



SHIRE OF MENZIES

Minutes

**FOR THE ORDINARY MEETING OF COUNCIL
HELD ON**

24 NOVEMBER 2022

Commencing at 1.00 pm

**At the Council Chambers
124 Shenton Street, Menzies**

DISCLAIMER

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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation of approval made by a member or officer of the Shire of Menzies during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Menzies. The Shire of Menzies warns that anyone who has an application lodged with the Shire of Menzies must obtain and only should rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Menzies in respect of the application.

DECLARATIONS OF INTEREST

A member who has an Impartiality, Proximity or Financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice, given to the Chief Executive Officer, prior to the meeting, or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to a Proximity or Financial interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

Councillor Meeting Information

Shire of Menzies Council Meetings

Elected Members are bound by legislation to act with integrity and make decisions for the whole of the Shire.

Attending meetings

Elected Members have a duty to attend all council meetings to ensure that electors are adequately represented. In recognition of this, under the Local Government Act 1995 an Elected Member who is absent from three consecutive ordinary council meetings without leave being granted by the Council, is automatically disqualified. If a member wishes to be absent for more than six consecutive ordinary meetings, Ministerial approval is necessary as well as Council approval.

It should be noted that applications for leave of absence are usually supported but must be approved by Council before, or at, the meeting(s) the council member is to be absent from. Leave of absence cannot be approved retrospectively.

Voting at meetings

If an Elected Member is present at a council meeting, he or she is required by law to vote on all matters before that meeting unless he or she has a financial interest in the matter. Agendas are delivered to Elected Members within the required timeframes of the Local Government Act 1995, being a minimum of seventy-two (72) hours prior to the advertised commencement of the meeting. While late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Councillors are required to give due consideration to all matters contained in the agenda. Without adequate time for reading the agenda, it is extremely difficult for Elected Members to make effective assessments of issues and provide constructive input to council debate and decision making. It is recommended that further information be requested if there is insufficient material available to make an informed decision.

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4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5 PUBLIC QUESTION TIME

Nil

6 APPLICATION BY MEMBERS

Nil

7 DECLARATIONS OF INTEREST

Name	Item No	Interest	Nature
Cr A Tucker	13.2.6	Impartiality	Board Member at MAC
Mr P Durtanovich	15.2	Financial	Current Acting CEO

8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Item 15.1 and Item 15.2 - Appointment of Acting CEO

9 CONFIRMATION/RECEIVAL OF MINUTES

9.1 Confirmation/Receival of Minutes - Ordinary meeting - 27/10/22

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 27 October be confirmed as a true and correct record.

COUNCIL DECISION:

Council Resolution Number:	CM-361
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Moved: Cr P Warner Seconded: Cr J Dwyer

That the Minutes of the Ordinary Council Meeting held on 27 October be confirmed as a true and correct record.

Carried	7 / 0
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9.2 Reveal of Notes- Briefing Session - 17/11/22

OFFICER RECOMMENDATION

That the Notes of the Briefing Session held on 17 November be received.

COUNCIL DECISION:

Council Resolution Number:	CM-362
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Moved: Cr P Warner Seconded: Cr S Sudhir

That the Notes of the Briefing Session held on 17 November be received.

Carried	7 / 0
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10 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

11 ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION

PRESIDENT'S REPORT NOVEMBER 2022

A very quiet month of November took place with a Briefing Session for Councillors, Cr Ian Baird, via video, Cr Sudhir and Myself in attendance on Thursday 17th. To be noted, there are three vacant Staff positions being advertised, Finance/Rates Officer, Community Engagement Officer and Plant Operator.

On Tuesday 22nd the Acting CEO and I met with three Mineral Resources Staff for a catchup stakeholders meeting. Min Res have the Mt Richardson iron ore project leases in the Menzies Shire to the northwest.

I have received an Invitation from the Menzies Community School to present the Citizenship Award at the Annual Presentation on the 7th December commencing at 11am.

The Shire Community Christmas Party is on the 15th December to be held at the Youth Centre, all welcome for a 5.00pm start.

OFFICER RECOMMENDATION

That the President's Report for the month of November be received.

COUNCIL DECISION:

Council Resolution Number:	CM-363
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Moved: Cr J Dwyer

Seconded: Cr I Baird

That the President's Report for the month of November 2022 be received.

Carried	7 / 0
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12 REPORTS OF COMMITTEES

Nil

13 REPORTS OF OFFICERS

13.1 Finance Reports

13.1.1	Finance Report - October 2022
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM987
DATE OF REPORT	15 November 2022
AUTHOR	Acting Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Acting Chief Financial Officer, Kristy Van Kuyl
OFFICER DISCLOSURE OF INTEREST	Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare
ATTACHMENT	<ol style="list-style-type: none">1. Statement of Financial Activity - Menzies - October 2022 [13.1.1.1 - 27 pages]2. FIS - Financial Information Statement - October 2022 [13.1.1.2 - 10 pages]

SUMMARY:

Statutory Financial Reports are submitted to Council as a record of financial activity for the year to 31 October 2022.

BACKGROUND:

The *Local Government (Financial Management) Regulations r34* requires Local Government entities to prepare each month a Statement of Financial Activity reporting on the sources and application of funds, as set out in the Annual Budget under *r22(1)(d)*:

- The annual budget estimates;
- Budget estimates to the end of the month to which the statement relates. Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- Any material variations between year to date for income and expenditure and the relevant budget provisions to the end of the relevant reporting period;
- Identify any significant areas where activity is not in accordance with budget estimates for the relevant reporting period;
- Include an operating statement;
- Include the net current assets; and
- Any other relevant reporting notes.

COMMENT:

This report contains annual budget, actual amounts of expenditure and income to the end of the month. It shows the material variances between the budget and actual amounts where they are not associated to timing differences for the purpose of keeping Council informed of the current financial position.

CONSULTATION:

Kristy Van Kuyl, Acting Chief Financial Officer
Bob Waddell, Consultant

STATUTORY AUTHORITY:

Local Government Act 1995 s6.4
Local Government (Financial Management) Regulations 1996, r34

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

As detailed in the Attachment.

RISK ASSESSMENT:

Nil.

STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council receives the Statement of Financial Activity for the period ending 31 October 2022 as attached and notes any material differences.

COUNCIL DECISION:

Council Resolution Number:	CM-364
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Moved: Cr P Warner Seconded: Cr I Baird

That Council receives the Statement of Financial Activity for the period ending 31 October 2022 as attached and notes any material differences.

Carried	7 / 0
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SHIRE OF MENZIES

**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 October 2022**

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

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SHIRE OF MENZIES
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2022

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire for the 2022/23 year is \$25,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of significant/material variance is disclosed in Note 15.

	% Collected / Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
Significant Projects					
Arts Centre	0%	269,369	89,788	0	89,788
Community Shed	0%	300,000	0	0	0
New 2x1 Staff House - Building (Capital)	0%	226,691	0	0	0
New 2x1 Staff House (21-22)	0%	520,000	0	0	0
Old Post Office House Lot 102 (33) Walsh St - Building (Capit: PLAN - Building (Capital)	2%	932,746	0	18,795	(18,795)
Town Hall (Hall) - Building (Capital)	0%	260,371	0	0	0
Lady Shenton/CRC Lot 41 (37) Shenton St - Building (Capital)	5%	106,825	35,608	5,000	30,608
Goongarrie Cottage South - Building (Capital)	47%	308,192	205,460	145,206	60,254
Goongarrie Cottage North - Building (Capital)	0%	50,000	0	0	0
Mercer Street Caravan Park Infrastructure	0%	50,000	0	0	0
Town Hall (Admin) - Building (Capital)	0%	818,827	0	0	0
Software and IT Systems	13%	175,000	173,211	22,143	151,068
ERP (Accounts/Records maintenance system upgrade)	0%	100,000	0	0	0
LRCI Menzies CCTV Expenditure	0%	100,000	0	0	0
Rubbish Truck with Compactor Program Reseal	0%	90,000	22,500	0	22,500
Niagara Dam Rd (Capital)	0%	290,000	0	0	0
Kookynie Malcom Rd (Capital)	12%	200,000	66,664	23,148	43,516
Lake Ballard Entrance Rd/Carpark	0%	330,000	0	0	0
Tjuntjuntjara Internal Roads Program (20-21)	0%	300,000	0	0	0
Davyhurst Road Resheet/upgrade 5klm	0%	200,000	66,666	0	66,666
Tjuntjuntjara Access Road (R2R 22-23)	0%	100,000	0	0	0
Evanston Menzies Rd (R2R)	0%	250,000	0	0	0
Yarri Road (RRG 21-22)	0%	190,000	63,332	0	63,332
Menzies North West Resurfacing SLK 5 - 10 (RRG 22/23)	0%	510,628	127,657	0	127,657
Menzies North West 6 Klm to Lake Ballard turn-off (RRG 22/; Evanston Menzies Road (RRG 21-22)	0%	95,000	0	0	0
Tjuntjuntjara Access Road (Indigenous Community Access R	0%	480,000	160,000	0	160,000
LRCI Kookynie road sealing 3 KLM (Dust suppression) Expenc	0%	1,332,000	444,000	0	444,000
Footpath Construction General (Budgeting Only)	0%	283,312	94,437	0	94,437
Marmion Village Reserve Improvements	0%	240,000	0	0	0
LRCI Rodeo Site Development Expenditure	Unbudgeted	0	0	48,585	(48,585)
LRCI Meeting Structure Tjuntjuntjara Expenditure	0%	50,000	12,500	0	12,500
LRCI Sealing of Parking Menzies Public Toilets Expenditure	0%	70,000	17,500	0	17,500
Total - Community Amenities	0%	100,000	26,978	0	26,978
Water Park Infrastructure Expenditure	0%	170,000	44,478	0	44,478
Kookynie Fencing	0%	50,000	50,000	0	50,000
Bores to Support Road Works	0%	484,750	0	298	(298)
Main Street (Shenton) Streetscaping	0%	50,000	16,664	0	16,664
Grids Capital	0%	50,000	0	0	0
Niagara Dam Capital Works	0%	50,000	16,660	0	16,660
LRCI Tourism Signage (district wide) Expenditure	0%	936,374	0	0	0
	0%	200,000	50,000	0	50,000
Grants, Subsidies and Contributions					
Operating Grants, Subsidies and Contributions	18%	2,831,502	277,226	507,841	230,615
Non-operating Grants, Subsidies and Contributions	1%	4,223,830	1,282,036	32,439	(1,249,597)
	8%	7,055,332	1,559,262	540,280	(1,018,982)
Rates Levied	102%	4,100,270	4,100,270	4,182,563	82,293

% Compares current ytd actuals to annual budget

		Prior Year 31 October 2021	Current Year 31 October 2022
Financial Position			
Adjusted Net Current Assets	121%	\$ 5,089,928	\$ 6,153,143
Cash and Equivalent - Unrestricted	137%	\$ 5,335,905	\$ 7,289,214
Cash and Equivalent - Restricted	92%	\$ 12,303,244	\$ 11,374,405
Receivables - Rates	102%	\$ 1,233,407	\$ 1,254,683
Receivables - Other	220%	\$ 116,141	\$ 255,403
Payables	89%	\$ 602,999	\$ 534,465

% Compares current ytd actuals to prior year actuals at the same time

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

**SHIRE OF MENZIES
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2022**

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 October 2022
Prepared by: Kristy Van Kuyl (Team Leader Finance)
Reviewed by: CEO

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 14.

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

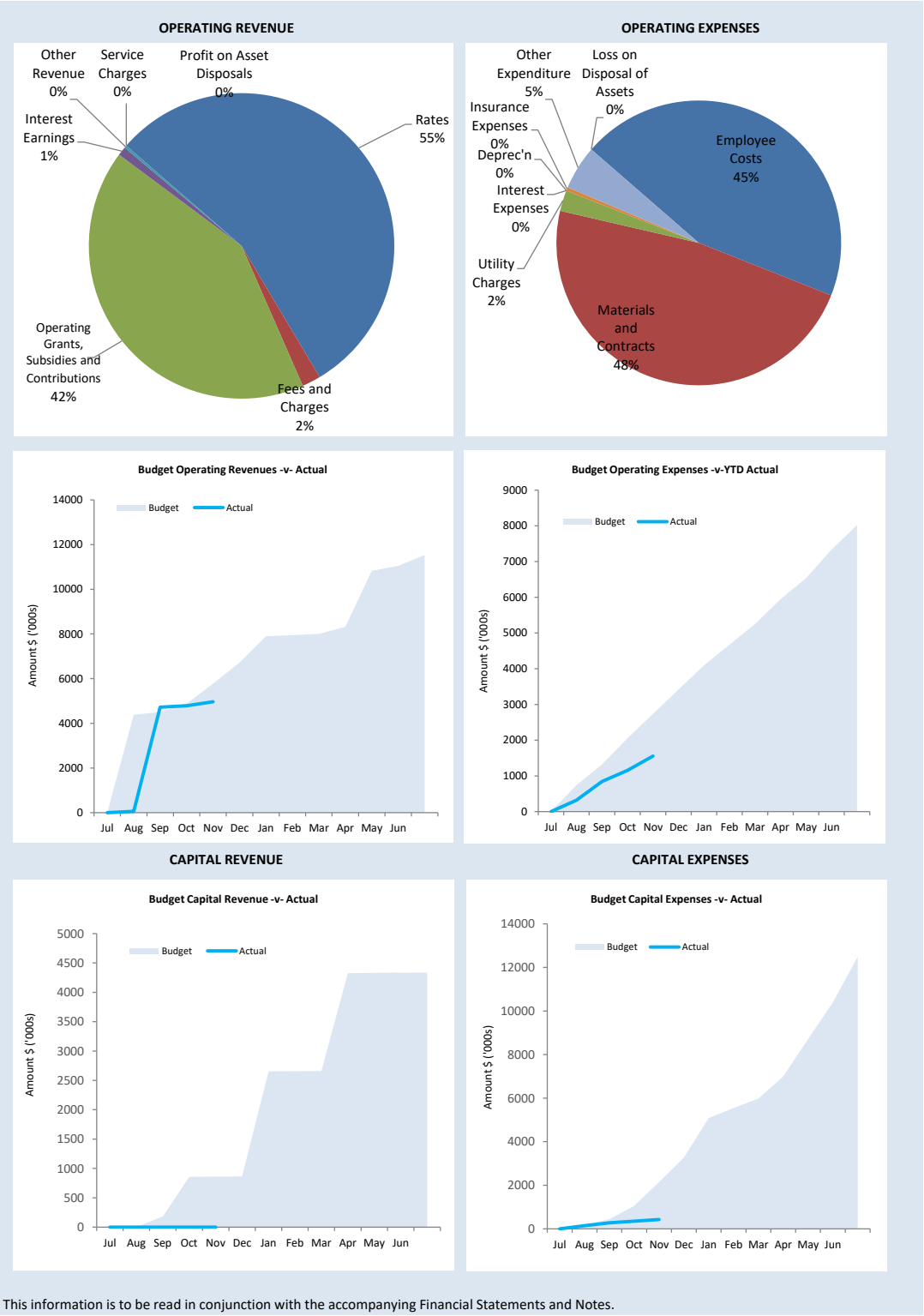
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

**SHIRE OF MENZIES
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2022**

SUMMARY GRAPHS



SHIRE OF MENZIES
KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 OCTOBER 2022

STATUTORY REPORTING PROGRAMS

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

<p>GOVERNANCE</p> <p>To provide a decision making process for the efficient allocation of scarce resources.</p>	<p>ACTIVITIES</p> <p>Includes the members of council and the administrative support available to the council for the provision of the governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.</p>
<p>GENERAL PURPOSE FUNDING</p> <p>To collect revenue to allow for the provision of services.</p>	<p>The reporting of the Shire's general rating income and the recognition of the Western Australian Grants Commission payment together with interest on investments and costs associated with the collection of funds.</p>
<p>LAW, ORDER, PUBLIC SAFETY</p> <p>To provide services to help ensure a safer and environmentally conscious community.</p>	<p>Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.</p>
<p>HEALTH</p> <p>To provide an operational framework for environmental and community health.</p>	<p>Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.</p>
<p>EDUCATION AND WELFARE</p> <p>To provide services to disadvantaged persons, the elderly, children and youth.</p>	<p>Expenditure to assist in the education of the children and youth within the Shire.</p>
<p>HOUSING</p> <p>To provide and maintain housing.</p>	<p>Income and expenditure associated with the provision of housing to staff and others.</p>
<p>COMMUNITY AMENITIES</p> <p>To provide services required by the community.</p>	<p>Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.</p>
<p>RECREATION AND CULTURE</p> <p>To establish and effectively manage infrastructure and resources that help the social wellbeing of the community.</p>	<p>The reporting of income and expenditure associated with the Town Hall, library and recreation area, oval and reserves operated by Council.</p>
<p>TRANSPORT</p> <p>To provide effective and efficient transport services to the community.</p>	<p>Construction and maintenance of roads, grids, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting and the maintenance of the Council's airstrips.</p>
<p>ECONOMIC SERVICES</p> <p>To help promote the Shire and improve its economic wellbeing.</p>	<p>The reporting of income and expenditure including the operation of Council's caravan park and administration of the Building Code of Australia.</p>
<p>OTHER PROPERTY AND SERVICES</p> <p>To monitor and control overheads and operating accounts.</p>	<p>Involves the expenditure and allocation of employee overheads and plant costs. Also included is the accounting for private works, salary and wages reconciliation and other incomes and expenditure not included elsewhere.</p>

SHIRE OF MENZIES
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

STATUTORY REPORTING PROGRAMS

Note	Adopted	Amended	Amended YTD	YTD	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
	Annual Budget	Annual Budget (d)	Budget (a)	Actual (b)				
	\$	\$	\$	\$	\$	%		
Opening Funding Surplus(Deficit)	1	4,059,160	3,171,176	3,171,176	3,171,176	0	0%	
Revenue from operating activities								
Governance		0	0	0	(5,601)	(5,601)	▼	
General Purpose Funding - Rates	6	4,100,270	4,100,270	4,100,270	4,182,563	82,293	2%	▲
General Purpose Funding - Other		2,385,694	2,385,694	25,624	332,153	306,529	1196%	▲ S
Law, Order and Public Safety		16,150	16,150	8,044	12,425	4,381	54%	▲
Health		100,300	100,300	100,100	772	(99,328)	(99%)	▼ S
Education and Welfare		0	0	0	0	0		
Housing		45,380	45,380	15,124	21,004	5,880	39%	▲
Community Amenities		17,200	17,200	5,724	12,145	6,421	112%	▲
Recreation and Culture		38,700	38,700	24,886	12,703	(12,183)	(49%)	▼
Transport		296,444	296,444	97,400	216,659	119,259	122%	▲ S
Economic Services		284,650	284,650	108,204	137,689	29,485	27%	▲ S
Other Property and Services		25,250	25,250	8,412	9,907	1,495	18%	▲
		7,310,038	7,310,038	4,493,788	4,932,419			
Expenditure from operating activities								
Governance		(1,148,904)	(1,148,904)	(427,972)	(238,543)	189,429	44%	▲ S
General Purpose Funding		(427,643)	(427,643)	(152,488)	(66,688)	85,800	56%	▲ S
Law, Order and Public Safety		(119,439)	(119,439)	(39,655)	(11,121)	28,534	72%	▲ S
Health		(154,990)	(154,990)	(58,324)	(44,011)	14,313	25%	▲
Education and Welfare		(54,514)	(54,514)	(16,864)	(6,585)	10,279	61%	▲
Housing		(203,165)	(203,165)	(67,124)	(87,550)	(20,426)	(30%)	▼
Community Amenities		(441,837)	(441,837)	(146,128)	(99,353)	46,775	32%	▲ S
Recreation and Culture		(1,119,974)	(1,119,974)	(508,824)	(215,550)	293,274	58%	▲ S
Transport		(2,662,235)	(2,662,235)	(841,797)	(124,142)	717,655	85%	▲ S
Economic Services		(1,683,084)	(1,683,084)	(504,873)	(295,046)	209,827	42%	▲ S
Other Property and Services		(3,935)	(3,935)	27,924	(365,858)	(393,782)	1410%	▼
		(8,019,719)	(8,019,719)	(2,736,125)	(1,554,448)			
Operating activities excluded from budget								
Add back Depreciation		1,961,063	1,961,063	653,660	0	(653,660)	(100%)	▼ S
Adjust (Profit)/Loss on Asset Disposal	7	16,596	16,596	0	0	0		
Movement in Leave Reserve (Added Back)		0	0	0	0	0		
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0		
Movement in Employee Benefit Provisions		0	0	0	0	0		
Rounding Adjustments		0	0	0	0	0		
Movement Due to Changes in Accounting Standards		0	0	0	0	0		
Loss on Asset Revaluation		0	0	0	0	0		
Adjustment in Fixed Assets		0	0	0	0	0		
Amount attributable to operating activities		1,267,979	1,267,979	2,411,323	3,377,971			
Investing Activities								
Non-operating Grants, Subsidies and Contributions	13	4,223,830	4,223,830	1,282,036	32,439	(1,249,597)	(97%)	▼ S
Proceeds from Disposal of Assets	7	40,000	40,000	0	0	0		
Land Held for Resale	8	0	0	0	0	0		
Land and Buildings	8	(4,778,021)	(4,278,021)	(582,349)	(226,438)	355,911	61%	▲ S
Plant and Equipment	8	(655,000)	(655,000)	(39,832)	(23,249)	16,583	42%	▲
Infrastructure Assets - Roads	8	(4,995,830)	(4,995,830)	(1,143,978)	(34,193)	1,109,785	97%	▲ S
Infrastructure Assets - Footpaths	8	(50,000)	(50,000)	(16,664)	0	16,664	100%	▲
Infrastructure Assets - Parks and Ovals	8	(70,000)	(122,700)	(65,200)	(105,705)	(40,505)	(62%)	▼ S
Infrastructure Assets - Other	8	(2,021,124)	(2,021,124)	(184,752)	(298)	184,455	100%	▲ S
Amount attributable to investing activities		(8,306,145)	(7,858,845)	(750,739)	(357,444)			
Financing Activities								
Proceeds from New Debentures	9	0	0	0	0	0		
Repayment of Debentures	9	0	0	0	0	0		
Repayment of Lease Financing	9	0	0	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Transfer from Reserves	10	4,294,927	4,294,927	861,194	0	(861,194)	(100%)	▼ S
Transfer to Reserves	10	(1,315,921)	(363,221)	(115,545)	(38,560)	76,985	67%	▲ S
Amount attributable to financing activities		2,979,006	3,931,706	745,649	(38,560)			
Closing Funding Surplus(Deficit)	1	(0)	512,015	5,577,409	6,153,143			

KEY INFORMATION

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

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

The material variance adopted by Council for the 2022/23 year is \$25,000 and 10%.

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

SHIRE OF MENZIES**KEY TERMS AND DESCRIPTIONS****FOR THE PERIOD ENDED 31 OCTOBER 2022****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 CHARGEES

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.

SHIRE OF MENZIES
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

BY NATURE OR TYPE

	Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
Opening Funding Surplus (Deficit)	1	4,059,160	3,171,176	3,171,176	3,171,176	0	0%		
Revenue from operating activities									
Rates	6	4,100,270	4,100,270	4,100,270	4,182,563	82,293	2%	▲	
Operating Grants, Subsidies and Contributions	12	2,831,502	2,831,502	277,226	507,841	230,615	83%	▲	\$
Fees and Charges		242,085	242,085	85,328	150,659	65,331	77%	▲	\$
Service Charges		0	0	0	0	0			
Interest Earnings		101,500	101,500	20,828	71,029	50,201	241%	▲	\$
Other Revenue		30,450	30,450	10,136	20,327	10,191	101%	▲	
Profit on Disposal of Assets	7	4,231	4,231	0	0	0			
Gain FV Valuation of Assets		0	0	0	0	0			
		7,310,038	7,310,038	4,493,788	4,932,419				
Expenditure from operating activities									
Employee Costs		(2,562,798)	(2,562,798)	(801,259)	(693,589)	107,670	13%	▲	\$
Materials and Contracts		(2,770,434)	(2,770,434)	(1,031,624)	(740,084)	291,540	28%	▲	\$
Utility Charges		(114,910)	(114,910)	(38,232)	(36,820)	1,412	4%	▲	
Depreciation on Non-Current Assets		(1,961,063)	(1,961,063)	(653,660)	0	653,660	100%	▲	\$
Interest Expenses		0	0	0	0	0			
Insurance Expenses		(135,278)	(135,278)	(45,238)	(6,148)	39,090	86%	▲	\$
Other Expenditure		(454,410)	(454,410)	(166,112)	(77,806)	88,306	53%	▲	\$
Loss on Disposal of Assets	7	(20,827)	(20,827)	0	0	0			
Loss FV Valuation of Assets		0	0	0	0	0			
		(8,019,719)	(8,019,719)	(2,736,125)	(1,554,448)				
Operating activities excluded from budget									
Add back Depreciation		1,961,063	1,961,063	653,660	0	(653,660)	(100%)	▼	\$
Adjust (Profit)/Loss on Asset Disposal	7	16,596	16,596	0	0	0			
Movement in Leave Reserve (Added Back)		0	0	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Movement Due to Changes in Accounting Standards		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
Amount attributable to operating activities		1,267,979	1,267,978	2,411,323	3,377,971				
Investing activities									
Non-Operating Grants, Subsidies and Contributions	13	4,223,830	4,223,830	1,282,036	32,439	(1,249,597)	(97%)	▼	\$
Proceeds from Disposal of Assets	7	40,000	40,000	0	0	0			
Land Held for Resale	8	0	0	0	0	0			
Land and Buildings	8	(4,778,021)	(4,278,021)	(582,349)	(226,438)	355,911	61%	▲	\$
Plant and Equipment	8	(655,000)	(655,000)	(39,832)	(23,249)	16,583	42%	▲	
Infrastructure Assets - Roads	8	(4,995,830)	(4,995,830)	(1,143,978)	(34,193)	1,109,785	97%	▲	\$
Infrastructure Assets - Footpaths	8	(50,000)	(50,000)	(16,664)	0	16,664	100%	▲	
Infrastructure Assets - Parks and Ovals	8	(70,000)	(122,700)	(65,200)	(105,705)	(40,505)	(62%)	▼	\$
Infrastructure Assets - Other	8	(2,021,124)	(2,021,124)	(184,752)	(298)	184,455	100%	▲	\$
Amount attributable to investing activities		(8,306,145)	(7,858,845)	(750,739)	(357,444)				
Financing Activities									
Proceeds from New Debentures		0	0	0	0	0			
Repayment of Debentures	9	0	0	0	0	0			
Repayment of Lease Financing	9	0	0	0	0	0			
Transfer from Reserves	10	4,294,927	4,294,927	861,194	0	(861,194)	(100%)	▼	\$
Transfer to Reserves	10	(1,315,921)	(363,221)	(115,545)	(38,560)	76,985	67%	▲	\$
Amount attributable to financing activities		2,979,006	3,931,706	745,649	(38,560)				
Closing Funding Surplus (Deficit)	1	(0)	512,015	5,577,409	6,153,143				

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

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

The material variance adopted by Council for the 2022/23 year is \$25,000 and 10%.

