potentially</li> </ol> |          |
| <b>Outcome Details</b>                                              | <p>Local contractors and suppliers will be utilised for work wherever possible.</p> <p>The outcomes of the completed project will depend upon the route chosen.</p> <p>Replacing the Hall will provide a large indoor venue for a range of activities and events that is currently not available in Mingenew. Repurposing the Hall will provide a different outcome. Demolishing the Hall will provide space for an alternative use.</p>                                                                                                                                                                                             |                     |                                                                                                                                          |                                                                                                          |          |
| <b>Milestones</b>                                                   | Construction commences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                                                                                                                                          |                                                                                                          |          |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                                                                                                                                          |                                                                                                          |          |
| <b>Project Address</b>                                              | 19 Victoria Rd, Mingenew WA 6522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |                                                                                                                                          |                                                                                                          |          |
| <b>Value of Project to be undertaken on site</b>                    | \$TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |                                                                                                                                          |                                                                                                          |          |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Chosen treatment is not fit for purpose, becomes a 'white elephant'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     | Community consultation and financial modelling to take place as part of decision-making process                                          |                                                                                                          |          |
|                                                                     | Works impacted by weather                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     | Works to be scheduled with potential weather impacts in mind. The Hall has a relatively new roof, which should minimise weather impacts. |                                                                                                          |          |
|                                                                     | Challenges obtaining funding for project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     | Ensure competitive application is prepared; be willing to wait                                                                           |                                                                                                          |          |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     | Undertake RFT process to test the market before awarding contracts                                                                       |                                                                                                          |          |
| <b>Alternative funding</b>                                          | BBRF or LotteryWest funding could be sought to assist with the project. In both cases around 50% of the contribution would need to be put up by Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                                                                                                                                          |                                                                                                          |          |
| <b>Out of Scope Works</b>                                           | TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                                                                                                                                          |                                                                                                          |          |

| <b>Project Budget</b>                                                                          | <b>Cost Type</b>                           | <b>Cost \$(ex GST)</b> |
|------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------|
| Budget will be determined by the method of restoration/<br>repurposing that the Shire chooses. | Suppliers, consultants & contracted labour |                        |
|                                                                                                | Materials                                  |                        |
|                                                                                                | Equipment                                  |                        |
|                                                                                                | Other Costs (12 month contract)            |                        |
|                                                                                                | <b>TOTAL</b>                               | <b>TBD</b>             |

| <b>Other Funding Sources</b>    | <b>Contribution \$ (ex GST)</b> |
|---------------------------------|---------------------------------|
| Shire of Mingenew               | TBD                             |
| Other Government funding (RED?) | TBD                             |
| Other non-government funding    | 0                               |
| <b>TOTAL</b>                    | <b>0</b>                        |

| <b>Key Activities</b> | <b>Planned Start Date</b> | <b>Planned Finish Date</b> |
|-----------------------|---------------------------|----------------------------|
| Procurement           |                           |                            |
| Roof works            |                           |                            |
| Internals             |                           |                            |
| Completion            |                           |                            |



|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                           |                                                                                          |               |
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| <b>Project Title:</b>                                               | 15. Mingenew Youth Precinct                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     | <b>Executive Sponsor:</b> | Nils Hay, CEO Shire of Mingenew                                                          |               |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     | <b>Project Sponsor:</b>   | Shire of Mingenew                                                                        |               |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Project End:</b> | 30 June 2021              | <b>Project Officer:</b>                                                                  | Margaret Rowe |
| <b>Detailed project description and key activities (5000 chars)</b> | <p>This project involves the upgrade of the Shire's existing Skate Park, combining it with a range of other place facilities to create a single, central, youth precinct in the town of Mingenew. There are currently several playgrounds, of varying quality, scattered throughout the town. This project seeks to consolidate those play spaces into an area with a skate park, pump track, adventure playground, sensory play area and park facilities, catering to families and children of all ages.</p> <p>The project has been developed in consultation with the community and a community-derived working group, and will revitalise Cecil Newton Park, the town's central park. This project will provide new and improved facilities for locals, but also provide a welcome park and play area for visitors with children.</p>                                                   |                     |                           |                                                                                          |               |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |                           | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> </ol> |               |
| <b>Outcome Details</b>                                              | <p>Local contractors and suppliers will be utilised for work wherever possible.</p> <p>The finished project will improve existing play areas and deliver better recreation options for local families. It will also allow the Shire to rationalise the number of playgrounds in the town of Mingenew, resulting in long-term cost savings for ratepayers. The strategic location of the precinct, adjacent to the town's main street, will also increase the number of local and visiting people stopping in this area, which should also increase visitation to local businesses (particularly those providing food and drinks). It will also increase the vibrancy of the town's main street. This will contribute to increased economic activity and support employment.</p> <p>The project will also provide ongoing basic maintenance work for the Shire's parks and gardens crew.</p> |                     |                           |                                                                                          |               |
| <b>Milestones</b>                                                   | Commencement of construction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |                           | November 2020                                                                            |               |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |                           | June 2021                                                                                |               |
| <b>Project Address</b>                                              | Mingenew Railway Station, L4 Eleanor Street, Mingenew WA 6522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                           |                                                                                          |               |
| <b>Value of Project to be undertaken on site</b>                    | \$200,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     |                           |                                                                                          |               |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Weather impacts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                           | Construction to take place during dry season to minimise weather impacts                 |               |
|                                                                     | Poor design                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |                           | Professional design services will be utilised to ensure a quality finished product       |               |
|                                                                     | Lack of community support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     |                           | Community working group established to assist with project development                   |               |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                           | Undertake quotation process to test the market                                           |               |
| <b>Alternative funding</b>                                          | Potentially BBRF could be utilised to fund this project; there may also be playground-specific grants. (These would likely require co-contribution – and DCP funds could potentially be used for that purpose)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |                           |                                                                                          |               |
| <b>Out of Scope Works</b>                                           | Design work; already under way                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |                           |                                                                                          |               |

| <b>Project Budget</b>                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Cost Type</b>                           | <b>Cost \$(ex GST)</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------|
| <p>The project budget is based on estimates of the cost of stake park modules, playgrounds and installation of those items. The expectation is that external co-funding be sought, or the Shire complete aspects of the project (construction of pump track, landscaping, car parking and concreting) in-house to reduce costs.</p> <p>Actual costs of the co-contribution will be refined through ongoing design phase.</p> | Suppliers, consultants & contracted labour | 20,000                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                              | Materials                                  | 30,000                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                              | Equipment                                  | 50,000                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                              | Other Costs                                |                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>TOTAL</b>                               | <b>\$100,000</b>       |

| <b>Other Funding Sources</b>                                                                                                             | <b>Contribution \$ (ex GST)</b> |
|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Shire of Mingenew (either as co-contribution from other funding or in-kind support for construction of pump track and landscaping works) | \$100,000                       |
| Other Government funding                                                                                                                 | 0                               |
| Other non-government funding                                                                                                             | 0                               |
| <b>TOTAL</b>                                                                                                                             | <b>0</b>                        |

| <b>Key Activities</b> | <b>Planned Start Date</b> | <b>Planned Finish Date</b> |
|-----------------------|---------------------------|----------------------------|
| Design                | 14/5/20                   | 30/6/20                    |
| Procurement           | 1/7/20                    | 30/8/20                    |
| Construction          | 1/11/20                   | 28/2/21                    |
| Opening               | 1/3/21                    | 31/3/21                    |

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           |                                                                                                |          |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------|------------------------------------------------------------------------------------------------|----------|
| <b>Project Title:</b>                                               | 16. Monitoring Bores                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     | <b>Executive Sponsor:</b> | Nils Hay, CEO Shire of Mingenew                                                                |          |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     | <b>Project Sponsor:</b>   | Shire of Mingenew                                                                              |          |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Project End:</b> | 30 June 2021              | <b>Project Officer:</b>                                                                        | Nils Hay |
| <b>Detailed project description and key activities (5000 chars)</b> | This project will install 2 monitoring bores at the Mingenew landfill site to assist with the monitoring and protection of groundwater. The bores will be utilised to test for a range of contaminants (in line with Departmental guidelines) and ensure that the Shire's water supply is not being adversely impacted by waste management activities                                                                                                                                                                                                                                                                                                                                  |                     |                           |                                                                                                |          |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                           | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Partially</li> <li>3. Yes</li> </ol> |          |
| <b>Outcome Details</b>                                              | <p>This project will assist with the long-term delivery and retention of waste management services for the Shire of Mingenew. As environmental regulations increase, it's important that local government infrastructure and practices keeps pace to ensure that natural resources are protected and legislative compliance is achieved. These monitoring bores will help to ensure future monitoring and responsible operations at the Mingenew landfill site, ensuring this important facility remains available to local people.</p> <p>In addition, local contractors and suppliers will be utilised for work wherever possible, this includes the ongoing testing of samples.</p> |                     |                           |                                                                                                |          |
| <b>Milestones</b>                                                   | Construction commences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |                           | October 2020                                                                                   |          |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                           | June 2021                                                                                      |          |
| <b>Project Address</b>                                              | Mingenew Landfill, Tip Rd, Mingenew WA 6522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |                           |                                                                                                |          |
| <b>Value of Project to be undertaken on site</b>                    | \$44,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                           |                                                                                                |          |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Bores do not meet required standards                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     |                           | Develop scope in consultation with DWER to ensure that they do                                 |          |
|                                                                     | Bores are unnecessary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                           | Undertake soil testing prior to bore installation to determine their necessity                 |          |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           | Undertake RFQ process to test the market before awarding contracts                             |          |
| <b>Alternative funding</b>                                          | Limited available; previous attempts to secure funding have been unsuccessful. It's likely that, if we were to proceed, the Shire would need to fund the works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |                           |                                                                                                |          |
| <b>Out of Scope Works</b>                                           | Initial soil testing prior to drilling bores; ongoing testing of bore samples                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                     |                           |                                                                                                |          |

| <b>Project Budget</b> | <b>Cost Type</b>                           | <b>Cost \$(ex GST)</b> |
|-----------------------|--------------------------------------------|------------------------|
|                       | Suppliers, consultants & contracted labour | \$44,000               |
|                       | Materials                                  |                        |
|                       | Equipment                                  |                        |
|                       | Other Costs                                |                        |
|                       | <b>TOTAL</b>                               | <b>\$44,000</b>        |

| <b>Other Funding Sources</b> | <b>Contribution \$ (ex GST)</b> |
|------------------------------|---------------------------------|
| Shire of Mingenew            | 0                               |
| Other Government funding     | 0                               |
| Other non-government funding | 0                               |
| <b>TOTAL</b>                 | <b>0</b>                        |

| <b>Key Activities</b>     | <b>Planned Start Date</b> | <b>Planned Finish Date</b> |
|---------------------------|---------------------------|----------------------------|
| Procurement               | 1/9/20                    | 31/9/20                    |
| Drilling and installation | 1/10/20                   | 30/10/20                   |
| Completion                | 1/11/20                   | 31/11/20                   |

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           |                                                                                                 |          |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------|-------------------------------------------------------------------------------------------------|----------|
| <b>Project Title:</b>                                               | 17. Mingenew Recreation Centre Bore Installation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     | <b>Executive Sponsor:</b> | Nils Hay, CEO Shire of Mingenew                                                                 |          |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     | <b>Project Sponsor:</b>   | Shire of Mingenew                                                                               |          |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Project End:</b> | 30 June 2021              | <b>Project Officer:</b>                                                                         | Nils Hay |
| <b>Detailed project description and key activities (5000 chars)</b> | <p>This project involves the installation of a new 5" bore and pump at the Mingenew Recreation Centre. The bore would feed an existing watering system which maintains the Mingenew Football Oval, grass race track, hockey oval and assist with the watering of several parks and the Mingenew bowls club and lawn tennis courts.</p> <p>At present, the current system struggles to keep up with demand during summer, and increasingly hot and dry summer periods are pushing it beyond its capacity to maintain important sporting infrastructure.</p> <p>The bore will also fill tanks which can be used for provision of water to farmers and community during drought conditions, as well as for other municipal watering and road works activities when other water sources are unavailable.</p> <p>Works include site selection, drilling of the bore, installation of the pump and connection to the existing water reticulation system.</p> |                     |                           |                                                                                                 |          |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                           | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> </ol>        |          |
| <b>Outcome Details</b>                                              | <p>Local contractors will be utilised for the installation of the bore and equipment, to ensure that the economic benefits of the work remain locally. Longer-term this project will continue to provide work through summer for the Shire's grounds-keeping staff and roadworks staff, as well as becoming a potential lifeline for local agricultural businesses who may require access to water.</p> <p>The project also protects the Shire's sportsgrounds which are critically important pieces of social infrastructure. Sport is a significant element of the local identity and – for many who live in farms on the district – a key social activity which promotes both physical and mental health. It is hard to understate the value of organised sport to the vitality of our community and region.</p>                                                                                                                                    |                     |                           |                                                                                                 |          |
| <b>Milestones</b>                                                   | Installation and commission of equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                           | November 2020                                                                                   |          |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                           | December 2020                                                                                   |          |
| <b>Project Address</b>                                              | Mingenew Recreation Centre, Showgrounds Road, Mingenew WA 6522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |                           |                                                                                                 |          |
| <b>Value of Project to be undertaken on site</b>                    | \$11,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                           |                                                                                                 |          |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Unable to locate successful water source                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                           | Utilise contractor with good understanding of local underground water sources                   |          |
|                                                                     | New bore will render existing storage insufficient                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |                           | Review and, if necessary, upgrade existing water storage                                        |          |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           | Undertake quotation process to test the market before engaging a contractor                     |          |
|                                                                     | Legislative/regulatory hurdles prevent drilling of new bore                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |                           | Liaise with Department of Water and Environmental Regulation to ensure regulation is adhered to |          |

|                            |                                                                                                               |
|----------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Alternative funding</b> | Given the focus in the DCP on water infrastructure, it is viewed to be an ideal funding source for this work. |
| <b>Out of Scope Works</b>  | <ul style="list-style-type: none"> <li>Upgrades to water storage</li> </ul>                                   |

| <b>Project Budget</b> | <b>Cost Type</b>                           | <b>Cost \$(ex GST)</b> |
|-----------------------|--------------------------------------------|------------------------|
|                       | Suppliers, consultants & contracted labour | 4000                   |
|                       | Materials                                  | 6500                   |
|                       | Equipment                                  | 0                      |
|                       | Other Costs                                | 500                    |
|                       | <b>TOTAL</b>                               | <b>11000</b>           |

| <b>Other Funding Sources</b> | <b>Contribution \$ (ex GST)</b> |
|------------------------------|---------------------------------|
| Shire of Mingenew            | 0                               |
| Other Government funding     | 0                               |
| Other non-government funding | 0                               |
| <b>TOTAL</b>                 | <b>0</b>                        |

| <b>Key Activities</b>                                         | <b>Planned Start Date</b> | <b>Planned Finish Date</b>    |
|---------------------------------------------------------------|---------------------------|-------------------------------|
| Testing of all bores to confirm appropriate size of pump/bore | Completed                 | Completed                     |
| Finalise quotes                                               | Completed                 | One received; waiting further |
| Selection of bore site                                        | 01/08/20                  | 14/08/20                      |
| Drilling of bore                                              | 15/08/20                  | 7/9/20                        |
| Installation of pump and associated equipment                 | 8/09/20                   | 22/09/20                      |
| Connection to existing infrastructure                         | 23/09/20                  | 30/09/20                      |
| Testing and commissioning                                     | 01/10/20                  | 31/10/20                      |

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                          |                                 |
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| <b>Project Title:</b>                                               | 18. Mingenew Recreation Centre Water Storage Upgrade                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Executive Sponsor:</b>                                                                | Nils Hay, CEO Shire of Mingenew |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Project Sponsor:</b>                                                                  | Shire of Mingenew               |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Project End:</b>                                                                      | 30 June 2021                    |
| <b>Project Officer:</b>                                             | Nils Hay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                          |                                 |
| <b>Detailed project description and key activities (5000 chars)</b> | <p>This project involves the relining of 4 aging round concrete water storage tanks at the Mingenew Recreation Centre. The tanks have a 25,000 gallon (approx. 95,000L) capacity and are approximately 8.225m in diameter and 2.130m in height. The tanks serve an existing water reticulation system which maintains the Mingenew Football Oval, grass race track, hockey oval and assist with the watering of several parks and the Mingenew bowls club and lawn tennis courts.</p> <p>The tanks can also be used for provision of water to farmers and community during drought conditions, as well as for other municipal watering and road works activities when other water sources are unavailable.</p> <p>The existing tanks are aging and starting to crack, resulting in a loss of water. They are generally structurally sound however, and it is proposed – for this reason – that they be relined rather than replaced.</p> |                                                                                          |                                 |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> </ol> |                                 |
| <b>Outcome Details</b>                                              | <p>Local contractors will be utilised for the relining work, to ensure that the economic benefits of the work remain locally. Longer-term this project will continue to provide work through summer for the Shire's grounds-keeping staff and roadworks staff, as well as becoming a potential lifeline for local agricultural businesses who may require access to water.</p> <p>The project also protects the Shire's sportsgrounds which are critically important pieces of social infrastructure. Sport is a significant element of the local identity and – for many who live in farms on the district – a key social activity which promotes both physical and mental health. It is hard to understate the value of organised sport to the vitality of our community and region.</p>                                                                                                                                               |                                                                                          |                                 |
| <b>Milestones</b>                                                   | Installation and commission of equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | November 2020                                                                            |                                 |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | December 2020                                                                            |                                 |
| <b>Project Address</b>                                              | Mingenew Recreation Centre, Showgrounds Road, Mingenew WA 6522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                          |                                 |
| <b>Value of Project to be undertaken on site</b>                    | \$40,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                          |                                 |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Relining turns out not to be optimal option                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Have conducted options analysis with qualified plumbers and tank installers              |                                 |
|                                                                     | Existing tanks unable to maintain storage of upgraded bore                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | If necessary, look to add additional water storage beyond existing tanks                 |                                 |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Undertake quotation process to test the market before engaging a contractor              |                                 |
| <b>Alternative funding</b>                                          | Given the focus in the DCP on water infrastructure, it is viewed to be an ideal funding source for this work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                          |                                 |
| <b>Out of Scope Works</b>                                           | <ul style="list-style-type: none"> <li>• Upgrades to bores</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                          |                                 |

| Project Budget | Cost Type                                  | Cost \$(ex GST) |
|----------------|--------------------------------------------|-----------------|
|                | Suppliers, consultants & contracted labour | 11600           |
|                | Materials                                  | 21200           |
|                | Equipment                                  | 1400            |
|                | Other Costs                                | 5800            |
|                | <b>TOTAL</b>                               | <b>40,000</b>   |

| Other Funding Sources        | Contribution \$ (ex GST) |
|------------------------------|--------------------------|
| Shire of Mingenew            | 0                        |
| Other Government funding     | 0                        |
| Other non-government funding | 0                        |
| <b>TOTAL</b>                 | <b>0</b>                 |

| Key Activities                       | Planned Start Date | Planned Finish Date                 |
|--------------------------------------|--------------------|-------------------------------------|
| Review of water storage requirements | Completed          | Completed                           |
| Finalise quotes                      | Commenced          | One quote received; others incoming |
| Relining of tanks                    | 01/09/20           | 30/09/20                            |
| Testing and commissioning            | 1/10/20            | 31/10/20                            |



|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                                                                                                   |                                                                                          |               |
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| <b>Project Title:</b>                                               | 19. Recreation Centre Expansion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     | <b>Executive Sponsor:</b>                                                                         | Nils Hay, CEO Shire of Mingenew                                                          |               |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     | <b>Project Sponsor:</b>                                                                           | Shire of Mingenew                                                                        |               |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Project End:</b> | 30 June 2021                                                                                      | <b>Project Officer:</b>                                                                  | Margaret Rowe |
| <b>Detailed project description and key activities (5000 chars)</b> | <p>This project will increase the internal floorspace of the Mingenew Recreation Centre, by enclosing two existing balcony areas. The project will provide a larger venue for indoor meetings and activities, whilst retaining facilities for the viewing of sports and events held on the racetrack and football oval. The project is being considered in light of the potential removal of the Mingenew Hall, which would make this the largest Shire-controlled venue in Mingenew.</p> <p>The project would see the removal of existing external walls, and enclosure of the eastern and western balconies. This would also address current concerns regarding balcony height and safety.</p>                                                                                                                                                       |                     |                                                                                                   |                                                                                          |               |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                                                                                                   | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> </ol> |               |
| <b>Outcome Details</b>                                              | <p>Local contractors and suppliers will be utilised for work wherever possible.</p> <p>The project will allow for larger gatherings at the Mingenew Recreation centre, increasing its flexibility as a local and regional event venue. This will ensure that existing services are maintained, and may also allow for new uses to be found – which can contribute to local employment and economic activity. The Recreation Centre is also a key piece of sporting and social infrastructure, as the home of the annual winter sports competition, the annual Mingenew Midwest Expo, Mingenew Races and an assortment of community events. Ensuring the long-term viability and preservation of this venue is important for the community of Mingenew – particularly if the other large Shire venue option, the Mingenew Town Hall, is demolished.</p> |                     |                                                                                                   |                                                                                          |               |
| <b>Milestones</b>                                                   | Construction commences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |                                                                                                   |                                                                                          |               |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                                                                                                   |                                                                                          |               |
| <b>Project Address</b>                                              | Mingenew Recreation Centre, Showsgrounds Road, Mingenew WA 6522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                                                                                                   |                                                                                          |               |
| <b>Value of Project to be undertaken on site</b>                    | \$TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                                                                                                   |                                                                                          |               |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Chosen treatment is not fit for purpose, becomes a 'white elephant'                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     | Community consultation and financial modelling to take place as part of decision-making process   |                                                                                          |               |
|                                                                     | Works conflict with events                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     | Works to be scheduled to take place between October and March, outside of the main usage periods. |                                                                                          |               |
|                                                                     | Challenges obtaining funding for project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     | Ensure competitive application is prepared; be willing to wait                                    |                                                                                          |               |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     | Undertake RFT process to test the market before awarding contracts                                |                                                                                          |               |
| <b>Alternative funding</b>                                          | BBRF, LotteryWest or sports facility funding could be sought to assist with the project. In all cases at least a third of the contribution would need to be put up by Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |                                                                                                   |                                                                                          |               |
| <b>Out of Scope Works</b>                                           | TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                                                                                                   |                                                                                          |               |

| Project Budget | Cost Type                                  | Cost \$(ex GST) |
|----------------|--------------------------------------------|-----------------|
|                | Suppliers, consultants & contracted labour |                 |
|                | Materials                                  |                 |
|                | Equipment                                  |                 |
|                | Other Costs (12 month contract)            |                 |
|                | <b>TOTAL</b>                               | <b>\$TBD</b>    |

| Other Funding Sources           | Contribution \$ (ex GST) |
|---------------------------------|--------------------------|
| Shire of Mingenew               | 0                        |
| Other Government funding (RED?) | 0                        |
| Other non-government funding    | 0                        |
| <b>TOTAL</b>                    | <b>0</b>                 |

| Key Activities    | Planned Start Date | Planned Finish Date |
|-------------------|--------------------|---------------------|
| Procurement       |                    |                     |
| Construction work |                    |                     |
| Opening           |                    |                     |