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

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES

NOTE 1
ADJUSTED NET CURRENT ASSETS

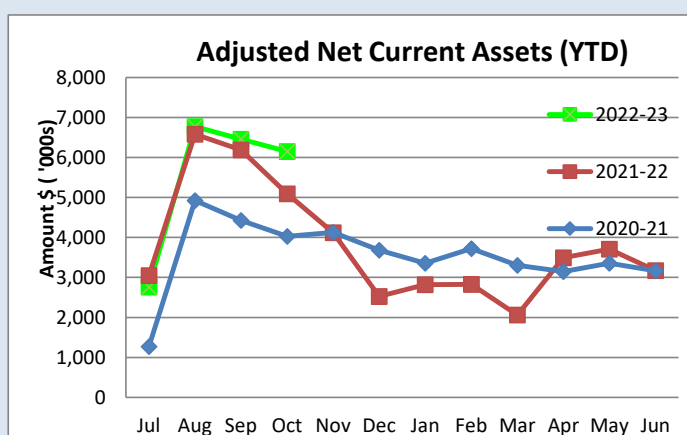
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2022	This Time Last Year 31/10/2021	Year to Date Actual 31/10/2022
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	4,124,409	5,335,905	7,289,214
Cash Restricted - Reserves	2	11,335,845	12,303,244	11,374,405
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	3	594,451	1,233,407	1,254,683
Receivables - Other	3	643,266	116,141	255,403
Impairment of Receivables	3	(377,062)	(320,812)	(377,062)
Other Assets Other Than Inventories	4	0	57,622	120,106
Inventories	4	16,438	15,211	16,438
		16,337,347	18,740,717	19,933,186
Less: Current Liabilities				
Payables	5	(406,516)	(602,999)	(534,465)
Contract Liabilities	11	(1,391,573)	(728,767)	(1,833,121)
Bonds & Deposits	14	(9,541)	(15,780)	(15,356)
Loan and Lease Liability	9	0	(2,363)	0
Provisions	11	(230,522)	(192,238)	(230,522)
		(2,038,151)	(1,542,147)	(2,613,463)
Less: Cash Reserves	10	(11,335,845)	(12,303,244)	(11,374,405)
Add Back: Component of Leave Liability not Required to be funded		207,824	192,238	207,824
Add Back: Loan and Lease Liability		0	2,363	0
Less : Loan Receivable - clubs/institutions		0	0	0
Net Current Funding Position		3,171,176	5,089,928	6,153,143

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD

Surplus(Deficit)

\$6.15 M

Last Year YTD

Surplus(Deficit)

\$5.09 M

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

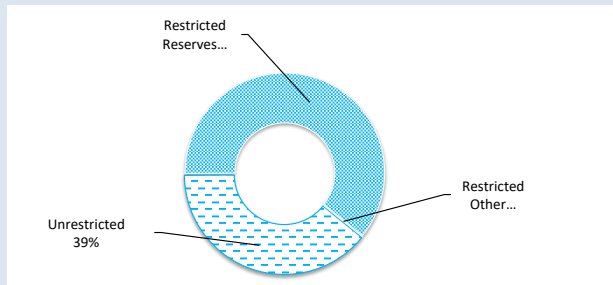
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Cash On Hand - Admin	830			830	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Bank Account	3,580,215			3,580,215	NAB	0.85%	Ongoing
Reserve Bank Account		7,374,405		7,374,405	NAB	0.85%	Ongoing
Trust Cash at Bank			0	0	NAB		
Term Deposits							
Municipal Maximiser Investment Account	2,708,170			2,708,170	NAB	0.85%	Ongoing
Reserve Bank - Term Deposit Investments	1,000,000	4,000,000		5,000,000	NAB	3.60%	Ongoing
Investments							
Total	7,289,214	11,374,405	0	18,663,619			

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Total Cash	Unrestricted
\$18.66 M	\$11.37 M

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2022	31 Oct 22
	\$	\$
Opening Arrears Previous Years	663,136	594,451
Levied this year	3,641,762	4,194,236
Less Collections to date	(3,710,447)	(3,534,004)
Equals Current Outstanding	594,451	1,254,683
Net Rates Collectable	594,451	1,254,683
% Collected	86.19%	73.80%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	14,054	1,631	200	0	15,885
Percentage	88%	10%	1%	0%	
Balance per Trial Balance					
Sundry Debtors					15,885
Impairment of Receivables					(377,062)
Receivables - Other					239,518
Total Receivables General Outstanding					(121,659)

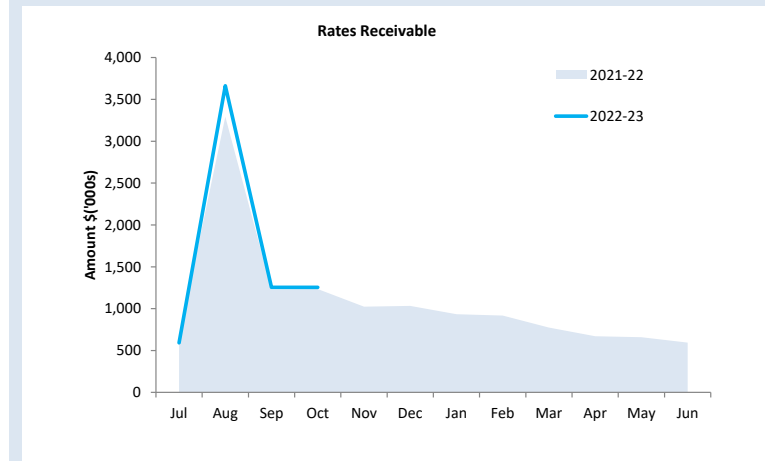
Amounts shown above include GST (where applicable)

KEY INFORMATION

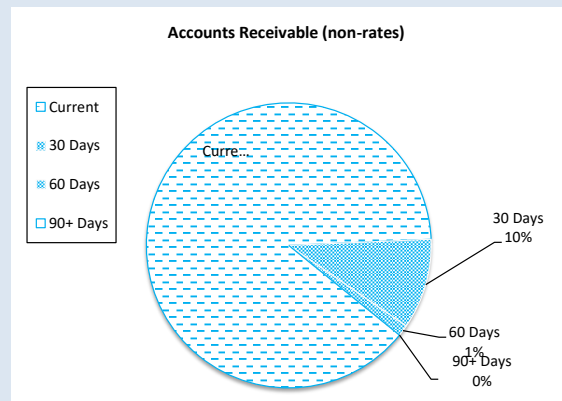
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
74%	\$1,254,683



Debtors Due
-\$121,659
Over 30 Days
12%
Over 90 Days
0%

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

Other Current Assets	Opening Balance 1 Jul 2022	Asset Increase	Asset Reduction	Closing Balance 31 Oct 2022
	\$	\$	\$	\$
Inventory				
Fuel, Oil & Materials on hand	16,438	0	0	16,438
Accrued income and prepayments				
Accrued income and prepayments	0	120,106	0	120,106
Total Other Current assets				136,543
Amounts shown above include GST (where applicable)				

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.

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

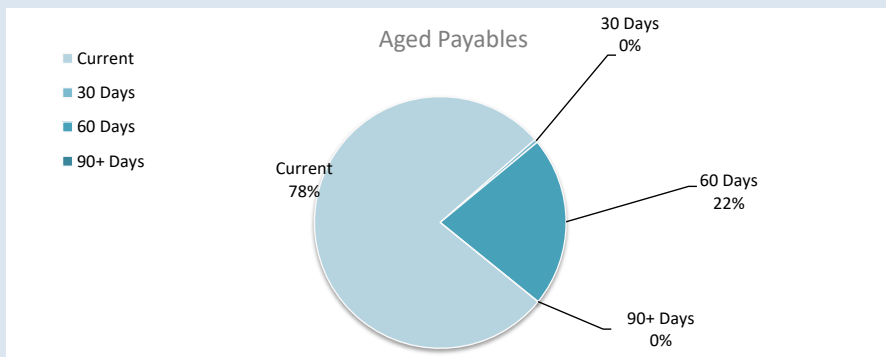
OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	136,628	780	38,382	0	175,790
Percentage	77.7%	0.4%	21.8%	0%	
Balance per Trial Balance					
Sundry creditors - General					175,790
ATO liabilities					73,510
Other accruals/payables					44,625
Prepaid rates					43,622
Total Payables General Outstanding					534,465

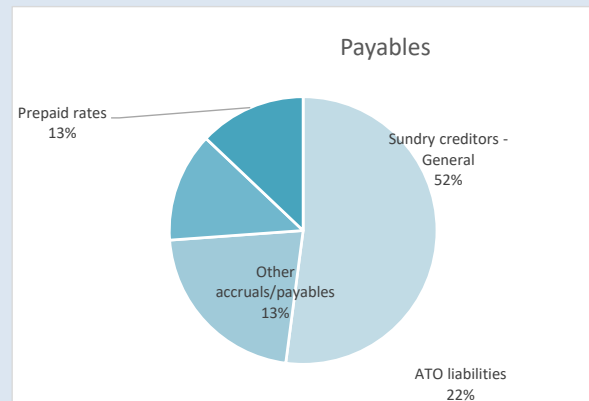
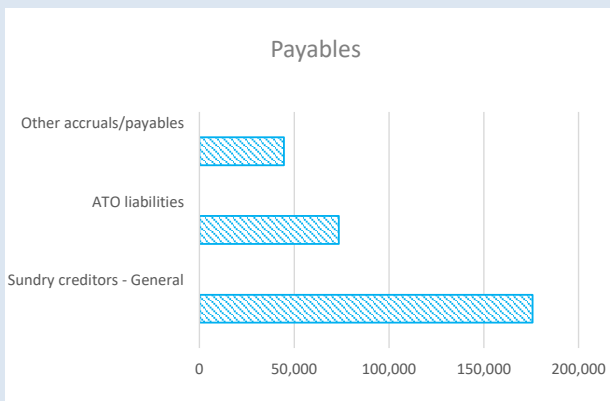
Amounts shown above include GST (where applicable)

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.



Creditors Due
\$534,465
Over 30 Days
22%
Over 90 Days
0%



SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

RATE TYPE	Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
Gross rental valuations											
Vacant	0.089400	2	10,712	958	0	0	958	958	0	0	958
Residential	0.089200	31	1,696,196	151,301	0	0	151,301	151,301	0	0	151,301
Unimproved valuations											
Mining lease	0.171300	230	17,306,859	2,964,665	0	0	2,964,665	2,964,665	(1,367)	0	2,963,298
Exploration lease	0.155300	342	4,256,136	643,896	0	0	643,896	660,978	57,219	1,809	720,007
Prospecting lease	0.152900	240	659,607	96,960	0	0	96,960	100,854	2,263	597	103,714
Pastoral lease	0.085800	20	665,453	57,096	0	0	57,096	57,096	0	0	57,096
Other	0.085800	68	333,500	28,614	0	0	28,614	28,614	0	0	28,614
Non-Rateable							0	0	280	(31)	249
Sub-Totals		933	24,928,463	3,943,490	0	0	3,943,490	3,964,466	58,395	2,375	4,025,236
Minimum Payment	\$										
Gross rental valuations											
Vacant	200	200	41,663	40,000	0	0	40,000	40,000	0	0	40,000
Residential	328	11	15,863	3,608	0	0	3,608	3,608	0	0	3,608
Unimproved valuations											
Mining lease	328	60	19,680	19,680	0	0	19,680	19,680	0	0	19,680
Exploration lease	290	227	244,357	65,540	0	0	65,540	65,830	0	0	65,830
Prospecting lease	257	97	67,473	24,672	0	0	24,672	24,929	0	0	24,929
Pastoral lease	328	7	12,265	2,296	0	0	2,296	2,296	0	0	2,296
Other	328	3	6,700	984	0	0	984	984	0	0	984
Sub-Totals		605	408,001	156,780	0	0	156,780	157,327	0	0	157,327
		1,538	25,336,464	4,100,270	0	0	4,100,270	4,121,793	58,395	2,375	4,182,563
Amount from General Rates							4,100,270				4,182,563
Ex-Gratia Rates							0				0
Total Rates							4,100,270				4,182,563

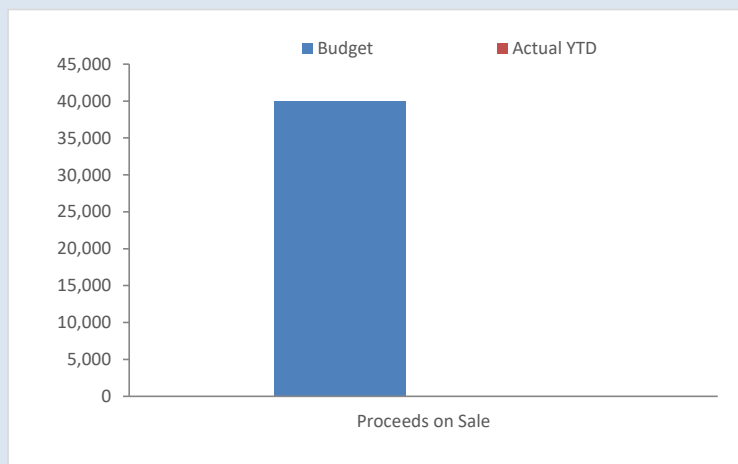
SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and Equipment								
53	Diesel Transfer Pump 4" Varisco P0222	5,769	10,000	4,231		0	0		
515	P0207 Hino 300 Series 816 Medium Auto Rubb	50,827	30,000		(20,827)	0	0		
		56,596	40,000	4,231	(20,827)	0	0	0	0

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$40,000	\$0	0%

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

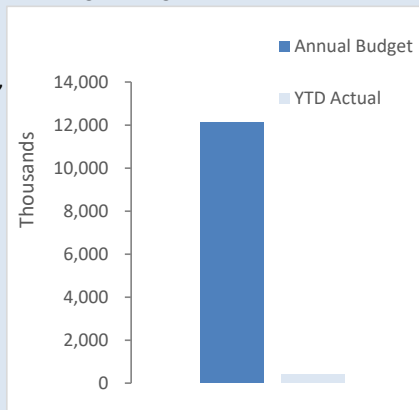
FOR THE PERIOD ENDED 31 OCTOBER 2022

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	4,778,021	582,349	4,278,021	226,438	(355,911)
Plant and Equipment	655,000	39,832	655,000	23,249	(16,583)
Furniture and Equipment	0	0	0	0	0
Infrastructure Assets - Roads	4,995,830	1,143,978	4,995,830	34,193	(1,109,785)
Infrastructure Assets - Footpaths	50,000	16,664	50,000	0	(16,664)
Infrastructure Assets - Parks and Ovals	70,000	65,200	122,700	105,705	40,505
Infrastructure Assets - Other	2,021,124	184,752	2,021,124	298	(184,455)
Capital Expenditure Totals	12,569,975	2,032,775	12,122,675	389,883	(1,642,892)
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	4,223,830	1,282,036	4,223,830	32,439	(1,249,597)
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	40,000	0	40,000	0	0
Council contribution - Cash Backed Reserves					
Various Reserves	4,294,927	861,194	4,294,927	0	(861,194)
Council contribution - operations	4,011,218	-110,455	3,563,918	357,444	467,899
Capital Funding Total	12,569,975	2,032,775	12,122,675	389,883	(1,642,892)

SIGNIFICANT ACCOUNTING POLICIES

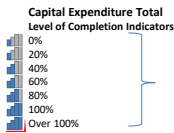
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current 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
	\$12.12 M	\$0.39 M	3%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$4.22 M	\$0.03 M	1%

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS



Percentage YTD Actual to Annual Budget Expenditure over budget highlighted in red.

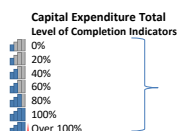
% of Completion

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

Assets	Account Number	Balance Sheet Category	Job Number	Adopted	Amended		Total YTD	Variance (Under)/Over	
				Annual Budget	Annual Budget	YTD Budget			
				\$	\$	\$	\$	\$	
Buildings									
Education & Welfare									
0.00	Arts Centre	4080410	510	BC060	(269,369)	(269,369)	(89,788)	0	89,788
0.00	Community Shed	4080410	510	BC060A	(300,000)	(300,000)	0	0	0
Total - Education & Welfare					(569,369)	(569,369)	(89,788)	0	89,788
Housing									
0.00	Duplex Lot 12a Walsh St (North Unit) - Building (Capital)	4090110	510	BC007	(20,000)	(20,000)	(6,665)	0	6,665
0.16	Duplex Lot 12b Walsh St (South Unit) - Building (Capital)	4090110	510	BC008	(35,000)	(35,000)	(11,665)	(5,500)	6,165
0.00	New 2x1 Staff House - Building (Capital)	4090110	510	BC010	(226,691)	(226,691)	0	0	0
0.00	New 2x1 Staff House (21-22)	4090110	510	BC011	(520,000)	(520,000)	0	0	0
0.14	Lot 1089 (57) Walsh St Rental - Building (Capital)	4090210	510	BC019	(35,000)	(35,000)	(11,620)	(5,000)	6,620
0.02	Old Post Office House Lot 102 (33) Walsh St - Building (Capital)	4090210	510	BC020	(932,746)	(932,746)	0	(18,795)	(18,795)
Total - Housing					(1,769,437)	(1,769,437)	(29,950)	(29,295)	655
Community Amenities									
0.00	PLAN - Building (Capital)	4100610	510		(760,371)	(260,371)	0	0	0
Total - Community Amenities					(760,371)	(260,371)	0	0	0
Recreation And Culture									
0.05	Town Hall (Hall) - Building (Capital)	4110110	510	BC026	(106,825)	(106,825)	(35,608)	(5,000)	30,608
0.77	Old Butcher Shop Lot 1094 (53) Shenton St - Building (Capital)	4110610	510	BC029	(15,000)	(15,000)	(15,000)	(11,500)	3,500
Total - Recreation And Culture					(121,825)	(121,825)	(50,608)	(16,500)	34,108
Transport									
1.00	Depot - Building (Capital)	4120110	510	BC037	0	0	0	(251)	(251)
0.22	Depot Office (Capital)	4120110	510	BC037B	(55,000)	(55,000)	0	(11,944)	(11,944)
Total - Transport					(55,000)	(55,000)	0	(12,194)	(12,194)
Economic Services									
0.00	Building not specified	4130210	510	BC000	(100,000)	(100,000)	(33,332)	0	33,332
0.47	Lady Shenton/CRC Lot 41 (37) Shenton St - Building (Capital)	4130210	510	BC028	(308,192)	(308,192)	(205,460)	(145,206)	60,254
0.00	Goongarrie Cottage South - Building (Capital)	4130210	510	BC032	(50,000)	(50,000)	0	0	0
0.00	Goongarrie Cottage North - Building (Capital)	4130210	510	BC033	(50,000)	(50,000)	0	0	0
0.00	Mercer Street Caravan Park Infrastructure	4130210	510	BC050	(818,827)	(818,827)	0	0	0
1.00	Ex Police Station 8 Wilson (56 Shenton) - Building (Capital)	4130810	510	BC034	0	0	0	(1,100)	(1,100)
Total - Economic Services					(1,327,019)	(1,327,019)	(238,792)	(146,306)	92,486
Other Property & Services									
0.13	Town Hall (Admin) - Building (Capital)	4140210	510	BC027	(175,000)	(175,000)	(173,211)	(22,143)	151,068
0.13	Total - Other Property & Services				(175,000)	(175,000)	(173,211)	(22,143)	151,068
Total - Buildings					(4,778,021)	(4,278,021)	(582,349)	(226,438)	355,911
Plant & Equipment									
Governance									
0.00	Administration Communications Equipment	4040230	530	C0141	(10,000)	(10,000)	(3,332)	0	3,332
0.00	Software and IT Systems	4040230	530	C0142	(100,000)	(100,000)	0	0	0
0.00	ERP (Accounts/Records maintenance system upgrade)	4040230	530	C0143	(100,000)	(100,000)	0	0	0
0.00	Vehicle Replacement CEO	4040230	530	CP001	(30,000)	(30,000)	0	0	0
Total - Governance					(240,000)	(240,000)	(3,332)	0	3,332
Other Law, Order & Public Safety									
0.00	LRCI Menzies CCTV Expenditure	4050330	530	LRC0118	(90,000)	(90,000)	(22,500)	0	22,500
Total - Other Law, Order & Public Safety					(90,000)	(90,000)	(22,500)	0	22,500
Transport									
0.00	Minor Plant Purchases	4120330	530	C0127	(20,000)	(20,000)	(8,000)	0	8,000
0.00	Banners and Signage	4120330	530	C0128	(15,000)	(15,000)	(6,000)	0	6,000
0.00	Rubbish Truck with Compactor	4120330	530	CP006	(290,000)	(290,000)	0	0	0
1.00	Emulsion Sprayer	4120330	530	PA162	0	0	0	(23,249)	(23,249)
Total - Transport					(325,000)	(325,000)	(14,000)	(23,249)	(9,249)
Total - Plant & Equipment					(655,000)	(655,000)	(39,832)	(23,249)	16,583
Infrastructure - Roads									
Transport									
0.12	Program Reseal	4120140	540	C1213	(200,000)	(200,000)	(66,664)	(23,148)	43,516
0.00	Niagara Dam Rd (Capital)	4120141	540	RC059	(330,000)	(330,000)	0	0	0
0.00	Kookynie Malcom Rd (Capital)	4120142	540	RC038	(300,000)	(300,000)	0	0	0
0.00	Lake Ballard Entrance Rd/Carpark	4120142	540	RC075	(200,000)	(200,000)	(66,666)	0	66,666
0.00	Tjuntjuntjarra Internal Roads Program (20-21)	4120142	540	RC249	(100,000)	(100,000)	0	0	0
0.00	Davyhurst Road Resheet/upgrade Sklm	4120143	540	RC010	(250,000)	(250,000)	0	0	0
0.00	Tjuntjuntjarra Access Road (R2R 22-23)	4120146	540	R2R049C	(190,000)	(190,000)	(63,332)	0	63,332
0.00	Evanston Menzies Rd (R2R)	4120147	540	R2R008	(510,628)	(510,628)	(127,657)	0	127,657
0.00	Yarri Road (RRG 21-22)	4120150	540	RRG039A	(95,000)	(95,000)	0	0	0
0.00	Menzies North West Resurfacing SLK 5 - 10 (RRG 22/23)	4120151	540	RRG007D	(480,000)	(480,000)	(160,000)	0	160,000
0.00	Menzies North West 6 Km to Lake Ballard turn-off (RRG 22/23)	4120151	540	RRG007E	(1,332,000)	(1,332,000)	(444,000)	0	444,000
0.00	Evanston Menzies Road (RRG 21-22)	4120151	540	RRG008A	(283,312)	(283,312)	(94,437)	0	94,437
0.00	Tjuntjuntjarra Access Road (Indigenous Community Access Rd)	4120164	540	ICA049	(240,000)	(240,000)	0	0	0
1.00	LRCI Projects Phase 3 - Budgeting Purposes Only	4120164	540	LRC000A	0	0	0	(11,045)	(11,045)
0.00	LRCI Kookynie road sealing 3 KLM (Dust suppression) Expenditu	4120164	540	LRC0119	(484,890)	(484,890)	(121,222)	0	121,222

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

% of Completion	Level of completion indicator, please see table at the top of this note for further detail.	Account Number	Balance Sheet Category	Job Number	Adopted		Amended		Variance (Under)/Over
					Annual Budget	Annual Budget	YTD Budget	Total YTD	
					\$	\$	\$	\$	
	Assets								
	Total - Transport				(4,995,830)	(4,995,830)	(1,143,978)	(34,193)	1,109,785
0.01	Total - Infrastructure - Roads				(4,995,830)	(4,995,830)	(1,143,978)	(34,193)	1,109,785
	Infrastructure - Footpaths								
	Transport								
0.00	Footpath Construction General (Budgeting Only)	4120170	560	FC000	(50,000)	(50,000)	(16,664)	0	16,664
	Total - Transport				(50,000)	(50,000)	(16,664)	0	16,664
0.00	Total - Infrastructure - Footpaths				(50,000)	(50,000)	(16,664)	0	16,664
	Infrastructure - Parks & Ovals								
	Recreation And Culture								
1.00	Marmion Village Reserve Improvements	4110370	570	PC005	0	0	0	(48,585)	(48,585)
0.00	LRCI Rodeo Site Development Expenditure	4110370	570	LRC0113	(50,000)	(50,000)	(12,500)	0	12,500
0.00	Drink Fountain in Park	4110370	570	PC036	(10,000)	(10,000)	0	0	0
0.00	Hand Wash at BBQ Area Water Park	4110370	570	PC112	(10,000)	(10,000)	0	0	0
1.08	Tjuntjuntjara Playground	4110370	570	PC113	0	(52,700)	(52,700)	(57,120)	(4,420)
	Total - Recreation And Culture				(70,000)	(122,700)	(65,200)	(105,705)	(40,505)
0.86	Total - Infrastructure - Parks & Ovals				(70,000)	(122,700)	(65,200)	(105,705)	(40,505)
	Infrastructure - Other								
	Community Amenities								
0.00	LRCI Meeting Structure Tjuntjuntjara Expenditure	4100790	590	LRC0114	(70,000)	(70,000)	(17,500)	0	17,500
0.00	LRCI Sealing of Parking Menzies Public Toilets Expenditure	4100790	590	LRC0116	(100,000)	(100,000)	(26,978)	0	26,978
	Total - Community Amenities				(170,000)	(170,000)	(44,478)	0	44,478
	Recreation And Culture								
0.00	Water Park Infrastructure Expenditure	4110390	590	PC002	(50,000)	(50,000)	(50,000)	0	50,000
0.00	Kookynie Fencing	4110390	590	IO040	(484,750)	(484,750)	0	(298)	(298)
	Total - Recreation And Culture				(534,750)	(534,750)	(50,000)	(298)	49,703
	Transport								
0.00	Bores to Support Road Works	4120190	590	C0123	(50,000)	(50,000)	(16,664)	0	16,664
0.00	Main Street (Shenton) Streetscaping	4120190	590	C100	(50,000)	(50,000)	0	0	0
0.00	Truck Bay Wilson and Shenton	4120190	590	C1211	(10,000)	(10,000)	(284)	0	284
0.00	Grids Capital	4120190	590	GRIDCAP	(50,000)	(50,000)	(16,660)	0	16,660
0.00	Town Dam Upgrade	4120790	590	C0121	(20,000)	(20,000)	(6,666)	0	6,666
	Total - Transport				(180,000)	(180,000)	(40,274)	0	40,274
	Economic Services								
0.00	Niagara Dam Capital Works	4130290	590	C0131	(936,374)	(936,374)	0	0	0
0.00	LRCI Tourism Signage (district wide) Expenditure	4130290	590	LRC0117	(200,000)	(200,000)	(50,000)	0	50,000
	Total - Economic Services				(1,136,374)	(1,136,374)	(50,000)	0	50,000
0.00	Total - Infrastructure - Other				(2,021,124)	(2,021,124)	(184,752)	(298)	184,455
0.03	Grand Total				(12,569,975)	(12,122,675)	(2,032,775)	(389,883)	1,642,892

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

FINANCING ACTIVITIES
NOTE 9
LOAN DEBENTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

The Shire of Menzies do not have any loan debenture borrowings to be reported.