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           |                                                                                                                           |          |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Project Title:</b>                                               | 20. Remote Tourism Cameras                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     | <b>Executive Sponsor:</b> | Nils Hay, CEO Shire of Mingenew                                                                                           |          |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     | <b>Project Sponsor:</b>   | Shire of Mingenew                                                                                                         |          |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Project End:</b> | 30 June 2021              | <b>Project Officer:</b>                                                                                                   | Nils Hay |
| <b>Detailed project description and key activities (5000 chars)</b> | <p>This project would see the installation of several remote cameras at strategic locations for Mingenew's tourism sector (Coalseam Conservation park, Mingenew Hill, the Mingenew main street and Mingenew CBH facility). The cameras would provide visitors with either streamed video or regular stills (depending upon location and connectivity), enabling people to visit Mingenew 'virtually' and encouraging future visitation.</p> <p>The Coalseam Conservation Park camera in particular would assist with one of the most common visitor enquiries "Are the wildflowers out yet?" This would ensure that visitors know the optimal times to visit and have the best possible experience. The cameras will also allow relatively cost-effective, year-round promotion and content generation for local tourism marketing.</p> <p>The project includes the cost of camera purchase, installation and the set-up on an online portal through the Shire website where visitors can freely access live feeds</p> |                     |                           |                                                                                                                           |          |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                           | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> </ol>                                  |          |
| <b>Outcome Details</b>                                              | <p>Local contractors and suppliers will be utilised for the purchase of equipment and it's installation. The Shire will manage the cameras.</p> <p>Due to impacts on the tourism sector as a result of both drought and COVID-19, this project will assist to build interest in Mingenew and provide tourists with a small snap-shot of what is on offer should they visit. The increased publicity and visitation will have a positive impact on existing local businesses, helping them to continue to retain staff, deliver services and contribute to the local economy.</p> <p>Given the Shire's strong agricultural focus, supporting and growing the tourism sector will be highly beneficial in terms of diversifying the economy and making it more resilient to disasters that impact upon agriculture (such as drought).</p>                                                                                                                                                                                |                     |                           |                                                                                                                           |          |
| <b>Milestones</b>                                                   | Installation of cameras                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |                           | March 2021                                                                                                                |          |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                           | June 2021                                                                                                                 |          |
| <b>Project Address</b>                                              | Various                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |                           |                                                                                                                           |          |
| <b>Value of Project to be undertaken on site</b>                    | \$7,500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |                           |                                                                                                                           |          |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Limited connectivity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     |                           | Cameras will have the ability to deliver still images or video, at varying rates, to deal with varied connectivity levels |          |
|                                                                     | Permission to install in Conservation Park and CBH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |                           | The Shire has consulted with both DBCA and CBH to gain permissions                                                        |          |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |                           | Undertake quotation process to test the market                                                                            |          |
| <b>Alternative funding</b>                                          | This is a fairly niche project, so there are unlikely to be many funding grants which it neatly supports.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |                           |                                                                                                                           |          |

|                           |                                     |
|---------------------------|-------------------------------------|
| <b>Out of Scope Works</b> | Website interface with camera feeds |
|---------------------------|-------------------------------------|

| <b>Project Budget</b>                                                                                           | <b>Cost Type</b>                           | <b>Cost \$(ex GST)</b> |
|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------|
| Based upon initial quotes; may vary slightly depending upon final solution found for Coalseam Conservation Park | Suppliers, consultants & contracted labour | 2,500                  |
|                                                                                                                 | Materials                                  | 4,000                  |
|                                                                                                                 | Equipment                                  |                        |
|                                                                                                                 | Other Costs                                | 1,000                  |
|                                                                                                                 | <b>TOTAL</b>                               | <b>7,500</b>           |

| <b>Other Funding Sources</b> | <b>Contribution \$ (ex GST)</b> |
|------------------------------|---------------------------------|
| Shire of Mingenew            | 0                               |
| Other Government funding     | 0                               |
| Other non-government funding | 0                               |
| <b>TOTAL</b>                 | <b>0</b>                        |

| <b>Key Activities</b>     | <b>Planned Start Date</b> | <b>Planned Finish Date</b> |
|---------------------------|---------------------------|----------------------------|
| Planning cameras/location | Commenced                 | 30/6/20                    |
| Procurement               | 1/7/20                    | 15/7/20                    |
| Setup of web portal       | 1/7/20                    | 31/7/20                    |
| Installation              | 16/7/20                   | 15/8/20                    |
| Promotion                 | 1/8/20                    | 31/8/20                    |
| Go-live                   | 1/9/20                    | 15/9/20                    |

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                     |                                                                                          |                                     |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Project Title:</b>                                               | 21. Mingenew Recreation Centre and Shire Office Solar Power Installation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     | <b>Executive Sponsor:</b>                                                                | Nils Hay, CEO Shire of Mingenew     |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     | <b>Project Sponsor:</b>                                                                  | Shire of Mingenew                   |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Project End:</b> | 30 June 2021                                                                             | <b>Project Officer:</b><br>Nils Hay |
| <b>Detailed project description and key activities (5000 chars)</b> | <p>This project involves the installation of a 26kW solar power system at the Mingenew Recreation Centre and a 26kW system at the Shire of Mingenew Administration Office. The systems would respectively serves the Shire's football, netball, hockey, basketball, turf club, and other community groups, as well as Council's administrative operations. Both systems would comprise approximately 80 photovoltaic panels and 1 20kW inverter.</p> <p>They would provide both a reduction in operational costs for the Shire, as well as an increase in the amount of renewable energy utilised and the attendant environmental benefits.</p>                                                                                                                                                                                                                                                                                                                                                          |                     |                                                                                          |                                     |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> </ol> |                                     |
| <b>Outcome Details</b>                                              | <p>Local contractors will be utilised for the work, to ensure that the economic benefits of the work remain locally. The cost-reductions that this provides the Shire will provide benefit to all Shire ratepayers, and – in improving the Shire's financial sustainability – allow it continue ongoing delivery of services to the community, and ongoing employment of existing staff to provide those services.</p> <p>The greatest benefit will be at the Mingenew Recreation Centre, where the solar power will be utilising for activities of local clubs and community groups, as well as taking on the significant water pumping and distribution that is required to maintain the Shire's football oval, race track, hockey oval, bowling green, tennis courts and several parks and garden areas.</p> <p>Mingenew prides itself on its strong natural values, and this project will also help to enhance those values by reducing our current reliance upon non-renewable forms of energy.</p> |                     |                                                                                          |                                     |
| <b>Milestones</b>                                                   | Installation and commission of equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     | March 2021                                                                               |                                     |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     | June 2021                                                                                |                                     |
| <b>Project Address</b>                                              | Mingenew Recreation Centre, Showgrounds Road, Mingenew WA 6522; Shire of Mingenew Office, 21 Victoria Street, Mingenew WA 6522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |                                                                                          |                                     |
| <b>Value of Project to be undertaken on site</b>                    | \$47,540                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |                                                                                          |                                     |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Insufficient/excessive system installed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     | Data logging has taken place to ensure scope of project is appropriate                   |                                     |
|                                                                     | System cannot provide power during long cloudy periods/at night                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                     | Existing mains connections and generators will be maintained, but needed less            |                                     |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                     | Undertake quotation process to test the market before engaging a contractor              |                                     |
| <b>Alternative funding</b>                                          | Up to \$12,500 is available through the Energy Efficient Communities Program; Council will apply for this funding (closes 18 May 2020); if successful it may allow rescoping of another DCP project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                                                                                          |                                     |
| <b>Out of Scope Works</b>                                           | Battery storage systems                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                                                                                          |                                     |

| Project Budget | Cost Type                                  | Cost \$(ex GST) |
|----------------|--------------------------------------------|-----------------|
|                | Suppliers, consultants & contracted labour | \$7540          |
|                | Materials                                  | \$40000         |
|                | Equipment                                  |                 |
|                | Other Costs                                |                 |
|                | <b>TOTAL</b>                               | <b>47540</b>    |

| Other Funding Sources                                                         | Contribution \$ (ex GST) |
|-------------------------------------------------------------------------------|--------------------------|
| Shire of Mingenew                                                             | 0                        |
| Other Government funding (Energy Efficiency Grant submitted; pending outcome) | 0                        |
| Other non-government funding                                                  | 0                        |
| <b>TOTAL</b>                                                                  | <b>0</b>                 |

| Key Activities                | Planned Start Date | Planned Finish Date |
|-------------------------------|--------------------|---------------------|
| Data Logging                  | Complete           | Complete            |
| Finalise quotes               | Complete           | Two sets received   |
| Installation of solar systems | 1/11/20            | 31/11/20            |
| Testing and commissioning     | 1/12/20            | 31/12/20            |

|                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                           |                                                                                                           |               |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------|-----------------------------------------------------------------------------------------------------------|---------------|
| <b>Project Title:</b>                                               | 22. Mingenew Shire Weather Station Network                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     | <b>Executive Sponsor:</b> | Nils Hay, CEO Shire of Mingenew                                                                           |               |
| <b>Funding Source:</b>                                              | Drought Communities Project - Extension                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     | <b>Project Sponsor:</b>   | Shire of Mingenew                                                                                         |               |
| <b>Project Start:</b>                                               | 1 July 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Project End:</b> | 30 June 2021              | <b>Project Officer:</b>                                                                                   | Margaret Rowe |
| <b>Detailed project description and key activities (5000 chars)</b> | <p>This project would see the installation of 4 Wild Eye weather stations installed in the Shire of Mingenew, to complement existing DPIRD weather stations. These weather stations would be connected with the Department of Primary Industries and Regional Development's existing network in order to provide improved weather data for the Shire of Mingenew. This would be of particular use in the management of Harvest and Movement Bans during fire season, as well as being able to provide reliable weather data for various regions in the Shire to support the agriculture industry.</p> <p>Live weather data will be able to be made publicly available via the Department of Agriculture website.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                           |                                                                                                           |               |
| <b>Project Outcomes</b>                                             | <ol style="list-style-type: none"> <li>1. The project will lead to employment of locals:</li> <li>2. The project will contribute to economic activity of communities/regions:</li> <li>3. The project will lead to the retention of businesses, services and facilities:</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |                           | <ol style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> </ol>                  |               |
| <b>Outcome Details</b>                                              | <p>Local contractors and suppliers will be utilised for work wherever possible.</p> <p>The completed project will improve the safety of residents – particularly those in the Shire's agricultural areas – by allowing for more effective decision-making with regards to the calling and lifting of Harvest and Movement Bans during fire season. As fire season coincides with harvest season, this will ensure that unnecessary interruptions to harvesting activities are kept to a minimum, which will support the farming sector, ensure that workers are fully utilised and allow for efficient harvest operations.</p> <p>The weather stations will also be able to provide, over time, an improved record of local weather – including temperature and rainfall data across various part of the Shire. This information will be of value to both local farmers and the regional agricultural sector more broadly – particularly when combined with yield information and other growing data. It is hoped that this will allow for more efficient and cost-effective farming practices and a greater understanding of the impact on local weather on farming outcomes.</p> |                     |                           |                                                                                                           |               |
| <b>Milestones</b>                                                   | Installation & Commissioning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     |                           | September 2020                                                                                            |               |
|                                                                     | Completion and acquittal of project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |                           | June 2021                                                                                                 |               |
| <b>Project Address</b>                                              | Sites TBC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                     |                           |                                                                                                           |               |
| <b>Value of Project to be undertaken on site</b>                    | \$15,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |                           |                                                                                                           |               |
| <b>Key Risks &amp; Mitigation Strategies</b>                        | Ongoing costs of maintenance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     |                           | Stations intended to be gifted to Department of Agriculture                                               |               |
|                                                                     | Weather stations not fit for purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                           | Advice has been sought from the Department of Agriculture to ensure the chosen items are fit for purpose. |               |
|                                                                     | Value for money is not achieved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                           | Undertake quotation process to test the market before awarding contract                                   |               |
| <b>Alternative funding</b>                                          | Limited; we have been liaising with the Department of Agriculture; Further investigation required to see if ESL would be eligible                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                           |                                                                                                           |               |
| <b>Out of Scope Works</b>                                           | Operational costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                     |                           |                                                                                                           |               |

| Project Budget | Cost Type                                  | Cost \$(ex GST) |
|----------------|--------------------------------------------|-----------------|
|                | Suppliers, consultants & contracted labour | 1,360           |
|                | Materials                                  |                 |
|                | Equipment                                  | 12,200          |
|                | Other Costs                                | 1,440           |
|                | <b>TOTAL</b>                               | <b>15,000</b>   |

| Other Funding Sources        | Contribution \$ (ex GST) |
|------------------------------|--------------------------|
| Shire of Mingenew            | 0                        |
| Other Government funding     | 0                        |
| Other non-government funding | 0                        |
| <b>TOTAL</b>                 | <b>0</b>                 |

| Key Activities             | Planned Start Date | Planned Finish Date |
|----------------------------|--------------------|---------------------|
| Finalise Locations         | 1/6/20             | 30/6/20             |
| Install Weather Stations   | 1/7/20             | 31/7/20             |
| Connect to online services | 1/8/20             | 15/8/20             |
| Publicise data             | 16/8/20            | 31/8/20             |
| Complete                   | 1/9/20             | 30/9/20             |

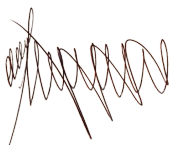


**SHIRE OF MINGENEW**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 30 April 2020**

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

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14/5/20



14/5/20

### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 30 April 2020

Prepared by: Helen Sternick

Reviewed by: Jeremy Clapham

### **BASIS OF PREPARATION**

#### **REPORT PURPOSE**

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

#### **BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the 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 Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 13.

### **SIGNIFICANT ACCOUNTING POLICES**

#### **GOODS AND SERVICES TAX**

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

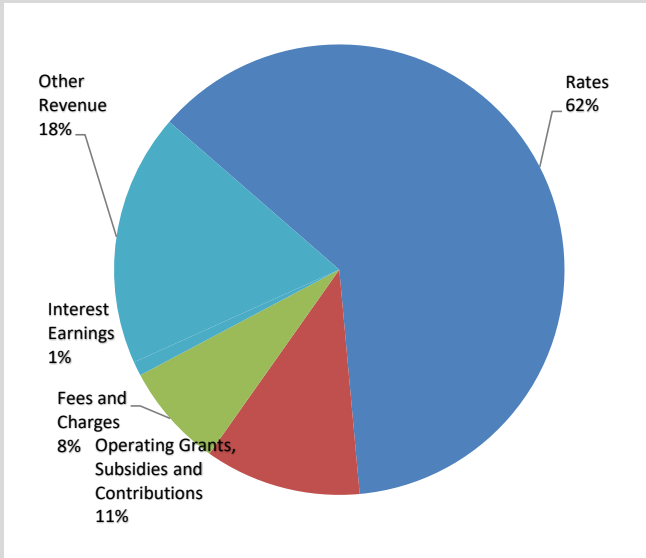
#### **CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

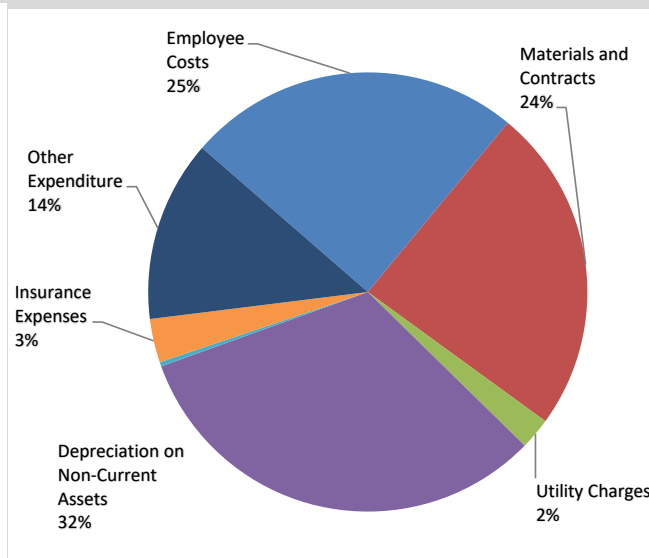
#### **ROUNDING OFF FIGURES**

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

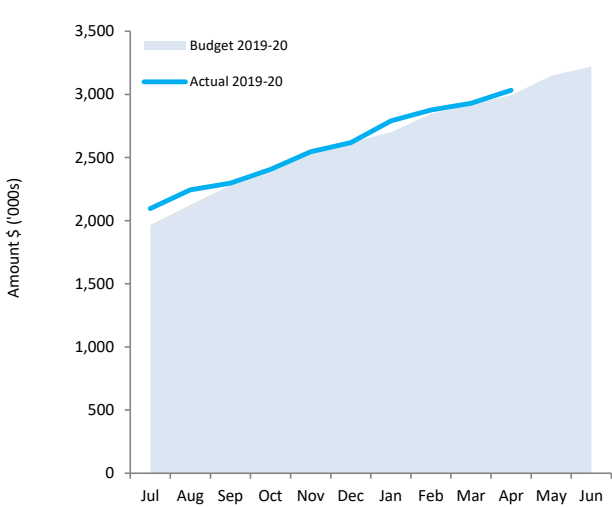
OPERATING REVENUE



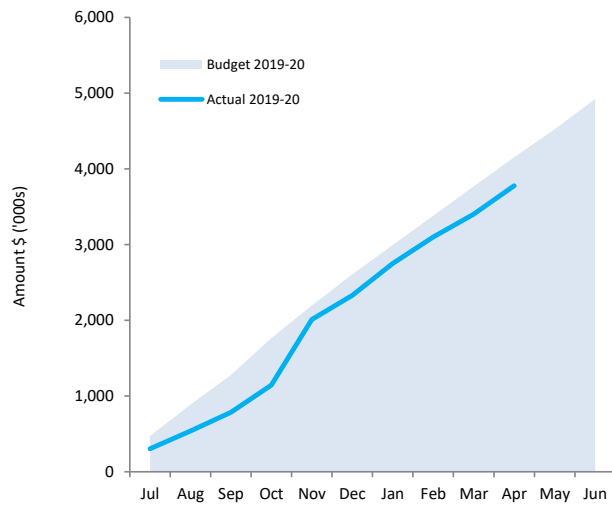
OPERATING EXPENSES



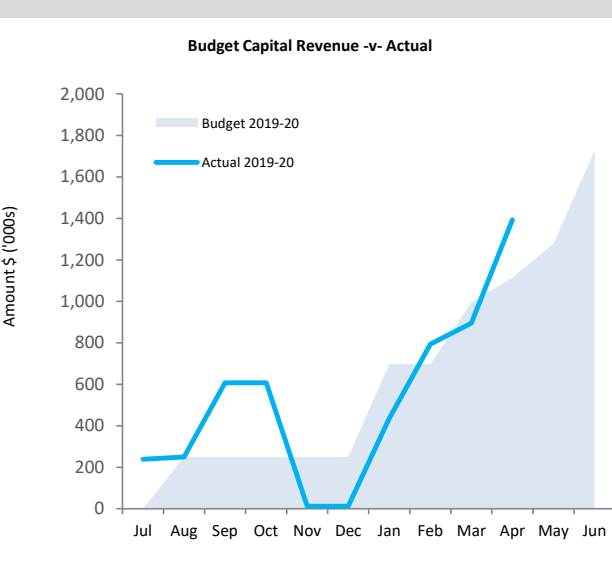
Budget Operating Revenues -v- Actual



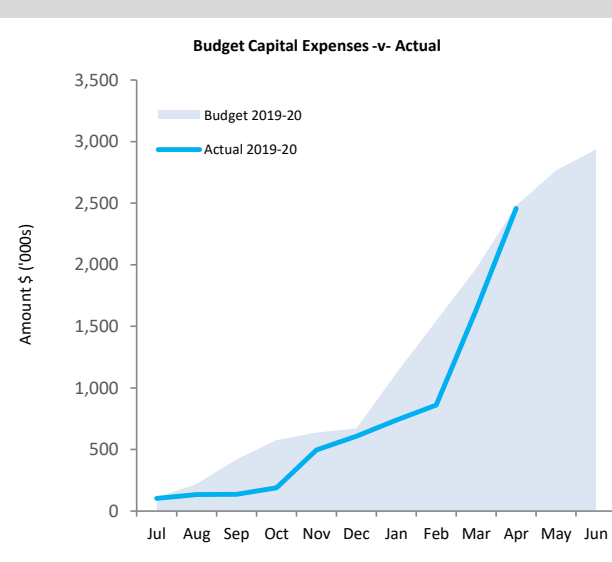
Budget Operating Expenses -v- YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 30 APRIL 2020**