All debenture repayments were financed by general purpose revenue.

(b) Information on Financing

The Shire of Menzies do not have any lease financing to be reported.

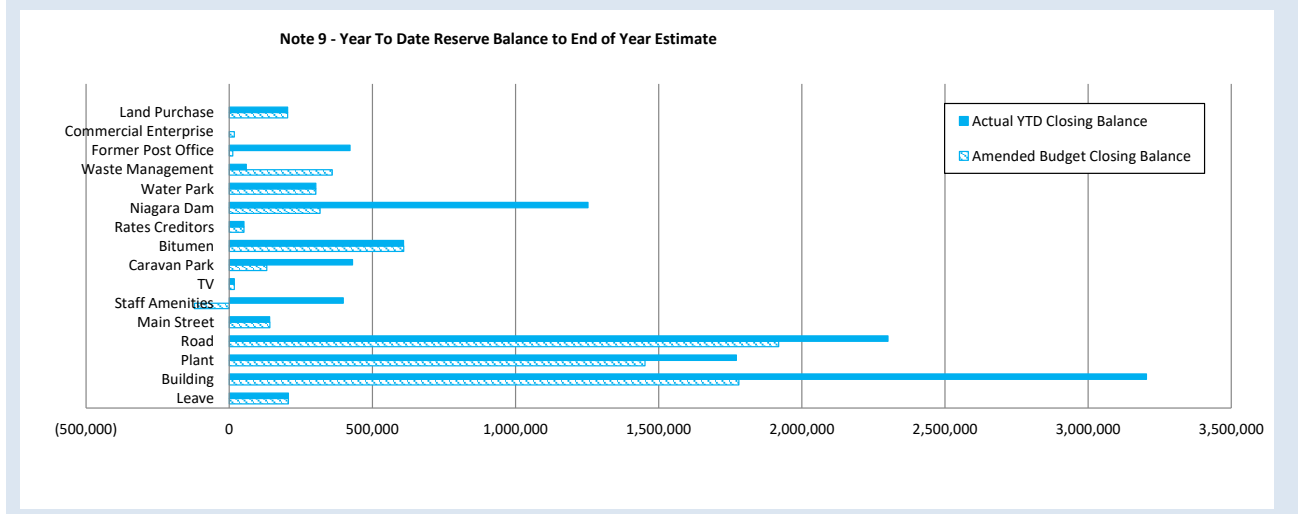
SHIRE OF MENZIES
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
 NOTE 10
 CASH BACKED RESEVES

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave	206,107	822	702	0	0	0	0	206,929	206,810
Building	3,192,928	12,735	10,857	0	0	(1,425,241)	0	1,780,422	3,203,786
Plant	1,765,297	7,041	6,004	0	0	(320,000)	0	1,452,338	1,771,301
Road	2,293,174	9,146	7,801	0	0	(383,312)	0	1,919,008	2,300,975
Main Street	141,160	563	482	0	0	0	0	141,723	141,642
Staff Amenities	397,322	1,585	1,354	0	0	(520,000)	0	(121,093)	398,676
TV	17,979	72	61	0	0	0	0	18,051	18,040
Caravan Park	429,588	1,713	1,461	0	0	(300,000)	0	131,301	431,049
Bitumen	606,885	2,421	2,063	0	0	0	0	609,306	608,948
Rates Creditors	51,401	205	173	0	0	0	0	51,606	51,574
Niagara Dam	1,248,915	4,981	4,250	0	0	(936,374)	0	317,522	1,253,165
Water Park	301,323	1,202	1,026	0	0	0	0	302,525	302,348
Waste Management	59,814	239	205	300,000	0	0	0	360,053	60,018
Former Post Office	420,512	1,677	1,431	0	0	(410,000)	0	12,189	421,942
Commercial Enterprise	0	4,787	0	13,221	0	0	0	18,008	0
Land Purchase	203,441	811	691	0	0	0	0	204,252	204,131
	11,335,845	50,000	38,560	313,221	0	(4,294,927)	0	7,404,139	11,374,405

KEY INFORMATION



SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2022	Liability Increase	Liability Reduction	Closing Balance 31 Oct 2022
		\$	\$	\$	\$
Contract Liabilities					
Unspent grants, contributions and reimbursements					
- operating	12	220,983	(2,857)	(6,356)	221,779
- non-operating	13	631,823	483,200	(32,439)	1,082,584
Total unspent grants, contributions and reimbursements		852,806	480,343	(38,795)	1,304,363
Provisions					
Annual leave		125,744	0	0	125,744
Long service leave		104,777	0	0	104,777
Total Provisions		230,522	0	0	230,522
Total Other Current Liabilities					1,534,885
Amounts shown above include GST (where applicable)					

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.

CONTRACT LIABILITIES

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Operating Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Oct 2022	Current Liability 31 Oct 2022	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating Grants and Subsidies									
General purpose funding									
Grants Commission - General (WALGGC)	0	0	0	0	0	1,544,728	1,544,728	0	130,528
Grants Commission - Roads (WALGGC)	0	0	0	0	0	731,061	731,061	0	124,381
Law, order, public safety									
DFES Grant - Operating Bush Fire Brigade	5,519	7,152	0	12,671	12,671	8,000	8,000	2,664	0
Health									
WAPHA - LGA Suicide Prevention Grant Income	75,560	0	0	75,560	75,560	100,000	100,000	100,000	0
Recreation and culture									
Regional Library Services Grant	0	0	0	0	0	10,000	10,000	10,000	0
Menzies Discovery Day Grant	6,904	0	(6,356)	548	548	8,000	8,000	7,998	6,356
Transport									
Direct Grant (MRWA)	0	0	0	0	0	190,000	190,000	63,332	206,730
Street Lighting Subsidy (MRWA)	0	0	0	0	0	1,713	1,713	568	0
LRCIP Grant - Menzies Town Greening	50,000	0	0	50,000	50,000	100,000	100,000	33,336	0
Economic services									
WACRN Community Resource Centre Grant	83,000	0	0	83,000	83,000	80,000	80,000	40,000	0
	220,983	7,152	(6,356)	221,779	221,779	2,773,502	2,773,502	257,898	467,994
Operating Contributions									
Recreation and culture									
Menzies Discovery Day Contributions	0	0	0	0	0	20,000	20,000	6,664	2,818
Economic services									
INDUE Cashless Debit Card Contribution	0	(10,009)	0	0	(10,009)	38,000	38,000	12,664	29,876
	0	(10,009)	0	0	(10,009)	58,000	58,000	19,328	32,694
TOTALS	220,983	(2,857)	(6,356)	221,779	211,769	2,831,502	2,831,502	277,226	500,689

SHIRE OF MENZIES
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

NOTE 13

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability					Non Operating Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Oct 2022	Current Liability 31 Oct 2022	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-Operating Grants and Subsidies									
Law, order, public safety									
LRCIP Grant - Menzies CCTV	45,000	0	0	45,000	45,000	90,000	90,000	22,500	0
Community amenities									
LRCIP Grant - Meeting Structure Tjuntjuntjara	35,000	0	0	35,000	35,000	70,000	70,000	17,500	0
LRCIP Grant - Sealing of Parking Menzies Public Toilets	50,000	0	0	50,000	50,000	100,000	100,000	25,000	0
LRCIP Grant - Rodeo site development	25,000.00	0	0	25,000	25,000	50,000	50,000	12,500	0
LRCIP Grant - Marmion Village Reserve Improvements	44,878.77	0	(32,439)	12,440	12,440	0	0	0	32,439
Transport									
RTR Grant Funded - Tjuntjuntjara Access Road	0	0	0	0	0	190,000	190,000	0	0
RTR Grant Funded - Evanston Menzies Rd	0	0	0	0	0	510,628	510,628	170,209	0
RRG Grant Funded -Menzies North West Road Improvements (RRG 21-22)	9,500	0	0	9,500	9,500	0	0	0	0
RRG Grant Funded -Menzies North West Road Improvements (RRG 21-22)	0	0	0	0	0	198,000	198,000	198,000	0
RRG Grant Funded -Menzies North West Road Resurfacing SLK 5 - 10 (RRG 22-23)	0	128,000	0	128,000	128,000	480,000	480,000	160,000	0
RRG Grant Funded -Menzies North West Road 6 Km to Lake Ballard (RRG 22-23)	0	355,200	0	355,200	355,200	1,332,000	1,332,000	444,000	0
RRG Grant Funded -Evanston Menzies Road (RRG 21-22)	0	0	0	0	0	183,312	183,312	61,104	0
RRG Grant Funded -Tjuntjunjarra Access Rd	79,999	0	0	79,999	79,999	0	0	0	0
RRG Grant Funded -Yarri Road (RRG 21-22)	0	0	0	0	0	95,000	95,000	0	0
WALGGC Special Road Grant - Tjuntjuntjara Access Road	0	0	0	0	0	240,000	240,000	0	0
LRCIP Grant - Kookynie road sealing 3 KLM (Dust suppression)	242,445	0	0	242,445	242,445	484,890	484,890	121,223	0
Economic services									
LRCIP Grant - Tourism Signage (district wide)	100,000	0	0	100,000	100,000	200,000	200,000	50,000	0
	631,823	483,200	(32,439)	1,082,584	1,082,584	4,223,830	4,223,830	1,282,036	32,439
Total Non-operating grants, subsidies and contributions	631,823	483,200	(32,439)	1,082,584	1,082,584	4,223,830	4,223,830	1,282,036	32,439

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022NOTE 14
BONDS & DEPOSITS AND TRUST FUNDS

In previous years, bonds and deposits were held as trust monies. They are still reported in this Note but also included in Restricted Cash - Bonds and Deposits and as a current liability in the books of Council.

Trust funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2022	Amount Received	Amount Paid	Closing Balance 31 Oct 2022
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Pet Bonds	200.00	102.50	0.00	302.50
Staff Housing Bonds	3,520.00	410.00	0.00	3,930.00
BCITF	(608.25)	0.00	0.00	(608.25)
Building Levy	(15.00)	22,640.41	(22,573.76)	51.65
Nomination Fees	0.00	0.00	0.00	0.00
Unclaimed Moines	400.00	0.00	0.00	400.00
Hall Hire Bond	100.00	0.00	0.00	100.00
Other Housing Bond	0.00	0.00	0.00	0.00
Community Bus Bond	200.00	0.00	0.00	200.00
Retention Bonds & Liabilities	5,744.25	0.00	0.00	5,744.25
Sub-Total	9,541.00	23,152.91	(22,573.76)	10,120.15
Trust Funds				
Nil				
Sub-Total	0.00	0.00	0.00	0.00
	9,541.00	23,152.91	(22,573.76)	10,120.15

KEY INFORMATION

SHIRE OF MENZIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2022

NOTE 15

EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2022/23 year is \$25,000 and 10%.

Reporting Program	Var. \$	Var. %	Significant		Timing/ Permanent	Explanation of Variance
			Var. ▲▼	Var. \$		
Revenue from operating activities	\$	%				
General Purpose Funding - Rates	82,293	2%	▲		Timing	Regenerate Rates Notice for FY 22/23
General Purpose Funding - Other	306,529	1196%	▲	\$	Timing	Timing - allocation budget FY 22/23
Law, Order and Public Safety	4,381	54%	▲		Timing	Timing - allocation budget FY 22/23
Health	(99,328)	(99%)	▼	\$	Timing	Timing - allocation budget FY 22/23
Housing	5,880	39%	▲		Timing	Timing - Increase of housing revenue
Community Amenities	6,421	112%	▲		Timing	Timing - allocation budget FY 22/23
Recreation and Culture	(12,183)	(49%)	▼		Timing	Timing - allocation budget FY 22/23
Transport	119,259	122%	▲	\$	Timing	Timing - allocation budget FY 22/23
Economic Services	29,485	27%	▲	\$	Timing	Timing - allocation budget FY 22/23
Other Property and Services	1,495	18%	▲		Timing	Timing - allocation budget FY 22/23
Expenditure from operating activities						
Governance	189,429	44%	▲	\$	Timing	Timing - allocation expenditure budget FY 22/23
General Purpose Funding	85,800	56%	▲	\$	Timing	Timing - allocation expenditure budget FY 22/23
Law, Order and Public Safety	28,534	72%	▲	\$	Timing	Timing - allocation expenditure budget FY 22/23
Health	14,313	25%	▲		Timing	Timing - allocation expenditure budget FY 22/23
Education and Welfare	10,279	61%	▲		Timing	Timing - allocation expenditure budget FY 22/23
Housing	(20,426)	(30%)	▼		Timing	Timing - allocation expenditure budget FY 22/23
Community Amenities	46,775	32%	▲	\$	Timing	Timing - allocation expenditure budget FY 22/23
Recreation and Culture	293,274	58%	▲	\$	Timing	Timing - allocation expenditure budget FY 22/23
Transport	717,655	85%	▲	\$	Timing	Timing - allocation expenditure budget FY 22/23
Economic Services	209,827	42%	▲	\$	Timing	Timing - allocation expenditure budget FY 22/23
Other Property and Services	(393,782)	1410%	▼		Timing	Timing - allocation expenditure budget FY 22/23
Investing Activities						
Non-operating Grants, Subsidies and Contributions	(1,249,597)	(97%)	▼	\$	Timing	Budget Allocations for completed project grant related to this FY
Land and Buildings	355,911	61%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Plant and Equipment	16,583	42%	▲		Timing	Capital works - Refer to Note 8 Capital details
Infrastructure Assets - Roads	1,109,785	97%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Infrastructure Assets - Footpaths	16,664	100%	▲		Timing	Capital works - Refer to Note 8 Capital details
Infrastructure Assets - Parks and Ovals	(40,505)	(62%)	▼	\$	Timing	Capital works - Refer to Note 8 Capital details
Infrastructure Assets - Other	184,455	100%	▲	\$	Timing	Capital works - Refer to Note 8 Capital details
Financing Activities						
Transfer from Reserves	(861,194)	(100%)	▼	\$	Timing	the allocation transfer from reserve to operating account
Transfer to Reserves	76,985	67%	▲	\$	Timing	Interest reserve allocation to operating account

SHIRE OF MENZIES
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 OCTOBER 2022

NOTE 16
 BUDGET AMENDMENTS

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
		Budget Adoption		Closing Surplus/(Deficit)			0	0
		Opening surplus adjustment		Opening Surplus(Deficit)			(887,984)	(887,984)
4110370	PC113	Tjuntjunjarra Playground	CM-278	Capital Expenses			(18,500)	(906,484)
4130881		OTH ECON - Transfers to Commercial Enterprise Reserve	CM-278	Capital Expenses		18,500		(887,984)
4110370	PC113	Tjuntjunjarra Playground	CM-292	Capital Expenses			(34,200)	(922,184)
4130881		OTH ECON - Transfers to Commercial Enterprise Reserve	CM-292	Capital Expenses		34,200		(887,984)
4130881		OTH ECON - Transfers to Commercial Enterprise Reserve	CM-309	Capital Expenses		900,000		12,016
4100610		PLAN - Building (Capital)	CM-309	Capital Expenses		500,000		512,016
								512,016
								512,016

SHIRE OF MENZIES
F.I.S
FINANCIAL INFORMATION
SCHEDULE AS
@ 31/10/2022



PURPOSE OF DOCUMENT - The Financial Information Schedule has been developed so that Councillors can have a more detailed breakdown of operating expenses and income. The document should be read in conjunction with the Monthly Financial Report as it is a useful tool in understanding variances to the budget.

31/10/2022	COA	Description	Current Budget FY 22/23	YTD Budget 31/10/2022	YTD Actual 31/10/2022	Variance (\$)
		General Purpose Funding				
		Rates				
		Operating Income				
		3030120 RATES - Instalment Admin Fee Received	-\$7,000.00	-\$7,000.00	-\$5,400.00	\$1,600.00
		3030121 RATES - Account Enquiry Charges	-\$100.00	-\$32.00	\$0.00	\$32.00
		3030122 RATES - Reimbursement of Debt Collection Costs	-\$5,000.00	-\$1,664.00	\$0.00	\$1,664.00
		3030130 RATES - Rates Levied - Synergy	-\$4,100,270.33	-\$4,100,270.33	-\$4,182,562.99	-\$82,292.66
		3030145 RATES - Penalty Interest Received	-\$40,000.00	\$0.00	-\$13,701.10	-\$13,701.10
		3030146 RATES - Instalment Interest Received	-\$7,000.00	\$0.00	-\$8,778.66	-\$8,778.66
		Operating Income Total	-\$4,159,370.33	-\$4,108,966.33	-\$4,210,442.75	-\$101,476.42
		Other General Purpose Funding				
		Operating Income				
		3030201 GEN PUR - Reimbursements	-\$100.00	-\$32.00	\$0.00	\$32.00
		3030210 GEN PUR - Financial Assistance Grant - General	-\$1,544,728.00	\$0.00	-\$130,528.00	-\$130,528.00
		3030211 GEN PUR - Financial Assistance Grant - Roads	-\$731,061.00	\$0.00	-\$124,380.50	-\$124,380.50
		3030214 GEN PUR - Grant Funding	\$0.00	\$0.00	-\$32,438.75	-\$32,438.75
		3030220 GEN PUR - Charges - Photocopying / Faxing	-\$205.00	-\$68.00	\$0.00	\$68.00
		3030235 GEN PUR - Other Income	\$0.00	\$0.00	-\$2,037.62	-\$2,037.62
		3030245 GEN PUR - Interest Earned - Reserve Funds	-\$50,000.00	-\$16,664.00	-\$38,559.96	-\$21,895.96
		3030246 GEN PUR - Interest Earned - Municipal Funds	-\$500.00	-\$164.00	-\$8,767.04	-\$8,603.04
		Operating Income Total	-\$2,326,594.00	-\$16,928.00	-\$336,711.87	-\$319,783.87
		Rates				
		Operating Expenditure				
		2030100 RATES - Employee Costs	\$73,130.66	\$22,496.00	\$17,868.76	-\$4,627.24
		2030104 RATES - Training & Development	\$2,500.00	\$1,000.00	\$0.00	-\$1,000.00
		2030112 RATES - Valuation Expenses	\$10,000.00	\$3,332.00	\$925.26	-\$2,406.74
		2030113 RATES - Title/Company Searches	\$100.00	\$40.00	\$0.00	-\$40.00
		2030114 RATES - Debt Collection Expenses	\$14,000.00	\$4,664.00	\$15,892.79	\$11,228.79
		2030115 RATES - Printing and Stationery	\$500.00	\$164.00	\$0.00	-\$164.00
		2030116 RATES - Postage and Freight	\$1,000.00	\$332.00	\$853.52	\$521.52
		2030118 RATES - Rates Write Off	\$220,000.00	\$88,000.00	\$16,499.63	-\$71,500.37
		2030119 RATES - Seizure of Land	\$5,000.00	\$2,000.00	\$311.28	-\$1,688.72
		2030152 RATES - Consultants	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00
		2030187 RATES - Other Expenses Relating To Rates	\$500.00	\$164.00	\$0.00	-\$164.00
		2030199 RATES - Administration Allocated	\$51,541.00	\$17,180.00	\$0.00	-\$17,180.00
		Operating Expenditure Total	\$388,271.66	\$139,372.00	\$62,351.24	-\$77,020.76
		Other General Purpose Funding				
		Operating Expenditure				
		2030211 GEN PUR - Bank Fees & Charges	\$5,000.00	\$1,664.00	\$4,337.15	\$2,673.15
		2030214 GEN PUR - Rounding	\$10.00	\$0.00	\$0.00	\$0.00
		2030299 GEN PUR - Administration Allocated	\$34,361.00	\$11,452.00	\$0.00	-\$11,452.00
		Operating Expenditure Total	\$39,371.00	\$13,116.00	\$4,337.15	-\$8,778.85
		General Purpose Funding Total Income	-\$6,485,964.33	-\$4,125,894.33	-\$4,547,154.62	-\$421,260.29
		General Purpose Funding Total Expenditure	\$427,642.66	\$152,488.00	\$66,688.39	-\$85,799.61
		Governance				
		Members Of Council				
		Operating Income				
		3040101 MEMBERS - Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00
		Operating Income Total	\$0.00	\$0.00	\$0.00	\$0.00
		Other Governance				
		Operating Income				
		3040201 OTH GOV - Reimbursements	\$0.00	\$0.00	\$5,601.21	\$5,601.21
		Operating Income Total	\$0.00	\$0.00	\$5,601.21	\$5,601.21
		Members Of Council				
		Operating Expenditure				
		2040104 MEMBERS - Training & Development	\$45,000.00	\$14,940.00	\$12,422.73	-\$2,517.27
		2040109 MEMBERS - Members Travel and Accommodation	\$30,000.00	\$9,992.00	\$26,621.61	\$16,629.61
		2040111 MEMBERS - Mayors/Presidents Allowance	\$19,864.00	\$6,620.00	\$6,621.32	\$1.32
		2040112 MEMBERS - Deputy Mayors/Presidents Allowance	\$4,966.00	\$1,652.00	\$1,655.32	\$3.32
		2040113 MEMBERS - Members Sitting Fees	\$75,870.00	\$25,288.00	\$25,290.08	\$2.08
		2040114 MEMBERS - Communications Allowance	\$7,700.00	\$2,564.00	\$2,566.64	\$2.64
		2040115 MEMBERS - Printing and Stationery	\$400.00	\$132.00	\$0.00	-\$132.00
		2040116 MEMBERS - Election Expenses	\$4,000.00	\$0.00	\$0.00	\$0.00
		2040120 MEMBERS - Communication Expenses	\$0.00	\$0.00	\$0.00	\$0.00
		2040121 MEMBERS - Information Systems	\$3,000.00	\$1,000.00	\$0.00	-\$1,000.00
		2040129 MEMBERS - Donations to Community Groups	\$30,000.00	\$12,000.00	\$2,000.00	-\$10,000.00
		2040130 MEMBERS - Insurance Expenses	\$10,058.00	\$3,352.00	\$0.00	-\$3,352.00
		2040186 MEMBERS - Expensed Minor Asset Purchases	\$5,000.00	\$1,664.00	\$0.00	-\$1,664.00
		2040187 MEMBERS - Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00
		2040199 MEMBERS - Administration Allocated	\$343,606.00	\$114,532.00	\$0.00	-\$114,532.00
		Operating Expenditure Total	\$579,464.00	\$193,736.00	\$77,177.70	-\$116,558.30

31/10/2022	COA	Description	Current Budget FY 22/23	YTD Budget 31/10/2022	YTD Actual 31/10/2022	Variance (\$)
		Other Governance				
		Operating Expenditure				
		2040200 OTH GOV - Employee Costs	\$337,783.98	\$103,928.00	\$123,644.09	\$19,716.09
		2040204 OTH GOV - Training & Development	\$15,000.00	\$6,000.00	\$1,393.04	-\$4,606.96
		2040205 OTH GOV - Recruitment	\$25,000.00	\$10,000.00	\$4,747.33	-\$5,252.67
		2040206 OTH GOV - Fringe Benefits Tax (FBT)	\$0.00	\$0.00	\$0.00	\$0.00
		2040208 OTH GOV - Other Employee Expenses	\$0.00	\$0.00	\$0.00	\$0.00
		2040209 OTH GOV - Travel and Accommodation	\$0.00	\$0.00	\$1,939.47	\$1,939.47
		2040210 OTH GOV - Motor Vehicle Expenses	\$15,857.00	\$5,284.00	\$0.00	-\$5,284.00
		2040211 OTH GOV - Civic Functions, Refreshments & Receptions	\$4,000.00	\$1,332.00	\$1,772.60	\$440.60
		2040216 OTH GOV - Postage and Freight	\$0.00	\$0.00	\$0.00	\$0.00
		2040220 OTH GOV - Communication Expenses	\$0.00	\$0.00	\$0.00	\$0.00
		2040221 OTH GOV - Information Systems	\$4,080.00	\$1,360.00	\$0.00	-\$1,360.00
		2040240 OTH GOV - Advertising & Promotion	\$2,000.00	\$664.00	\$358.91	-\$305.09
		2040241 OTH GOV - Subscriptions & Memberships	\$74,452.00	\$74,452.00	\$25,937.99	-\$48,514.01
		2040250 OTH GOV - Consultancy - Statutory	\$11,000.00	\$4,400.00	\$0.00	-\$4,400.00
		2040251 OTH GOV - Consultancy - Strategic	\$1,000.00	\$400.00	\$0.00	-\$400.00
		2040252 OTH GOV - Other Consultancy	\$15,000.00	\$5,000.00	\$710.00	-\$4,290.00
		2040285 OTH GOV - Legal Expenses	\$15,000.00	\$5,000.00	\$590.91	-\$4,409.09
		2040286 OTH GOV - Expensed Minor Asset Purchases	\$5,000.00	\$1,664.00	\$270.55	-\$1,393.45
		2040298 OTH GOV - Staff Housing Allocated	\$9,906.00	\$3,300.00	\$0.00	-\$3,300.00
		2040299 OTH GOV - Administration Allocated	\$34,361.00	\$11,452.00	\$0.00	-\$11,452.00
		Operating Expenditure Total	\$569,439.98	\$234,236.00	\$161,364.89	-\$72,871.11
		Governance Total Income	\$0.00	\$0.00	\$5,601.21	\$5,601.21
		Governance Total Expenditure	\$1,148,903.98	\$427,972.00	\$238,542.59	-\$189,429.41
		Law, Order & Public Safety				
		Animal Control				
		Operating Income				
		3050110 FIRE - Grants	\$0.00	\$0.00	-\$7,152.00	-\$7,152.00
		Operating Income Total	\$0.00	\$0.00	-\$7,152.00	-\$7,152.00
		Animal Control				
		Operating Income				
		3050220 ANIMAL - Pound Fees	-\$50.00	-\$16.00	\$0.00	\$16.00
		3050221 ANIMAL - Animal Registration Fees	-\$100.00	-\$32.00	-\$50.00	-\$18.00
		Operating Income Total	-\$150.00	-\$48.00	-\$50.00	-\$2.00
		Emergency Services Levy - Bush Fire Brigade				
		Operating Income				
		3050502 ESL BFB - Admin Fee/Commission	-\$4,000.00	-\$1,332.00	-\$4,000.00	-\$2,668.00
		3050510 ESL BFB - Operating Grant	-\$8,000.00	-\$2,664.00	\$0.00	\$2,664.00
		3050545 ESL BFB - Non-Payment Penalty Interest	-\$4,000.00	-\$4,000.00	-\$1,222.63	\$2,777.37
		Operating Income Total	-\$16,000.00	-\$7,996.00	-\$5,222.63	\$2,773.37
		Fire Prevention				
		Operating Expenditure				
		2050113 FIRE - Fire Prevention and Planning	\$500.00	\$164.00	\$0.00	-\$164.00
		2050115 FIRE - Printing and Stationery	\$0.00	\$0.00	\$0.00	\$0.00
		2050188 FIRE - Building Operations	\$795.00	\$260.00	\$2,391.44	\$2,131.44
		2050189 FIRE - Building Maintenance	\$961.00	\$316.00	\$0.00	-\$316.00
		2050192 FIRE - Depreciation	\$3,268.00	\$1,088.00	\$0.00	-\$1,088.00
		Operating Expenditure Total	\$5,524.00	\$1,828.00	\$2,391.44	\$563.44
		Animal Control				
		Operating Expenditure				
		2050252 ANIMAL - Consultants	\$0.00	\$0.00	\$0.00	\$0.00
		2050253 ANIMAL - Contract Services	\$30,000.00	\$10,000.00	\$8,730.00	-\$1,270.00
		2050265 ANIMAL - Animal Care Day Menzies	\$5,000.00	\$1,664.00	\$0.00	-\$1,664.00
		2050288 ANIMAL - Animal Pound Operations	\$100.00	\$32.00	\$0.00	-\$32.00
		2050289 ANIMAL - Animal Pound Maintenance	\$100.00	\$32.00	\$0.00	-\$32.00
		2050292 ANIMAL - Depreciation	\$1,259.00	\$416.00	\$0.00	-\$416.00
		2050299 ANIMAL - Administration Allocated	\$34,361.00	\$11,452.00	\$0.00	-\$11,452.00
		Operating Expenditure Total	\$70,820.00	\$23,596.00	\$8,730.00	-\$14,866.00
		Other Law, Order & Public Safety				
		Operating Expenditure				
		2050312 OLOPS - LEMC Support	\$1,000.00	\$332.00	\$0.00	-\$332.00
		2050313 OLOPS - Community Emergency Services	\$8,975.00	\$2,920.00	\$0.00	-\$2,920.00
		2050399 OLOPS - Administration Allocated	\$8,590.00	\$2,860.00	\$0.00	-\$2,860.00
		Operating Expenditure Total	\$18,565.00	\$6,112.00	\$0.00	-\$6,112.00

31/10/2022	COA	Description	Current Budget FY 22/23	YTD Budget 31/10/2022	YTD Actual 31/10/2022	Variance (\$)
		Emergency Services Levy - Bush Fire Brigade				
		Operating Expenditure				
	2050530	ESL BFB - Insurance Expenses	\$1,500.00	\$500.00	\$0.00	-\$500.00
	2050565	ESL BFB - Maintenance Plant & Equipment	\$7,209.50	\$2,400.00	\$0.00	-\$2,400.00
	2050589	ESL BFB - Maintenance Land & Buildings	\$7,223.00	\$2,352.00	\$0.00	-\$2,352.00
	2050599	ESL BFB - Administration Allocated	\$8,590.00	\$2,860.00	\$0.00	-\$2,860.00
		Operating Expenditure Total	\$24,522.50	\$8,112.00	\$0.00	-\$8,112.00
		Law, Order & Public Safety Total Income	-\$16,150.00	-\$8,044.00	-\$12,424.63	-\$4,380.63
		Law, Order & Public Safety Total Expenditure	\$119,431.50	\$39,648.00	\$11,121.44	-\$28,526.56
		Health				
		Preventative Services - Inspection/Admin				
		Operating Income				
	3070410	HEALTH - Grants	-\$100,000.00	-\$100,000.00	\$0.00	\$100,000.00
	3070420	HEALTH - Health Regulatory Fees & Charges	-\$300.00	-\$100.00	-\$772.25	-\$672.25
		Operating Income Total	-\$100,300.00	-\$100,100.00	-\$772.25	\$99,327.75
		Preventative Services - Inspection/Admin				
		Operating Expenditure				
	2070411	HEALTH - Contract EHO	\$40,000.00	\$13,332.00	\$8,960.73	-\$4,371.27
	2070412	HEALTH - Analytical Expenses	\$400.00	\$132.00	\$360.00	\$28.00
	2070485	HEALTH - Legal Expenses	\$3,000.00	\$1,000.00	\$0.00	-\$1,000.00
	2070487	HEALTH - Other Expenses	\$100,000.00	\$40,000.00	\$34,690.00	-\$5,310.00
	2070499	HEALTH - Administration Allocated	\$8,590.00	\$2,860.00	\$0.00	-\$2,860.00
		Operating Expenditure Total	\$151,990.00	\$57,324.00	\$44,010.73	-\$13,313.27
		Other Health				
		Operating Expenditure				
	2070750	OTH HEALTH - Nurse Expenses	\$3,000.00	\$1,000.00	\$0.00	-\$1,000.00
		Operating Expenditure Total	\$3,000.00	\$1,000.00	\$0.00	-\$1,000.00
		Health Total Income	-\$100,300.00	-\$100,100.00	-\$772.25	\$99,327.75
		Health Total Expenditure	\$154,990.00	\$58,324.00	\$44,010.73	-\$14,313.27
		Education & Welfare				
		Other Welfare				
		Operating Expenditure				
	2080700	WELFARE - Employee Costs	\$50,513.69	\$15,536.00	\$6,420.12	-\$9,115.88
	2080712	WELFARE - Youth Services	\$4,000.00	\$1,328.00	\$164.46	-\$1,163.54
		Operating Expenditure Total	\$54,513.69	\$16,864.00	\$6,584.58	-\$1,163.54
		Education & Welfare Total Expenditure	\$54,513.69	\$16,864.00	\$6,584.58	-\$1,163.54
		Housing				
		Staff Housing				
		Operating Income				
	3090101	STF HOUSE - Staff Rental Reimbursements	-\$21,000.00	-\$7,000.00	-\$9,450.00	-\$2,450.00
	3090120	STF HOUSE - Fees & Charges	\$0.00	\$0.00	\$0.00	\$0.00
		Operating Income Total	-\$21,000.00	-\$7,000.00	-\$9,450.00	-\$2,450.00
		Other Housing				
		Operating Income				
	3090220	OTH HOUSE - Fees & Charges	-\$24,180.00	-\$8,060.00	-\$11,553.98	-\$3,493.98
	3090235	OTH HOUSE - Other Income	-\$200.00	-\$64.00	\$0.00	\$64.00
		Operating Income Total	-\$24,380.00	-\$8,124.00	-\$11,553.98	-\$3,429.98
		Staff Housing				
		Operating Expenditure				
	2090186	STF HOUSE - Expensed Minor Asset Purchases	\$0.00	\$0.00	\$4,855.46	\$4,855.46
	2090188	STF HOUSE - Staff Housing Building Operations	\$19,767.00	\$6,548.00	\$8,668.06	\$2,120.06
	2090189	STF HOUSE - Staff Housing Building Maintenance	\$55,079.00	\$18,036.00	\$34,709.28	\$16,673.28
	2090192	STF HOUSE - Depreciation	\$57,462.00	\$19,152.00	\$0.00	-\$19,152.00
	2090198	STF HOUSE - Staff Housing Costs Recovered	-\$62,676.00	-\$20,892.00	\$0.00	\$20,892.00
		Operating Expenditure Total	\$69,632.00	\$22,844.00	\$48,232.80	\$25,388.80
		Other Housing				
		Operating Expenditure				
	2090285	OTH HOUSE - Legal Expenses	\$4,000.00	\$1,332.00	\$0.00	-\$1,332.00
	2090288	OTH HOUSE - Building Operations	\$14,213.00	\$4,704.00	\$5,138.42	\$434.42
	2090289	OTH HOUSE - Building Maintenance	\$31,194.00	\$10,204.00	\$34,179.07	\$23,975.07
	2090292	OTH HOUSE - Depreciation	\$35,694.00	\$11,896.00	\$0.00	-\$11,896.00
	2090298	OTH HOUSE - Staff Housing Costs Recovered	-\$20,290.00	-\$6,760.00	\$0.00	\$6,760.00
	2090299	OTH HOUSE - Administration Allocated	\$34,361.00	\$11,452.00	\$0.00	-\$11,452.00
		Operating Expenditure Total	\$99,172.00	\$32,828.00	\$39,317.49	\$6,489.49

31/10/2022	COA	Description	Current Budget FY 22/23	YTD Budget 31/10/2022	YTD Actual 31/10/2022	Variance (\$)
		Housing Total Income	-\$45,380.00	-\$15,124.00	-\$21,003.98	-\$5,879.98
		Housing Total Expenditure	\$168,804.00	\$55,672.00	\$87,550.29	\$31,878.29
		Community Amenities				
		Sanitation - General				
		Operating Income				
	3100120	SAN - Domestic Refuse Collection Charges	-\$10,000.00	-\$3,332.00	-\$11,672.54	-\$8,340.54
		Operating Income Total	-\$10,000.00	-\$3,332.00	-\$11,672.54	-\$8,340.54
		Sanitation - Other				
		Operating Income				
	3100200	SAN OTH - Commercial Collection Charge	-\$5,000.00	-\$1,664.00	\$0.00	\$1,664.00
		Operating Income Total	-\$5,000.00	-\$1,664.00	\$0.00	\$1,664.00
		Sewerage				
		Operating Income				
	3100321	SEW - Septic Tank Inspection Fees	-\$700.00	-\$232.00	\$0.00	\$232.00
	3100335	SEW - Other Income	-\$1,000.00	-\$332.00	-\$472.00	-\$140.00
		Operating Income Total	-\$1,700.00	-\$564.00	-\$472.00	\$92.00
		Town Planning & Regional Development				
		Operating Income				
	3100620	PLAN - Planning Application Fees	-\$500.00	-\$164.00	\$0.00	\$164.00
		Operating Income Total	-\$500.00	-\$164.00	\$0.00	\$164.00
		Other Community Amenities				
		Operating Income				
	3100735	COM AMEN - Other Income	\$0.00	\$0.00	\$0.00	\$0.00
		Operating Income Total	\$0.00	\$0.00	\$0.00	\$0.00
		Sanitation - General				
		Operating Expenditure				
	2100111	SAN - Waste Collection	\$94,464.00	\$30,972.00	\$22,381.75	-\$8,590.25
	2100117	SAN - General Tip Maintenance	\$83,568.00	\$27,576.00	\$16,700.22	-\$10,875.78
	2100118	SAN - Purchase of Bins (Sulo and Other)	\$2,000.00	\$664.00	\$0.00	-\$664.00
	2100119	SAN - Landfill Closure	\$26,000.00	\$8,000.00	\$7,800.00	-\$200.00
	2100192	SAN - Depreciation	\$8,672.00	\$2,888.00	\$0.00	-\$2,888.00
	2100199	SAN - Administration Allocated	\$34,361.00	\$11,452.00	\$0.00	-\$11,452.00
		Operating Expenditure Total	\$249,065.00	\$81,552.00	\$46,881.97	-\$34,670.03
		Sanitation - Other				
		Operating Expenditure				
	2100211	SAN OTH - Waste Collection	\$0.00	\$0.00	\$0.00	\$0.00
	2100212	SAN OTH - Waste Disposal	\$1,300.00	\$1,300.00	\$0.00	-\$1,300.00
	2100214	SAN OTH - Purchase of Street Bins	\$500.00	\$500.00	\$0.00	-\$500.00
		Operating Expenditure Total	\$1,800.00	\$1,800.00	\$0.00	-\$1,800.00
		Sewerage				
		Operating Expenditure				
	2100365	SEW - Maintenance/Operations	\$6,340.00	\$2,056.00	\$0.00	-\$2,056.00
	2100399	SEW - Administration Allocated	\$34,361.00	\$11,452.00	\$0.00	-\$11,452.00
		Operating Expenditure Total	\$40,701.00	\$13,508.00	\$0.00	-\$13,508.00
		Town Planning & Regional Development				
		Operating Expenditure				
	2100615	PLAN - Printing and Stationery	\$1,000.00	\$332.00	\$0.00	-\$332.00
	2100640	PLAN - Advertising & Promotion	\$5,000.00	\$1,664.00	\$2,201.82	\$537.82
	2100650	PLAN - Contract Town Planning	\$2,880.00	\$960.00	\$0.00	-\$960.00
	2100652	PLAN - Consultants	\$25,000.00	\$8,332.00	\$10,700.00	\$2,368.00
	2100653	PLAN - Scheme Amendments	\$1,000.00	\$332.00	\$0.00	-\$332.00
	2100699	PLAN - Administration Allocated	\$8,590.00	\$2,860.00	\$0.00	-\$2,860.00
		Operating Expenditure Total	\$43,470.00	\$14,480.00	\$12,901.82	-\$1,578.18
		Other Community Amenities				
		Operating Expenditure				
	2100711	COM AMEN - Cemetery Maintenance/Operations	\$6,961.00	\$2,268.00	\$0.00	-\$2,268.00
	2100788	COM AMEN - Public Conveniences Operations	\$72,120.00	\$23,432.00	\$29,708.34	\$6,276.34
	2100789	COM AMEN - Public Conveniences Maintenance	\$19,130.00	\$6,228.00	\$9,861.22	\$3,633.22
	2100792	COM AMEN - Depreciation	\$0.00	\$0.00	\$0.00	\$0.00
	2100799	COM AMEN - Administration Allocated	\$8,590.00	\$2,860.00	\$0.00	-\$2,860.00
		Operating Expenditure Total	\$106,801.00	\$34,788.00	\$39,569.56	\$4,781.56
		Community Amenities Total Income	-\$17,200.00	-\$5,724.00	-\$12,144.54	-\$6,420.54
		Community Amenities Total Expenditure	\$441,837.00	\$146,128.00	\$99,353.35	-\$46,774.65

SHIRE OF MENZIES
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as at 31/03/2022

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31/10/2022	COA	Description	Current Budget FY 22/23	YTD Budget 31/10/2022	YTD Actual 31/10/2022	Variance (\$)
		Recreation & Culture				
		Public Halls And Civic Centres				
		Operating Income				
	3110120	HALLS - Town Hall Hire	-\$200.00	-\$64.00	-\$147.28	-\$83.28
	3110135	HALLS - Other Income	-\$100.00	-\$32.00	\$0.00	\$32.00
		Operating Income Total	-\$300.00	-\$96.00	-\$147.28	-\$51.28
		Other Recreation And Sport				
		Operating Income				
	3110320	REC - Fees & Charges	-\$100.00	-\$32.00	\$0.00	\$32.00
	3110335	REC - Other Income	-\$100.00	-\$32.00	\$0.00	\$32.00
		Operating Income Total	-\$200.00	-\$64.00	\$0.00	\$64.00
		Libraries				
		Operating Income				
	3110501	LIBRARY - Reimbursements Lost Books	\$100.00	\$32.00	\$0.00	-\$32.00
	3110540	LIBRARY - Fines & Penalties	-\$100.00	-\$32.00	\$0.00	\$32.00
		Operating Income Total	\$0.00	\$0.00	\$0.00	\$0.00
		Other Culture				
		Operating Income				
	3110700	OTH CUL - Contributions & Donations - Other Culture	-\$20,000.00	-\$6,664.00	-\$2,818.18	\$3,845.82
	3110710	OTH CUL - Grants - Other Culture	-\$8,000.00	-\$7,998.00	-\$6,355.87	\$1,642.13
	3110720	OTH CUL - Fees & Charges	-\$100.00	-\$32.00	\$0.00	\$32.00
	3110735	OTH CUL - Other Income	-\$100.00	-\$32.00	-\$3,381.83	-\$3,349.83
		Operating Income Total	-\$28,200.00	-\$14,726.00	-\$12,555.88	\$2,170.12
		Public Halls And Civic Centres				
		Operating Expenditure				
	2110186	HALLS - Expensed Minor Asset Purchases	\$5,000.00	\$1,664.00	\$0.00	-\$1,664.00
	2110188	HALLS - Town Halls and Public Bldg Operations	\$9,792.00	\$3,256.00	\$1,730.79	-\$1,525.21
	2110189	HALLS - Town Halls and Public Bldg Maintenance	\$3,538.00	\$1,148.00	\$971.25	-\$176.75
	2110199	HALLS - Administration Allocated	\$85,902.00	\$28,632.00	\$0.00	-\$28,632.00
		Operating Expenditure Total	\$104,232.00	\$34,700.00	\$2,702.04	-\$31,997.96
		Other Recreation And Sport				
		Operating Expenditure				
	2110300	REC - Employee Costs	\$0.00	\$0.00	\$0.00	\$0.00
	2110353	REC - Sports Courts Maintenance/Operations	\$9,684.00	\$3,180.00	\$2,348.66	-\$831.34
	2110355	REC - Water Park Maintenance/Operations	\$64,563.00	\$21,144.00	\$7,978.83	-\$13,165.17
	2110365	REC - Parks & Gardens Maintenance/Operations	\$187,472.00	\$61,484.00	\$77,795.02	\$16,311.02
	2110366	REC - Town Sports Oval Maintenance/Operations	\$100,000.00	\$100,000.00	\$3,856.49	-\$96,143.51
	2110367	REC - Rodeo Grounds Maintenance/Operations	\$13,050.00	\$5,455.00	\$1,061.05	-\$4,393.95
	2110368	REC - Playground Equipment Mtce	\$6,869.00	\$2,232.00	\$585.73	-\$1,646.27
	2110386	REC - Expensed Minor Asset Purchases	\$20,000.00	\$20,000.00	\$0.00	-\$20,000.00
	2110388	REC - Youth Centre Building Operations	\$15,631.00	\$5,092.00	\$712.73	-\$4,379.27
	2110389	REC - Youth Centre Building Maintenance	\$6,020.00	\$1,960.00	\$5,550.19	\$3,590.19
	2110392	REC - Depreciation	\$39,226.00	\$13,072.00	\$0.00	-\$13,072.00
	2110399	REC - Administration Allocated	\$137,443.00	\$45,812.00	\$0.00	-\$45,812.00
		Operating Expenditure Total	\$599,958.00	\$279,431.00	\$99,888.70	-\$179,542.30
		Tv And Radio Re-Broadcasting				
		Operating Expenditure				
	2110465	TV RADIO - Re-Broadcasting Maintenance/Operations	\$12,566.00	\$4,520.00	\$220.91	-\$4,299.09
	2110492	TV RADIO - Depreciation	\$42,732.00	\$14,244.00	\$0.00	-\$14,244.00
	2110499	TV RADIO - Administration Allocated	\$34,361.00	\$11,452.00	\$0.00	-\$11,452.00
		Operating Expenditure Total	\$89,659.00	\$30,216.00	\$220.91	-\$29,995.09
		Libraries				
		Operating Expenditure				
	2110512	LIBRARY - Book Purchases	\$1,000.00	\$332.00	\$0.00	-\$332.00
	2110515	LIBRARY - Printing and Stationery	\$200.00	\$64.00	\$0.00	-\$64.00
	2110516	LIBRARY - Postage and Freight	\$200.00	\$64.00	\$89.18	\$25.18
	2110541	LIBRARY - Subscriptions & Memberships	\$1,460.00	\$484.00	\$150.00	-\$334.00
	2110586	LIBRARY - Expensed Minor Asset Purchases	\$2,000.00	\$2,000.00	\$0.00	-\$2,000.00
	2110588	LIBRARY - Library Building Operations	\$1,000.00	\$332.00	\$0.00	-\$332.00
	2110599	LIBRARY - Administration Allocated	\$8,590.00	\$2,860.00	\$0.00	-\$2,860.00
		Operating Expenditure Total	\$14,450.00	\$6,136.00	\$239.18	-\$5,896.82
		Heritage				
		Operating Expenditure				
	2110688	HERITAGE - Building Operations	\$3,719.00	\$1,224.00	\$38.61	-\$1,185.39
	2110689	HERITAGE - Building Maintenance	\$12,848.00	\$4,176.00	\$147.62	-\$4,028.38
		Operating Expenditure Total	\$16,567.00	\$5,400.00	\$186.23	-\$5,213.77