**STATUTORY REPORTING PROGRAMS**

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

|                                                                                                                                                            | <b>ACTIVITIES</b>                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GOVERNANCE</b><br>To provide a decision making process for the efficient allocation of scarce resources.                                                | Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services. |
| <b>GENERAL PURPOSE FUNDING</b><br>To collect revenue to allow for the provision of services.                                                               | Rates, general purpose government grants and interest revenue.                                                                                                                                                             |
| <b>LAW, ORDER, PUBLIC SAFETY</b><br>To provide services to help ensure a safer community.                                                                  | Fire prevention, animal control and safety.                                                                                                                                                                                |
| <b>HEALTH</b><br>To provide services to help ensure a safer community.                                                                                     | Food quality, pest control and inspections.                                                                                                                                                                                |
| <b>EDUCATION AND WELFARE</b><br>To meet the needs of the community in these areas.                                                                         | Includes education programs, youth based activities, care of families, the aged and disabled.                                                                                                                              |
| <b>HOUSING</b><br>Provide housing services required by the community and for staff.                                                                        | Maintenance of staff, aged and rental housing.                                                                                                                                                                             |
| <b>COMMUNITY AMENITIES</b><br>Provide services required by the community.                                                                                  | Rubbish collection services, landfill maintenance, townsite storm water drainage control and maintenance, administration of the Town Planning Scheme and maintenance of cemeteries.                                        |
| <b>RECREATION AND CULTURE</b><br>To establish and manage efficiently, infrastructure and resources which will help the social well being of the community. | Maintenance of halls, recreation centres and various reserves, operation of library, support of community events and matters relating to heritage.                                                                         |
| <b>TRANSPORT</b><br>To provide effective and efficient transport services to the community.                                                                | Construction and maintenance of streets, roads and footpaths, cleaning and lighting of streets, roads and footpaths, traffic signs and depot maintenance.                                                                  |
| <b>ECONOMIC SERVICES</b><br>To help promote the Shire and improve its economic wellbeing.                                                                  | The regulation and provision of tourism, area promotion, building control and noxious weeds.                                                                                                                               |
| <b>OTHER PROPERTY AND SERVICES</b><br>To provide effective and efficient administration, works operations and plant and fleet services.                    | Private works operations, plant repairs and operational costs. Administration overheads.                                                                                                                                   |

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2020**

**STATUTORY REPORTING PROGRAMS**

|                                                                 | Ref<br>Note | Adopted<br>Budget  | Amended<br>Budget  | YTD<br>Budget<br>(a) | YTD<br>Actual<br>(b) | Var. \$<br>(b)-(a) | Var. %<br>(b)-(a)/(a) | Var. |
|-----------------------------------------------------------------|-------------|--------------------|--------------------|----------------------|----------------------|--------------------|-----------------------|------|
|                                                                 |             | \$                 |                    | \$                   | \$                   | \$                 | %                     |      |
| <b>Opening Funding Surplus / (Deficit)</b>                      | 1(c)        | 1,206,732          | 1,196,056          | 1,196,056            | <b>1,196,056</b>     | 0                  | 0.00%                 |      |
| <b>Revenue from operating activities</b>                        |             |                    |                    |                      |                      |                    |                       |      |
| Governance                                                      |             | 10,979             | 10,979             | 10,792               | <b>11,029</b>        | 237                | 2.20%                 |      |
| General Purpose Funding - Rates                                 | 6           | 1,884,633          | 1,886,868          | 1,885,233            | <b>1,885,305</b>     | 72                 | 0.00%                 |      |
| General Purpose Funding - Other                                 |             | 353,910            | 347,145            | 261,021              | <b>263,498</b>       | 2,477              | 0.95%                 |      |
| Law, Order and Public Safety                                    |             | 23,618             | 22,268             | 16,607               | <b>20,941</b>        | 4,334              | 26.10%                | ▲    |
| Health                                                          |             | 370                | 370                | 308                  | <b>144</b>           | (164)              | (53.25%)              | ▼    |
| Education and Welfare                                           |             | 1,756              | 906                | 856                  | <b>565</b>           | (291)              | (34.00%)              | ▼    |
| Housing                                                         |             | 101,035            | 94,153             | 78,599               | <b>93,941</b>        | 15,342             | 19.52%                | ▲    |
| Community Amenities                                             |             | 77,887             | 76,800             | 64,007               | <b>72,560</b>        | 8,553              | 13.36%                | ▲    |
| Recreation and Culture                                          |             | 38,275             | 37,974             | 32,143               | <b>38,001</b>        | 5,858              | 18.22%                | ▲    |
| Transport                                                       |             | 652,500            | 652,927            | 544,526              | <b>541,083</b>       | (3,443)            | (0.63%)               |      |
| Economic Services                                               |             | 18,945             | 26,760             | 22,299               | <b>18,825</b>        | (3,474)            | (15.58%)              | ▼    |
| Other Property and Services                                     |             | 57,320             | 93,751             | 83,442               | <b>87,553</b>        | 4,111              | 4.93%                 |      |
|                                                                 |             | <b>3,221,228</b>   | <b>3,250,901</b>   | <b>2,999,833</b>     | <b>3,033,445</b>     | 33,612             |                       |      |
| <b>Expenditure from operating activities</b>                    |             |                    |                    |                      |                      |                    |                       |      |
| Governance                                                      |             | (479,517)          | (485,513)          | (419,264)            | <b>(330,444)</b>     | 88,820             | 21.18%                | ▲    |
| General Purpose Funding                                         |             | (95,542)           | (98,897)           | (81,402)             | <b>(76,558)</b>      | 4,844              | 5.95%                 |      |
| Law, Order and Public Safety                                    |             | (155,559)          | (161,250)          | (134,005)            | <b>(126,171)</b>     | 7,834              | 5.85%                 |      |
| Health                                                          |             | (113,300)          | (130,140)          | (108,448)            | <b>(84,429)</b>      | 24,019             | 22.15%                | ▲    |
| Education and Welfare                                           |             | (66,020)           | (73,685)           | (61,493)             | <b>(79,608)</b>      | (18,115)           | (29.46%)              | ▼    |
| Housing                                                         |             | (184,228)          | (168,229)          | (142,863)            | <b>(165,322)</b>     | (22,459)           | (15.72%)              | ▼    |
| Community Amenities                                             |             | (264,577)          | (260,785)          | (217,501)            | <b>(195,809)</b>     | 21,692             | 9.97%                 | ▲    |
| Recreation and Culture                                          |             | (1,183,982)        | (1,136,450)        | (951,106)            | <b>(902,449)</b>     | 48,657             | 5.12%                 | ▲    |
| Transport                                                       |             | (2,181,553)        | (1,844,572)        | (1,537,089)          | <b>(1,495,709)</b>   | 41,380             | 2.69%                 | ▲    |
| Economic Services                                               |             | (364,934)          | (351,145)          | (293,384)            | <b>(270,636)</b>     | 22,748             | 7.75%                 | ▲    |
| Other Property and Services                                     |             | 167,817            | 136,617            | 80,989               | <b>(54,722)</b>      | (135,710)          | 167.57%               | ▲    |
|                                                                 |             | <b>(4,921,395)</b> | <b>(4,574,049)</b> | <b>(3,865,566)</b>   | <b>(3,781,857)</b>   | 83,710             |                       |      |
| Non-cash amounts excluded from operating activities             | 1(a)        | 1,838,261          | 1,497,385          | 1,243,925            | <b>1,225,045</b>     | (18,880)           | (1.52%)               |      |
| <b>Amount attributable to operating activities</b>              |             | <b>138,094</b>     | <b>174,237</b>     | <b>378,192</b>       | <b>476,633</b>       | 98,442             |                       |      |
| <b>Investing Activities</b>                                     |             |                    |                    |                      |                      |                    |                       |      |
| Proceeds from non-operating grants, subsidies and contributions | 12(b)       | 1,725,016          | 1,766,243          | 1,112,930            | <b>1,393,403</b>     | 280,473            | 25.20%                | ▲    |
| Proceeds from disposal of assets                                | 7           | 43,000             | 41,800             | 38,467               | <b>25,818</b>        | (12,649)           | (32.88%)              | ▼    |
| Purchase of property, plant and equipment                       | 8           | (2,937,405)        | (2,939,274)        | (2,466,368)          | <b>(2,457,775)</b>   | 8,594              | 0.35%                 |      |
| <b>Amount attributable to investing activities</b>              |             | <b>(1,169,389)</b> | <b>(1,131,231)</b> | <b>(1,314,972)</b>   | <b>(1,038,553)</b>   | 276,418            |                       |      |
| <b>Financing Activities</b>                                     |             |                    |                    |                      |                      |                    |                       |      |
| Transfer from Reserves                                          | 10          | 35,000             | 40,000             | 40,000               | <b>0</b>             | (40,000)           | (100.00%)             | ▼    |
| Repayment of Debentures                                         | 9           | (158,164)          | (158,164)          | (118,623)            | <b>(118,268)</b>     | 355                | (0.30%)               |      |
| Transfer to Reserves                                            | 10          | (52,273)           | (120,898)          | (6,558)              | <b>(4,173)</b>       | 2,384              | (36.36%)              | ▲    |
| <b>Amount attributable to financing activities</b>              |             | <b>(175,437)</b>   | <b>(239,062)</b>   | <b>(85,181)</b>      | <b>(122,441)</b>     | (37,261)           |                       |      |
| <b>Closing Funding Surplus / (Deficit)</b>                      | 1(c)        | <b>0</b>           | <b>0</b>           | <b>174,096</b>       | <b>511,695</b>       | <b>337,600</b>     |                       |      |

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an threshold. Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 30 APRIL 2020**

**NATURE OR TYPE DESCRIPTIONS**

**REVENUE**

**RATES**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**PROFIT ON ASSET DISPOSAL**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**FEES AND CHARGES**

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

**SERVICE CHARGES**

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

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

**OTHER EXPENDITURE**

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2020**

**BY NATURE OR TYPE**

|                                                     | Ref<br>Note | Adopted<br>Budget  | Amended<br>Budget  | YTD<br>Budget<br>(a) | YTD<br>Actual<br>(b) | Var. \$<br>(b)-(a) | Var. %<br>(b)-(a)/(a) | Var. |
|-----------------------------------------------------|-------------|--------------------|--------------------|----------------------|----------------------|--------------------|-----------------------|------|
|                                                     |             | \$                 |                    | \$                   | \$                   | \$                 | %                     |      |
| <b>Opening Funding Surplus / (Deficit)</b>          | 1(c)        | 1,206,732          | 1,196,056          | 1,196,056            | <b>1,196,056</b>     | 0                  | 0.00%                 |      |
| <b>Revenue from operating activities</b>            |             |                    |                    |                      |                      |                    |                       |      |
| Rates                                               | 6           | 1,884,633          | 1,885,833          | 1,885,233            | <b>1,885,305</b>     | 72                 | 0.00%                 |      |
| Operating grants, subsidies and contributions       | 12(a)       | 398,918            | 412,235            | 309,663              | <b>340,571</b>       | 30,908             | 9.98%                 | ▲    |
| Fees and charges                                    |             | 249,008            | 248,881            | 207,506              | <b>226,116</b>       | 18,610             | 8.97%                 | ▲    |
| Interest earnings                                   |             | 55,110             | 37,340             | 35,288               | <b>30,861</b>        | (4,427)            | (12.55%)              | ▲    |
| Other revenue                                       |             | 621,559            | 656,307            | 553,505              | <b>549,830</b>       | (3,675)            | (0.66%)               |      |
| Profit on disposal of assets                        | 7           | 12,000             | 10,305             | 8,638                | <b>763</b>           | (7,875)            | (91.17%)              | ▲    |
|                                                     |             | <b>3,221,228</b>   | <b>3,250,901</b>   | <b>2,999,833</b>     | <b>3,033,446</b>     | 33,613             |                       |      |
| <b>Expenditure from operating activities</b>        |             |                    |                    |                      |                      |                    |                       |      |
| Employee costs                                      |             | (1,116,088)        | (1,091,789)        | (917,226)            | <b>(930,903)</b>     | (13,677)           | (1.49%)               | ▲    |
| Materials and contracts                             |             | (1,055,756)        | (1,097,697)        | (946,139)            | <b>(907,831)</b>     | 38,308             | 4.05%                 | ▲    |
| Utility charges                                     |             | (124,697)          | (117,895)          | (98,231)             | <b>(87,712)</b>      | 10,519             | 10.71%                | ▲    |
| Depreciation on non-current assets                  |             | (1,850,261)        | (1,507,690)        | (1,252,563)          | <b>(1,216,650)</b>   | 35,913             | 2.87%                 | ▲    |
| Interest expenses                                   |             | (15,819)           | (18,532)           | (14,316)             | <b>(11,996)</b>      | 2,320              | 16.21%                | ▲    |
| Insurance expenses                                  |             | (121,123)          | (117,798)          | (117,473)            | <b>(121,694)</b>     | (4,221)            | (3.59%)               |      |
| Other expenditure                                   |             | (637,651)          | (622,648)          | (519,618)            | <b>(505,072)</b>     | 14,546             | 2.80%                 | ▲    |
|                                                     |             | <b>(4,921,395)</b> | <b>(4,574,049)</b> | <b>(3,865,566)</b>   | <b>(3,781,858)</b>   | 83,708             |                       |      |
| Non-cash amounts excluded from operating activities | 1(a)        | 1,838,261          | 1,497,385          | 1,243,925            | <b>1,225,045</b>     | (18,880)           | (1.52%)               |      |
| <b>Amount attributable to operating activities</b>  |             | <b>138,094</b>     | <b>174,237</b>     | <b>378,192</b>       | <b>476,633</b>       | 98,441             |                       |      |
| <b>Investing activities</b>                         |             |                    |                    |                      |                      |                    |                       |      |
| Non-operating grants, subsidies and contributions   | 12(b)       | 1,725,016          | 1,766,243          | 1,112,930            | <b>1,393,403</b>     | 280,473            | 25.20%                | ▲    |
| Proceeds from disposal of assets                    | 7           | 43,000             | 41,800             | 38,467               | <b>25,818</b>        | (12,649)           | (32.88%)              | ▼    |
| Payments for property, plant and equipment          | 8           | (2,937,405)        | (2,939,274)        | (2,466,368)          | <b>(2,457,775)</b>   | 8,594              | (0.35%)               |      |
| <b>Amount attributable to investing activities</b>  |             | <b>(1,169,389)</b> | <b>(1,131,231)</b> | <b>(1,314,972)</b>   | <b>(1,038,553)</b>   | 276,418            |                       |      |
| <b>Financing Activities</b>                         |             |                    |                    |                      |                      |                    |                       |      |
| Transfer from reserves                              | 10          | 35,000             | 40,000             | 40,000               | <b>0</b>             | (40,000)           | (100.00%)             | ▼    |
| Repayment of debentures                             | 9           | (158,164)          | (158,164)          | (118,623)            | <b>(118,268)</b>     | 355                | (0.30%)               |      |
| Transfer to reserves                                | 10          | (52,273)           | (120,898)          | (6,558)              | <b>(4,173)</b>       | 2,384              | (36.36%)              | ▲    |
| <b>Amount attributable to financing activities</b>  |             | <b>(175,437)</b>   | <b>(239,062)</b>   | <b>(85,181)</b>      | <b>(122,441)</b>     | (37,261)           |                       |      |
| <b>Closing Funding Surplus / (Deficit)</b>          | 1(c)        | <b>0</b>           | <b>0</b>           | <b>174,096</b>       | <b>511,695</b>       | <b>337,599</b>     |                       |      |

**KEY INFORMATION**

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

Refer to Note 15 for an explanation of the reasons for the variance.

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

(a) Non-cash items excluded from operating activities

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

| Notes                                                          | Adopted Budget   | YTD Amended Budget (a) | YTD Actual (b)   |
|----------------------------------------------------------------|------------------|------------------------|------------------|
|                                                                | \$               | \$                     | \$               |
| <b>Non-cash items excluded from operating activities</b>       |                  |                        |                  |
| <b>Adjustments to operating activities</b>                     |                  |                        |                  |
| Less: Profit on asset disposals                                | (12,000)         | (8,638)                | (763)            |
| Movement in inventory (non-current)                            |                  |                        | (35,000)         |
| Movement in revaluation reserve                                |                  |                        | 35,000           |
| Movement in employee benefit provisions (non-current)          | 0                | 0                      | (10,797)         |
| Movement in lease liabilities (non-current)                    | 0                | 0                      | 19,955           |
| Add: Depreciation on assets                                    | 1,850,261        | 1,252,563              | 1,216,650        |
| <b>Total non-cash items excluded from operating activities</b> | <b>1,838,261</b> | <b>1,243,925</b>       | <b>1,225,045</b> |

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

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

|                                                     | Last Year Closing<br>30 Jun 2019 | This Year Opening<br>01 Jul 2019 | This Time Last Year<br>30 Apr 2019 | Year to Date<br>30 Apr 2020 |
|-----------------------------------------------------|----------------------------------|----------------------------------|------------------------------------|-----------------------------|
| <b>Adjustments to net current assets</b>            |                                  |                                  |                                    |                             |
| Less: Reserves - restricted cash                    | 10 (308,491)                     | (308,491)                        | (413,855)                          | (312,664)                   |
| Less: Cost of acquisition                           | (40,394)                         | (40,394)                         | (40,394)                           | 0                           |
| Add: Borrowings                                     | 9 158,165                        | 158,166                          | 1                                  | 39,898                      |
| Add: Provisions - employee                          | 11 135,960                       | 135,961                          | 214,319                            | 125,163                     |
| Add: Change in accounting policies - AASB 16 Leases | 0                                | 0                                | 0                                  | 29,060                      |
| <b>Total adjustments to net current assets</b>      | <b>(54,760)</b>                  | <b>(54,758)</b>                  | <b>(239,929)</b>                   | <b>(118,543)</b>            |

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

|                                                      |                      |                  |                  |                  |
|------------------------------------------------------|----------------------|------------------|------------------|------------------|
| <b>Current assets</b>                                |                      |                  |                  |                  |
| Cash and cash equivalents                            | 2 1,488,357          | 1,508,858        | 2,045,343        | 929,366          |
| Rates receivables                                    | 3 29,285             | 21,379           | 38,069           | 44,102           |
| Receivables                                          | 3 293,426            | 288,155          | 31,701           | 157,351          |
| Inventories                                          | 0                    | 0                | 3,065            | 0                |
| Other current assets                                 | 4 59,331             | 59,331           | 40,394           | 0                |
| <b>Less: Current liabilities</b>                     |                      |                  |                  |                  |
| Payables                                             | 5 (314,781)          | (332,783)        | (88,403)         | (333,301)        |
| Borrowings                                           | 9 (158,166)          | (158,166)        | (1)              | (39,898)         |
| Lease liabilities                                    | 11 0                 | 0                | 0                | (2,219)          |
| Provisions                                           | 11 (135,960)         | (135,960)        | (214,319)        | (125,163)        |
| <b>Less: Total adjustments to net current assets</b> | <b>1(c) (54,760)</b> | <b>(54,758)</b>  | <b>(239,929)</b> | <b>(118,543)</b> |
| <b>Closing Funding Surplus / (Deficit)</b>           | <b>1,206,732</b>     | <b>1,196,056</b> | <b>1,615,920</b> | <b>511,695</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.