31/10/2022	COA	Description	Current Budget FY 22/23	YTD Budget 31/10/2022	YTD Actual 31/10/2022	Variance (\$)
		Other Culture				
		Operating Expenditure				
	2110711	OTH CUL - Australia Day	\$1,857.00	\$604.00	\$0.00	-\$604.00
	2110712	OTH CUL - ANZAC Day	\$1,000.00	\$332.00	\$0.00	-\$332.00
	2110714	OTH CUL - Christmas Events	\$5,000.00	\$1,664.00	\$0.00	-\$1,664.00
	2110716	OTH CUL - Postage and Freight	\$50.00	\$16.00	\$0.00	-\$16.00
	2110718	OTH CUL - Community Grants Scheme	\$9,500.00	\$3,164.00	\$0.00	-\$3,164.00
	2110719	OTH CUL - Menzies School Programs	\$50,000.00	\$16,664.00	\$50,000.00	\$33,336.00
	2110723	OTH CUL - Outback Graves	\$25,000.00	\$8,332.00	\$25,000.00	\$16,668.00
	2110725	OTH CUL - Festival & Events	\$46,340.00	\$42,053.00	\$31,020.18	-\$11,032.82
	2110760	OTH CUL - Tjuntjunjara Community Programs & Events	\$62,000.00	\$20,660.00	\$6,292.57	-\$14,367.43
	2110799	OTH CUL - Administration Allocated	\$34,361.00	\$11,452.00	\$0.00	-\$11,452.00
		Operating Expenditure Total	\$235,108.00	\$104,941.00	\$112,312.75	\$7,371.75
		Recreation & Culture Total Income	-\$28,700.00	-\$14,886.00	-\$12,703.16	\$2,182.84
		Recreation & Culture Total Expenditure	\$1,059,974.00	\$460,824.00	\$215,549.81	-\$245,274.19
		Transport				
		Construction - Streets, Roads, Bridges & Depots				
		Operating Income				
	3120110	ROADC - Regional Road Group Grants (MRWA)	-\$2,288,312.00	-\$863,104.00	\$0.00	\$863,104.00
	3120111	ROADC - Roads to Recovery Grant	-\$700,628.00	-\$170,209.00	\$0.00	\$170,209.00
	3120117	ROADC - Other Grants - Aboriginal Roads	-\$240,000.00	\$0.00	\$0.00	\$0.00
		Operating Income Total	-\$3,228,940.00	-\$1,033,313.00	\$0.00	\$1,033,313.00
		Maintenance - Streets, Roads, Bridges & Depots				
		Operating Income				
	3120200	ROADM - Street Lighting Subsidy	-\$1,713.00	-\$568.00	\$0.00	\$568.00
	3120210	ROADM - Direct Road Grant (MRWA)	-\$190,000.00	-\$63,332.00	-\$206,730.00	-\$143,398.00
	3120235	ROADM - Other Income	-\$500.00	-\$164.00	-\$9,929.09	-\$9,765.09
		Operating Income Total	-\$192,213.00	-\$64,064.00	-\$216,659.09	-\$152,595.09
		Maintenance - Streets, Roads, Bridges & Depots				
		Operating Expenditure				
	2120211	ROADM - Road Maintenance - Built Up Areas	\$88,182.00	\$29,376.00	\$3,932.17	-\$25,443.83
	2120212	ROADM - Road Maintenance - Sealed Outside BUA	\$12,445.00	\$4,056.00	\$0.00	-\$4,056.00
	2120213	ROADM - Road Maintenance - Gravel Outside BUA	\$326,120.00	\$108,060.00	\$54,313.00	-\$53,747.00
	2120214	ROADM - Road Maintenance - Formed Outside BUA	\$452,278.00	\$147,896.00	\$6,120.00	-\$141,776.00
	2120217	ROADM - Ancillary Maintenance - Built Up Areas	\$327,859.00	\$74,689.00	\$20,375.51	-\$54,313.49
	2120232	ROADM - Crossover Council Contribution	\$18,975.00	\$6,316.00	\$0.00	-\$6,316.00
	2120234	ROADM - Street Lighting	\$10,200.00	\$3,400.00	\$3,569.64	\$169.64
	2120235	ROADM - Traffic Signs/Equipment (Safety)	\$500.00	\$164.00	\$0.00	-\$164.00
	2120236	ROADM - Bores for Roadworks Maintenance/Operations	\$1,321.00	\$428.00	\$0.00	-\$428.00
	2120237	ROADM - Road Grids Maintenance	\$6,880.00	\$2,276.00	\$0.00	-\$2,276.00
	2120252	ROADM - Consultants	\$15,000.00	\$5,000.00	\$10,999.59	\$5,999.59
	2120285	ROADM - Legal Expenses	\$5,000.00	\$1,664.00	\$0.00	-\$1,664.00
	2120286	ROADM - Workshop/Depot Expensed Equipment	\$15,000.00	\$5,000.00	\$1,550.00	-\$3,450.00
	2120287	ROADM - Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00
	2120288	ROADM - Depot Building Operations	\$16,284.00	\$5,344.00	\$6,059.96	\$715.96
	2120289	ROADM - Depot Building Maintenance	\$31,551.00	\$10,296.00	\$7,358.05	-\$2,937.95
	2120292	ROADM - Depreciation	\$1,215,439.00	\$405,144.00	\$0.00	-\$405,144.00
	2120299	ROADM - Administration Allocated	\$68,721.00	\$22,904.00	\$0.00	-\$22,904.00
		Operating Expenditure Total	\$2,611,755.00	\$832,013.00	\$114,277.92	-\$717,735.08
		Road Plant Purchases				
		Operating Expenditure				
	2120391	PLANT - Loss on Disposal of Assets	\$20,826.80	\$0.00	\$0.00	\$0.00
		Operating Expenditure Total	\$20,826.80	\$0.00	\$0.00	\$0.00
		Aerodromes				
		Operating Expenditure				
	2120665	AERO - Airstrip & Grounds Maintenance/Operations	\$12,020.00	\$3,972.00	\$8,936.92	\$4,964.92
		Operating Expenditure Total	\$12,020.00	\$3,972.00	\$8,936.92	\$4,964.92
		Water Transport Facilities				
		Operating Expenditure				
	2120765	WATER - Town Dam Maintenance/Operations	\$17,633.00	\$5,812.00	\$927.36	-\$4,884.64
		Operating Expenditure Total	\$17,633.00	\$5,812.00	\$927.36	-\$4,884.64
		Transport Total Income	-\$3,421,153.00	-\$1,097,377.00	-\$216,659.09	\$880,717.91
		Transport Total Expenditure	\$2,662,234.80	\$841,797.00	\$124,142.20	-\$717,654.80

31/10/2022	COA	Description	Current Budget FY 22/23	YTD Budget 31/10/2022	YTD Actual 31/10/2022	Variance (\$)
		Economic Services				
		Tourism And Area Promotion				
		Operating Income				
	3130202	TOUR - Commission	-\$500.00	-\$164.00	\$0.00	\$164.00
	3130221	TOUR - Caravan Park Fees	-\$100,000.00	-\$33,332.00	-\$57,303.44	-\$23,971.44
	3130222	TOUR - Caravan Park Laundry Fees	-\$4,500.00	-\$1,500.00	-\$2,703.65	-\$1,203.65
	3130225	TOUR - Visitors Centre Lady Shenton Income	-\$25,000.00	-\$8,332.00	-\$11,825.64	-\$3,493.64
	3130235	TOUR - Other Income Relating to Tourism & Area Promotion	-\$500.00	-\$164.00	-\$155.46	\$8.54
		Operating Income Total	-\$130,500.00	-\$43,492.00	-\$71,988.19	-\$28,496.19
		Building Control				
		Operating Income				
	3130302	BUILD - Commission - BSL & CTF	-\$150.00	-\$48.00	-\$15.00	\$33.00
	3130320	BUILD - Fees & Charges (including Licences)	-\$18,000.00	-\$6,000.00	-\$31,468.90	-\$25,468.90
		Operating Income Total	-\$18,150.00	-\$6,048.00	-\$31,483.90	-\$25,435.90
		Other Economic Services				
		Operating Income				
	3130821	OTH ECON - Standpipe Income	-\$9,000.00	-\$3,000.00	-\$727.40	\$2,272.60
	3130823	OTH ECON - Community Resource Centre Contributions	-\$38,000.00	-\$12,664.00	-\$29,876.30	-\$17,212.30
	3130824	OTH ECON - Community Resource Centre Grants	-\$80,000.00	-\$40,000.00	\$0.00	\$40,000.00
	3130825	OTH ECON - Community Resource Centre Other Income	\$0.00	\$0.00	-\$200.00	-\$200.00
	3130826	OTH ECON - Post Office Income	-\$9,000.00	-\$3,000.00	-\$3,431.66	-\$431.66
		Operating Income Total	-\$136,000.00	-\$58,664.00	-\$34,235.36	\$24,428.64
		Rural Services				
		Operating Expenditure				
	2130111	RURAL - Noxious Weed Control	\$32,162.00	\$1,784.00	\$1,977.41	\$193.41
	2130160	RURAL - Dog Health Program Tjuntunjara	\$20,000.00	\$6,664.00	\$0.00	-\$6,664.00
		Operating Expenditure Total	\$52,162.00	\$8,448.00	\$1,977.41	-\$6,470.59
		Tourism And Area Promotion				
		Operating Expenditure				
	2130200	TOUR - Employee Costs	\$94,588.35	\$29,480.00	\$21,653.10	-\$7,826.90
	2130211	TOUR - Visitor Centre Operations	\$80,430.90	\$25,420.00	\$24,485.12	-\$934.88
	2130215	TOUR - Printing and Stationery	\$0.00	\$0.00	\$468.64	\$468.64
	2130230	TOUR - Insurance Expenses	\$47.00	\$12.00	\$0.00	-\$12.00
	2130235	TOUR - Signage	\$10,000.00	\$3,332.00	\$0.00	-\$3,332.00
	2130236	TOUR - Tour Guide	\$100.00	\$32.00	\$0.00	-\$32.00
	2130240	TOUR - Public Relations & Area Promotion	\$3,500.00	\$1,164.00	\$268.18	-\$895.82
	2130241	TOUR - Subscriptions & Memberships	\$14,145.00	\$13,275.00	\$0.80	-\$13,274.20
	2130242	TOUR - Events Other	\$17,000.00	\$3,664.00	\$0.00	-\$3,664.00
	2130243	TOUR - Cyclclassic Event	\$90,000.00	\$0.00	\$0.00	\$0.00
	2130244	TOUR - Rodeo Event	\$90,000.00	\$0.00	\$0.00	\$0.00
	2130245	TOUR - Astrotourism & Black Sky Projects	\$20,000.00	\$6,664.00	\$0.00	-\$6,664.00
	2130258	TOUR - Kookynie Townsite and Info Bay Maintenance/Operations	\$5,143.00	\$1,696.00	\$0.00	-\$1,696.00
	2130259	TOUR - Goongarrie Cottages Maintenance/Operations	\$13,419.00	\$4,400.00	\$3,067.68	-\$1,332.32
	2130260	TOUR - Niagra Dam Maintenance/Operations	\$19,558.00	\$6,436.00	\$0.00	-\$6,436.00
	2130261	TOUR - Goldern Quest Trail Maintenance/Operations	\$11,869.00	\$3,896.00	\$5,000.00	\$1,104.00
	2130265	TOUR - Lake Ballard Maintenance/Operations	\$10,648.00	\$3,484.00	\$33.89	-\$3,450.11
	2130266	TOUR - Caravan Park General Maintenance/Operations	\$254,421.82	\$80,200.00	\$147,477.39	\$67,277.39
	2130286	TOUR - Expensed Minor Asset Purchases	\$10,000.00	\$3,332.00	\$0.00	-\$3,332.00
	2130288	TOUR - Building Operations	\$64,597.00	\$21,188.00	\$10,526.70	-\$10,661.30
	2130289	TOUR - Building Maintenance	\$119,474.00	\$39,196.00	\$4,998.57	-\$34,197.43
	2130292	TOUR - Depreciation	\$167,997.00	\$55,996.00	\$0.00	-\$55,996.00
	2130299	TOUR - Administration Allocated	\$163,213.00	\$54,404.00	\$0.00	-\$54,404.00
		Operating Expenditure Total	\$1,260,151.07	\$357,271.00	\$217,980.07	-\$139,290.93
		Building Control				
		Operating Expenditure				
	2130350	BUILD - Contract Building Services	\$18,000.00	\$6,000.00	\$0.00	-\$6,000.00
	2130385	BUILD - Legal Expenses	\$5,000.00	\$1,664.00	\$0.00	-\$1,664.00
	2130399	BUILD - Administration Allocated	\$34,361.00	\$11,452.00	\$0.00	-\$11,452.00
		Operating Expenditure Total	\$57,361.00	\$19,116.00	\$0.00	-\$19,116.00
		Economic Development				
		Operating Expenditure				
	2130630	ECON DEV - Insurance Expenses	\$1,213.00	\$404.00	\$0.00	-\$404.00
	2130651	ECON DEV - NGWG	\$20,000.00	\$6,664.00	\$0.00	-\$6,664.00
		Operating Expenditure Total	\$21,213.00	\$7,068.00	\$0.00	-\$7,068.00
		Other Economic Services				
		Operating Expenditure				
	2130855	OTH ECON - Community Bus	\$5,680.50	\$1,892.00	\$0.00	-\$1,892.00
	2130860	OTH ECON - Community Resource Centre Operations	\$227,114.46	\$70,136.00	\$65,671.66	-\$4,464.34
	2130863	OTH ECON - Post Office Operations	\$9,202.31	\$2,904.00	\$1,811.59	-\$1,092.41
	2130886	OTH ECON - Expensed Minor Asset Purchases	\$4,000.00	\$1,332.00	\$0.00	-\$1,332.00
	2130887	OTH ECON - Other Expenditure	\$0.00	\$0.00	\$0.00	\$0.00

31/10/2022	COA	Description	Current Budget FY 22/23	YTD Budget 31/10/2022	YTD Actual 31/10/2022	Variance (\$)
	2130888	OTH ECON - Building Operations	\$1,738.00	\$576.00	\$85.62	-\$490.38
	2130889	OTH ECON - Building Maintenance	\$3,872.00	\$1,272.00	\$7,519.68	\$6,247.68
	2130899	OTH ECON - Administration Allocated	\$8,590.00	\$2,860.00	\$0.00	-\$2,860.00
		Operating Expenditure Total	\$260,197.27	\$80,972.00	\$75,088.55	-\$5,883.45
		Economic Services Total Income	-\$284,650.00	-\$108,204.00	-\$137,707.45	-\$29,503.45
		Economic Services Total Expenditure	\$1,651,084.34	\$472,875.00	\$295,046.03	-\$177,828.97
		Other Property & Services				
		Private Works				
		Operating Income				
	3140120	PRIVATE - Private Works Income	\$0.00	\$0.00	-\$1,818.18	-\$1,818.18
		Operating Income Total	\$0.00	\$0.00	-\$1,818.18	-\$1,818.18
		General Administration Overheads				
		Operating Income				
	3140201	ADMIN - Reimbursements	\$0.00	\$0.00	-\$1,231.09	-\$1,231.09
	3140220	ADMIN - Fees & Charges	-\$250.00	-\$80.00	\$0.00	\$80.00
	3140235	ADMIN - Other Income Relating to Administration	\$0.00	\$0.00	\$0.00	\$0.00
		Operating Income Total	-\$250.00	-\$80.00	-\$1,231.09	-\$1,151.09
		Plant Operating Costs				
		Operating Income				
	3140410	POC - Fuel Tax Credits Grant Scheme	-\$25,000.00	-\$8,332.00	-\$6,289.00	\$2,043.00
	3140420	POC - Fees & Charges	\$0.00	\$0.00	-\$568.73	-\$568.73
		Operating Income Total	-\$25,000.00	-\$8,332.00	-\$6,857.73	\$1,474.27
		Private Works				
		Operating Expenditure				
	2140187	PRIVATE - Private Works Expenses	\$3,935.00	\$1,280.00	\$0.00	-\$1,280.00
		Operating Expenditure Total	\$3,935.00	\$1,280.00	\$0.00	-\$1,280.00
		General Administration Overheads				
		Operating Expenditure				
	2140200	ADMIN - Employee Costs	\$545,145.46	\$168,316.00	\$138,970.75	-\$29,345.25
	2140203	ADMIN - Uniforms	\$6,750.00	\$2,248.00	\$1,578.70	-\$669.30
	2140204	ADMIN - Training & Development	\$22,000.00	\$7,332.00	\$4,472.61	-\$2,859.39
	2140205	ADMIN - Recruitment	\$14,200.00	\$4,472.00	\$2,392.26	-\$2,079.74
	2140206	ADMIN - Fringe Benefits Tax (FBT)	\$9,656.00	\$2,968.00	\$1,971.96	-\$996.04
	2140207	ADMIN - Protective Clothing	\$0.00	\$0.00	\$0.00	\$0.00
	2140208	ADMIN - Other Employee Expenses	\$5,000.00	\$1,636.00	\$0.00	-\$1,636.00
	2140209	ADMIN - Travel & Accommodation	\$12,000.00	\$4,800.00	\$6,602.18	\$1,802.18
	2140210	ADMIN - Motor Vehicle Expenses	\$29,296.00	\$9,764.00	\$0.00	-\$9,764.00
	2140215	ADMIN - Printing and Stationery	\$50,000.00	\$16,664.00	\$15,804.79	-\$859.21
	2140216	ADMIN - Postage and Freight	\$2,500.00	\$832.00	\$438.18	-\$393.82
	2140220	ADMIN - Communication Expenses	\$70,000.00	\$23,332.00	\$16,688.69	-\$6,643.31
	2140221	ADMIN - Information Technology	\$60,700.00	\$20,232.00	\$37,605.12	\$17,373.12
	2140226	ADMIN - Office Equipment Mtce	\$1,000.00	\$332.00	\$120.00	-\$212.00
	2140227	ADMIN - Records Management	\$2,600.00	\$864.00	\$0.00	-\$864.00
	2140228	ADMIN - Title Searches	\$100.00	\$32.00	\$0.00	-\$32.00
	2140230	ADMIN - Insurance Expenses (Other than Bld and W/Comp)	\$34,748.64	\$11,580.00	\$5,875.55	-\$5,704.45
	2140240	ADMIN - Advertising and Promotion	\$12,400.00	\$4,132.00	\$794.31	-\$3,337.69
	2140241	ADMIN - Subscriptions and Memberships	\$7,000.00	\$2,332.00	\$2,617.24	\$285.24
	2140252	ADMIN - Consultants	\$200,000.00	\$66,664.00	\$62,706.09	-\$3,957.91
	2140265	ADMIN - Software Licences/Upgrades	\$100,000.00	\$33,332.00	\$48,062.97	\$14,730.97
	2140271	ADMIN - Lease Interest Repayments	\$0.00	\$0.00	\$0.00	\$0.00
	2140284	ADMIN - Audit Fees	\$65,000.00	\$21,664.00	\$0.00	-\$21,664.00
	2140285	ADMIN - Legal Expenses	\$45,000.00	\$15,000.00	\$4,885.81	-\$10,114.19
	2140286	ADMIN - Expensed Minor Asset Purchases	\$15,000.00	\$5,000.00	\$5,140.00	\$140.00
	2140287	ADMIN - Other Expenses	\$1,000.00	\$332.00	\$0.00	-\$332.00
	2140288	ADMIN - Building Operations	\$101,809.00	\$33,376.00	\$12,107.07	-\$21,268.93
	2140289	ADMIN - Building Maintenance	\$94,853.00	\$30,860.00	\$16,807.76	-\$14,052.24
	2140292	ADMIN - Depreciation	\$147,935.00	\$49,308.00	\$0.00	-\$49,308.00
	2140298	ADMIN - Admin Staff Housing Costs Allocated	\$62,343.00	\$20,780.00	\$0.00	-\$20,780.00
	2140299	ADMIN - Administration Overheads Recovered	-\$1,718,036.00	-\$572,676.00	\$0.00	\$572,676.00
		Operating Expenditure Total	\$0.10	-\$14,492.00	\$385,642.04	\$400,134.04
		Public Works Overheads				
		Operating Expenditure				
	2140300	PWO - Employee Costs	\$285,420.00	\$87,816.00	\$186,501.34	\$98,685.34
	2140303	PWO - Uniforms	\$7,500.00	\$2,500.00	\$1,483.53	-\$1,016.47
	2140304	PWO - Training & Development	\$20,000.00	\$6,664.00	\$181.31	-\$6,482.69
	2140305	PWO - Recruitment	\$4,000.00	\$1,332.00	\$0.00	-\$1,332.00
	2140307	PWO - Protective Clothing	\$2,000.00	\$664.00	\$0.00	-\$664.00
	2140308	PWO - Other Employee Expenses	\$750.00	\$228.00	\$0.00	-\$228.00
	2140310	PWO - Motor Vehicle Expenses	\$84,996.50	\$28,332.00	\$869.36	-\$27,462.64
	2140316	PWO - Postage and Freight	\$2,000.00	\$664.00	\$0.00	-\$664.00
	2140320	PWO - Communication Expenses	\$8,000.00	\$2,664.00	\$1,404.34	-\$1,259.66

31/10/2022	COA	Description	Current Budget FY 22/23	YTD Budget 31/10/2022	YTD Actual 31/10/2022	Variance (\$)
	2140321	PWO - Information Technology	\$8,000.00	\$2,664.00	\$9,529.64	\$6,865.64
	2140323	PWO - Sick Pay	\$23,376.00	\$7,192.00	\$16,745.59	\$9,553.59
	2140324	PWO - Annual Leave	\$46,753.00	\$14,384.00	\$20,837.23	\$6,453.23
	2140325	PWO - Public Holidays	\$31,206.00	\$9,600.00	\$0.00	-\$9,600.00
	2140326	PWO - Long Service Leave	\$0.00	\$0.00	-\$538.58	-\$538.58
	2140329	PWO - Insurance Expenses (Except Workers Comp)	\$16,212.00	\$5,404.00	\$0.00	-\$5,404.00
	2140330	PWO - OHS and Toolbox Meetings	\$35,820.00	\$11,788.00	\$194.46	-\$11,593.54
	2140341	PWO - Subscriptions & Memberships	\$9,000.00	\$3,000.00	\$0.00	-\$3,000.00
	2140352	PWO - Consultants	\$10,000.00	\$3,332.00	\$0.00	-\$3,332.00
	2140365	PWO - Maintenance/Operations	\$120,162.00	\$38,448.00	\$28,952.90	-\$9,495.10
	2140371	PWO Bldg Mtce - Employee Costs	\$40,422.00	\$12,432.00	\$16,993.34	\$4,561.34
	2140372	PWO Bldg Mtce - Uniforms	\$500.00	\$152.00	\$0.00	-\$152.00
	2140373	PWO Bldg Mtce - Training & Development	\$1,000.00	\$332.00	\$0.00	-\$332.00
	2140376	PWO Bldg Mtce - Protective Clothing	\$1,000.00	\$304.00	\$0.00	-\$304.00
	2140380	PWO Bldg Mtce - Expendable Tools	\$1,000.00	\$332.00	\$0.00	-\$332.00
	2140381	PWO Bldg Mtce - Minor Expenses	\$500.00	\$164.00	\$0.00	-\$164.00
	2140386	PWO - Expensed Minor Asset Purchases	\$20,000.00	\$6,664.00	\$1,426.59	-\$5,237.41
	2140392	PWO - Depreciation	\$16,101.00	\$5,364.00	\$0.00	-\$5,364.00
	2140393	PWO - LESS Allocated to Works (PWO's)	-\$1,270,306.00	-\$423,432.00	-\$333,267.63	\$90,164.37
	2140398	PWO - Staff Housing Costs Allocated	\$10,717.00	\$3,572.00	\$0.00	-\$3,572.00
	2140399	PWO - Administration Allocated	\$463,870.00	\$154,620.00	\$0.00	-\$154,620.00
		Operating Expenditure Total	-\$0.50	-\$12,820.00	-\$48,686.58	-\$35,866.58
		Plant Operating Costs				
		Operating Expenditure				
	2140400	POC - Internal Plant Repairs - Wages & O/Head	\$232,877.00	\$75,740.00	\$22,325.82	-\$53,414.18
	2140411	POC - External Parts & Repairs	\$71,400.00	\$23,800.00	\$7,973.85	-\$15,826.15
	2140412	POC - Fuels and Oils	\$156,431.25	\$52,140.00	\$19,316.15	-\$32,823.85
	2140413	POC - Tyres and Tubes	\$28,140.00	\$9,380.00	\$2,640.00	-\$6,740.00
	2140416	POC - Licences/Registrations	\$6,929.00	\$2,308.00	\$6,558.79	\$4,250.79
	2140417	POC - Insurance Expenses	\$18,224.00	\$6,072.00	\$272.73	-\$5,799.27
	2140492	POC - Depreciation	\$225,278.00	\$75,092.00	\$0.00	-\$75,092.00
	2140494	POC - LESS Plant Operation Costs Allocated to Works	-\$739,279.25	-\$246,424.00	-\$30,184.50	\$216,239.50
		Operating Expenditure Total	\$0.00	-\$1,892.00	\$28,902.84	\$30,794.84
		Salaries And Wages				
		Operating Expenditure				
	2140500	SAL - Gross Salary and Wages	\$2,245,082.74	\$690,792.00	\$579,760.45	-\$111,031.55
	2140501	SAL - LESS Salaries & Wages Allocated	-\$2,245,082.74	-\$690,792.00	-\$579,760.45	\$111,031.55
		Operating Expenditure Total	\$0.00	\$0.00	\$0.00	\$0.00
		Other Property & Services Total Income	-\$25,250.00	-\$8,412.00	-\$9,907.00	-\$1,495.00
		Other Property & Services Total Expenditure	\$3,934.60	-\$27,924.00	\$365,858.30	\$393,782.30
		Total Income	-\$10,424,747.33	-\$5,483,765.33	-\$4,964,875.51	\$518,889.82
		Total Expenditure	\$7,838,836.88	\$2,627,804.00	\$1,554,447.71	-\$1,079,940.87

13.1.2	List of Monthly Payments - October 2022
LOCATION	Not Applicable
APPLICANT	Internal
DOCUMENT REF	NAM988
DATE OF REPORT	13 November 2022
AUTHOR	Acting Chief Financial Officer, Kristy Van Kuyl
RESPONSIBLE OFFICER	Acting Chief Financial Officer, Kristy Van Kuyl
OFFICER DISCLOSURE OF INTEREST	Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare
ATTACHMENT	1. List of Creditors Payments - October 2022 [13.1.2.1 - 9 pages]

SUMMARY:

The list of payments made for the month of October 2022 be received by Council.

BACKGROUND:

Payments have been made by electronic funds transfer (EFT), direct transfer from Council's Municipal Bank account and duly authorised as required by Council Policy. These payments have been made under delegated authority to the Chief Executive Officer and are reported to Council.

COMMENT:

The EFT, Direct Debit, Credit Card and Payroll payments that have been made for the month of October 2022 are attached.

CONSULTATION:

Nil.

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations 1996 r13.

POLICY IMPLICATIONS:

Policy 4.7 – Creditors Preparation for Payment.

FINANCIAL IMPLICATIONS:

\$ 535,552.20 withdrawn from Municipal Bank Account.

RISK ASSESSMENT:

Nil.