| Description                        | Classification            | Unrestricted   | Restricted     | Trust    | Total YTD Actual | Institution | Interest Rate | Maturity Date |
|------------------------------------|---------------------------|----------------|----------------|----------|------------------|-------------|---------------|---------------|
|                                    |                           | \$             | \$             | \$       | \$               |             |               |               |
| <b>Cash on hand</b>                |                           |                |                |          |                  |             |               |               |
| Cash on Hand                       | Cash and cash equivalents | 100            | 0              | 0        | 100              |             | Nil           | On Hand       |
| <b>At call deposits</b>            |                           |                |                |          |                  |             |               |               |
| Municipal Funds                    | Cash and cash equivalents | 330,895        | 17,609         | 0        | 348,505          | NAB         | 0.75%         | Cheque A/C    |
| Municipal Funds                    | Cash and cash equivalents | 104,031        | 0              | 0        | 104,031          | NAB         | 0.90%         | On Call       |
| <b>Term Deposits</b>               |                           |                |                |          |                  |             |               |               |
| Municipal Funds                    | Cash and cash equivalents | 0              | 164,067        | 0        | 164,067          | NAB         | 1.35%         | 25/06/2020    |
| Reserve Funds                      | Cash and cash equivalents | 0              | 312,663        | 0        | 312,663          | NAB         | 1.35%         | 25/06/2020    |
| <b>Total</b>                       |                           | <b>435,027</b> | <b>494,339</b> | <b>0</b> | <b>929,366</b>   |             |               |               |
| <b>Comprising</b>                  |                           |                |                |          |                  |             |               |               |
| Cash and cash equivalents          |                           | 435,027        | 494,339        | 0        | 929,366          |             |               |               |
| Financial assets at amortised cost |                           | 0              | 0              | 0        | 0                |             |               |               |
|                                    |                           | <b>435,027</b> | <b>494,339</b> | <b>0</b> | <b>929,366</b>   |             |               |               |

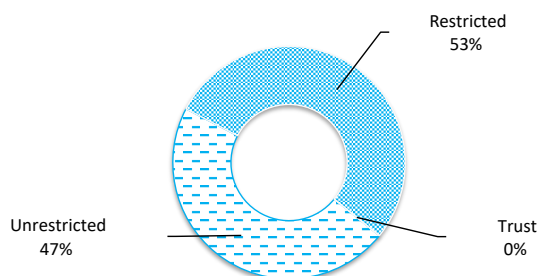
KEY INFORMATION

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 and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

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

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

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



| Total Cash      | Unrestricted    |
|-----------------|-----------------|
| <b>\$ .93 M</b> | <b>\$ .44 M</b> |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2020**

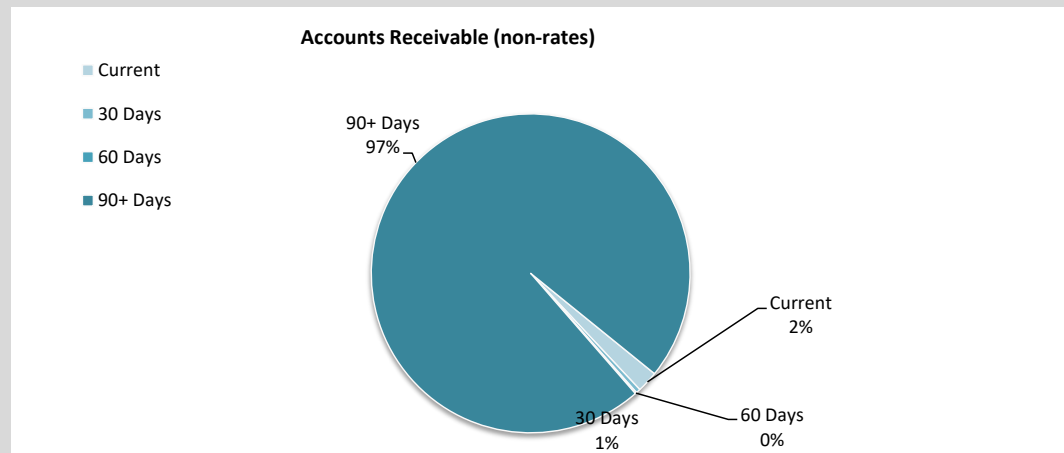
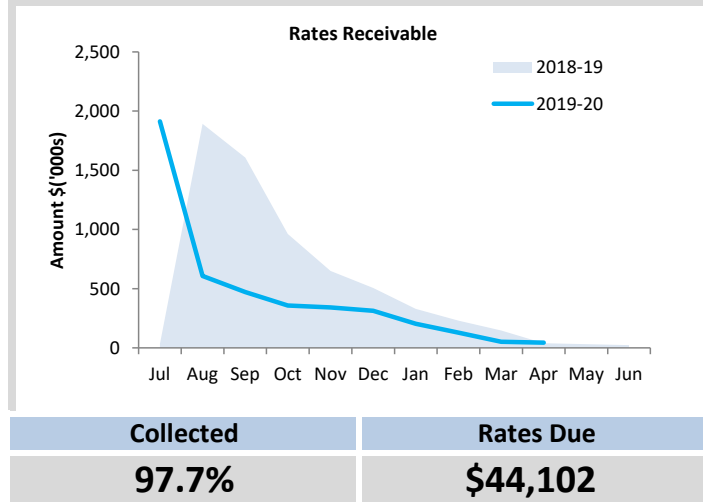
**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

| Rates Receivable               | 30 June 2019  | 30 Apr 20     |
|--------------------------------|---------------|---------------|
|                                | \$            | \$            |
| Opening Arrears Previous Years | 44,775        | 21,379        |
| Levied this year               | 1,857,448     | 1,885,305     |
| Less - Collections to date     | (1,880,844)   | (1,862,582)   |
| Equals Current Outstanding     | <b>21,379</b> | <b>44,102</b> |
| <b>Net Rates Collectable</b>   | <b>21,379</b> | <b>44,102</b> |
| % Collected                    | 98.9%         | 97.7%         |

| Receivables - General                              | Credit | Current | 30 Days | 60 Days | 90+ Days | Total          |
|----------------------------------------------------|--------|---------|---------|---------|----------|----------------|
|                                                    | \$     | \$      | \$      | \$      | \$       | \$             |
| Receivables - General                              | (631)  | 1,647   | 338     | 117     | 73,983   | 75,454         |
| Percentage                                         | -0.8%  | 2.2%    | 0.4%    | 0.2%    | 98.1%    |                |
| <b>Balance per Trial Balance</b>                   |        |         |         |         |          |                |
| Sundry receivable                                  |        |         |         |         |          | 75,454         |
| GST receivable                                     |        |         |         |         |          | 87,018         |
| Allowance for impairment of receivables            |        |         |         |         |          | (5,121)        |
| <b>Total Receivables General Outstanding</b>       |        |         |         |         |          | <b>157,351</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. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



|                     |
|---------------------|
| <b>Debtors Due</b>  |
| <b>\$157,351</b>    |
| <b>Over 30 Days</b> |
| <b>99%</b>          |
| <b>Over 90 Days</b> |
| <b>98.1%</b>        |

| Other Current Assets                                      | Opening<br>Balance<br>1 July 2019 | Asset<br>Increase | Asset<br>Reduction | Closing<br>Balance<br>30 April 2020 |
|-----------------------------------------------------------|-----------------------------------|-------------------|--------------------|-------------------------------------|
|                                                           | \$                                | \$                | \$                 | \$                                  |
| <b>Inventory</b>                                          |                                   |                   |                    |                                     |
| Land held for resale                                      | 40,394                            | 0                 | (40,394)           | 0                                   |
| <b>Prepayments</b>                                        |                                   |                   |                    |                                     |
| Prepayments                                               | 18,937                            | 0                 | (18,937)           | 0                                   |
| <b>Amounts shown above include GST (where applicable)</b> |                                   |                   |                    |                                     |

#### KEY INFORMATION

##### Other financial assets at amortised cost

The Shire 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.

##### Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

##### Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

##### CONTRACT ASSETS

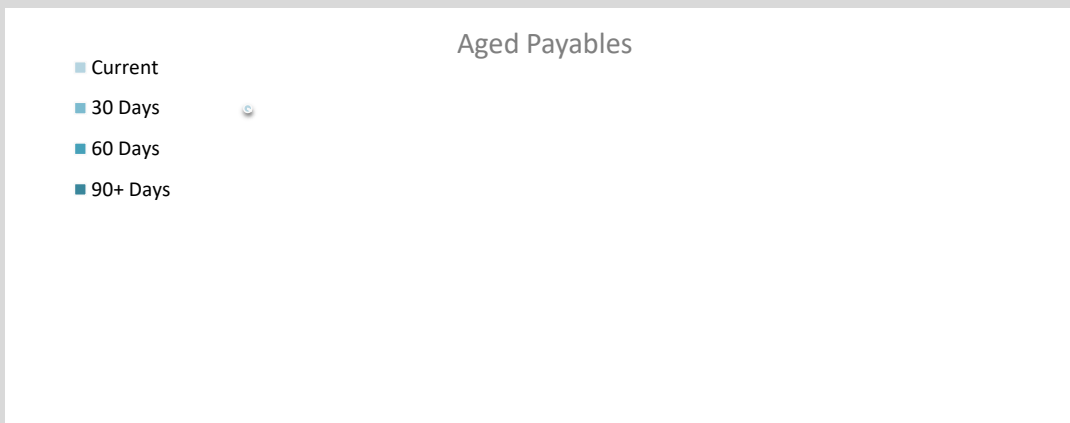
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

| Payables - General                        | Credit | Current | 30 Days | 60 Days | 90+ Days | Total          |
|-------------------------------------------|--------|---------|---------|---------|----------|----------------|
|                                           | \$     | \$      | \$      | \$      | \$       | \$             |
| Payables - General                        | 0      | 273,266 | 945     | 237     | 0        | 274,448        |
| Percentage                                | 0%     | 99.6%   | 0.3%    | 0.1%    | 0%       |                |
| <b>Balance per Trial Balance</b>          |        |         |         |         |          |                |
| Sundry creditors                          |        |         |         |         |          | 274,284        |
| ATO liabilities                           |        |         |         |         |          | 34,350         |
| Excess Rates                              |        |         |         |         |          | 6,178          |
| Revenue received in advance               |        |         |         |         |          | 880            |
| Bonds & Deposits                          |        |         |         |         |          | 17,609         |
| <b>Total Payables General Outstanding</b> |        |         |         |         |          | <b>333,301</b> |

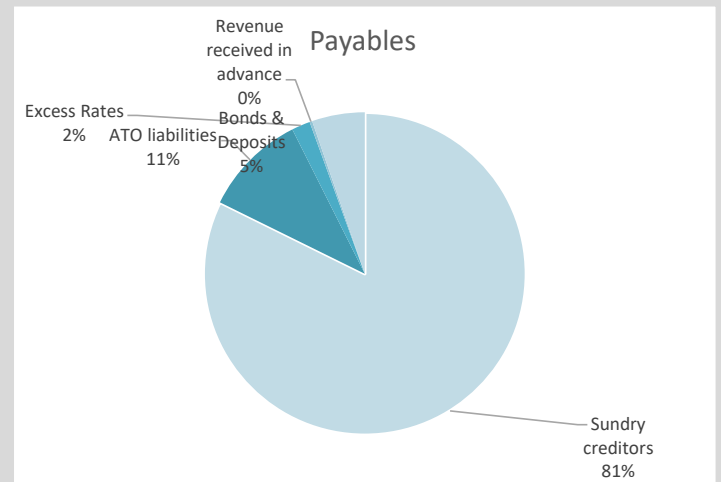
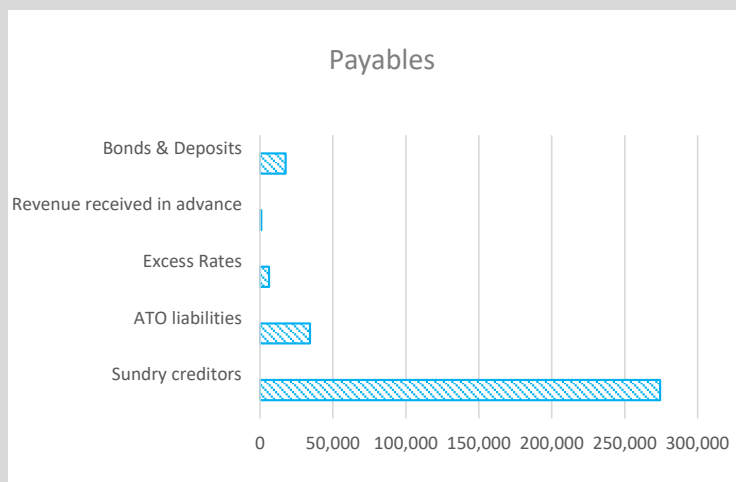
Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire 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.



|                      |
|----------------------|
| <b>Creditors Due</b> |
| <b>\$333,301</b>     |
| <b>Over 30 Days</b>  |
| <b>0%</b>            |
| <b>Over 90 Days</b>  |
| <b>0%</b>            |

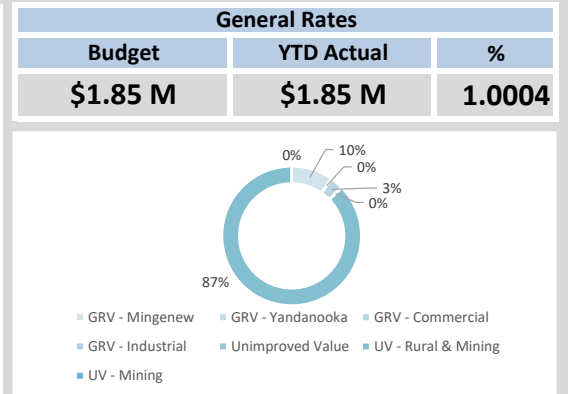
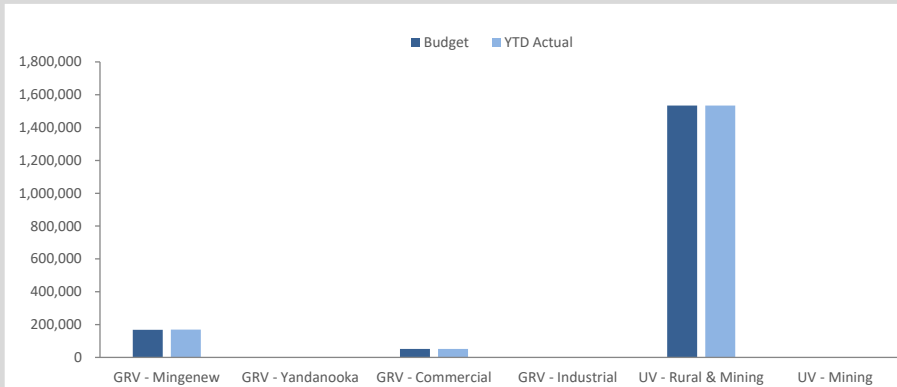


General Rate Revenue

| RATE TYPE                        | Budget             |                      |                    |                  |                 |              |                  | YTD Actual       |                  |               |                  |
|----------------------------------|--------------------|----------------------|--------------------|------------------|-----------------|--------------|------------------|------------------|------------------|---------------|------------------|
|                                  | Rate in \$ (cents) | Number of Properties | Rateable Value     | Rate Revenue \$  | Interim Rate \$ | Back Rate \$ | Total Revenue \$ | Rate Revenue \$  | Interim Rates \$ | Back Rates \$ | Total Revenue \$ |
| <b>General Rates</b>             |                    |                      |                    |                  |                 |              |                  |                  |                  |               |                  |
| <b>Gross Rental Value</b>        |                    |                      |                    |                  |                 |              |                  |                  |                  |               |                  |
| GRV - Mingenew                   | 0.150280           | 127                  | 1,120,756          | 168,423          | 0               | 0            | 168,423          | 168,424          | 1,150            | (65)          | 169,508          |
| GRV - Yandanooka                 | 0.150280           | 2                    | 13,884             | 2,086            | 0               | 0            | 2,086            | 2,086            | 0                | 0             | 2,086            |
| GRV - Commercial                 | 0.150280           | 14                   | 346,632            | 52,090           | 0               | 0            | 52,090           | 52,090           | 0                | 0             | 52,090           |
| GRV - Industrial                 | 0.150280           | 1                    | 12,480             | 1,875            | 0               | 0            | 1,875            | 1,875            | 0                | 0             | 1,875            |
| <b>Unimproved Value</b>          |                    |                      |                    |                  |                 |              |                  |                  |                  |               |                  |
| UV - Rural & Mining              | 0.012920           | 114                  | 118,792,000        | 1,534,199        | 0               | 0            | 1,534,199        | 1,534,199        | 0                | 0             | 1,534,199        |
| UV - Mining                      | 0.012920           | 0                    | 0                  | 0                | 0               | 0            | 0                | 0                | 0                | 0             | 0                |
| <b>Sub-Total</b>                 |                    | <b>258</b>           | <b>120,285,752</b> | <b>1,758,673</b> | <b>0</b>        | <b>0</b>     | <b>1,758,673</b> | <b>1,758,674</b> | <b>1,150</b>     | <b>(65)</b>   | <b>1,759,758</b> |
| <b>Minimum Payment</b>           | <b>Minimum \$</b>  |                      |                    |                  |                 |              |                  |                  |                  |               |                  |
| <b>Gross Rental Value</b>        |                    |                      |                    |                  |                 |              |                  |                  |                  |               |                  |
| GRV - Mingenew                   | 707                | 67                   | 27,780             | 47,369           | 0               | 0            | 47,369           | 47,369           | 0                | 0             | 47,369           |
| GRV - Yandanooka                 | 707                | 0                    | 0                  | 0                | 0               | 0            | 0                | 0                | 0                | 0             | 0                |
| GRV - Commercial                 | 707                | 9                    | 6,200              | 6,363            | 0               | 0            | 6,363            | 6,363            | 0                | 0             | 6,363            |
| GRV - Industrial                 | 707                | 3                    | 2,786              | 2,121            | 0               | 0            | 2,121            | 2,121            | 0                | 0             | 2,121            |
| <b>Unimproved Value</b>          |                    |                      |                    |                  |                 |              |                  |                  |                  |               |                  |
| UV - Rural & Mining              | 1,061              | 22                   | 674,600            | 23,331           | 0               | 0            | 23,331           | 23,331           | 0                | 0             | 23,331           |
| UV - Mining                      | 1,061              | 9                    | 27,548             | 9,545            | 0               | 0            | 9,545            | 9,545            | (403)            | 0             | 9,142            |
| <b>Sub-Total</b>                 |                    | <b>110</b>           | <b>738,914</b>     | <b>88,729</b>    | <b>0</b>        | <b>0</b>     | <b>88,729</b>    | <b>88,729</b>    | <b>(403)</b>     | <b>0</b>      | <b>88,326</b>    |
| Concession                       |                    |                      |                    |                  |                 |              | (1,035)          |                  |                  |               | (1,043)          |
| <b>Amount from General Rates</b> |                    |                      |                    |                  |                 |              | <b>1,846,367</b> |                  |                  |               | <b>1,847,041</b> |
| Ex-Gratia Rates                  |                    |                      |                    |                  |                 |              | 38,266           |                  |                  |               | 38,264           |
| <b>Total General Rates</b>       |                    |                      |                    |                  |                 |              | <b>1,884,633</b> |                  |                  |               | <b>1,885,305</b> |

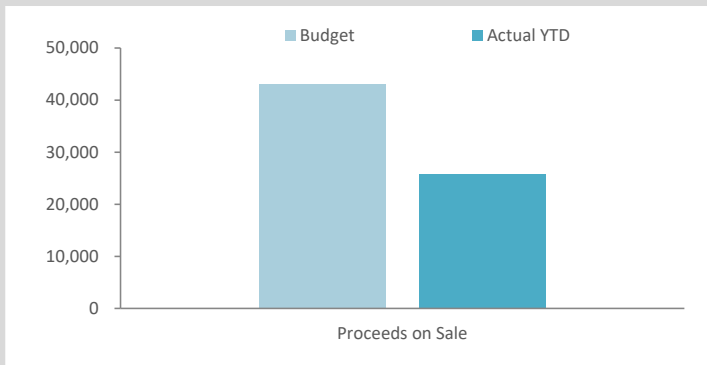
KEY INFORMATION

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.



| Asset Ref. | Asset Description             | Budget         |               |               |          | YTD Actual     |               |            |          |
|------------|-------------------------------|----------------|---------------|---------------|----------|----------------|---------------|------------|----------|
|            |                               | Net Book Value | Proceeds      | Profit        | (Loss)   | Net Book Value | Proceeds      | Profit     | (Loss)   |
|            |                               | \$             | \$            | \$            | \$       | \$             | \$            | \$         | \$       |
|            | <b>Plant and equipment</b>    |                |               |               |          |                |               |            |          |
|            | <b>Governance</b>             |                |               |               |          |                |               |            |          |
| 909        | Finance Manager Vehicle       | 21,000         | 23,000        | 2,000         | 0        | 21,513         | 21,818        | 305        | 0        |
|            | <b>Recreation and culture</b> |                |               |               |          |                |               |            |          |
| 0560       | Ride on Mower                 | 10,000         | 20,000        | 10,000        | 0        | 3,542          | 4,000         | 458        | 0        |
|            |                               | <b>31,000</b>  | <b>43,000</b> | <b>12,000</b> | <b>0</b> | <b>25,055</b>  | <b>25,818</b> | <b>763</b> | <b>0</b> |

KEY INFORMATION



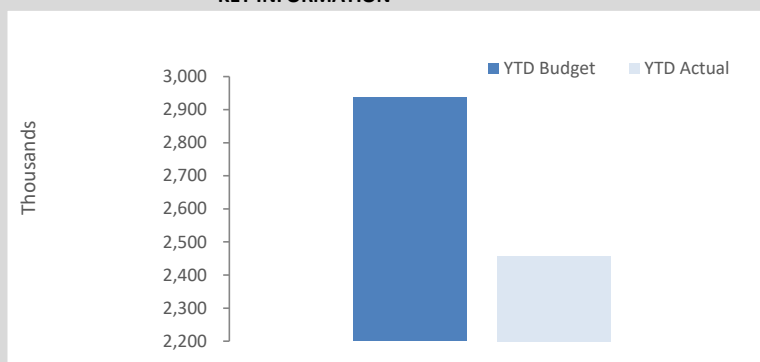
| Proceeds on Sale |                 |            |
|------------------|-----------------|------------|
| Annual Budget    | YTD Actual      | %          |
| <b>\$43,000</b>  | <b>\$25,818</b> | <b>60%</b> |

| Capital Acquisitions                     | Adopted Budget   | Amended Budget   | YTD Budget       | YTD Actual       | YTD Actual Variance |
|------------------------------------------|------------------|------------------|------------------|------------------|---------------------|
|                                          | \$               |                  | \$               | \$               | \$                  |
| Buildings - non-specialised              | 20,000           | 20,000           | 20,000           | 0                | (20,000)            |
| Plant and equipment                      | 134,000          | 134,000          | 134,000          | 74,010           | (59,990)            |
| Infrastructure - Roads                   | 2,588,605        | 2,272,368        | 2,272,368        | 2,382,390        | 110,022             |
| Infrastructure - Bridges                 | 147,000          | 0                | 0                | 0                | 0                   |
| Infrastructure - Recreation Areas        | 7,800            | 0                | 0                | 0                | 0                   |
| Infrastructure - Other                   | 40,000           | 40,000           | 40,000           | 1,374            | (38,626)            |
| <b>Capital Expenditure Totals</b>        | <b>2,937,405</b> | <b>2,466,368</b> | <b>2,466,368</b> | <b>2,457,775</b> | <b>(8,594)</b>      |
| <b>Capital Acquisitions Funded By:</b>   |                  |                  |                  |                  |                     |
|                                          | \$               |                  | \$               | \$               | \$                  |
| Capital grants and contributions         | 1,725,016        |                  | 1,112,930        | 1,393,403        | 280,473             |
| Other (Disposals & C/Fwd)                | 43,000           |                  | 38,467           | 25,818           | (12,649)            |
| Cash Backed Reserves                     |                  |                  |                  |                  |                     |
| Land and Building Reserve                | 5,000            |                  | (10,000)         | 0                | 10,000              |
| Environment Reserve                      | 10,000           |                  | (10,000)         | 0                | 10,000              |
| RTC/PO/NAB Building Reserve              | 10,000           |                  | (10,000)         | 0                | 10,000              |
| Economic Development & Marketing Reserve | 10,000           |                  | (10,000)         | 0                | 10,000              |
| Contribution - operations                | 1,134,389        |                  | 1,354,972        | 1,038,553        | (316,418)           |
| <b>Capital Funding Total</b>             | <b>2,937,405</b> |                  | <b>2,466,368</b> | <b>2,457,775</b> | <b>(8,594)</b>      |

**SIGNIFICANT ACCOUNTING POLICIES**

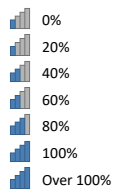
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**KEY INFORMATION**



| Acquisitions  | Annual Budget   | YTD Actual      | % Spent    |
|---------------|-----------------|-----------------|------------|
|               | <b>\$2.94 M</b> | <b>\$2.46 M</b> | <b>84%</b> |
| Capital Grant | Annual Budget   | YTD Actual      | % Received |
|               | <b>\$1.73 M</b> | <b>\$1.39 M</b> | <b>81%</b> |

Capital Expenditure Total  
Level of Completion Indicators



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

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

|                                          | Account Description                                            | Adopted Budget   | Amended Budget   | YTD Budget       | YTD Actual       | Variance (Under)/Over |
|------------------------------------------|----------------------------------------------------------------|------------------|------------------|------------------|------------------|-----------------------|
| <b>Capital Expenditure</b>               |                                                                |                  |                  |                  |                  |                       |
| <b>Buildings - specialised</b>           |                                                                |                  |                  |                  |                  |                       |
|                                          | BC016 Old Railway Station                                      | 20,000           | 20,000           | 20,000           | 0                | (20,000)              |
|                                          | <b>Buildings - specialised Total</b>                           | <b>20,000</b>    | <b>20,000</b>    | <b>20,000</b>    | <b>0</b>         | <b>(20,000)</b>       |
| <b>Plant and equipment</b>               |                                                                |                  |                  |                  |                  |                       |
| 97%                                      | PE117 Finance Manager Vehicle                                  | 38,000           | 38,000           | 38,000           | 37,009           | (991)                 |
|                                          | PE255 Water Tanker                                             | 60,000           | 60,000           | 60,000           | 0                | (60,000)              |
| 102%                                     | PE999 Traffic Counters                                         | 16,000           | 16,000           | 16,000           | 16,251           | 251                   |
| 104%                                     | PE4541 Ride on Mower                                           | 20,000           | 20,000           | 20,000           | 20,750           | 750                   |
| 55%                                      | <b>Plant and equipment Total</b>                               | <b>134,000</b>   | <b>134,000</b>   | <b>134,000</b>   | <b>74,010</b>    | <b>(59,990)</b>       |
| <b>Infrastructure - Roads</b>            |                                                                |                  |                  |                  |                  |                       |
| 18%                                      | RC000 Roadworks Construction - Own Resources (Gravel Sheeting) | 295,301          | 263,740          | 219,779          | 39,755           | (180,024)             |
| 210%                                     | R2R002 R2R - Yandanooka NE Reconstruct                         | 164,870          | 206,100          | 103,050          | 216,768          | 113,718               |
| 121%                                     | SF003 Coalseam Road Upgrade - LGCFRFund                        | 894,432          | 894,432          | 715,537          | 863,681          | 148,144               |
|                                          | RRG - Mingenew Mullewa Road                                    | 0                | 0                | 0                | 0                | 0                     |
| 118%                                     | RRG080 RRG - Mingenew Mullewa Road - PN21115505                | 343,002          | 343,002          | 343,002          | 403,309          | 60,307                |
| 88%                                      | RRG003 RRG - Coalseam Road - Widen & Realign                   | 450,000          | 450,000          | 450,000          | 396,594          | (53,406)              |
| 105%                                     | RRG503 RRG - Coalseam Road - Stage 2                           | 441,000          | 441,000          | 441,000          | 462,283          | 21,283                |
| 105%                                     | <b>Infrastructure - Roads Total</b>                            | <b>2,588,605</b> | <b>2,598,274</b> | <b>2,272,368</b> | <b>2,382,390</b> | <b>110,022</b>        |
| <b>Infrastructure - Bridges</b>          |                                                                |                  |                  |                  |                  |                       |
|                                          | BR0833 Yarragadee Bridge                                       | 47,000           | 47,000           | 0                | 0                | 0                     |
|                                          | BR3019 Lockier River Bridge                                    | 100,000          | 100,000          | 0                | 0                | 0                     |
|                                          | <b>Infrastructure - Bridges Total</b>                          | <b>147,000</b>   | <b>147,000</b>   | <b>0</b>         | <b>0</b>         | <b>0</b>              |
| <b>Infrastructure - Recreation Areas</b> |                                                                |                  |                  |                  |                  |                       |
|                                          | PC021 Hockey Goals                                             | 7,800            | 0                | 0                | 0                | 0                     |
|                                          | <b>Infrastructure - Recreation Areas Total</b>                 | <b>7,800</b>     | <b>0</b>         | <b>0</b>         | <b>0</b>         | <b>0</b>              |
| <b>Infrastructure - Other</b>            |                                                                |                  |                  |                  |                  |                       |
|                                          | OC006 Waste Transfer Station                                   | 10,000           | 10,000           | 10,000           | 0                | (10,000)              |
|                                          | OC005 Public WIFI                                              | 10,000           | 10,000           | 10,000           | 0                | (10,000)              |
| 7%                                       | OC002 Mingenew Hill Walk Trail (Installation)                  | 20,000           | 20,000           | 20,000           | 1,374            | (18,626)              |
| 3%                                       | <b>Infrastructure - Other Total</b>                            | <b>40,000</b>    | <b>40,000</b>    | <b>40,000</b>    | <b>1,374</b>     | <b>(38,626)</b>       |
| 100%                                     | <b>Grand Total</b>                                             | <b>2,937,405</b> | <b>2,939,274</b> | <b>2,466,368</b> | <b>2,457,775</b> | <b>(8,594)</b>        |



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2020**

**FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS**

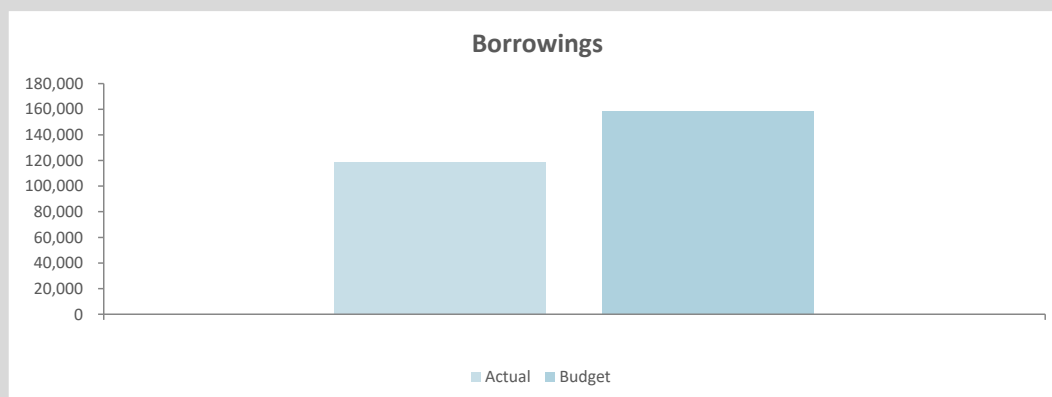
**Repayments - Borrowings**

| Information on Borrowings<br>Particulars | 1 July 2019    | New Loans |          | Principal Repayments |                | Principal Outstanding |                | Interest Repayments |               |
|------------------------------------------|----------------|-----------|----------|----------------------|----------------|-----------------------|----------------|---------------------|---------------|
|                                          |                | Actual    | Budget   | Actual               | Budget         | Actual                | Budget         | Actual              | Budget        |
|                                          | \$             | \$        | \$       | \$                   | \$             | \$                    | \$             | \$                  | \$            |
| <b>Education and welfare</b>             |                |           |          |                      |                |                       |                |                     |               |
| Loan 137 - Senior Citizens Building      | 66,645         | 0         | 0        | 16,215               | 21,685         | 50,431                | 44,960         | 1,328               | 2,500         |
| <b>Housing</b>                           |                |           |          |                      |                |                       |                |                     |               |
| Loan 133 - Triplex                       | 42,464         | 0         | 0        | 10,332               | 13,817         | 32,133                | 28,647         | 846                 | 1,157         |
| Loan 134 - Phillip Street                | 32,348         | 0         | 0        | 7,870                | 10,525         | 24,478                | 21,823         | 645                 | 1,100         |
| Loan 136 - Moore Street                  | 80,671         | 0         | 0        | 19,627               | 26,248         | 61,044                | 54,423         | 1,608               | 2,198         |
| Loan 142 - Field Street                  | 37,228         | 0         | 0        | 9,064                | 12,121         | 28,165                | 25,107         | 725                 | 1,014         |
| <b>Recreation and culture</b>            |                |           |          |                      |                |                       |                |                     |               |
| Loan 138 - Pavilion Fitout               | 63,980         | 0         | 0        | 15,566               | 20,817         | 48,414                | 43,163         | 1,275               | 2,300         |
| <b>Transport</b>                         |                |           |          |                      |                |                       |                |                     |               |
| Loan 139 - Roller                        | 15,683         | 0         | 0        | 3,816                | 5,103          | 11,868                | 10,580         | 313                 | 550           |
| Loan 141 - Grader                        | 54,457         | 0         | 0        | 13,249               | 17,719         | 41,208                | 36,738         | 1,085               | 1,800         |
| Loan 144 - Side Tipper                   | 37,253         | 0         | 0        | 9,064                | 12,121         | 28,190                | 25,132         | 742                 | 1,200         |
| Loan 145 - Drum Roller                   | 55,346         | 0         | 0        | 13,466               | 18,008         | 41,881                | 37,338         | 1,103               | 2,000         |
|                                          | <u>486,077</u> | <u>0</u>  | <u>0</u> | <u>118,268</u>       | <u>158,164</u> | <u>367,809</u>        | <u>327,913</u> | <u>9,670</u>        | <u>15,819</u> |
| <b>Total</b>                             | 486,077        | 0         | 0        | 118,268              | 158,164        | 367,809               | 327,913        | 9,670               | 15,819        |
| Current borrowings                       | 158,164        |           |          |                      |                | 39,898                |                |                     |               |
| Non-current borrowings                   | <u>327,913</u> |           |          |                      |                | <u>327,911</u>        |                |                     |               |
|                                          | 486,077        |           |          |                      |                | 367,809               |                |                     |               |

All debenture repayments were financed by general purpose revenue.

**KEY INFORMATION**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



|                             |                  |
|-----------------------------|------------------|
| <b>Principal Repayments</b> | <b>\$118,268</b> |
| <b>Interest Earned</b>      | <b>\$30,861</b>  |
| <b>Interest Expense</b>     | <b>\$9,670</b>   |
| <b>Reserves Bal</b>         | <b>\$.31 M</b>   |
| <b>Loans Due</b>            | <b>\$.37 M</b>   |

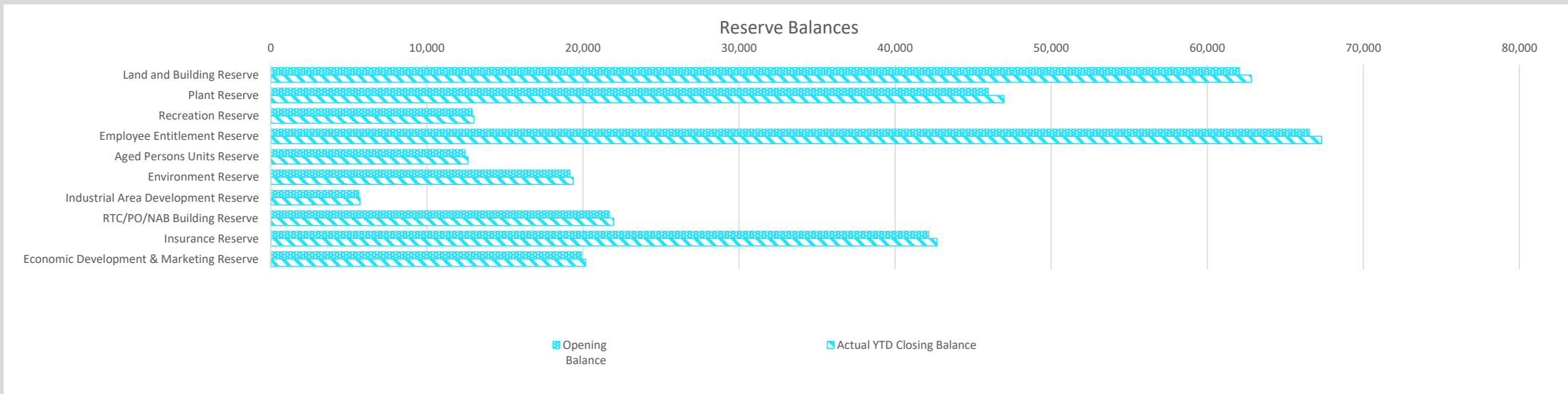
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2020**

**OPERATING ACTIVITIES  
NOTE 11  
CASH RESERVE**

**Cash Backed Reserve**

| Reserve Name                            | Opening Balance | Budget Interest Earned | Amended Budget Interest Earned | Actual Interest Earned | Budget Transfers In (+) | Amended Budget Transfers In (+) | Actual Transfers In (+) | Budget Transfers Out (-) | Amended Budget Transfers Out (-) | Actual Transfers Out (-) | Amended Budget Closing Balance | Actual YTD Closing Balance |
|-----------------------------------------|-----------------|------------------------|--------------------------------|------------------------|-------------------------|---------------------------------|-------------------------|--------------------------|----------------------------------|--------------------------|--------------------------------|----------------------------|
|                                         | \$              | \$                     |                                | \$                     | \$                      |                                 | \$                      | \$                       |                                  | \$                       | \$                             | \$                         |
| Land and Building Reserve               | 62,066          | 1,500                  | 800                            | 758                    | 10,000                  | 10,000                          | 0                       | (5,000)                  | (10,000)                         | 0                        | 62,866                         | 62,824                     |
| Plant Reserve                           | 45,978          | 3,875                  | 1,500                          | 998                    | 32,413                  | 106,308                         | 0                       | 0                        | 0                                | 0                        | 153,786                        | 46,976                     |
| Recreation Reserve                      | 12,900          | 60                     | 40                             | 125                    | 0                       | 0                               | 0                       | 0                        | 0                                | 0                        | 12,940                         | 13,025                     |
| Employee Entitlement Reserve            | 66,544          | 1,250                  | 600                            | 767                    | 0                       | 0                               | 0                       | 0                        | 0                                | 0                        | 67,144                         | 67,311                     |
| Aged Persons Units Reserve              | 12,444          | 500                    | 300                            | 183                    | 0                       | 0                               | 0                       | 0                        | 0                                | 0                        | 12,744                         | 12,627                     |
| Environment Reserve                     | 19,155          | 450                    | 300                            | 225                    | 0                       | 0                               | 0                       | (10,000)                 | (10,000)                         | 0                        | 9,455                          | 19,380                     |
| Industrial Area Development Reserve     | 5,626           | 125                    | 100                            | 79                     | 0                       | 0                               | 0                       | 0                        | 0                                | 0                        | 5,726                          | 5,705                      |
| RTC/PO/NAB Building Reserve             | 21,688          | 500                    | 250                            | 262                    | 0                       | 0                               | 0                       | (10,000)                 | (10,000)                         | 0                        | 11,938                         | 21,950                     |
| Insurance Reserve                       | 42,171          | 1,100                  | 500                            | 529                    | 0                       | 0                               | 0                       | 0                        | 0                                | 0                        | 42,671                         | 42,700                     |
| Economic Development & Marketing Reserv | 19,919          | 500                    | 200                            | 247                    | 0                       | 0                               | 0                       | (10,000)                 | (10,000)                         | 0                        | 10,119                         | 20,166                     |
|                                         | <b>308,491</b>  | <b>9,860</b>           | <b>4,590</b>                   | <b>4,173</b>           | <b>42,413</b>           | <b>116,308</b>                  | <b>0</b>                | <b>(35,000)</b>          | <b>(40,000)</b>                  | <b>0</b>                 | <b>389,389</b>                 | <b>312,664</b>             |

**KEY INFORMATION**



| Other Current Liabilities                                 | Note | Opening<br>Balance<br>1 July 2019 | Liability<br>Increase | Liability<br>Reduction | Closing<br>Balance<br>30 April 2020 |
|-----------------------------------------------------------|------|-----------------------------------|-----------------------|------------------------|-------------------------------------|
|                                                           |      | \$                                | \$                    | \$                     | \$                                  |
| <b>Provisions</b>                                         |      |                                   |                       |                        |                                     |
| Annual leave                                              |      | 74,656                            | 0                     | 0                      | 74,656                              |
| Long service leave                                        |      | 61,304                            | 0                     | (10,797)               | 50,507                              |
| <b>Contract Liabilities</b>                               |      |                                   |                       |                        |                                     |
| Unspent grants, contributions and reimbursements          |      | 0                                 | 964,637               | (964,637)              | 0                                   |
| Lease liability                                           |      | 8,346                             | 0                     | (6,127)                | 2,219                               |
| <b>Total Other Current assets</b>                         |      |                                   |                       |                        | <b>127,382</b>                      |
| <b>Amounts shown above include GST (where applicable)</b> |      |                                   |                       |                        |                                     |

A breakdown of contract liabilities and associated movements is provided on the following pages at 11(a) and 11(b)

#### 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 BENEFITS

###### 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 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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2020

NOTE 12(a)