STRATEGIC IMPLICATIONS:

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council receives the list of payments for the month of October 2022 totalling \$535,552.20 being:

1. Electronic Funds Transfer EFT 7392 - 7433, payments from Municipal Fund totalling \$ 395,396..17
2. Cheque payments from Municipal Fund totalling \$ 600.00
3. Direct Debit payments from the Municipal Fund totalling \$ 47,300.14
4. Payroll payments from the Municipal Fund totalling \$ 84,197.02
5. Credit Card payments for the Statement Month of October 2022 from the Municipal Fund totalling \$ 8,058.87

COUNCIL DECISION:

Council Resolution Number:	CM-365
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Moved: Cr P Warner Seconded: Cr J Dwyer

That Council receives the list of payments for the month of October 2022 totalling \$535,552.20 being:

- 1. Electronic Funds Transfer EFT 7392 - 7433, payments from Municipal Fund totalling \$ 395,396..17**
- 2. Cheque payments from Municipal Fund totalling \$ 600.00**
- 3. Direct Debit payments from the Municipal Fund totalling \$ 47,300.14**
- 4. Payroll payments from the Municipal Fund totalling \$ 84,197.02**
- 5. Credit Card payments for the Statement Month of October 2022 from the Municipal Fund totalling \$ 8,058.87**

Carried	7 / 0
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**Shire of Menzies
Payments for the Month of October 2022**

Chq/EFT	Date	Name	Description	Amount
		Cheques		\$ 600.00
		EFT		\$ 395,396.17
		Direct Debit		\$ 47,300.14
		Credit Card Payments		\$ 8,058.87
		Payroll		\$ 84,197.02
		<u>Total Payments</u>		<u>\$ 535,552.20</u>

Shire of Menzies
Payments for the Month of October 2022

Chq/EFT	Date	Name	Description	Amount
10488	10/10/2022	SHIRE OF MENZIES	COLES/KMART VOUCHERS FOR MENZIES DISCOVERY DAY - KIDS GAMES PRIZES	\$ 600.00
Total Cheque Payment				<u>\$ 600.00</u>

Shire of Menzies
Payments for the Month of October 2022

Chq/EFT	Date	Name	Description	Amount
EFT7434	05/10/2022	CANINE CONTROL	RANGER SERVICE FOR 5TH SEPTEMBER 2022	\$ 3,201.00
EFT7435	05/10/2022	CHILD SUPPORT	PAYROLL DEDUCTIONS PPE 04/10/2022	\$ 123.88
EFT7436	05/10/2022	TRADELINK PTY LIMITED	RENOVATION MATERIALS - PIPE PVC, TUBE, SLAB CEMENT, CONNECTOR RUBBER, SHOWER HEAD CAROMA	\$ 3,709.64
EFT7437	05/10/2022	3E ADVANTAGE	ADMIN AND CRC PRINTER USAGE FROM 01/09/2022 TO 30/09/2022	\$ 3,116.20
EFT7438	05/10/2022	PICCADILLY BUTCHERS	CRC COMMUNITY SOCIAL ACTIVITY - 108 SAUSAGES, 108 DINNER ROLLS, 3KG ONION , 40 BURGER PATTIES	\$ 308.80
EFT7439	05/10/2022	XSTRA GLOBAL IT AND COMMUNICATION SOLUTIONS	FY 22/23 MONTHLY PBX RENTAL AND SERVICES SEPTEMBER 2022	\$ 333.97
EFT7440	05/10/2022	AMPAC DEBT RECOVERY (WA) PTY LTD	DEBT RECOVERY 89321 - 38 BALLARD STREET A1640 & A1639	\$ 346.50
EFT7441	05/10/2022	LED GOLDFIELDS	CARAVAN PARK ABLUTION BLOCKS - LIGHTS	\$ 114.84
EFT7442	05/10/2022	EMYJOR SERVICES	CARAVAN PARK , NIAGARA TOILET AND LAKE BALLARD TOILET - EMPTY SEPTIC TANKS	\$ 4,246.00
EFT7443	05/10/2022	QUALITY PUBLISHING AUSTRALIA	VISITOR CENTRE RESALE MAPS AND BOOKS	\$ 285.74
EFT7444	05/10/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	P0216 - FUEL FILTER AND WIRING HARNESS	\$ 2,067.59
EFT7445	05/10/2022	JOHN WARNER	REIMBURSEMENT P0146 WHIPPER SNIPPER PARTS, DEPOT CONSUMABLES AND FIRST AID SUPPLY	\$ 140.12
EFT7446	05/10/2022	HERSEY'S SAFETY PTY LTD	FLY NETS FOR VISITOR REALES, DEPOT CONSUMABLES - 1/2 BREAKER BAR	\$ 957.44
EFT7447	05/10/2022	EFTSURE PTY LTD	EFTSURE SOFTWARE ANNUAL FEE FROM SEPTEMBER 2022 TO AUGUST 2023	\$ 5,266.80
EFT7448	05/10/2022	ALMETRA BETHLEHEM	REIMBURSEMENT - CARAVAN PARK CABINS PURCHASED MILK	\$ 83.20
EFT7449	05/10/2022	DONNA'S DINNER & TAKEAWAY	CATERING FOR AUDIT & RISK COMMITTEE/BRIEFING SESSION MEETING/ 210922	\$ 100.00
EFT7450	05/10/2022	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTANCY FY22/23 - AUGUST 2022 MONTHLY STATEMENT AND GRANTS QUERY	\$ 288.75
EFT7451	05/10/2022	LAMBRON CONTRACTING PTY LTD	RFT 03/2021 - UNSEALED ROAD MAINTENANCE GRADING (COUNCIL RESOLUTION CM-54)	\$ 36,540.90
EFT7452	05/10/2022	SIMON POOLE	FUEL REIMBURSEMENT - MEET WITH ARTGOLD	\$ 102.58
EFT7453	05/10/2022	HELENE PTY LTD T/AS LO-GO APPOINTMENTS	TEMPORARY EA CHERYL BATES FROM 18/07/2022 TO 16/09/2022	\$ 14,383.70
EFT7454	05/10/2022	LEWIS HORNE	MENZIES DISCOVERY DAY 2022 - ONE-WEEK ART LANTERN WORKSHOP WITH LEWIS HORNE FROM 9/10/2022 TO 15/10/2022 - 50% DEPOSIT	\$ 3,500.00
EFT7455	05/10/2022	KAL ENGINEERING CONSULTANTS	MENZIES OLD POST OFFICE EXTENSIONS WORKS	\$ 5,010.50
EFT7456	05/10/2022	ROCS INVESTMENTS T/AS ACTON BELLE PROPERTY FREMANTLE	AUCTIONEER FEE FOR 21 AND 23 REID STREET	\$ 2,422.00
EFT7457	05/10/2022	ALU GLASS	57 WALSH - SUPPLY ONLY FRAMELESS SHOWER DOOR 10MM TOUGHENED CLEAR GLASS WITH POLISHED EDGES AND CUT OUTS INCLUDING HINDGES AND FIXINGS.	\$ 2,730.00
EFT7458	05/10/2022	AUSTRALIAN COMMUNICATIONS & MEDIA AUTH	BROADCASTING/RETRANSMISSION - LICENCES 1954424/1, 1954427/1-1954429/1	\$ 180.00
EFT7459	05/10/2022	AIR LIQUIDE AUSTRALIA LTD	RENTAL ON OXYGEN CYLINDERS 01/09/2022 TO 30/09/2022	\$ 28.16
EFT7460	05/10/2022	ATOM	FIRE EXTINGUISHER PLASTIC BAG	\$ 24.68

Shire of Menzies
Payments for the Month of October 2022

Chq/EFT	Date	Name	Description	Amount
EFT7461	05/10/2022	WESTFARMERS LTD T/AS BUNNINGS	MATERIALS (HYDRAULIC DOOR CLOSER, WHITE BUTTON HEAD SCREWS, KINCROME SOCKET SET, IMPERIAL ALLEN KEY SET, METGRIC ALLEN KEY SET, LAWN FERTILISER)	\$ 1,647.09
EFT7462	05/10/2022	CONWAY HIGHBURY	ADVISOR FOR LAND SEIZURE OF 35 PROPERTIES FOR NON PAYMENT OF RATES	\$ 286.00
EFT7463	05/10/2022	CORE BUSINESS AUSTRALIA PTY LTD	STAGE 1 - REFURBISH THE STATE HERITAGE MENZIES OLD POST OFFICE PROJECT - COUNCIL RESOLUTION - CM- 87 ON 28/10/2021 - CLAIM3, PROVIDE TECHNICAL SUPPORT PARTICULARLY IN THE AREA OF ROAD PROJECTS AND FUNDING - CLAIM 1A AND CLAIM B	\$ 27,763.55
EFT7464	05/10/2022	TOLL TRANSPORT PTY LTD	FREIGHT FOR EMULSION SPRAYER SOUTH AUSTRALIA TO MENZIES	\$ 2,449.32
EFT7465	05/10/2022	COYLES MOWER & CHAINSAW CENTRE	P0146 - WHIPPER SNIPPER HEADS	\$ 165.00
EFT7466	05/10/2022	DEBRA KAY PIANTO	REIMBURSEMENT MENZIES DISCOVERY DAY - DRINKS AND CABINS CONSUMABLES MATERIALS	\$ 189.55
EFT7467	05/10/2022	EAGLE PETROLEUM (W.A) PTY LTD	BULK FUEL DELIVERY 12/09/2022 TO SHIRE DEPOT - 8200L	\$ 16,736.61
EFT7468	05/10/2022	ECOWATER SERVICES	TO SERVICE BIOMAX AT CARAVAN PARK - SEPTEMBER 2022	\$ 1,041.02
EFT7469	05/10/2022	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	FY 22/23 ESL INCOME LG	\$ 2,418.00
EFT7470	05/10/2022	ROVAR PTY LTD T/AS GOLDLINE DISTRIBUTORS	VISITOR CENTRE AND CARAVAN PARK - MILK AND CLEANING PRODUCT	\$ 505.16
EFT7471	05/10/2022	GOLDFIELDS AIR SERVICES	MEMBERS, STAFF AND CONSULTANT - CHARTERED FLIGHT TO TJUNTJUNTJARA OCM 29/09/2022	\$ 11,400.00
EFT7472	05/10/2022	GOLDRUSH TOURS, GRT COMMERCIAL PANEL & PAINT	INSURANCE EXCESS - VEHICLE REPAIR 5MN	\$ 300.00
EFT7473	05/10/2022	HEATLEYS SAFETY AND INDUSTRIAL	JOHN WARNER - UNIFORM PPE	\$ 259.72
EFT7474	05/10/2022	KMART	CARAVAN PARK CABINS - BEDDINGS AND TOILET BRUSH	\$ 139.00
EFT7475	05/10/2022	SHIRE OF MENZIES SOCIAL CLUB	PAYROLL DEDUCTIONS PPE 04/10/2022	\$ 250.00
EFT7476	05/10/2022	MENZIES ABORIGINAL CORPORATION	PAYROLL DEDUCTIONS PPE 04/10/2022	\$ 360.00
EFT7477	05/10/2022	NETLOGIC INFORMATION TECHNOLOGY	IT SUPPORT FROM 19/9/2022 TO 25/09/2022	\$ 3,244.00
EFT7478	05/10/2022	OFFICE NATIONAL	ADMIN STATIONERY - COLOURED PAPERS	\$ 63.54
EFT7479	05/10/2022	ONLINE BUSINESS ESYSTEMS	LABOUR AND TRAVEL COST FOR VIDEO-CONFERENCING ISSUES	\$ 400.40
EFT7480	05/10/2022	PILA NGURU ABORIGINAL CORPORATION	ACCOMMODATION FOR 24 & 25 AUGUST - CR I BAIRD AND CR ROHAN BAIRD	\$ 1,106.00
EFT7481	05/10/2022	PAUPIYALA TJARUTJA ABORIGINAL CORPORATION	CATERING FOR OCM - 29 SEPT 2022 TJUNTJUNTJARA	\$ 440.00
EFT7482	05/10/2022	PUBLIC LIBRARIES WA INC	PLWA MEMBERSHIP FY 22/23 SUBSCRIPTION RENEWAL	\$ 130.00
EFT7483	05/10/2022	SHIRE OF MENZIES	PAYROLL DEDUCTIONS PPE 04/10/2022	\$ 512.50
EFT7484	05/10/2022	VERLINDEN'S ELECTRICAL SERVICE	REPLACE 6 X EXISTING STREET LIGHTS WITH NEW LED FLOOD LIGHTS WITH PE CELLS. LABOUR AND ASSOCIATED TRAVEL COSTS.	\$ 3,619.00
EFT7485	12/10/2022	DEPARTMENT OF LANDS	KOOKYNIIE AIRSTRIP - LICENCE CONSIDERATION FEE AND DOCUMENT PREPARATION	\$ 1,293.00

Shire of Menzies
Payments for the Month of October 2022

Chq/EFT	Date	Name	Description	Amount
EFT7486	14/10/2022	LEONORA PHARMACY	PHARMACY ITEMS RECEIVED ON CONSIGNMENT FOR THE MONTH OF SEPTEMBER 2022	\$ 512.14
EFT7487	14/10/2022	URBIS PTY LTD	TO CONDUCT PLANNING REVIEW FOR SHIRE OF MENZIES - STAGE 4 LPS & STAGE 5 PCO	\$ 3,610.75
EFT7488	14/10/2022	PICCADILLY BUTCHERS	CRC COMMUNITY SOCIAL ACTIVITY - BBQ LUNCH FOR CDC	\$ 215.00
EFT7489	14/10/2022	DEPARTMENT OF MINES INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY RETAINED FOR SEPTEMBER 2022	\$ 19,418.20
EFT7490	14/10/2022	EMYJOR SERVICES	14B WALSH - EMERGENCY PLUMBING MAINTENANCE - DRAINS ARE BLOCKED UP.	\$ 2,816.00
EFT7491	14/10/2022	OUTBACK GRAVE MARKERS	CEMETERY PLAQUE DONATION FY 22.23	\$ 27,500.00
EFT7492	14/10/2022	HERSEY'S SAFETY PTY LTD	GARTH, LEIGH AND DWAYNE UNIFORMS	\$ 642.40
EFT7493	14/10/2022	CROWN PERTH (BURSWOOD NOMINEES ATF BURSWOOD PROPERTY TRUST)	WALGA CONFERENCE ACCOMMODATION FOR CEO, COUNCILLORS	\$ 7,119.00
EFT7494	14/10/2022	ALMETRA BETHLEHEM	VISITOR CENTRE - DRINKS TO RESALE	\$ 38.70
EFT7495	14/10/2022	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL CONSULTANCY - ASSISTANCE WITH RESERVE INTEREST QUERY	\$ 82.50
EFT7496	14/10/2022	SIMON POOLE	REIMBURSEMENT FOR MENZIES DISCOVERY DAY - FUEL AND EASELS TO HANG TJ ART WORKS	\$ 673.93
EFT7497	14/10/2022	HELENE PTY LTD T/AS LO-GO APPOINTMENTS	TEMPORARY EA - TRAVEL MENZIES TO PERTH	\$ 638.88
EFT7498	14/10/2022	KAL ENGINEERING CONSULTANTS	LADY SHENTON BUILDING STRUCTURAL INSPECTION - SITE INSPECTION/PREP AND REPORTING	\$ 5,390.00
EFT7499	14/10/2022	INK SPLASH SCREEN PRINT	VISITOR CENTRE RESALE - 100 X PERSONALISED SOM BUCKET HATS (\$17.04 PER UNIT)	\$ 3,897.55
EFT7500	14/10/2022	IAN BAIRD	CR. IAN BAIRD - TRAVEL CLAIM TJUNTJUNTJARA/KALGOORLIE FOR WALGA CONFERENCE 02-05/10/2022	\$ 1,287.13
EFT7501	14/10/2022	WESTFARMERS LTD T/AS BUNNINGS	MENZIES DISCOVERY DAY - EVENT MATERIALS	\$ 1,394.62
EFT7502	14/10/2022	TOLL TRANSPORT PTY LTD	OFFICE NATIONAL STATIONERY - FREIGHT CHARGE	\$ 13.84
EFT7503	14/10/2022	DEBRA KAY PIANO	MENZIES DISCOVERY DAY CATERING AND VISITOR CENTRE DRINKS RESALE	\$ 160.86
EFT7504	14/10/2022	HART SPORT	YOUTH CENTRE - HART TUG-O-WAR ROPE	\$ 151.00
EFT7505	14/10/2022	HEATLEYS SAFETY AND INDUSTRIAL	JOHN WARNER - UNIFORMS PPE	\$ 239.10
EFT7506	14/10/2022	LEGACY IRON ORE LIMITED	RATES REFUND FOR ASSESSMENT A2388 E29/00510 MINING TENEMENT	\$ 3,344.39
EFT7507	14/10/2022	SAMUEL MCKAY	REIMBURSEMENT - WHIP/SNIPPER PARTS FOR SERVICE	\$ 33.40
EFT7508	14/10/2022	MCLEODS BARRISTERS & SOLICITORS	PREPARATION OF CONTRACT OF SALE - LOTS 81 AND 82 ON DEPOSITED PLAN 222795, MENZIES	\$ 1,380.77
EFT7509	14/10/2022	OFFICE NATIONAL	ADMIN STATIONERY - POST IT,PENS, PENCIL,TAPE, RING BINDER AND PENCIL SHARPENER, ADMIN STATIONERY - OFFICE MAT AND LAPTOP SLEEVE, DEPOT CONSUMABLES 9V BATTERY 30X, BROTHER TN253 TONER CARTRIDGE BLACK	\$ 697.06
EFT7510	14/10/2022	SNAP	MENZIES DISCOVERY DAY - OUTDOOR BANNER 2000 X 2000MM	\$ 517.00
EFT7511	14/10/2022	THE WORK WEAR GROUP	CORPORATE UNIFORM SHIRE OF MENZIES 22/23 - ASONCION TAMBIS	\$ 712.15

Shire of Menzies
Payments for the Month of October 2022

Chq/EFT	Date	Name	Description	Amount
EFT7512	14/10/2022	MOORE AUSTRALIA	PREPARATION OF 2021/22 ANNUAL FINANCIAL REPORT	\$ 13,429.89
EFT7513	14/10/2022	VERLINDEN'S ELECTRICAL SERVICE	INSPECT YOUTH CENTER DOOR (CURRENTLY NOT OPENING) FAULT FIND ELECTRICAL ISSUE AND FIX AS PER VERBAL QUOTATION. TRAVEL COST INCLUSIVE	\$ 1,039.50
EFT7514	14/10/2022	PAUL WARNER	TRAVEL CLAIMS - WALGA CONFERENCE 2022 (RETURNED FLIGHTS)	\$ 401.32
EFT7515	19/10/2022	STRATCO	DEPOT ACCOMODATION BUILDING MATERIALS - MXR42TOW MAXIRIB .42 TOPSIDE OFF WHITE 4/2.800, TEK1220OW STD SCREW WITH NEO WASHER 12X20 MM OFF WHITE, TEKNW10160W STD SCREW NO WASHER 10X16 MM OFF WHITE, DELIVERY	\$ 527.78
EFT7516	19/10/2022	CHILD SUPPORT	PAYROLL DEDUCTIONS PPE 18/10/2022	\$ 123.88
EFT7517	19/10/2022	NORTHERN STAR RESOURCES LTD	RATES REFUND FOR ASSESSMENT A3314 E39/01272 MINING TENEMENT	\$ 316.17
EFT7518	19/10/2022	MUCKY DUCK BUSH BAND	DISCOVERY DISCOVERY DAY CELEBRATION BUSH DANCE	\$ 4,000.00
EFT7519	19/10/2022	REMOTE DIGITAL IMAGERY	SOUND AND LIGHTING FOR 10 HOURS ON MENZIES DISCOVERY DAY EVENT ON 15/10/2022	\$ 6,622.05
EFT7520	19/10/2022	JASON DIMER	NICKEL N' DIMER - JASON DIMER MC WORK AND LIVE MUSIC FROM 11AM TO 3:30PM FOR MENZIES DISCOVERY DAY EVENT ON 15/10/2022	\$ 2,800.00
EFT7521	19/10/2022	ALU GLASS	DEPOT OFFICE - BUILDING MAITENANCE MATERIALS	\$ 1,243.00
EFT7522	19/10/2022	ROVAR PTY LTD T/AS GOLDLINE DISTRIBUTORS	VISITOR CENTRE CHIPS RESALE AND VARIOUS PROPERTIES CLEANING PRODUCTS	\$ 1,315.66
EFT7523	19/10/2022	GOLDRUSH TOURS, GRT COMMERCIAL PANEL & PAINT	BUS TICKET SOLD ON CONSIGNMENT - SINCLAIR AUDREY 9/09/2022	\$ 45.90
EFT7524	19/10/2022	SHIRE OF MENZIES SOCIAL CLUB	PAYROLL DEDUCTIONS PPE 18/10/2022	\$ 150.00
EFT7525	19/10/2022	MENZIES ABORIGINAL CORPORATION	PAYROLL DEDUCTIONS PPE 18/10/2022	\$ 360.00
EFT7526	19/10/2022	NETLOGIC INFORMATION TECHNOLOGY	IT SUPPORT 03/10/2022 TO 12/10/2022	\$ 225.00
EFT7527	19/10/2022	WATER CORPORATION	WATER USAGE FOR SHIRE OF MENZIES VARIOUS PROPERTIES FROM 10/08/2022 TO 12/10/2022	\$ 2,599.72
EFT7528	25/10/2022	AUSTRALIAN TAXATION OFFICE	IAS LODGEMENT FOR THE MONTH OF AUGUST 2022	\$ 32,212.00
EFT7529	27/10/2022	CANINE CONTROL	RANGER SERVICE VISIT ON 13/10/2022	\$ 1,600.50
EFT7530	27/10/2022	LEONORA PAINTING SERVICE	BM034 - 56 SHENTON STREET RENTAL - PAINTING/GLOSS OF WALLS, DOORS, FRAMES AND ARCHITRAVE	\$ 3,740.00
EFT7531	27/10/2022	XSTRA GLOBAL IT AND COMMUNICATION SOLUTIONS	FY 22/23 MONTHLY PBX RENTAL AND SERVICES	\$ 336.57
EFT7532	27/10/2022	SECURED LIFESTYLE PTY LTD	RATES REFUND FOR ASSESSMENT A5311 P31/02046 MINING TENEMENT	\$ 137.08
EFT7533	27/10/2022	KRISTY VAN KUYL	REIMBURSEMENT - FUEL, FLOWER AND CARD FOR TEMP EA AND BALLOONS FOR MENZIES DISCOVERY DAY	\$ 84.38
EFT7534	27/10/2022	DONNA'S DINNER & TAKEAWAY	CATERING FOR BRIEFING SESSION 21 OCT 2022	\$ 184.00
EFT7535	27/10/2022	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE SEPTEMBER 2022 MONTHLY FINANCIAL STATEMENTS, GST QUERY AND AUDIT QUERY	\$ 990.00

Shire of Menzies
Payments for the Month of October 2022

Chq/EFT	Date	Name	Description	Amount
EFT7536	27/10/2022	A&K BUILDING AND PROPETY MAINTENANCE	14B WALSH - DAY RATE FOR CLEANING OUT ROOF GUTTERS AND DOWNPIPES.	\$ 770.00
EFT7537	27/10/2022	LEWIS HORNE	MENZIES DISCOVERY DAY 2022 - ONE-WEEK ART LANTERN WORKSHOP WITH LEWIS HORNE FROM 9/10/2022 TO 15/10/2022	\$ 3,500.00
EFT7538	27/10/2022	MAUREEN MERTYN	REIMBURSEMENT - SPARKLING WATER	\$ 15.10
EFT7539	27/10/2022	GOLDFIELDS SEPTIC DISPOSALS	TRUCK BAY, CARAVAN PARK, PUBLIC TOILET AND ADMIN BUILDING - SEPTIC MAINTENANCE	\$ 4,400.00
EFT7540	27/10/2022	BREATHALYSER SALES & SERVICE PTY LTD	ALCOQUANT 6020 PLUS - PASSIVE INCL, CARRY CASE, HIGH VIS POUCH, 25 MOUTHPIECE	\$ 1,051.05
EFT7541	27/10/2022	JOHN MERTYN	DEPOSIT FOR WORK 12B AND 57 WALSH SUPPLY & INSTALL SPLIT SYSTEM	\$ 5,703.00
EFT7542	27/10/2022	JAMIE WILLIAM LOGAN T/AS WOMBATS COLLECTIBLES	MDD - STALL HOLDER FUEL REIMBURSEMENT	\$ 92.46
EFT7543	27/10/2022	WESTFARMERS LTD T/AS BUNNINGS	DEPOT ACCOMMODATION - SENSO RUSTIC 914MMX184MMX2MM HUDSON PERLE VINYL PLANKS	\$ 1,548.16
EFT7544	27/10/2022	IT VISION	SYNERGY SOFT ANNUAL LICENCE FEE - FY2022/2023	\$ 41,400.47
EFT7545	27/10/2022	JUMP 4 US	MENZIES DISCOVERY DAY - HIRE 3X INFLATABLES	\$ 3,210.00
EFT7546	27/10/2022	LANDGATE	MINING TENEMENT SCHEDULE NO. M20/9 - 06/08/2022 TO 05/09/2022	\$ 161.50
EFT7547	27/10/2022	METROCOUNT	6V WELDED BATTERY PACK (X5) AND FREIGHT	\$ 231.00
EFT7548	27/10/2022	NETLOGIC INFORMATION TECHNOLOGY	IT SUPPORT 17/10/2022	\$ 187.50
EFT7549	27/10/2022	OFFICE NATIONAL	ADMIN STATIONERY PO6122 BACK ORDER	\$ 453.76
EFT7550	27/10/2022	PILA NGURU ABORIGINAL CORPORATION	ACCOMMODATION TO ATTEND LG WEEK - CR I BAIRD & CR ROHAN BAIRD	\$ 444.00
EFT7551	27/10/2022	QUALITY INN RAILWAY MOTEL KALGOORLIE	ACCOMMODATION 14 OCTOBER MUCKY DUCK BUSH BAND DON BLUE AND BREAKFAST	\$ 696.00
EFT7552	27/10/2022	SHIRE OF LEONORA	HEALTH/BUILDING SERVICE - ONE DAY VISIT IN PERSON AND 1 DAY VISIT REMOTE ENQUIRY BUILDING PERMIT/ANNUAL WASTE CENSUS REPORT ETC. OCTOBER 2022	\$ 3,285.60
EFT7553	27/10/2022	TJUNTTJUNTTJARA REMOTE COMMUNITY SCHOOL	DONATION FOR STUDENT AND COMMUNITY CELEBRATION & END OF YEAR PRESENTATION	\$ 2,000.00
EFT7554	27/10/2022	THE WORK WEAR GROUP	CORPORATE UNIFORM SHIRE OF MENZIES 22/23 - MAUREEN MERTYN	\$ 712.50
EFT7555	27/10/2022	MOORE AUSTRALIA	RISK MANAGEMENT UPDATE SUMMARY REPORT FOR AUDIT & RISK COMMITTEE QUARTERLY MEETING	\$ 1,320.00
EFT7556	27/10/2022	WATER CORPORATION	WATER - 9007529960 - CARAVAN PARK AT 35-37 SHENTON STREET. LOT 555 - USAGE FROM 10/08/2022 TO 12/10/2022	\$ 911.85
Total EFT Payment				\$ <u>395,396.17</u>