OPERATING GRANTS AND CONTRIBUTIONS

| Provider                                      | Unspent Operating Grant, Subsidies and Contributions Liability |                             |                                        |                     |                                | Unspent Operating Grants, Subsidies and Contributions Revenue |                |                  |                      |                |                       |
|-----------------------------------------------|----------------------------------------------------------------|-----------------------------|----------------------------------------|---------------------|--------------------------------|---------------------------------------------------------------|----------------|------------------|----------------------|----------------|-----------------------|
|                                               | Liability<br>1-Jul                                             | Increase<br>in<br>Liability | Liability<br>Reduction<br>(As revenue) | Liability<br>30-Jun | Current<br>Liability<br>30-Jun | Adopted Budget<br>Revenue                                     | YTD<br>Budget  | Annual<br>Budget | Budget<br>Variations | Expected       | YTD Revenue<br>Actual |
|                                               | \$                                                             | \$                          | \$                                     | \$                  | \$                             | \$                                                            | \$             | \$               | \$                   | \$             | \$                    |
| <b>Operating Grants and Subsidies</b>         |                                                                |                             |                                        |                     |                                |                                                               |                |                  |                      |                |                       |
| <b>Governance</b>                             |                                                                |                             |                                        |                     |                                |                                                               |                |                  |                      |                |                       |
| <b>General purpose funding</b>                |                                                                |                             |                                        |                     |                                |                                                               |                |                  |                      |                |                       |
| Grants Commission - General                   | 0                                                              | 0                           | 0                                      | 0                   | 0                              | 149,955                                                       | 111,891        | 149,955          | 0                    | 149,955        | 112,466               |
| Grants Commission - Roads                     | 0                                                              | 0                           | 0                                      | 0                   | 0                              | 155,885                                                       | 109,770        | 155,885          | 0                    | 155,885        | 116,914               |
| <b>Law, order, public safety</b>              |                                                                |                             |                                        |                     |                                |                                                               |                |                  |                      |                |                       |
| DFES - LGGS Operating Grant                   | 0                                                              | 0                           | 0                                      | 0                   | 0                              | 15,468                                                        | 10,312         | 15,468           | 0                    | 15,468         | 15,468                |
| DFES - LGGS Administration Grant              | 0                                                              | 0                           | 0                                      | 0                   | 0                              | 4,000                                                         | 4,000          | 4,000            | 0                    | 4,000          | 4,000                 |
| <b>Community amenities</b>                    |                                                                |                             |                                        |                     |                                |                                                               |                |                  |                      |                |                       |
| Department of Communities - Thank a Volunteer | 0                                                              | 0                           | 0                                      | 0                   | 0                              | 1,000                                                         | 830            | 1,000            | 0                    | 1,000          | 0                     |
| <b>Transport</b>                              |                                                                |                             |                                        |                     |                                |                                                               |                |                  |                      |                |                       |
| MRWA - Direct Grant                           | 0                                                              | 0                           | 0                                      | 0                   | 0                              | 78,427                                                        | 65,360         | 78,427           | 0                    | 78,427         | 78,427                |
| Street Lighting                               | 0                                                              | 0                           | 0                                      | 0                   | 0                              | 2,500                                                         | 2,500          | 2,500            | 0                    | 2,500          | 2,416                 |
| Traineeship and other Admin Grants            | 0                                                              | 0                           | 0                                      | 0                   | 0                              | 5,000                                                         | 5,000          | 5,000            | 0                    | 5,000          | 5,000                 |
|                                               | <b>0</b>                                                       | <b>0</b>                    | <b>0</b>                               | <b>0</b>            | <b>0</b>                       | <b>412,235</b>                                                | <b>309,663</b> | <b>412,235</b>   | <b>0</b>             | <b>412,235</b> | <b>334,691</b>        |
| <b>Operating Contributions</b>                |                                                                |                             |                                        |                     |                                |                                                               |                |                  |                      |                |                       |
| <b>Other property and services</b>            |                                                                |                             |                                        |                     |                                |                                                               |                |                  |                      |                |                       |
| Fuel Tax Credit Scheme                        | 0                                                              | 0                           | 0                                      | 0                   | 0                              | 0                                                             | 0              | 0                | 0                    | 0              | 5,880                 |
|                                               | <b>0</b>                                                       | <b>0</b>                    | <b>0</b>                               | <b>0</b>            | <b>0</b>                       | <b>0</b>                                                      | <b>0</b>       | <b>0</b>         | <b>0</b>             | <b>0</b>       | <b>5,880</b>          |
| <b>TOTALS</b>                                 | <b>0</b>                                                       | <b>0</b>                    | <b>0</b>                               | <b>0</b>            | <b>0</b>                       | <b>412,235</b>                                                | <b>309,663</b> | <b>412,235</b>   | <b>0</b>             | <b>412,235</b> | <b>340,571</b>        |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2020

NOTE 12(b)  
NON-OPERATING GRANTS AND CONTRIBUTION

| Provider                                                                                     | Unspent Non Operating Grants, Subsidies and Contributions Liability |                             |                                        |                     |                                | Non Operating Grants, Subsidies and Contributions Revenue |                  |                  |                      |                  |                              |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------|----------------------------------------|---------------------|--------------------------------|-----------------------------------------------------------|------------------|------------------|----------------------|------------------|------------------------------|
|                                                                                              | Liability<br>1-Jul                                                  | Increase<br>in<br>Liability | Liability<br>Reduction<br>(As revenue) | Liability<br>30-Jun | Current<br>Liability<br>30-Jun | Adopted Budget<br>Revenue                                 | YTD<br>Budget    | Annual<br>Budget | Budget<br>Variations | Expected         | YTD Revenue<br>Actual<br>(b) |
|                                                                                              | \$                                                                  | \$                          | \$                                     | \$                  | \$                             | \$                                                        | \$               | \$               | \$                   | \$               | \$                           |
| <b>Non-Operating Grants and Subsidies</b>                                                    |                                                                     |                             |                                        |                     |                                |                                                           |                  |                  |                      |                  |                              |
| <b>General purpose funding</b>                                                               |                                                                     |                             |                                        |                     |                                |                                                           |                  |                  |                      |                  |                              |
| Grants Commission - Special Purpose Grant                                                    | 46,666                                                              | 0                           | 0                                      | 46,666              | 46,666                         | 0                                                         | 0                | 0                | 0                    | 0                | 0                            |
| Grants Commission - Special Purpose Grant                                                    | 100,000                                                             | 0                           | 0                                      | 100,000             | 100,000                        | 0                                                         | 0                | 0                | 0                    | 0                | 0                            |
| <b>Transport</b>                                                                             |                                                                     |                             |                                        |                     |                                |                                                           |                  |                  |                      |                  |                              |
| WANDRRA - Flood Damage                                                                       | 0                                                                   | 0                           | 0                                      | 0                   | 0                              | 11,714                                                    | 11,714           | 11,714           | 0                    | 11,714           | 11,714                       |
| MRWA - Regional Road Group                                                                   | 168,169                                                             | 476,416                     | (644,585)                              | 0                   | 0                              | 654,000                                                   | 654,000          | 654,000          | 0                    | 654,000          | 476,416                      |
| Roads to Recovery                                                                            | 0                                                                   | 189,727                     | (189,727)                              | 0                   | 0                              | 206,097                                                   | 0                | 206,097          | 0                    | 206,097          | 189,727                      |
| LG Commodity Freight Roads Funds                                                             | 0                                                                   | 715,546                     | (715,546)                              | 0                   | 0                              | 894,432                                                   | 447,216          | 894,432          | 0                    | 894,432          | 715,546                      |
| <b>Economic services</b>                                                                     |                                                                     |                             |                                        |                     |                                |                                                           |                  |                  |                      |                  |                              |
| Department Local Government, Sport & Cultural Industries - North Midlands Trails Master Plan | 2,889                                                               | 0                           | (253)                                  | 2,636               | 2,636                          | 0                                                         | 0                | 0                | 0                    | 0                | 0                            |
|                                                                                              | <b>317,724</b>                                                      | <b>1,381,689</b>            | <b>(1,550,111)</b>                     | <b>149,302</b>      | <b>149,302</b>                 | <b>1,766,243</b>                                          | <b>1,112,930</b> | <b>1,766,243</b> | <b>0</b>             | <b>1,766,243</b> | <b>1,393,403</b>             |
| <b>Total Non-operating grants, subsidies and contributions</b>                               | <b>317,724</b>                                                      | <b>1,381,689</b>            | <b>(1,550,111)</b>                     | <b>149,302</b>      | <b>149,302</b>                 | <b>1,766,243</b>                                          | <b>1,112,930</b> | <b>1,766,243</b> | <b>0</b>             | <b>1,766,243</b> | <b>1,393,403</b>             |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2020**

**NOTE 13  
BONDS & DEPOSITS**

In previous years, bonds and deposits were held as trust monies, they are now included in Restricted cash and shown as a current liability in Note 5. Below provides allocation of bonds and deposits:

| Description                  | Opening<br>Balance<br>1 July 2019 | Amount<br>Received | Amount<br>Paid | Closing<br>Balance<br>30 Apr 2020 |
|------------------------------|-----------------------------------|--------------------|----------------|-----------------------------------|
|                              | \$                                | \$                 | \$             | \$                                |
| Councillor Nomination Fees   | 160                               | 240                | (400)          | 0                                 |
| BCITF Levy                   | 1,249                             | 0                  | 0              | 1,249                             |
| BRB Levy                     | 636                               | 373                | (919)          | 91                                |
| Autumn Committee             | 974                               | 0                  | 0              | 974                               |
| Community Bus                | 3,045                             | 0                  | (1,685)        | 1,360                             |
| ANZAC Day Breakfast Donation | 501                               | 0                  | 0              | 501                               |
| Building Relocation Bond     | 1,000                             | 0                  | 0              | 1,000                             |
| Mingenew Cemetery Group      | 4,314                             | 0                  | 0              | 4,314                             |
| Cool Room Bond               | 530                               | 0                  | (390)          | 140                               |
| Outdoor Camera Bond          | 350                               | 0                  | (350)          | 0                                 |
| Other Bonds                  | 200                               | 0                  | 0              | 200                               |
| Rates Incentive Prizes       | 100                               | 0                  | (100)          | 0                                 |
| Tree Planter - LCDC          | 88                                | 0                  | (88)           | 0                                 |
| Weary Dunlop Memorial        | 87                                | 0                  | 0              | 87                                |
| Joan Trust                   | 6                                 | 0                  | 0              | 6                                 |
| Youth Advisory Council       | 746                               | 0                  | 0              | 746                               |
| Centenary Committee          | 897                               | 0                  | 0              | 897                               |
| Community Christmas Tree     | 432                               | 0                  | 0              | 432                               |
| Seniors Donations            | 50                                | 0                  | (50)           | 0                                 |
| NBN Rental                   | 0                                 | 1,240              | 0              | 1,240                             |
| Railway Station Project      | 0                                 | 4,372              | 0              | 4,372                             |
|                              | <b>15,365</b>                     | <b>6,226</b>       | <b>(3,982)</b> | <b>17,609</b>                     |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2020**

**NOTE 14  
BUDGET AMENDMENTS**

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

| GL Code | Description                                                  | Council Resolution | Classification          | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------|--------------------------------------------------------------|--------------------|-------------------------|---------------------|----------------------------|----------------------------|--------------------------------|
|         |                                                              |                    |                         | \$                  | \$                         | \$                         | \$                             |
|         | <b>Budget Adoption</b>                                       |                    | Opening Amended Surplus |                     |                            |                            | (10,678)                       |
| 117050  | Transfer from Reserve for the purpose of land transfer costs | 19101605           | Capital Revenue         |                     | 5,000                      |                            | (5,678)                        |
| 105720  | Land transfer costs                                          | 19101605           | Operating Expenses      |                     |                            | (5,000)                    | (10,678)                       |
| 140020  | Roads to Recovery (Yandanooka NE Recontruction)              | 19101612           | Capital Expenses        |                     |                            | (41,227)                   | (51,905)                       |
| 142030  | Roads to Recovery                                            | 19101612           | Capital Revenue         |                     | 41,227                     |                            | (10,678)                       |
| 100610  | Non-payment Penalty                                          | 18032012           | Operating Revenue       |                     |                            | (3,000)                    | (13,678)                       |
| 101210  | Interim Rates Levied                                         | 18032012           | Operating Revenue       |                     | 1,200                      |                            | (12,478)                       |
| 101310  | Rates Legal Fees Recovered                                   | 18032012           | Operating Revenue       |                     | 1,500                      |                            | (10,978)                       |
| 104720  | Rating Valuations                                            | 18032012           | Operating Expenses      |                     |                            | (2,300)                    | (13,278)                       |
| 104820  | Rates Legal Costs                                            | 18032012           | Operating Expenses      |                     |                            | (1,000)                    | (14,278)                       |
| 173020  | Administration                                               | 18032012           | Operating Expenses      |                     | 323                        |                            | (13,955)                       |
| 100710  | General Road Grants - Untied                                 | 18032012           | Operating Revenue       |                     | 766                        |                            | (13,189)                       |
| 100910  | General Purpose Grant                                        | 18032012           | Operating Revenue       |                     | 9,524                      |                            | (3,665)                        |
| 109030  | Property Enquiries                                           | 18032012           | Operating Revenue       |                     | 250                        |                            | (3,415)                        |
| 149030  | Bank Interest on Investment                                  | 18032012           | Operating Revenue       |                     |                            | (10,000)                   | (13,415)                       |
| 149050  | Interest on Outstanding Debtors                              | 18032012           | Operating Revenue       |                     | 500                        |                            | (12,915)                       |
| 172920  | Administration                                               | 18032012           | Operating Expenses      |                     | 122                        |                            | (12,793)                       |
| 100220  | Election Expenses                                            | 18032012           | Operating Expenses      |                     | 850                        |                            | (11,943)                       |
| 172820  | Administration                                               | 18032012           | Operating Expenses      |                     | 437                        |                            | (11,506)                       |
| 105230  | Reimbursements                                               | 18032012           | Operating Revenue       |                     |                            | (2,000)                    | (13,506)                       |
| 107730  | Other Admin Grants                                           | 18032012           | Operating Revenue       |                     | 5,000                      |                            | (8,506)                        |
| 107740  | Paid Parental Leave - Revenue                                | 18032012           | Operating Revenue       |                     | 26,600                     |                            | 18,094                         |
| 147730  | Insurance Reserve - Interest                                 | 18032012           | Operating Revenue       |                     |                            | (600)                      | 17,494                         |
| 148330  | Accrued Leave Reserve - Interest                             | 18032012           | Operating Revenue       |                     |                            | (650)                      | 16,844                         |
| 166410  | Profit/(Loss) on Asset Disposal (S4)                         | 18032012           | Operating Revenue       |                     |                            | (1,695)                    | 15,149                         |
| 102750  | Paid Parental Leave - Expense                                | 18032012           | Operating Expenses      |                     |                            | (26,600)                   | (11,451)                       |
| 102920  | Insurance                                                    | 18032012           | Operating Expenses      |                     |                            | (4,791)                    | (16,242)                       |
| 103720  | Bank Charges                                                 | 18032012           | Operating Expenses      |                     |                            | (500)                      | (16,742)                       |
| 103820  | Printing & Stationery                                        | 18032012           | Operating Expenses      |                     | 3,000                      |                            | (13,742)                       |
| 104120  | Postage & Freight                                            | 18032012           | Operating Expenses      |                     |                            | (2,200)                    | (15,942)                       |
| 104520  | Office Maintenance                                           | 18032012           | Operating Expenses      |                     | 1,588                      |                            | (14,354)                       |
| 104620  | Audit Fees                                                   | 18032012           | Operating Expenses      |                     |                            | (3,000)                    | (17,354)                       |
| 105320  | Asset Management Expenditure                                 | 18032012           | Operating Expenses      |                     | 3,500                      |                            | (13,854)                       |
| 105620  | Computer S/W Licensing & Support                             | 18032012           | Operating Expenses      |                     |                            | (5,300)                    | (19,154)                       |
| 105950  | Proceeds of Sale - Plant & Equipment                         | 18032012           | 223 Non Cash Item       |                     |                            | (1,200)                    | (20,354)                       |

| GL Code | Description                                    | Council Resolution | Classification                    | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------|------------------------------------------------|--------------------|-----------------------------------|---------------------|----------------------------|----------------------------|--------------------------------|
|         |                                                |                    |                                   | \$                  | \$                         | \$                         | \$                             |
| 106140  | Realisation of Sale of Plant & Equipment       | 18032012           | Non Cash Item                     |                     | 1,200                      |                            | (19,154)                       |
| 106820  | Less Admin Allocations                         | 18032012           | Operating Expenses                |                     | 4,986                      |                            | (14,168)                       |
| 107720  | Administration vehicle                         | 18032012           | Operating Expenses                |                     |                            | (17,000)                   | (31,168)                       |
| 107720  | Administration vehicle                         | 18032012           | Operating Expenses                | 17,034              |                            |                            | (31,168)                       |
| 108420  | Interest on Leased Assets                      | 18032012           | Operating Expenses                |                     |                            | (2,712)                    | (33,880)                       |
| 109920  | Employee Expenses - Other                      | 18032012           | Operating Expenses                |                     | 400                        |                            | (33,480)                       |
| 106530  | Asset Depreciation (\$4)                       | 18032012           | Non Cash Item                     | 5,581               |                            |                            | (33,480)                       |
| 173120  | Administration                                 | 18032012           | Operating Expenses                |                     | 717                        |                            | (32,763)                       |
| 107130  | ESL Administration Grant                       | 18032012           | Operating Revenue                 |                     |                            | (400)                      | (33,163)                       |
| 106020  | ESL grant - maintenance of land                | 18032012           | Operating Expenses                |                     |                            | (17)                       | (33,180)                       |
| 106320  | ESL Grant - Mtce of Vehicles and Trailers      | 18032012           | Operating Expenses                |                     |                            | (4,172)                    | (37,352)                       |
| 106420  | ESL Grant - Insurance                          | 18032012           | Operating Expenses                |                     | 4,665                      |                            | (32,687)                       |
| 106920  | Fire Control expenses other - not grant funded | 18032012           | Operating Expenses                |                     |                            | (747)                      | (33,434)                       |
| 107220  | Fire Control - Fire Fighting                   | 18032012           | Operating Expenses                |                     |                            | (3,962)                    | (37,396)                       |
| 107420  | Community Emergency Services Manager           | 18032012           | Operating Expenses                |                     |                            | (500)                      | (37,896)                       |
| 170020  | Administration                                 | 18032012           | Operating Expenses                |                     | 304                        |                            | (37,592)                       |
| 108330  | Dog/Cat Registration Fees                      | 18032012           | Operating Revenue                 |                     |                            | (1,000)                    | (38,592)                       |
| 107520  | Ranger Services                                | 18032012           | Operating Expenses                |                     |                            | (500)                      | (39,092)                       |
| 108320  | Control Expenses Other                         | 18032012           | Operating Expenses                |                     |                            | (800)                      | (39,892)                       |
| 108630  | Miscellaneous income - animal control          | 18032012           | Operating Revenue                 |                     | 50                         |                            | (39,842)                       |
| 109320  | Other expenses - rural watch                   | 18032012           | Operating Expenses                |                     |                            | (8)                        | (39,850)                       |
| 170120  | Administration                                 | 18032012           | Operating Expenses                |                     | 62                         |                            | (39,788)                       |
| 110020  | Maternal & Infant Health Clinic                | 18032012           | Operating Expenses                |                     |                            | (21,514)                   | (61,302)                       |
| 170220  | Administration                                 | 18032012           | Operating Expenses                |                     | 72                         |                            | (61,230)                       |
| 115720  | Ambulance Site Expenses                        | 18032012           | Operating Expenses                |                     |                            | (499)                      | (61,729)                       |
| 170320  | Administration                                 | 18032012           | Operating Expenses                |                     | 216                        |                            | (61,513)                       |
| 114920  | Mosquito Control                               | 18032012           | Operating Expenses                |                     | 4,843                      |                            | (56,670)                       |
| 170420  | Administration                                 | 18032012           | Operating Expenses                |                     | 42                         |                            | (56,628)                       |
| 116220  | Mingenew Primary School                        | 18032012           | Operating Expenses                |                     |                            | (480)                      | (57,108)                       |
| 116230  | Contributions                                  | 18032012           | Operating Revenue                 |                     | 150                        |                            | (56,958)                       |
| 116330  | Seniors Week Community Grant                   | 18032012           | Operating Revenue                 |                     |                            | (1,000)                    | (57,958)                       |
| 116520  | Seniors Citizens Building                      | 18032012           | Operating Expenses                |                     |                            | (3,335)                    | (61,293)                       |
| 116620  | Seniors Week                                   | 18032012           | Operating Expenses                |                     | 1,000                      |                            | (60,293)                       |
| 116720  | Home & Community Care                          | 18032012           | Operating Expenses                |                     | 200                        |                            | (60,093)                       |
| 116820  | Community Christmas Tree                       | 18032012           | Operating Expenses                |                     | 2,336                      |                            | (57,757)                       |
| 131120  | Mingenew Mens Shed                             | 18032012           | Operating Expenses                |                     |                            | (5,175)                    | (62,932)                       |
| 170520  | Administration                                 | 18032012           | Operating Expenses                |                     | 125                        |                            | (62,807)                       |
| 117330  | Reimbursements                                 | 18032012           | Operating Revenue                 |                     | 9,556                      |                            | (53,251)                       |
| 117430  | Staff Housing Rent - 34 William St             | 18032012           | Operating Revenue                 |                     |                            | (800)                      | (54,051)                       |
| 118530  | Staff Housing Rent - Triplex                   | 18032012           | Operating Revenue                 |                     |                            | (4,915)                    | (58,966)                       |
| 117020  | Maintenance 13 Moore St                        | 18032012           | <sup>224</sup> Operating Expenses |                     | 3,683                      |                            | (55,283)                       |