Shire of Menzies
Payments for the Month of October 2022

Chq/EFT	Date	Name	Description	Amount
DD5046.1	04/10/2022	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS PPE 04/10/2022	\$17,594.14
DD5046.2	04/10/2022	CBUS	SUPERANNUATION CONTRIBUTIONS PPE 04/10/2022	\$894.21
DD5046.3	04/10/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS PPE 04/10/2022	\$1,319.77
DD5046.4	04/10/2022	HESTA	SUPERANNUATION CONTRIBUTIONS PPE 04/10/2022	\$670.04
DD5046.5	04/10/2022	SUNSUPER	SUPERANNUATION CONTRIBUTIONS PPE 04/10/2022	\$538.12
DD5053.1	03/10/2022	WESTNET	CRC PUBLIC INTERNET FROM 01/10/2022 TO 01/11/2022	\$54.99
DD5055.1	06/10/2022	HORIZON POWER	ELECTRICITY - 531171 - 23 ONSLOW STREET FROM 20/08/2022 TO 15/09/2022	\$77.34
DD5059.1	07/10/2022	POWER ICT PTY LTD	MESSAGES ON HOLD - OCTOBER 2022	\$75.90
DD5061.1	10/10/2022	TELSTRA	SATELITE PHONES FROM 20/09/2022 TO 19/10/2022	\$180.00
DD5063.1	10/10/2022	TELSTRA	SHIRE OF MENZIES PHONE, MOBILE PHONE, INTERNET, SPEED SIGNS USAGE FROM 17/09/2022 TO 16/10/2022	\$3,161.36
DD5070.1	12/10/2022	TELSTRA	WORKS AND OFFICE MOBILE PHONES USAGE FROM 22/09/2022 TO 22/10/2022	\$368.99
DD5077.1	11/10/2022	THE WEST AUSTRALIAN	NEWSPAPERS ONLINE SUBSCRIPTIONS	\$28.00
DD5080.1	18/10/2022	HORIZON POWER	ELECTRICITY - 161515 - STREET LIGHT - USAGE FROM 01/09/2022 TO 30/09/2022	\$987.87
DD5082.1	18/10/2022	THE TRUSTEE FOR AUSTRALIAN	SUPERANNUATION CONTRIBUTIONS PPE 18/10/2022	\$538.12
DD5082.2	18/10/2022	CBUS	SUPERANNUATION CONTRIBUTIONS PPE 18/10/2022	\$897.05
DD5082.3	18/10/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS PPE 18/10/2022	\$1,310.24
DD5082.4	18/10/2022	HESTA	SUPERANNUATION CONTRIBUTIONS PPE 18/10/2022	\$669.10
DD5082.5	18/10/2022	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS PPE 18/10/2022	\$8,017.22
DD5090.1	26/10/2022	GREGORY DWYER	SITTING FEES. PRESIDENT	\$3,364.49
DD5093.1	26/10/2022	IAN BAIRD	MEMBERS SITTING FEES. CR. IB	\$1,289.67
DD5095.1	26/10/2022	PAUL WARNER	MEMBERS SITTING FEES. CR. PW	\$875.84
DD5097.1	26/10/2022	SUDHIR	MEMBERS SITTING FEES. CR. S	\$875.84
DD5099.1	26/10/2022	ANDREW TUCKER	MEMBERS SITTING FEES. CR.AT	\$875.84
DD5101.1	26/10/2022	ROHAN S BAIRD	MEMBERS SITTING FEES CR. RB	\$875.83
DD5103.1	26/10/2022	JILLIAN DWYER	MEMBERS SITTING FEES. CR. JD	\$875.83
DD5107.1	31/10/2022	WRIGHT EXPRESS AUSTRALIA PTY LTD	FUEL CARD FOR THE MONTH OF OCTOBER 2022	\$797.76
DD5109.1	31/10/2022	NAB	BANK FEES BPAY	\$62.48
DD5111.1	31/10/2022	NAB	BANK FEES AKF	\$24.10
Total Direct Debit				<u>\$47,300.14</u>

**Shire of Menzies
Payments for the Month of October 2022**

Date	Name	Description	Amount
31/08/2022	KMART	CARD NO: **** * 2547 UNDERBED STORAGE BOX FOR CABIN A AND CABIN B	72.00
30/08/2022	DEPARTMENT OF TRANSPORT	FLEET SCHEDULE PAYMENT FY 2022/2023	7,174.35
27/08/2022	QANTAS	WALGA CONFERENCE FLIGHT CR. TUCKER AND Y. TRESSIDER	803.52
28/09/2022	NAB	CARD FEE	9.00
TOTAL CREDIT CARD			\$ 8,058.87
05/10/2022		PAYROL PPE 04/10/2022	41,914.37
19/10/2022		PAYROL PPE 18/10/2022	42,282.65
TOTAL PAYROL			\$ 84,197.02

13.2 Administration Reports

13.2.1	Review of Delegations
LOCATION	Not applicable
APPLICANT	Not applicable
DOCUMENT REF	NAM989
DATE OF REPORT	13 November 2022
AUTHOR	Acting Chief Executive Officer, Pascoe Durtanovich
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Pascoe Durtanovich
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. Current Delegation Register [13.2.1.1 - 140 pages]

SUMMARY:

Council is required to review its delegations at least once per year.

This report recommends that existing Delegations be reaffirmed with no changes.

BACKGROUND:

Section 5.46 of the Local Government Act, 1995 requires a Local Government to review its delegations at least once every twelve months. The Delegation Register was last reviewed in November, 2021.

COMMENT:

The November, 2021 review of delegations was a comprehensive review undertaken with the assistance of an experienced consultant.

All existing delegations are appropriate, legal and relevant therefore amendments are not required.

CONSULTATION:

Not applicable

STATUTORY AUTHORITY:

Section 5.46 of the Local Government Act, 1995

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Delegated tasks are not completed on time or in an appropriate manner with failure resulting in non-compliance/breach.	Low	Ensure delegations provide appropriate and clear direction.

STRATEGIC IMPLICATIONS:

4.1 A strategically focused Council, leading our community.

4.1.1 Provide strategic leadership and governance.

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Absolute Majority

OFFICER RECOMMENDATION:

That Council accepts the annual review of the Shire of Menzies Delegation Register, noting no changes to existing delegations.



SHIRE OF MENZIES

DELEGATION REGISTER

Current as at 25 November 2021

Delegation Register

Shire of Menzies

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Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

Introduction

FORMAT OF REGISTER

This Register includes:

- Delegations from the Council to the Chief Executive Officer, and where appropriate to other employees or other persons,
- Authorisations and appointments made by the Council, or as of right by virtue of legislation

The Register includes the relevant delegation decision for each matter.

The CEO has established a separate Register of Delegations, Sub Delegations, Authorisations and Appointments, where the CEO has been delegated matters, or is able to do so, as of right.

As a matter of principle throughout the Register, the Chief Executive Officer is the only employee authorised by the Shire of Menzies to commence (or authorise the commencement of) legal proceedings.

TERMINOLOGY AND ACRONYMS

Clause – of the Shire of Menzies Local Planning Scheme No 2 referenced by ‘cl’, as in cl8.

Employee – refers to an employee of the Shire of Menzies. It should be noted although the Chief Executive Officer may generally only delegate a function or duty to an employee (s5.44 Local Government Act 1995 and others), any ‘person’ may be appointed an Authorised Person (although some Acts, such as the Building Act 2011 require only employees or certain qualified employees to be ‘authorised’ or ‘appointed’). Thus, care needs to be taken to ensure that contractors are not ‘delegated’ functions or duties, although they may be appointed as Authorised Persons.

Regulation – subordinate legislation, referenced by ‘r’, as in r22.

Schedule – to an Act, referenced as ‘Sch’, as in Sch 3.2.

Section - of an Act, referenced by ‘s’, as in s5.42.

Sub delegation – the terms ‘sub delegate’ and ‘sub delegation’ are used as a style preference, rather than ‘on delegate’ or ‘on delegation’.

DELEGATIONS

The application of delegated authority is intended to improve the efficiency, effectiveness and timeliness of decision making and is consistent with the Shire’s Strategic Community Plan and commitment to a strong customer service focus.

The use of delegated and sub delegated authority does not ‘undermine’ the roles and responsibilities of elected members constituting the Council as the peak local decision-making body of the community. Rather it should free up the Council from some matters to be better able to deal with high level strategic matters and in the knowledge that decision making on the former will be made by employees consistent with Council Policy and precedents.

The Council (and the Chief Executive Officer in the case of most sub delegations) will only delegate matters where the relevant employees (or other persons) have the appropriate skills and expertise to implement the delegation/sub delegation or authorisation within the Shire’s decision-making frameworks. At the same time the exercise of all delegated and sub delegated authority, as well as authorisations is subject to complying with relevant Policies of the Shire.

Shire of Menzies – Register of Delegations November 2021

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Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

An important safeguard is also the principle that nothing prevents the delegating body or person from taking back a delegation or sub delegation or making the relevant decision on an issue.

This Register describes:

- the 'head of power' for the exercise of delegation to an elected member, employee, or person,
- the 'head of power' for sub delegation (where such authority exists under the relevant legislation),
- the precise authority being delegated, including any limits, restrictions, or conditions,
- relevant Shire policies applicable to the execution of the delegation or sub delegation,
- the statutory requirements for the Council to review all delegations, and others to review sub delegations

AUTHORISATIONS

This Register includes authorisations under the Local Government Act 1995 and other legislation. In most cases, authorisations are made by the Chief Executive Officer under delegated authority, or as of right. In some cases, authorisations are made by the Council itself because the relevant statute requires.

Some legislation provides for authorisation of Local Government officers to have powers as are necessary for them to perform their required duties as a specific function of the local government. These duties are carried out as 'acting through' functions under s5.45(2) of the Local Government Act 1995.

APPOINTMENTS

This Register includes appointments under various statutes, in some cases such appointments are "as of right" and in others the Council has chosen not to make an appointment at the date of adoption of this Register.

LOCAL GOVERNMENT ACT 1995

Most delegations and sub delegations described in this Register originate under the Local Government Act 1995 which permits a local government (by absolute majority decision under s5.42(1)) to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in s5.43, which are:

- any power or duty that requires a decision of an absolute majority or special majority of the local government,
- accepting a tender which exceeds an amount determined by the local government,
- appointing an auditor,
- acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government,
- any of the local government's powers under s5.98, 5.98A, s5.99, s5.99A and s5.100 of the Act,
- borrowing money on behalf of the local government,
- hearing or determining an objection of a kind referred to in s9.5 of the Act,
- the power under s9.49A(4) of the Act to authorise a person to sign documents on behalf of the local government,

Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

- any power or duty that requires the approval of the Minister or the Governor.

In addition, there are several other matters which cannot be delegated to the CEO:

- under r18G of the Local Government (Administration) Regulations and s7.12a, 7.12A(3)(a) and s7.12(4), which relate to meetings with auditors,
- matters covered by the CEO Standards, adopted by Council and which relate to the recruitment and performance management of the Chief Executive Officer
- under r16 of the Local Government (Financial Management) Regulations which prevent the delegation of matters relating to internal audit to an employee who has been delegated the duty of maintaining the day-to-day accounts or financial management operations.

The delegation powers under the Local Government Act 1995 relate to the Act itself, Regulations made under the Act and Local Laws made under the Act.

OTHER LEGISLATION

Legislation other than the Local Government Act 1995, its Regulations and the Shire's Local Laws created under the Act where delegations, authorisations or appointments may occur (and which are relevant to the Shire of Menzies) include:

- Animal Welfare Act 2002,
- Australian Citizenship Act 2007,
- Building Act 2011 and Building Regulations 2012
- Bush Fires Act 1954, regulations and local laws created under that Act,
- Cat Act 2011 and regulations
- Caravan Parks and Camping Grounds Act 1995,
- Control of Vehicles (Off-Road Areas) Act 1978 and regulations,
- Dog Act 1976 and regulations,
- Equal Employment Opportunity Act 1984,
- Environmental Protection Act 1986,
- Food Act 2008,
- Freedom of Information Act 1992,
- Graffiti Vandalism Act 2016,
- Health (Miscellaneous Provisions) Act 1911 regulations and local laws created under that Act,
- Health (Asbestos) Regulations 1992,
- Land Administration Act 1997, and regulations,
- Litter Act 1979 and regulations,
- Local Government (Miscellaneous Provisions) Act 1960,
- Parks and Reserves Act 1895,
- Planning and Development Act 2005 including regulations, policies, and the Town Planning Scheme,
- Public Interest Disclosure Act 2003,
- Public Health Act 2016,

Shire of Menzies – Register of Delegations November 2021

Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

- Rates and Charges (Rebates and Deferments) Act 1982,
- Road Traffic Act 1974,
- Strata Titles Act 1985

The Shire of Menzies Town Planning Scheme No 2 permits delegation by Council to employees (rather than via the CEO as per the Local Government Act). Accordingly, the process defined by the Town Planning Scheme for delegating authority and duties is utilised.

SUB DELEGATION BY THE CHIEF EXECUTIVE OFFICER

The Local Government Act 1995 allows the Chief Executive Officer to delegate any of the powers delegated to the office of Chief Executive Officer to another employee (s5.44(1)), in writing (s5.44(2)) and may include conditions (s5.44(4)).

Such matters are addressed in the CEO Register of Delegations.

REVIEW OF DELEGATIONS

The Register of Delegations relevant to the CEO and other employees will be reviewed at least once every financial year (in accordance with the provisions of s5.46(1), (2)).

As a matter of principle, the Shire of Menzies will review all delegations, authorisations, and appointments at least once in every financial year, whether under the Local Government Act 1995, or another Act. This is despite the varying requirements for review viz:

- Building Act 2011 - no requirement
- Bush Fires Act 1954 - no requirement
- Cat Act 2011 - annual review requirement
- Dog Act 1976 - annual review requirement
- Food Act 2008 - no requirement
- Graffiti Vandalism Act 2016 - no requirement
- Public Health Act 2016 - no requirement
- Planning and Development Act 2005 - annual review requirement

This will include the Chief Executive Officer reviewing all sub delegations, authorisations and appointments made by him or her.

RECORD OF ACTIONS AND DECISIONS

If a person is exercising a power or duty that has been delegated (including sub delegated), the Local Government Act requires that records be kept whenever the delegated authority is utilised (s5.46(3)).

The record is to contain information on:

- 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 (r19 Local Government (Administration) Regulations 1996)

Sections responsible for a work process are to ensure that data is captured, and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation.

Similar provisions do not exist under other legislation regarding record keeping (except for the Building Act 2011).

Shire of Menzies – Register of Delegations November 2021

Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

The CEO has determined that in relation to all record keeping of the exercise of delegated authority under legislation other than the Local Government Act 1995 that the provisions of the latter will apply and the same record keeping approach as required under the Local Government Act will be applied.

These requirements will be applied as an administrative instruction from the CEO.

PRIMARY/ANNUAL RETURNS AND GIFT DISCLOSURES

A person to whom a duty or power is delegated under the Local Government Act 1995 is a 'designated employee' under s5.74(b) of the Act and is required to:

- disclose relevant interests s5.70 LGA
- complete a Primary Return s5.75 LGA
- complete Annual Returns s5.76 LGA

Although these requirements relate only to delegations under the Local Government Act 1995 and not any other Acts, the Council and the CEO have taken the decision to require compliance with those provisions, even when made under other Acts, to ensure all employees are treated equally in such disclosures.

A delegation has prepared in this Register to give effect to this approach, with the CEO delegated authority to nominate employees as "designated employees".

ACTING THROUGH ANOTHER PERSON

The Local Government Act recognises that employees do not always need delegations (or sub delegations) to carry out their tasks and functions on behalf of the Shire - s5.45 (2):

Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing:

- a local government from performing any of its functions by acting through a person other than the Chief Executive Officer; or
- a CEO from performing any of his or her functions by acting through another person.

The key difference between a delegation and 'acting through' is that a delegate exercises the delegated decision-making function in his or her own right.

Thus, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to 'act through' another employee.

The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the 'acting through' concept.

Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For further information, see Department of Local Government and Communities Guideline No 17 - Delegations.

CERTIFICATION

..... SHIRE PRESIDENT OF THE SHIRE OF MENZIES CERTIFY THAT THIS

REGISTER WAS REVIEWED AND ADOPTED BY COUNCIL ON..... *25 November 2021*



Shire of Menzies – Register of Delegations November 2021

Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

Local Government Act 1995 Delegations

1.1 Council to CEO

1.1.1 Performing Functions Outside the District

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

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

1.1.2 Compensation - Damage Incurred when Performing Executive Functions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.22(1) Compensation s.3.23 Arbitration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Council Conditions on this Delegation:	a. Delegation is limited to settlements which do not exceed a material value of \$500.

Compliance Links:

Record Keeping:

In accordance with r19 Local Government (Administration) Regulations 1996

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Shire of Menzies – Register of Delegations November 2021

Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

1.1.3 Powers of Entry

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

Compliance Links:	Local Government Act 1995: s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency – Refer to CEO Delegation
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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Shire of Menzies – Register of Delegations November 2021

Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

1.1.4 Declare Vehicle is Abandoned Vehicle Wreck

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

Compliance Links:

Record Keeping:

In accordance with r19 Local Government (Administration) Regulations 1996

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Shire of Menzies – Register of Delegations November 2021

Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

1.1.5 Confiscated or Uncollected Goods

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding, and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	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.
Compliance Links:	Local Government Act 1995 : Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996
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Shire of Menzies – Register of Delegations November 2021

Delegation Register

Shire of Menzies

1. Local Government Act 1995 Delegations

1.1.6 Disposal of Sick or Injured Animals

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

Compliance Links:	
Record Keeping	In accordance with r19 Local Government (Administration) Regulations 1996

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1.1.7 Close Thoroughfares to Vehicles

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ul style="list-style-type: none"> • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 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] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s3.51].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)] (relevant to a Townsite only).
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1.1.8 Control Reserves and Certain Unvested Facilities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the <i>Parks and Reserves Act 1895</i>. [s.3.54(1)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets.

Compliance Links:	.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1.1.9 Obstruction of Footpaths and Thoroughfares

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

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	<ul style="list-style-type: none"> ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
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Compliance Links:	<p>Determination of Bond Value and Conditions - refer to CEO Delegation 1– Public Thoroughfare Obstruction – Determine Conditions</p> <p>Local Government (Uniform Local Provisions) Regulations 1996</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p>
Record Keeping	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.10 Gates Across Public Thoroughfares

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

Compliance Links:	Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1.1.11 Public Thoroughfare – Dangerous Excavations

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

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1. Local Government Act 1995 Delegations

Compliance Links:	<p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.3 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares</p> <p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1.1.12 Crossing – Construction, Repair and Removal

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Council Conditions on this Delegation:	a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .

Compliance Links:	Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1.1.13 Private Works on, over or under Public Places

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

Compliance Links:	Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996
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1.1.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) 1996:</i> r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give notice to a landowner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)].
Council Conditions on this Delegation:	

Compliance Links:	Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1.1.15 Expressions of Interest for Goods and Services

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

Compliance Links:	Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Council Policy 4.2 - Purchasing and Tenders Policy
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1.1.16 Tenders for Goods and Services – Call Tenders

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

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1.1.17 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous within the \$250,000 detailed as a condition on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into <u>OR</u> the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations <u>before</u> entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement <u>OR</u> the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to vary a tendered contract, <u>after</u> it has been entered into, provided the variation/s are necessary for the

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	<p>goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of \$20,000 (ex GST) whichever is the lesser value [F&G r.21A(a)].</p> <p>9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).</p>
Council Conditions on this Delegation:	<p>a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications.</p> <p>b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where:</p> <ol style="list-style-type: none"> i. The total consideration under the resulting contract is \$250,000 or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). <p>c. A decision to vary a tendered contract <u>before</u> entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</p> <p>d. A decision to vary a tendered contract <u>after</u> entry into the contract [F&G r.21A(a)] must comply with the any Council Policy and must include evidence that the variation is necessary and does not change the scope of the contract.</p> <p>e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering the extended term.</p>

Compliance Links:	<p>Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures</p> <p>WALGA Subscription Service – Procurement Toolkit</p> <p>Council Policy 4.2 - Purchasing and Tenders Policy</p>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1.1.18 Tenders for Goods and Services - Exempt Procurement

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government												
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO												
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2) When tenders have to be publicly invited (<i>exemptions</i>)												
Delegate:	Chief Executive Officer												
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)]. 												
Council Conditions on this Delegation:	<p>a. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum \$value specified for the following categories:</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Maximum Value for individual contracts</th> </tr> </thead> <tbody> <tr> <td>WALGA Preferred Supplier Program [F&G.r.11(2)(b)]</td> <td>\$250,000</td> </tr> <tr> <td>Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]</td> <td>\$250,000</td> </tr> <tr> <td>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]</td> <td>\$250,000</td> </tr> <tr> <td>Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]</td> <td>\$250,000</td> </tr> <tr> <td>Goods or services supplied by a person registered on the</td> <td><\$250,000*</td> </tr> </tbody> </table>	Category	Maximum Value for individual contracts	WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$250,000	Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$250,000	Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	\$250,000	Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$250,000	Goods or services supplied by a person registered on the	<\$250,000*
Category	Maximum Value for individual contracts												
WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$250,000												
Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$250,000												
Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	\$250,000												
Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$250,000												
Goods or services supplied by a person registered on the	<\$250,000*												

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1. Local Government Act 1995 Delegations

	Aboriginal Business Directory WA <u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]	<i>*as specified in F&G.r.11(2)(h)(ii)</i>
	Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	\$250,000
	<p>b. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences:</p> <ol style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. <p>c. Where the total consideration of a Tender Exempt procurement contract exceeds the \$250,000 delegated above, the decision is to be referred to Council.</p>	

Compliance Links:

[Local Government \(Functions and General\) Regulations 1996](#) – prescribe applicable statutory procedures

[WALGA Subscription Service](#) – Procurement Toolkit

Council Policy 4.2 - Purchasing and Tender Policy

Record Keeping:

In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.19 Disposing of Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> (a) the highest bidder at public auction [s.3.58(2)(a)]. (b) the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether it is the highest tender [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$20,000 or less. c. When determining the method of disposal: <ul style="list-style-type: none"> • Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> ○ Reserve price has been set by independent valuation. ○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> ○ Negotiate the sale of the property up to a -10% variance on the valuation; and

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1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> ○ Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. <p>d. Where the market value of the property is determined as being less than \$20,000 (F&G r.30(3) excluded disposal) may be undertaken:</p> <ul style="list-style-type: none"> • Without reference to Council for resolution; and • In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal. <p>e. Where property to be disposed of have a market value of \$20,000 or less, by offering them for public sale or as consideration for an asset to be acquired, and to accept the most advantageous offer in the following circumstances:</p> <ul style="list-style-type: none"> • assets with a written down value less than the Shire's adopted capitalisation threshold (individually or collectively) • that are surplus to requirements, unlikely to be used, are damaged or impounded <p>f. Assets with a written down value more than the Shire's adopted capitalisation threshold but less than \$20,000 (individually or collectively):</p> <ul style="list-style-type: none"> • that are surplus to requirements, unlikely to be used, are damaged or impounded, or • if outright disposal of the asset is disclosed in Budget, or • if the value of the asset being disposed of is to be used as part of consideration for the acquisition of a new asset, and both disposal and acquisition are disclosed in Budget, then, subject to the asset not being available to the purchaser until such time as the new asset is available for Shire use. <p>g. The Chief Executive Officer is authorised to dispose of asset/s where the asset/s to be disposed of have a market value of \$20,000 or more, and to accept the most advantageous offer in the following circumstances:</p> <ul style="list-style-type: none"> • if disposal of the asset is disclosed in Budget, and either; <ul style="list-style-type: none"> ➢ the asset is not being used as part of the consideration for a public tender for supply, by public auction or tender for outright sale, <u>or</u> ➢ the asset may be used as part of the consideration for an acquisition under a preferred supplier arrangement, the disposal must be:
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1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> ○ advertised for public auction or outright sale, and disclosure to this effect made in the acquisition specifications, or ○ advertised for public submissions, and subsequent consideration of submissions. <p>h. All matters dealing with disposal of land (sale or lease) are to have the specific authorisation of Council, subject to any prior directions of Council, except leases for staff in Shire owned properties.</p>
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Compliance Links:	Local Government Act 1995 – s.3.58 Disposal of Property Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.20 Payments from the Municipal or Trust Funds

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make payments from the municipal or trust funds [r.12(1) (a)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Authority to make payments is subject to annual budget limitations. b. The Chief Executive Officer is authorised to arrange payments from the Municipal Fund and Trust Fund, and transfers to and from Reserve Accounts as necessary. c. No creditor payments of any kind may be made from a Reserve Account. Reserve Accounts are permitted to have funds transferred to and from the Municipal Fund only. d. No payments whatsoever are permitted to be made in cash, except from Petty Cash. e. Creditor payments are to be certified by the person ordering and/or receiving the goods, or services, prior to actual payment being made. f. Cheques are to be signed and electronic funds transfers authorised by two persons, at least one of whom must be the Chief Executive Officer, except that if the Chief Executive Officer is unavailable, then it shall be the Chief Financial Officer and another person authorised by the Chief Executive Officer. g. All payments are to be reported to the following Council meeting as having been paid during the month. h. Contravention of this Delegation of Authority will be considered serious misconduct and may result in disciplinary action.