| GL Code | Description                                     | Council Resolution | Classification                   | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------|-------------------------------------------------|--------------------|----------------------------------|---------------------|----------------------------|----------------------------|--------------------------------|
|         |                                                 |                    |                                  | \$                  | \$                         | \$                         | \$                             |
| 117120  | Building Maintenance (Inc Ins)                  | 18032012           | Operating Expenses               |                     | 1,532                      |                            | (53,751)                       |
| 170620  | Administration                                  | 18032012           | Operating Expenses               |                     | 171                        |                            | (53,580)                       |
| 117030  | Rent - Karara Housing                           | 18032012           | Operating Revenue                |                     | 1,300                      |                            | (52,280)                       |
| 117080  | Rental Revenue - 13 Moore St                    | 18032012           | Operating Revenue                |                     | 640                        |                            | (51,640)                       |
| 117530  | Key Worker Housing Rent                         | 18032012           | Operating Revenue                |                     |                            | (3,470)                    | (55,110)                       |
| 117630  | Contributions / Reimbursement                   | 18032012           | Operating Revenue                |                     | 209                        |                            | (54,901)                       |
| 117730  | Aged Persons Units                              | 18032012           | Operating Revenue                |                     |                            | (9,220)                    | (64,121)                       |
| 117830  | Rental - Triplex                                | 18032012           | Operating Revenue                |                     | 1,906                      |                            | (62,215)                       |
| 118230  | Rent - 89 Victoria St                           | 18032012           | Operating Revenue                |                     |                            | (2,088)                    | (64,303)                       |
| 148430  | Land & Building Reserve - Interest              | 18032012           | Operating Revenue                |                     |                            | (700)                      | (65,003)                       |
| 148930  | APU Maintenance Reserve - Interest              | 18032012           | Operating Revenue                |                     |                            | (200)                      | (65,203)                       |
| 113450  | Minor Assets - Other Housing                    | 18032012           | Operating Expenses               |                     | 2,000                      |                            | (63,203)                       |
| 118020  | Aged Persons Units                              | 18032012           | Operating Expenses               |                     |                            | (536)                      | (63,739)                       |
| 118320  | Other Housing Expenditure                       | 18032012           | Operating Expenses               |                     |                            | (2,469)                    | (66,208)                       |
| 165800  | Asset Depreciation (\$9)                        | 18032012           | Non Cash Item                    | 11,446              |                            |                            | (66,208)                       |
| 170720  | Administration                                  | 18032012           | Operating Expenses               |                     | 177                        |                            | (66,031)                       |
| 118030  | Domestic Refuse Removal                         | 18032012           | Operating Revenue                |                     | 228                        |                            | (65,803)                       |
| 117720  | Rubbish Site Maintenance                        | 18032012           | Operating Expenses               |                     | 4,691                      |                            | (61,112)                       |
| 165900  | Asset Depreciation (\$10)                       | 18032012           | Non Cash Item                    | 2,373               |                            |                            | (61,112)                       |
| 170820  | Administration                                  | 18032012           | Operating Expenses               |                     | 48                         |                            | (61,064)                       |
| 119230  | Commercial Refuse Removal                       | 18032012           | Operating Revenue                |                     | 2,685                      |                            | (58,379)                       |
| 118720  | Collection - Streets/Park                       | 18032012           | Operating Expenses               |                     |                            | (8,534)                    | (66,913)                       |
| 170920  | Administration                                  | 18032012           | Operating Expenses               |                     | 48                         |                            | (66,865)                       |
| 171020  | Administration                                  | 18032012           | Operating Expenses               |                     | 29                         |                            | (66,836)                       |
| 118820  | Refuse Site Rehabilitation and Monitoring       | 18032012           | Operating Expenses               |                     |                            | (201)                      | (67,037)                       |
| 120920  | Asbestos Management                             | 18032012           | Operating Expenses               |                     |                            | (167)                      | (67,204)                       |
| 122330  | Town Planning - Development Application         | 18032012           | Operating Revenue                |                     |                            | (3,000)                    | (70,204)                       |
| 121420  | Mingenew Revitalisation Plan Project            | 18032012           | Operating Expenses               |                     | 5,000                      |                            | (65,204)                       |
| 171120  | Administration                                  | 18032012           | Operating Expenses               |                     | 119                        |                            | (65,085)                       |
| 123730  | Contributions and Donations                     | 18032012           | Operating Revenue                |                     |                            | (1,000)                    | (66,085)                       |
| 149530  | Environmental Rehabilitation Reserve - Interest | 18032012           | Operating Revenue                |                     |                            | (150)                      | (66,235)                       |
| 123020  | Cemetery Operations & Maintenance               | 18032012           | Operating Expenses               |                     |                            | (1,902)                    | (68,137)                       |
| 123220  | Public Conveniences                             | 18032012           | Operating Expenses               |                     | 2,103                      |                            | (66,034)                       |
| 123820  | Thank A Volunteer                               | 18032012           | Operating Expenses               |                     | 1,000                      |                            | (65,034)                       |
| 171220  | Administration                                  | 18032012           | Operating Expenses               |                     | 185                        |                            | (64,849)                       |
| 124530  | Charges - Hall Hire                             | 18032012           | Operating Revenue                |                     | 120                        |                            | (64,729)                       |
| 114020  | Minor Assets - Rec & Culture                    | 18032012           | Operating Expenses               |                     | 3,500                      |                            | (61,229)                       |
| 124220  | Public Halls                                    | 18032012           | Operating Expenses               |                     |                            | (4,766)                    | (65,995)                       |
| 171320  | Administration                                  | 18032012           | Operating Expenses               |                     | 147                        |                            | (65,848)                       |
| 127530  | Charges - Rec Leases/Rentals                    | 18032012           | Operating Revenue                |                     | 72                         |                            | (65,776)                       |
| 127430  | Reimbursements                                  | 18032012           | <sup>225</sup> Operating Revenue |                     | 407                        |                            | (65,369)                       |

| GL Code | Description                                       | Council Resolution | Classification         | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------|---------------------------------------------------|--------------------|------------------------|---------------------|----------------------------|----------------------------|--------------------------------|
|         |                                                   |                    |                        | \$                  | \$                         | \$                         | \$                             |
| 129150  | Grants & Contributions                            | 18032012           | Operating Revenue      |                     |                            | (900)                      | (66,269)                       |
| 148630  | Sportsground Reserve Interest                     | 18032012           | Operating Revenue      |                     |                            | (20)                       | (66,289)                       |
| 113520  | Minor Assets - Rec & Culture                      | 18032012           | Operating Expenses     |                     |                            | (4,400)                    | (70,689)                       |
| 126420  | Public Gardens & Reserves                         | 18032012           | Operating Expenses     |                     | 45,970                     |                            | (24,719)                       |
| 126520  | Sporting Complex & Amenities                      | 18032012           | Operating Expenses     |                     | 17,107                     |                            | (7,612)                        |
| 166000  | Asset Depreciation (S11)                          | 18032012           | Non Cash Item          | (17,124)            |                            |                            | (7,612)                        |
| 171420  | Administration                                    | 18032012           | Operating Expenses     |                     | 314                        |                            | (7,298)                        |
| 171520  | Administration                                    | 18032012           | Operating Expenses     |                     | 157                        |                            | (7,141)                        |
| 130820  | Arts & Crafts Centre                              | 18032012           | Operating Expenses     |                     |                            | (101)                      | (7,242)                        |
| 130920  | Museums                                           | 18032012           | Operating Expenses     |                     | 3,232                      |                            | (4,010)                        |
| 171620  | Administration                                    | 18032012           | Operating Expenses     |                     | 163                        |                            | (3,847)                        |
| 135230  | MRD Direct Maintenance Grant                      | 18032012           | Operating Revenue      |                     | 427                        |                            | (3,420)                        |
| 133220  | Maintenance Grading                               | 18032012           | Operating Expenses     |                     | 7,284                      |                            | 3,864                          |
| 133420  | Asset Preservation Urban                          | 18032012           | Operating Expenses     |                     |                            | (1,853)                    | 2,011                          |
| 133520  | Asset Preservation Rural                          | 18032012           | Operating Expenses     |                     |                            | (6,376)                    | (4,365)                        |
| 133720  | Bridge, Culvert, Pipe                             | 18032012           | Operating Expenses     |                     |                            | (455)                      | (4,820)                        |
| 134020  | Depot Maintenance                                 | 18032012           | Operating Expenses     |                     |                            | (10,005)                   | (14,825)                       |
| 134320  | Street Cleaning                                   | 18032012           | Operating Expenses     |                     | 7,066                      |                            | (7,759)                        |
| 134520  | Tree Pruning                                      | 18032012           | Operating Expenses     |                     |                            | (4,000)                    | (11,759)                       |
| 134920  | Drainage                                          | 18032012           | Operating Expenses     |                     | 8,866                      |                            | (2,893)                        |
| 166200  | Asset Depreciation (S12)                          | 18032012           | Non Cash Item          | 333,799             |                            |                            | (2,893)                        |
| 171820  | Administration                                    | 18032012           | Operating Expenses     |                     | 791                        |                            | (2,102)                        |
| 148530  | Plant Reserve - Interest                          | 18032012           | Operating Revenue      |                     |                            | (2,375)                    | (4,477)                        |
| 171920  | Administration                                    | 18032012           | Operating Expenses     |                     | 67                         |                            | (4,410)                        |
| 137720  | Airstrip Maintenance Expense                      | 18032012           | Operating Expenses     |                     | 1,766                      |                            | (2,644)                        |
| 172020  | Administration                                    | 18032012           | Operating Expenses     |                     | 25                         |                            | (2,619)                        |
| 138420  | Noxious Weeds/Pest Plants                         | 18032012           | Operating Expenses     |                     | 9,700                      |                            | 7,081                          |
| 139020  | MIG Office Maintenance                            | 18032012           | Operating Expenses     |                     | 3,399                      |                            | 10,480                         |
| 172120  | Administration                                    | 18032012           | Operating Expenses     |                     | 82                         |                            | 10,562                         |
| 149830  | Economic Development & Marketing Reserve Interest | 18032012           | Operating Revenue      |                     |                            | (300)                      | 10,262                         |
| 139120  | Area Promotion                                    | 18032012           | Operating Expenses     |                     |                            | (967)                      | 9,295                          |
| 140320  | Information Bays                                  | 18032012           | Operating Expenses     |                     |                            | (2,472)                    | 6,823                          |
| 166300  | Asset Depreciation (S13)                          | 18032012           | Non Cash Item          | 3,765               |                            |                            | 6,823                          |
| 172220  | Administration                                    | 18032012           | Operating Expenses     |                     | 362                        |                            | 7,185                          |
| 141930  | Swimming Pool Inspections                         | 18032012           | Operating Expenses     |                     | 770                        |                            | 7,955                          |
| 172320  | Administration                                    | 18032012           | Operating Expenses     |                     | 246                        |                            | 8,201                          |
| 151520  | PO Building Maintenance                           | 18032012           | Operating Expenses     |                     |                            | (313)                      | 7,888                          |
| 173220  | Administration                                    | 18032012           | Operating Expenses     |                     | 27                         |                            | 7,915                          |
| 148230  | RTC/PO Reserve Interest                           | 18032012           | Operating Revenue      |                     |                            | (250)                      | 7,665                          |
| 142220  | DrumMuster Expenses                               | 18032012           | Operating Expenses     |                     |                            | (67)                       | 7,598                          |
| 172420  | Administration                                    | 18032012           | 226 Operating Expenses |                     | 28                         |                            | 7,626                          |

| GL Code | Description                                     | Council Resolution | Classification        | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------|-------------------------------------------------|--------------------|-----------------------|---------------------|----------------------------|----------------------------|--------------------------------|
|         |                                                 |                    |                       | \$                  | \$                         | \$                         | \$                             |
| 142820  | Private Works - Various                         | 18032012           | Operating Expenses    |                     | 800                        |                            | 8,426                          |
| 172520  | Administration                                  | 18032012           | Operating Expenses    |                     | 40                         |                            | 8,466                          |
| 148830  | Industrial Area Development Reserve - Interest  | 18032012           | Operating Revenue     |                     |                            | (25)                       | 8,441                          |
| 144230  | Reimbursements                                  | 18032012           | Operating Revenue     |                     | 3,500                      |                            | 11,941                         |
| 143220  | Works vehicle                                   | 18032012           | Operating Expenses    | 8,670               |                            |                            | 11,941                         |
| 143220  | Works vehicle                                   | 18032012           | Operating Expenses    |                     |                            | (8,670)                    | 3,271                          |
| 143520  | Supervisory Expenses Other                      | 18032012           | Operating Expenses    |                     |                            | (8,000)                    | (4,729)                        |
| 146320  | Superannuation W/S, Outside Workers             | 18032012           | Operating Expenses    |                     |                            | (3,030)                    | (7,759)                        |
| 143720  | Sick & Holiday Pay                              | 18032012           | Operating Expenses    | 9,649               |                            |                            | (7,759)                        |
| 144220  | Long Service Leave                              | 18032012           | Operating Expenses    | (9,649)             |                            |                            | (7,759)                        |
| 144520  | Staff Training                                  | 18032012           | Operating Expenses    |                     | 4,400                      |                            | (3,359)                        |
| 172620  | Administration                                  | 18032012           | Operating Expenses    |                     | 921                        |                            | (2,438)                        |
| 174120  | Tool Box Talks & Safety Team Meetings           | 18032012           | Operating Expenses    |                     | 1,260                      |                            | (1,178)                        |
| 174220  | Less PWO Allocated to W&S                       | 18032012           | Operating Expenses    |                     |                            | (1,051)                    | (2,229)                        |
| 174420  | Occ H.S. & Welfare                              | 18032012           | Operating Expenses    |                     | 2,000                      |                            | (229)                          |
| 144530  | Diesel Rebates                                  | 18032012           | Operating Revenue     |                     | 10,000                     |                            | 9,771                          |
| 144930  | Reimbursements                                  | 18032012           | Operating Revenue     |                     | 1,526                      |                            | 11,297                         |
| 144920  | Parts & Repairs                                 | 18032012           | Operating Expenses    |                     |                            | (30,000)                   | (18,703)                       |
| 145120  | Repairs Wages                                   | 18032012           | Operating Expenses    |                     |                            | (12,333)                   | (31,036)                       |
| 145220  | Insurance & Licenses                            | 18032012           | Operating Expenses    |                     |                            | (2,385)                    | (33,421)                       |
| 145420  | Less POC Allocated to W&S                       | 18032012           | Operating Expenses    |                     | 32,925                     |                            | (496)                          |
| 145620  | Depreciation of Plant                           | 18032012           | Non Cash Item         | (22,972)            |                            |                            | (496)                          |
| 148140  | Plant Reserve                                   | 18032012           | Capital Expenses      |                     |                            | (73,400)                   | (73,896)                       |
| 168900  | Depreciation Written Back                       | 18032012           | Non Cash Item         |                     | 22,972                     |                            | (50,924)                       |
| 172720  | Administration                                  | 18032012           | Operating Expenses    |                     | 267                        |                            | (50,657)                       |
| 144630  | Staff Fuel Card Reimbursements                  | 18032012           | Operating Revenue     |                     |                            | (6,500)                    | (57,157)                       |
| 148860  | Lease Fees - Industrial Land                    | 18032012           | Operating Revenue     |                     | 7,045                      |                            | (50,112)                       |
| 145520  | Staff Fuel Cards                                | 18032012           | Operating Expenses    |                     | 6,500                      |                            | (43,612)                       |
| 146620  | Mid West Industry Road Safety Alliance          | 18032012           | Operating Expenses    |                     |                            | (1,000)                    | (44,612)                       |
| 0001    | Roadworks Const - Own Resources                 | 18032012           | Capital Expenses      |                     | 31,561                     |                            | (13,051)                       |
| 1001    | Hockey goals                                    | 18032012           | Capital Expenses      |                     | 7,800                      |                            | (5,251)                        |
| 148340  | Accrued Leave Reserve - Interest                | 18032012           | Operating Revenue     |                     | 650                        |                            | (4,601)                        |
| 148440  | Land and Building Reserve - Interest            | 18032012           | Operating Revenue     |                     | 700                        |                            | (3,901)                        |
| 148640  | Sportsground Reserve Interest                   | 18032012           | Operating Revenue     |                     | 20                         |                            | (3,881)                        |
| 148540  | Plant reserve - interest                        | 18032012           | Operating Revenue     |                     | 2,375                      |                            | (1,506)                        |
| 149140  | APU Maintenance Reserve - Interest              | 18032012           | Operating Revenue     |                     | 200                        |                            | (1,306)                        |
| 148740  | Industrial Area Development Reserve - Interest  | 18032012           | Operating Revenue     |                     | 25                         |                            | (1,281)                        |
| 145140  | Environmental Rehabilitation Reserve - Interest | 18032012           | Operating Revenue     |                     | 150                        |                            | (1,131)                        |
| 149440  | RTC/PO Reserve Interest                         | 18032012           | Operating Revenue     |                     | 250                        |                            | (881)                          |
| 148040  | Insurance Reserve - Interest                    | 18032012           | Operating Revenue     |                     | 600                        |                            | (281)                          |
| 144040  | Marketing reserve - interest                    | 18032012           | 227 Operating Revenue |                     | 300                        |                            | 19                             |

| GL Code | Description    | Council Resolution | Classification     | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------|----------------|--------------------|--------------------|---------------------|----------------------------|----------------------------|--------------------------------|
|         | Sundry account | 18032012           | Operating Expenses | \$                  | \$                         | \$                         | \$                             |
|         | Depreciation   | 18032012           | Non Cash Item      | (342,572)           |                            | (19)                       | 0                              |
|         |                |                    |                    | <b>0</b>            | <b>410,947</b>             | <b>(400,269)</b>           | <b>0</b>                       |

**KEY INFORMATION**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2020**

**NOTE 15  
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 2019-20 year is \$10,000 or 10.00% whichever is the greater.

| Reporting Program                            | Var. \$  | Var. %   | Timing/ Permanent | Explanation of Variance                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------|----------|----------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              | \$       | %        |                   |                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Revenue from operating activities</b>     |          |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                |
| Law, Order and Public Safety                 | 4,334    | 26.10%   | ▲ Permanent       | Received ESL Operating Grant earlier than anticipated                                                                                                                                                                                                                                                                                                                                          |
| Health                                       | (164)    | (53.25%) | ▼ Timing          | Caravan Park Licence not received                                                                                                                                                                                                                                                                                                                                                              |
| Education and Welfare                        | (291)    | (34.00%) | ▼ Timing          | Men in Shed lease not received                                                                                                                                                                                                                                                                                                                                                                 |
| Housing                                      | 15,342   | 19.52%   | ▲ Permanent       | Receiving rent from previously vacant properties                                                                                                                                                                                                                                                                                                                                               |
| Community Amenities                          | 8,553    | 13.36%   | ▲ Timing          | Annual refuse charges invoiced with rate notices in July;<br>Less than anticipated planning applications;<br>Additional cemetery income                                                                                                                                                                                                                                                        |
| Recreation and Culture                       | 5,858    | 18.22%   | ▲ Timing          | Annual club leases raised earlier than anticipated;<br>Anticipated receiving hockey goals contribution                                                                                                                                                                                                                                                                                         |
| Economic Services                            | (3,474)  | (15.58%) | ▼ Timing          | Less standpipe income than anticipated;<br>Anticipated DrumMuster revenue                                                                                                                                                                                                                                                                                                                      |
| <b>Expenditure from operating activities</b> |          |          |                   |                                                                                                                                                                                                                                                                                                                                                                                                |
| Governance                                   | 88,820   | 21.18%   | ▲ Permanent       | Less attendance at conferences for elected members;<br>Postpone CBH heavy vehicle access road feasibility study;<br>Less maintenance in chambers than budgeted;<br>Administration costs allocated less than anticipated;<br>New chart of accounts process has reallocated administration costs to Other Property and Services                                                                  |
| Health                                       | 24,019   | 22.15%   | ▲ Timing          | Reallocation of daycare building expenditure from Health to Education & Welfare;<br>Administration costs allocated less than anticipated                                                                                                                                                                                                                                                       |
| Education and Welfare                        | (18,115) | (29.46%) | ▼ Timing          | Reallocation of daycare building expenditure from Health to Education & Welfare                                                                                                                                                                                                                                                                                                                |
| Housing                                      | (22,459) | (15.72%) | ▼ Timing          | Additional maintenance on houses than anticipated                                                                                                                                                                                                                                                                                                                                              |
| Community Amenities                          | 21,692   | 9.97%    | ▲ Timing          | Less than anticipated expenditure for the contract services for refuse collection;<br>Timing of employee costs, contracts and materials at public conveniences, refuse site, asbestos management and cemetery                                                                                                                                                                                  |
| Recreation and Culture                       | 48,657   | 5.12%    | ▲ Timing          | Less than anticipated hall expenditure;<br>Less oval maintenance;<br>Anticipated Community Assistance Scheme to be completed;<br>Administration costs allocated less than anticipated                                                                                                                                                                                                          |
| Transport                                    | 41,380   | 2.69%    | ▲ Timing          | Timing of maintenance road works;<br>Less expense for street lighting than anticipated;<br>Less Department of Transport transaction than anticipated;<br>Timing of employee costs at depot;<br>Additional contract services for tree pruning;<br>Less depreciation than anticipated;<br>Administration costs allocated less than anticipated;<br>Less maintenance of airstrip than anticipated |

|                                                   |           |           |   |           |                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------|-----------|-----------|---|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Economic Services                                 | 22,748    | 7.75%     | ▲ | Timing    | Less maintenance on MIG office, Post Office building than anticipated;<br>Administration costs allocated less than anticipated                                                                                                                                                                                                                                                                                    |
| Other Property and Services                       | (135,710) | 167.57%   | ▲ | Timing    | Allocations of public works overheads and plant operating costs not fully reallocated to other programs (such as Transport and Recreation & Culture). Will balance out over the rest of the Financial Year;<br>More private works than anticipated;<br>New chart of accounts process has reallocated administration costs to Other Property and Services;<br>Administration costs allocated less than anticipated |
| <b>Investing Activities</b>                       |           |           |   |           |                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Non-operating Grants, Subsidies and Contributions | 280,473   | 25.20%    | ▲ | Timing    | New regulation requirement to only receive funds once projects are completed;<br>Received and completed road program earlier than anticipated                                                                                                                                                                                                                                                                     |
| Proceeds from Disposal of Assets                  | (12,649)  | (32.88%)  | ▼ | Permanent | Received less proceeds for trade in of assets than anticipated                                                                                                                                                                                                                                                                                                                                                    |
| <b>Financing Activities</b>                       |           |           |   |           |                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Transfer from Reserves                            | (40,000)  | (100.00%) | ▼ | Timing    | Anticipated transfer from reserves to be completed                                                                                                                                                                                                                                                                                                                                                                |
| Transfer to Reserves                              | 2,384     | (36.36%)  | ▲ | Timing    | Anticipated transfer to reserves to be completed                                                                                                                                                                                                                                                                                                                                                                  |

**List of Accounts Due & Submitted to Council for April 2020**

| Chq/EFT   | Date       | Name                                       | Description                                      | Amount       |              |
|-----------|------------|--------------------------------------------|--------------------------------------------------|--------------|--------------|
| DD9250.1  | 12/04/2020 | WA SUPER                                   | Payroll deductions                               | -\$3,345.70  |              |
| DD9250.2  | 12/04/2020 | Australian Super                           | Superannuation contributions                     | -\$999.22    |              |
| DD9250.3  | 12/04/2020 | Sun Super                                  | Superannuation contributions                     | -\$1,076.91  |              |
| DD9250.4  | 12/04/2020 | loof Portfolio Service Superannuation Fund | Superannuation contributions                     | -\$370.93    |              |
| DD9250.5  | 12/04/2020 | ANZ Smart Choice Super                     | Superannuation contributions                     | -\$55.79     |              |
| DD9250.6  | 12/04/2020 | BT Super For Life                          | Superannuation contributions                     | -\$209.16    |              |
| DD9250.7  | 12/04/2020 | Host Plus Superannuation Fund              | Superannuation contributions                     | -\$209.16    |              |
| DD9250.8  | 12/04/2020 | PRIME SUPER                                | Superannuation contributions                     | -\$274.04    |              |
| DD9263.1  | 20/04/2020 | WATER CORPORATION                          | Water charges to 1/4/2020                        | -\$4,887.19  |              |
| DD9265.1  | 20/04/2020 | SYNERGY                                    | Rec Centre Electricity charges 11/3/20 to 8/4/20 | -\$1,796.81  |              |
| DD9267.1  | 26/04/2020 | WA SUPER                                   | Payroll deductions                               | -\$2,116.04  |              |
| DD9267.2  | 26/04/2020 | Sun Super                                  | Superannuation contributions                     | -\$1,070.49  |              |
| DD9267.3  | 26/04/2020 | loof Portfolio Service Superannuation Fund | Superannuation contributions                     | -\$370.93    |              |
| DD9267.4  | 26/04/2020 | ANZ Smart Choice Super                     | Superannuation contributions                     | -\$47.82     |              |
| DD9267.5  | 26/04/2020 | Australian Super                           | Payroll deductions                               | -\$1,021.97  |              |
| DD9267.6  | 26/04/2020 | BT Super For Life                          | Superannuation contributions                     | -\$209.16    |              |
| DD9267.7  | 26/04/2020 | Host Plus Superannuation Fund              | Superannuation contributions                     | -\$197.12    |              |
| DD9267.8  | 26/04/2020 | PRIME SUPER                                | Superannuation contributions                     | -\$274.04    |              |
| DD9273.1  | 21/04/2020 | BP Australia Pty Ltd                       | Fuel April 2020                                  | -\$451.27    |              |
| DD9273.2  | 30/04/2020 | NAB BUSINESS VISA                          | April 2020 Credit Cards                          | -\$1,055.84  | -\$20,039.59 |
| DOT010420 | 01/04/2020 | DEPARTMENT OF TRANSPORT                    | DOT Licensing Transactions - 01/04/2020          | -\$675.15    |              |
| DOT020420 | 02/04/2020 | DEPARTMENT OF TRANSPORT                    | DOT Licensing Transactions - 02/04/2020          | -\$3,295.50  |              |
| DOT030420 | 03/04/2020 | DEPARTMENT OF TRANSPORT                    | DOT Licensing Transactions - 03/04/2020          | -\$915.90    |              |
| DOT060420 | 06/04/2020 | DEPARTMENT OF TRANSPORT                    | DOT Licensing Services - 6/4/2020                | -\$404.65    |              |
| DOT070420 | 07/04/2020 | DEPARTMENT OF TRANSPORT                    | DOT Licensing Transactions - 07/04/2020          | -\$619.60    |              |
| DOT080420 | 08/04/2020 | DEPARTMENT OF TRANSPORT                    | DOT Licensing Transactions - 08/04/2020          | -\$497.25    |              |
| DOT090420 | 09/04/2020 | DEPARTMENT OF TRANSPORT                    | DOT Licensing Transactions - 09/04/2020          | -\$155.60    |              |
| DOT080420 | 14/04/2020 | DEPARTMENT OF TRANSPORT                    | DOT Licensing Transactions 8/4/2020              | -\$7,158.95  |              |
| DOT90420  | 15/04/2020 | DEPARTMENT OF TRANSPORT                    | DOT Licensing Transactions - 09/04/2020          | -\$902.20    |              |
| DOT140420 | 16/04/2020 | DEPARTMENT OF TRANSPORT                    | DOT Licensing Transactions - 14/04/2020          | -\$1,795.30  |              |
| DOT160420 | 20/04/2020 | DEPARTMENT OF TRANSPORT                    | DOT Licensing Transactions 16/04/2020            | -\$441.65    |              |
| DOT170420 | 21/04/2020 | DEPARTMENT OF TRANSPORT                    | DOT Licensing Transactions: 17/04/2020           | -\$23.60     |              |
| DOT200420 | 22/04/2020 | DEPARTMENT OF TRANSPORT                    | DOT Licensing Transactions: 20/04/2020           | -\$633.40    |              |
| DOT210420 | 23/04/2020 | DEPARTMENT OF TRANSPORT                    | DOT Licensing Transactions: 21/04/2020           | -\$331.30    |              |
| DOT220420 | 24/04/2020 | DEPARTMENT OF TRANSPORT                    | DOT Licensing Transactions: 22/04/2020           | -\$29,865.95 |              |
| DOT240420 | 29/04/2020 | DEPARTMENT OF TRANSPORT                    | DOT Licensing Transactions: 24/04/2020           | -\$85.15     |              |
| DOT280420 | 30/04/2020 | DEPARTMENT OF TRANSPORT                    | DOT Licensing Transaction: 28/04/2020            | -\$23,608.60 | -\$71,409.75 |

| Chq/EFT  | Date       | Name                                | Description                                                                                                                                                          | Amount       |
|----------|------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| EFT13429 | 09/04/2020 | ABCO PRODUCTS                       | Various Items: Ultraslim Towel, Puregiene Toilet Tissue, Bin Liners and Freight                                                                                      | -\$327.22    |
| EFT13430 | 09/04/2020 | ATOM SUPPLY                         | Purchase of Various Items: Paper Towel and Tank Water 23L with Dispenser                                                                                             | -\$796.94    |
| EFT13431 | 09/04/2020 | BUNNINGS Group Limited              | Various Items Purchased: Knurled Grab Rail and Paving Paint                                                                                                          | -\$177.80    |
| EFT13432 | 09/04/2020 | BOC GASES                           | Depot Maintenance: Oxygen, Dissolved Acetylene, Argoshield Universal, Cellamix                                                                                       | -\$110.22    |
| EFT13433 | 09/04/2020 | Toll Transport Pty Ltd              | Freight Charges from JRH                                                                                                                                             | -\$11.55     |
| EFT13434 | 09/04/2020 | COATES HIRE OPERATIONS PTY LTD      | Hire of Machinery: Demolition Saw, Diamond Blade, Quick Cut Trolley                                                                                                  | -\$174.18    |
| EFT13435 | 09/04/2020 | CHILD SUPPORT AGENCY                | Payroll deductions                                                                                                                                                   | -\$264.21    |
| EFT13436 | 09/04/2020 | DONGARA DRILLING & ELECTRICAL       | Change Racecourse Risers                                                                                                                                             | -\$1,515.88  |
| EFT13437 | 09/04/2020 | DWELLINGUP CIVIL PTY LTD            | Dry Hire: Roller Hire - 16T Bomag Smooth Drum Roller                                                                                                                 | -\$3,740.00  |
| EFT13438 | 09/04/2020 | Cassandra Eva                       | Reimbursement for purchase of Printer Ink from InkStation                                                                                                            | -\$149.65    |
| EFT13439 | 09/04/2020 | GERALDTON MOWER & REPAIR SPECIALIST | Whipper Snipper Cord and Mower Blades                                                                                                                                | -\$123.20    |
| EFT13440 | 09/04/2020 | GERALDTON TV & RADIO SERVICES       | VASE System Reset and Installed in APU 6 including Travel and Labour                                                                                                 | -\$317.90    |
| EFT13441 | 09/04/2020 | GARRARDS PTY LTD                    | Chemicals - Pyrethrin Drift 20Ltr for Mosquito Fogging                                                                                                               | -\$744.55    |
| EFT13442 | 09/04/2020 | Steve Hill                          | Bunnings Reimbursement for 3 x Padbolt Purchase                                                                                                                      | -\$28.26     |
| EFT13443 | 09/04/2020 | IT Vision                           | Charter of Accounts Restructure Project                                                                                                                              | -\$15,210.54 |
| EFT13444 | 09/04/2020 | IRWIN PLUMBING SERVICES             | Supply material and labour: NAB Building, inspect and test toild macerator unit                                                                                      | -\$445.50    |
| EFT13445 | 09/04/2020 | INFINITUM TECHNOLOGIES              | Service Monthly Maintenance April 2020 - Network Device, MDM, Server, Workstation, Office 365 Business Essentials, Office 365 Business Premium and Azure Virtual PBX | -\$1,375.01  |
| EFT13446 | 09/04/2020 | JOSEPH RADIATORS & AIRCONDITIONING  | Replacement Radiator for JCB Backhoe: Fitted with aluminium core                                                                                                     | -\$1,320.00  |
| EFT13447 | 09/04/2020 | LATERAL ASPECT                      | Customer Service Charger Poster                                                                                                                                      | -\$125.24    |
| EFT13448 | 09/04/2020 | LGRCEU                              | Payroll deductions                                                                                                                                                   | -\$20.50     |
| EFT13449 | 09/04/2020 | Shire Of Mingenew                   | Payroll deductions                                                                                                                                                   | -\$100.00    |
| EFT13450 | 09/04/2020 | GERALDTON TOYOTA                    | 40,000km Service for 2018 Toyota Prado DSL Wagon (1 MI)                                                                                                              | -\$972.98    |
| EFT13451 | 09/04/2020 | MINGENEW BAKERY                     | Bakery Account for Jan/Feb/March - Catering for Council Meetings                                                                                                     | -\$452.50    |
| EFT13452 | 09/04/2020 | MINGENEW IGA X-PRESS & LIQUOR       | IGA Account March 2020 - Newspapers, Office Supplies, Seniors, Council Meeting, Mens Shed                                                                            | -\$425.55    |
| EFT13453 | 09/04/2020 | Mach 1 Auto One                     | Corrosion Inhibitor Premix 5Ltr                                                                                                                                      | -\$9.00      |
| EFT13454 | 09/04/2020 | Mid West Lawyers                    | Professional Fees: Conveyancing Work for gifting of Land                                                                                                             | -\$1,822.28  |
| EFT13455 | 09/04/2020 | MINGENEW TYRE SERVICES PTY LTD      | Grease cartridges - Renolit XT2                                                                                                                                      | -\$101.38    |



| Chq/EFT  | Date       | Name                                              | Description                                                                                                                                                                                                                                                           | Amount        |
|----------|------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| EFT13456 | 09/04/2020 | PEMCO DIESEL PTY LTD                              | Mechanical Works: Inspect vehicle condition and deliver for licence inspection, repairs, replace 2 x front tyres, king pins, wheel alignment, replace drivers seat base, rear mud guards, mud flaps, replace brake wheel cylinders and beacon switch for MI125/MI4855 | -\$9,883.34   |
| EFT13457 | 09/04/2020 | SHIRE OF CHAPMAN VALLEY                           | Planning Services undertaken form January to March 2020                                                                                                                                                                                                               | -\$1,320.00   |
| EFT13458 | 09/04/2020 | SEASIDE SIGNS                                     | Campground Closed Signs for Yandanooka Hall and Enanty Barn                                                                                                                                                                                                           | -\$165.00     |
| EFT13459 | 09/04/2020 | Telstra Corporation                               | Telstra Account March 2020 - Office Telstra Account, Councillors Ipads, Fire Office Mobile, Gardening Mobile                                                                                                                                                          | -\$2,045.41   |
| EFT13460 | 09/04/2020 | TRUCKLINE                                         | Premium Heavy Duty Grease 450GR                                                                                                                                                                                                                                       | -\$283.30     |
| EFT13461 | 09/04/2020 | VELPIC                                            | Monthly Velpic Fees for March 2020                                                                                                                                                                                                                                    | -\$446.60     |
| EFT13462 | 09/04/2020 | WESTRAC PTY LTD                                   | Purchase of Ripper Boots                                                                                                                                                                                                                                              | -\$455.76     |
| EFT13463 | 09/04/2020 | WSP AUSTRALIA PTY LTD                             | WAPC Design Fees for March 2020 - Drawings, WAL124 Guard Rail, Report, Headwalls and Culvert Headwalls                                                                                                                                                                | -\$6,187.50   |
| EFT13464 | 09/04/2020 | Winc                                              | Fellowes Shredder Machin Oil                                                                                                                                                                                                                                          | -\$18.99      |
| EFT13465 | 23/04/2020 | Five Star Business & Communications               | Kyocera 7052CI - Billing Period for April 2020                                                                                                                                                                                                                        | -\$304.48     |
| EFT13466 | 23/04/2020 | AUSTRALIA POST                                    | March Postage Fees                                                                                                                                                                                                                                                    | -\$221.37     |
| EFT13467 | 23/04/2020 | ATOM SUPPLY                                       | Purchase Various Items: Hand Cleaner, Safety Glasses, Gloves, Sunscreen                                                                                                                                                                                               | -\$458.87     |
| EFT13468 | 23/04/2020 | AIT SPECIALISTS PTY LTD                           | Professional Services Provided, Completion of the Review of Records and Determination, Fuel Tax Credits Road Transport and Off Road for 1/3/2020 to 31/3/2020                                                                                                         | -\$718.63     |
| EFT13469 | 23/04/2020 | BUNNINGS Group Limited                            | Various Items Purchased: Paint, Garden Hose, Tap Timer, Irrigation Riser, Garden Tap                                                                                                                                                                                  | -\$790.59     |
| EFT13470 | 23/04/2020 | Behind the Meter Energy                           | Energy Efficiency Audit and Report for Shire of Mingenew Recreation Centre                                                                                                                                                                                            | -\$2,568.50   |
| EFT13471 | 23/04/2020 | BPH (WA) PTY LTD                                  | Double Side Tipper Wet Hire: 16/3/2020 to 7/4/2020                                                                                                                                                                                                                    | -\$29,386.50  |
| EFT13472 | 23/04/2020 | BREEZE CONNECT PTY LTD                            | Trunk ID: 8346092 - Main Line, Unlimited 4 Lines (4 Channels, 5 DID's, Included)                                                                                                                                                                                      | -\$232.00     |
| EFT13473 | 23/04/2020 | CHILD SUPPORT AGENCY                              | Payroll deductions                                                                                                                                                                                                                                                    | -\$264.21     |
| EFT13474 | 23/04/2020 | COLAS WESTERN AUSTRALIA PTY LTD                   | Bitumen Sealing Work, Supply and Application of Bitumen Sealing for Yandanooka North East Road and Coalseam Road                                                                                                                                                      | -\$548,530.16 |
| EFT13475 | 23/04/2020 | DELTA CLEANING SERVICES GERALDTON                 | Cleaning of Shire Office Building for April 2020                                                                                                                                                                                                                      | -\$288.00     |
| EFT13476 | 23/04/2020 | LANDGATE                                          | Rural UV Charges, Rural UV General Revaluation Charges 2019/2020                                                                                                                                                                                                      | -\$2,596.05   |
| EFT13477 | 23/04/2020 | DEAN CONTRACTING PTY LTD                          | Wet hire fees for 32,000 Ltr Water Cart for Coalseam Road: 20/1/2020 to 16/2/2020                                                                                                                                                                                     | -\$760.82     |
| EFT13478 | 23/04/2020 | Department of Mines, Industry Regulation & Safety | BSL October 2019 to March 2020 - 3 Victoria Street, 55 Coalseam Road, Sportsground Road and 20 Lee Steere Street, Mingenew                                                                                                                                            | -\$226.60     |
| EFT13479 | 23/04/2020 | GREENFIELD TECHNICAL SERVICES                     | Project Management, Construction Support and Engineering Consultancy for Yananooka NE Road and Coalseam Road                                                                                                                                                          | -\$14,870.35  |

| Chq/EFT   | Date       | Name                         | Description                                                                                                     | Amount               |                      |
|-----------|------------|------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------|----------------------|
| EFT13480  | 23/04/2020 | IT Vision                    | Cloud Server Implementation                                                                                     | -\$3,093.75          |                      |
| EFT13481  | 23/04/2020 | IRWIN PLUMBING SERVICES      | Supply Material and Labour to APU 1                                                                             | -\$398.20            |                      |
| EFT13482  | 23/04/2020 | INFINITUM TECHNOLOGIES       | IT Support and Maintenance: Cloud Migration                                                                     | -\$4,345.00          |                      |
| EFT13483  | 23/04/2020 | LATERAL ASPECT               | Service Fee and Printing - Name Badges and Pull Up Banner                                                       | -\$647.04            |                      |
| EFT13484  | 23/04/2020 | LGRCEU                       | Payroll deductions                                                                                              | -\$61.50             |                      |
| EFT13485  | 23/04/2020 | Shire Of Mingenew            | Payroll deductions                                                                                              | -\$100.00            |                      |
| EFT13486  | 23/04/2020 | Motorpass                    | Fuel Purchases                                                                                                  | -\$1,061.86          |                      |
| EFT13487  | 23/04/2020 | OILTECH FUEL                 | Fuel Purchases for Palm Roadhouse - 26/03/2020 to 7/04/2020                                                     | -\$20,215.71         |                      |
| EFT13488  | 23/04/2020 | Purcher International        | Purchase of Parts: Belts for JCB - PMI262                                                                       | -\$118.14            |                      |
| EFT13489  | 23/04/2020 | PEARSE HAULAGE PTY LTD       | Roadtrain Side Tipper Hire and Semi Water Cart Hire: 2/4/2020 to 15/4/2020                                      | -\$20,691.00         |                      |
| EFT13490  | 23/04/2020 | TERRAWAY CONTRACTING PTY LTD | Hire of Semi Water Tanker - Coalseam Road - 24/2/2020 to 6/3/2020                                               | -\$6,979.50          |                      |
| EFT13491  | 23/04/2020 | TOTALLY WORKWEAR             | Purchase of Uniform: Boots and Hat for Stan Stribley                                                            | -\$146.42            |                      |
| EFT13492  | 23/04/2020 | WESTRAC PTY LTD              | Purchase of Sacrifer Tynes and Cutting Edges                                                                    | -\$1,938.16          |                      |
| EFT13493  | 23/04/2020 | Murphy Bulk Haulage          | Contract Truck Driver for MI028 for duration of carting on job and operating machinery: 23/3/2020 to 29/30/2020 | -\$2,810.50          | -\$716,491.85        |
| MERCH0320 | 01/04/2020 | NATIONAL AUSTRALIA BANK      | Merchant Fees March 2020                                                                                        | -\$116.23            |                      |
| PRINT0420 | 07/04/2020 | DE LAGE LANDON               | Photocopier Lease - April 2020                                                                                  | -\$356.80            |                      |
| APR1300   | 15/04/2020 | BUSINESS 1300                | Live Answering Services - April 2020                                                                            | -\$102.85            |                      |
| ITO420    | 27/04/2020 | FINRENT PTY LTD              | IT Equipment Lease - April 2020                                                                                 | -\$656.57            |                      |
| NAB0420   | 29/04/2020 | NAB                          | NAB Connect Fee April 2020                                                                                      | -\$30.24             |                      |
| FEES0420  | 30/04/2020 | NAB                          | NAB Bank Fee April 2020                                                                                         | -\$18.30             |                      |
| FEES0420  | 30/04/2020 | NAB                          | NAB Bank Fee April 2020                                                                                         | -\$50.00             |                      |
| BPAY4020  | 30/04/2020 | NAB                          | BPAY Fee April 2020                                                                                             | -\$6.33              |                      |
| MERCH0420 | 30/04/2020 | NAB                          | Merchant Fee April 2020                                                                                         | -\$67.96             | -\$1,405.28          |
|           |            |                              |                                                                                                                 |                      |                      |
|           |            | <b>Total</b>                 |                                                                                                                 | <b>-\$809,346.47</b> | <b>-\$809,346.47</b> |