Compliance Links:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. Local Government (Audit) Regulations 1996
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1. Local Government Act 1995 Delegations

	Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards
	Department of Local Government, Sport and Cultural Industries: Accounting Manual
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.21 Nominate an Employee to be a Designated Employee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s3.57 Definition of a Designated Employee
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to designate an employee to be a Designated Employee.
Council Conditions on this Delegation:	

Compliance Links:	Local Government Act 1995
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.22 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire [s.6.12(1)(c)]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. The Chief Executive Officer may write off minor amounts up to \$500.00 in the following circumstances: <ul style="list-style-type: none"> • interest and charges on rates (not rates) – where as a result of daily interest calculations, it is clear that the rates were intended to be paid in full, but either an error occurred, or the payment was received by mail after the calculation was made. • sundry debtors – where the debtor can no longer be traced, or recovery is deemed unlikely. b. This delegation is not authority for the write-off of rates, but may be applied to rate interest and charges, administrative charges or sundry debtors considered unrecoverable or where it would be an inefficient use of resources to pursue the amount. c. Should additional information come to hand, a debt previously written-off under this delegation or by authority of Council may be reinstated, and recovery pursued. d. The Chief Executive Officer to report to Council any debts written off.
Compliance Links:	Collection of Rates Debts – refer Delegations: <ol style="list-style-type: none"> 1.1.26 Agreement as to Payment of Rates and Service Charges 1.1.28 Recovery of Rates or Service Charges 1.1.29 Recovery of Rates Debts – Require Lessee to Pay Rent 1.1.30 Recovery of Rates Debts – Actions to Take Possession of the Land
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.23 Power to Invest and Manage Investments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy 4.9 Investments. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17] e. Liquidity: <ul style="list-style-type: none"> • at least 50% of total investment portfolio must be liquefiable within 30 days: • cash flow report to be monitored at least weekly to ensure cash funds are available to meet commitments. • generally, investments should not exceed 3 months to ensure liquidity, subject to investment rates available, and the likelihood of funds being required. f. Authorised Investments: <ul style="list-style-type: none"> • Institutions and minimum credit rating (Standard & Poor's) approved/required are:

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1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> ➤ All banks within the meaning of the Banking Act 1959. A-1 (Short) to A (Long) (A minimum of 50% of total investments must remain with a Bank) ➤ Commonwealth Government A-1 to AA ➤ State Government A-1 to AA ➤ Other Financial Institutions A-1 (Short) to A (Long) • Maximum term of any investment is 1 year • Cash / Bank Deposits / Securities: <ul style="list-style-type: none"> ➤ At Call/Short-Dated deposits with a bank within the meaning of the Banking Act 1959 of the Commonwealth or a bank established by or under a law of a State or Territory of the Commonwealth. ➤ Bills of exchange that have been accepted or endorsed by a bank. ➤ Certificates of deposit and term deposits issued by a bank whether negotiable, convertible or not. • Restrictions: <ul style="list-style-type: none"> ➤ Organisations with which deposits are placed must have a long-term credit rating of A (or equivalent or higher) as assessed by a recognised Ratings Agency. ➤ All securities other than those guaranteed by the Commonwealth or a State Government must have a short-term domestic credit rating of A1 (or equivalent or higher) as assessed by a recognised Ratings Agency.
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Compliance Links:	Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) Council Policy 4.9 - Investments
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.24 Rate Record Amendment

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

Compliance Links:	Local Government Act 1995 – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.25 Agreement as to Payment of Rates and Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy 4.12 – Financial Hardship. b. Agreements must be in writing and, subject to the Council Policy 4.12 – Financial Hardship, must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.

Compliance Links:	Council Policy 4.12 – Financial Hardship
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.26 Determine Due Date for Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the date on which rates or service charges become due and payable to the Shire [s.6.50].
Council Conditions on this Delegation:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.27 Recovery of Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy 4.12 – Financial Hardship.

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.28 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy 4.12- Financial Hardship.

Compliance Links:	Local Government Act 1995 – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60. Council Policy 4.12 – Financial Hardship
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.29 Recovery of Rates Debts - Actions to Take Possession of the Land

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.64(1) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: <ol style="list-style-type: none"> i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the Shire [s.6.71]. 2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Decisions under this delegation must comply with Council Policy 4.12 – Financial Hardship b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u>, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i>.
Compliance Links:	Local Government Act 1995 – Part 6, Division 6 Subdivision 6 and Schedule 6.3 prescribe procedures relevant to exercise of authority under this delegation.

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1. Local Government Act 1995 Delegations

	Local Government (Financial Management) Regulations 1996 – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation. Council Policy 4.2 Financial Hardship
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.30 Rate Record – Objections

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

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.31 Renewal or Extension of Contracts during a State of Emergency

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: <ul style="list-style-type: none"> • contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and • contracts formed through a public tender.
Council Conditions on this Delegation:	<p>a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies:</p> <ol style="list-style-type: none"> i. It is exercised at the sole discretion of the Local Government; ii. It is in the best interests of the Local Government; iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; iv. It has potential to promote local and/or regional economic benefits. <p>b. This authority may only be exercised where the total consideration for the renewal or extension is \$50,000 or less.</p> <p>c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c).</p> <p>d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy.</p>

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1. Local Government Act 1995 Delegations

	<p>e. This authority may only be exercised where the total consideration under the resulting contract is \$250,000 or less.</p> <p>f. The CEO cannot sub-delegate this authority.</p>

Compliance Links:	<p>Local Government (Functions and General) Regulations 1996</p> <p>WALGA Subscription Service – Procurement Toolkit</p> <p>Council Policy 4.2 - Purchasing and Tender Policy</p>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.1.32 Procurement of Goods or Services required to address a State of Emergency

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

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1. Local Government Act 1995 Delegations

Compliance Links:	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service – Procurement Toolkit Council Policy 4.2 - Purchasing and Tender Policy
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1.2 Local Law Delegations to the CEO

1.2.1 Local Laws

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	All the powers, duties, and responsibilities of the local government, in respect of all the Local Laws of the Shire of Menzies.
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	All the powers, duties, and responsibilities of the local government, in respect of all the Local Laws of the Shire of Menzies: <ul style="list-style-type: none"> • Activities in Thoroughfares and Public Places Local Law 2007 • Bush Fire Brigades Local Law 2015 (06/09/2019) • Urban Environment and Nuisance Local Law 2007 • Activities in Throughfare and Public Places Amendment Local Law 2013 • Dogs Local Law 2007 • Menzies Cemetery Bylaws • Kookynie Cemetery By-laws adoption • Health By-laws • Health By-laws Series A adoption • Health By-Laws Series A revised adoption • Comet Vale Cemetery - Local Laws
Council Conditions on this Delegation:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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2. Building Act 2011 Delegations

2 Building Act 2011 Delegations

2.1 Council to CEO

2.1.1 Grant a Building Permit

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Council Conditions on this Delegation:	This delegation does not apply to applications for residential buildings with a floor area of 60m ² or less. Such applications are to be referred to Council for determination.

Compliance Links: [Building Act 2011](#)

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2. Building Act 2011 Delegations

	<p>s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor</p> <p>Building Regulations 2012 – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</p> <p><i>Building Services (Registration Act) 2011</i> – Section 7 <i>Home Building Contracts Act 1991</i> – Part 3A, Division 2 – Part 7, Division 2 <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i></p>
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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2. Building Act 2011 Delegations

2.1.2 Demolition Permits

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	
Compliance Links:	Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit <i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>

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2. Building Act 2011 Delegations

Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012
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2. Building Act 2011 Delegations

2.1.3 Occupancy Permits or Building Approval Certificates

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

Compliance Links:	Building Act 2011 s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT <i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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2. Building Act 2011 Delegations

2.1.4 Designate Employees as Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)]. <p>NOTE: An <i>authorised person</i> for the purposes of sections 96(3) and 99(3) is <u>not</u> an <i>approved officer</i> or <i>authorised officer</i> for the purposes of Building Reg. 70.</p>
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012.

Compliance Links:	Building Act 2011: s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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2. Building Act 2011 Delegations

2.1.5 Building Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything regarding non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Council Conditions on this Delegation:	
Compliance Links:	<i>Building Act 2011:</i> Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order

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2. Building Act 2011 Delegations

	Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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2. Building Act 2011 Delegations

2.1.6 Inspection and Copies of Building Records

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

Compliance Links:	<i>Building Act 2011 - s.146 Confidentiality</i>
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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2. Building Act 2011 Delegations

2.1.7 Referrals and Issuing Certificates

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

Compliance Links:	
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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2. Building Act 2011 Delegations

2.1.8 Private Pool Barrier – Alternative and Performance Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate, or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier, or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Council Conditions on this Delegation:	

Compliance Links:	
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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2. Building Act 2011 Delegations

2.1.9 Smoke Alarms – Alternative Solutions

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

Compliance Links:

Record Keeping:

In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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2. Building Act 2011 Delegations

2.1.10 Appointment of approved officers and authorised officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A). <i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers".</i> Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2). <i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).</i>
Council Conditions on this Delegation:	

Compliance Links:	<i>Building Regulations 2012:</i> r 70(3) each authorised officer must be issued a certificate of appointment.
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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2. Building Act 2011 Delegations

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3 Bush Fires Act 1954 Delegations

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

3.1.1 Make Request to FES Commissioner – Control of Fire

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

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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3.1.2 Prohibited Burning Times - Vary

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	President and Chief Bush Fire Control Officer (jointly)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Council Conditions on this Delegation:	a. Decisions under s, 17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8). b. The Fire and Emergency Services Authority and surrounding shires will be advised, prior to a decision being made. c. Should the President or Chief BFCO be unavailable or hold joint office - the deputy to that position, or - the Chief Executive Officer as Chief BFCO, only, may act in that office in relation to this matter. d. If not holding joint office, the Chief Executive Officer is to be advised in order that notification to other FCOs, Shires and the community may be arranged as quickly as possible.

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3.1.3 Prohibited Burning Times – Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)]. 7. The Fire and Emergency Services Authority and surrounding shires will be advised, prior to a decision being made.

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	<p>8. Should the President or Chief BFCO be unavailable or hold joint office - the deputy to that position, or - the Chief Executive Officer as Chief BFCO, only, may act in that office in relation to this matter.</p> <p>9. If not holding joint office, the Chief Executive Officer is to be advised in order that notification to other FCOs, Shires and the community may be arranged as quickly as possible.</p>
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Compliance Links:

Record Keeping:

In accordance with r19 Local Government (Administration) Regulations 1996

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3.1.4 Restricted Burning Times – Vary and Control Activities

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

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	<p>6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</p> <p>7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</p> <p>8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</p> <p>9. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</p> <p>10. The Fire and Emergency Services Authority and surrounding shires will be advised, prior to a decision being made.</p> <p>11. Should the President or Chief BFCO be unavailable or hold joint office - the deputy to that position, or - the Chief Executive Officer as Chief BFCO, only, may act in that office in relation to this matter.</p> <p>12. If not holding joint office, the Chief Executive Officer is to be advised in order that notification to other FCOs, Shires and the community may be arranged as quickly as possible.</p>
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Compliance Links:

Record Keeping:

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3.1.5 Control of Operations Likely to Create Bush Fire Danger

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

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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3.1.6 Burning Garden Refuse / Open Air Fires

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

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3.1.7 Firebreaks

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

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and <ol style="list-style-type: none"> a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Council Conditions on this Delegation:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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3.1.9 Control and Extinguishment of Bush Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. 2. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Council Conditions on this Delegation:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

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

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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3.1.11 Prosecution of Offences

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

Compliance Links:	<i>Bush Fires Act 1954:</i> s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

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

Compliance Links:	<p>Cat Regulations 2012</p> <p>r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration.</p> <p>r.12 Period of registration (s.9(7))</p> <p>r.11 Changes in registration</p> <p>r.14 Registration certificate (s.11(1)(b))</p> <p>r.15 Registration tags (s.76(2))</p> <p>Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i>.</p>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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4.1.2 Cat Control Notices

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

Compliance Links:	<i>Cat Regulations 2012 – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.</i>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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4.1.3 Approval to Breed Cats

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

Compliance Links:	Cat Regulations 2012: r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who may not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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4.1.4 Recovery of Costs – Destruction of Cats

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

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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4.1.5 Applications to Keep Additional Cats

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

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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4.1.6 Reduce or Waiver Registration Fee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Council Conditions on this Delegation:	<p>a. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any <u>class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i>.</p> <p>b. The CEO may waive the registration fee for a maximum of 12 months where a cat is rescued from impoundment by a new owner.</p>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5 Dog Act 1974 Delegations

5.1 Dog Act Delegations Council to CEO

5.1.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.10A Payments to veterinary surgeons towards costs of sterilisation
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$250 [s.10A(1)(a) and (3)]. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Council Conditions on this Delegation:	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Compliance Links:

Record Keeping:

In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5.1.2 Refuse or Cancel Registration

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

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Delegation Register

Shire of Menzies

5. Dog Act 1974 Delegations

	section 31, 32 or 33A and had not been claimed [s.17(6)]
Council Conditions on this Delegation:	<p>a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</p> <p>b. The CEO may waive the registration fee for a maximum of 12 months where a dog is rescued from impoundment by a new owner.</p>
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Compliance Links:	<p><i>Dog Act 1976</i> s.17A If no application for registration made – procedure for giving notice of decision under s.16(3)</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)</p>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5.1.3 Kennel Establishments

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

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5.1.4 Recovery of Moneys Due Under this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Compliance Links:	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996
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5. Dog Act 1974 Delegations

5.1.5 Dispose of or Sell Dogs Liable to be Destroyed

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996
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5. Dog Act 1974 Delegations

5.1.6 Declare Dangerous Dog

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

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

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

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) and (5) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] <ol style="list-style-type: none"> i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)]. 4. Authority to consider application [s.33H(5)]
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5.1.8 Determine Recoverable Expenses for Dangerous Dog Declaration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Delegation does not include s.33M(1)(b) as the setting of a fixed fee is recommended to occur by Council resolution in accordance with s.6.16 of the Local Government Act 1995
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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Delegation Register

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6. Food Act 2008 Delegations

6 Food Act 2008 Delegations

6.1 Council to CEO

6.1.1 Determine Compensation

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Delegate:	Chief Executive Officer Contract Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine applications for compensation in relation to any item seized if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$500. Compensation requests above this value are to be reported to Council.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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6. Food Act 2008 Delegations

6.1.2 Prohibition Orders

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

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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6. Food Act 2008 Delegations

6.1.3 Food Business Registrations

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

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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6. Food Act 2008 Delegations

6.1.4 Appoint Authorised Officers and Designated Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <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)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Council Conditions on this Delegation:	<p>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996
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6. Food Act 2008 Delegations

6.1.5 Debt Recovery and Prosecutions

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

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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6. Food Act 2008 Delegations

6.1.6 Food Businesses List – Public Access

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

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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7. Graffiti Vandalism Act 2016 Delegations

7 Graffiti Vandalism Act 2016 Delegations

7.1 Council to CEO

7.1.1 Give Notice Requiring Obliteration of Graffiti

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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7. Graffiti Vandalism Act 2016 Delegations

7.1.2 Notices – Deal with Objections and Give Effect to Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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7. Graffiti Vandalism Act 2016 Delegations

7.1.3 Obliterate Graffiti on Private Property

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

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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7. Graffiti Vandalism Act 2016 Delegations

7.1.4 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.28 Notice of entry s.29 Entry under warrant
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996
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8. Public Health Act 2016 Delegations

8 Public Health Act 2016 Delegations

8.1 Council to CEO

8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
Express Power or Duty Delegated:	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Council Conditions on this Delegation:	a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express Power to Sub-Delegate:	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.

Compliance Links:	<i>Criminal Procedure Act 2004 – Part 2</i>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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8. Public Health Act 2016 Delegations

8.1.2 Enforcement Agency Reports to the Chief Health Officer

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

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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8. Public Health Act 2016 Delegations

8.1.3 Designate Authorised Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to designate a person or class of persons as authorised officers for the purposes of: <ol style="list-style-type: none"> i. The Public Health Act 2016 or other specified Act ii. Specified provisions of the Public Health Act 2016 or other specified Act iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ol style="list-style-type: none"> a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Subject to each person so appointed being; <ul style="list-style-type: none"> • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers
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8. Public Health Act 2016 Delegations

	<p>s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority</p> <p><i>Criminal Investigation Act 2006</i>, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i></p> <p><i>The Criminal Code</i>, Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i></p>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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8. Public Health Act 2016 Delegations

8.1.4 Determine Compensation for Seized Items

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

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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9. Planning and Development Act 2005 Delegations

9 Planning and Development Act 2005 Delegations

9.1 Council to CEO

9.1.1 Illegal Development

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Compliance Links:	Part 13 of the Planning and Development Act 2005
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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9.2 Local Planning Scheme – Council to CEO

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Shire of Menzies Town Planning Scheme No 1;
Express Power or Duty Delegated:	The CEO is delegated authority to determine development applications that fully comply with all requirements of the Act and Regulations, and the Town Planning Scheme.
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>The Chief Executive Officer is delegated authority to determine planning and development applications in the following circumstances –</p> <p>a) All “P” uses as per the Planning Scheme Zoning Table,</p> <p>b) All “IP” uses as per the Planning Scheme Zoning Table, where i) The proposed development is on land having – • existing development, and • the proposed development is a use consistent with the existing development having similar or more stringent conditions, all of which will apply to the proposed development, in addition to any extra conditions specific to the proposed development</p> <p>c) “AA” uses as per the Planning Scheme Zoning Table, where:</p> <ul style="list-style-type: none"> ➤ The proposed development is a use previously approved by Council on that land and the conditions imposed at that time (if any) are to be re-imposed without reduction, or ➤ The proposed development is on land having: <ul style="list-style-type: none"> • existing development, or • common boundary with land having an existing development and both: <ol style="list-style-type: none"> a) the proposed development is a use consistent with the existing development having similar or more stringent conditions, all of which will apply to the proposed development, in addition to any extra conditions specific to the proposed development, and b) the proposed development is adjoining the existing development ➤ “SA” uses as per the Planning Scheme Zoning Table where: <ul style="list-style-type: none"> • The proposed development is a use previously approved by Council on that land and the conditions imposed at that time (if any) are to be re-imposed without reduction, or • The proposed development is on land having:

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	<p>a) existing development, and both – • the proposed development is a use consistent with the existing development, having similar or more stringent conditions, all of which will apply to the proposed development, in addition to any extra conditions specific to the proposed development, and</p> <p>b) the proposed development is adjoining the existing development.</p> <p>The Chief Executive Officer is delegated authority to commence advertising of any proposal submitted to Council for approval at a time considered appropriate.</p> <p>Notwithstanding compliance in all other respects with clause 1 of this delegation, where advertising of a proposal is required the proposed development is not to be approved by the Chief Executive Officer unless the submissions are solely in support of a proposed development, and all submissions received in response to advertising of the proposed development are to be referred to Council for determination.</p> <p>The Chief Executive Officer is delegated authority to issue notices in accordance with the Planning and Development Act 2005 s.214 (2), (3), and (5), and shall report each such instance to the next following Council meeting.</p>
Council Conditions on this Delegation:	See above

Compliance Links:

Record Keeping:

In accordance with r19 Local Government (Administration) Regulations 1996

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10 Statutory Authorisations and Delegations to Local Government from State Government Entities

The matters described in this Part are from the State Government to Local Government, and as such require no ratification or decision making by the Shire of Menzies. They are a record of such delegations only.

10.1 Environmental Protection Act 1986

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

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Environment

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No. 47. 19-Mar-2004
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EV401

ENVIRONMENTAL PROTECTION ACT 1986

Section 20

Delegation No. 52

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

Powers and duties delegated—

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

Persons to whom delegation made—

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

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

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

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

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Environment

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No. 232. 20-Dec-2013
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EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

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

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

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

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

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10.1.3 Noise Management Plans – Construction Sites

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No. 71. 16-May-2014
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EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

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

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

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

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

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

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

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Shire of Menzies

10.2 Planning and Development Act 2005

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

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

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

Dated the 2nd day of June 2016



HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

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SCHEDULE

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

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1987</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1987</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the <i>Building Regulations 2012</i> (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road. <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 City of Ashtedale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Baywater City of Belmont Shire of Bernieray Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton Shire of Beelomee Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Canaling Shire of Capel Shire of Carnarvon Shire of Carnarvon Shire of Chapman Valley Shire of Chittaring Shire of Christmas Island Town of Claremont City of Dackpoun Shire of Coocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corangin Town of Coleshoe Shire of Cornbrook Shire of Oatfield Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dardanup Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Donghyrnok-Balingup Shire of Doodlakine Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Emswath City of Fremantle City of Greater Geraldton</p> <p>Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Goswells Shire of Halls Creek Shire of Harvey Shire of Irwin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalgoorlie-Boulder Shire of Kalbarri Shire of Kellerberrin Shire of Kent Shire of Koorup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Morley Shire of Mercuries Shire of Merredin Shire of Mingenew Shire of Moora Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbin Shire of Murchising Shire of Murchison Shire of Murray</p>	<p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

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Shire of Menzies

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

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


HON DONALD TERENCE REDMAN MLA
MINISTER FOR LANDS

2nd day of June 2016

Delegation Register

Shire of Menzies

10.2.2 Development Control Powers – Powers of Local Governments and DOT - Metropolitan Region Scheme (DEL.2017/02)

GOVERNMENT GAZETTE Tuesday, 30 May 2017 No.14

GUIDANCE NOTE:

This delegation must be read in conjunction with amendments Gazetted on Tuesday, 18 December 2018 No. 193 – please see inserted below.

PL403

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2017/02 Powers of Local Governments and Department of Transport

Metropolitan Region Scheme

Delegation of certain powers and functions of the Western Australian Planning Commission relating to the Metropolitan Region Scheme

Preamble

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

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

Resolution under section 16 of the Act (delegation)

On 24 May 2017, pursuant to section 16 of the Act, the WAPC resolved—

- A. To delegate to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B;
- B. To delegate to the Managing Director, Policy, Planning and Investment—Transport, of the Department of Transport, and the person or persons from time to time holding or acting in that office, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme (MRS), of applications for approval to commence and carry out development specified in clause 3, Section A, subject to the conditions set out in clause 5 of Section B.
- C. To revoke its delegation of powers and functions to local governments as detailed in the notice entitled "DEL 2011/02 Powers of local governments (MRS)" published in the *Government Gazette* on 10 June 2014, to give effect to this delegation.

KERRINE BLENKINSOP, Secretary,
Western Australian Planning Commission.

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

SECTION A—Types of Development

1. Development on zoned land

Applications for development on land zoned under the MRS except—

- (a) where the land is subject to a resolution under Clause 32 of the MRS; or
- (b) where the land is subject to the declaration of a planning control area under Section 112 of the *Planning and Development Act 2005*; or
- (c) where that land is partly within the development control area described in section 10 of the *Swan and Canning Rivers Management Act 2006* or is outside the development control area but abuts waters within the development control area; or
- (d) where the local government is of the opinion that the application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest, or
- (e) in respect of public works undertaken by public authorities.

2. Development on regional road reservations

Applications for developments on or abutting land that is reserved in the MRS for the purpose of a regional road, but excluding any application relating to large format digital signage.

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Delegation Register

Shire of Menzies

3. Large Format Digital Signage applications

Applications from any public authority for development in relation to large format digital signage, on land reserved under the MRS for the purpose of a Primary Regional Road.

SECTION B—Conditions

1. Referral requirements for development on land within or abutting a regional road reservation

The following applications for development on land that abuts or is fully or partly reserved as regional road reservation (classified as Category 1, 2 and 3) shall be referred to Main Roads WA (MRWA) or the Department of Planning (DoP), as applicable, for transport planning related comments and recommendations before being determined by the local government subject to the process explained in clause 4, Section B.

Type of regional road reservation in the MRS	Classification on plans SP 693 (PRR) and SP 694 (ORR)	Referral Agency
Primary Regional Road (PRR)	Category 1, 2 and 3	Main Roads WA
Other Regional Road (ORR)	Category 1, 2 and 3	Department of Planning

The regional road network (PRR and ORR) changes periodically with amendments to the MRS. This clause relates to all regional road reservations in the MRS as amended from time to time. Regional roads subject to this notice and the relevant agency that is responsible for their planning are shown on accompanying editions of plans SP 693 (PRR, MRWA) and SP 694 (ORR, WAPC).

The road categories shown on plans SP 693 (PRR) and SP 694 (ORR) classify the regional roads based on—

- (a) the permissible vehicular access arrangements to the subject land via the regional road frontage
 - Category 1 road means that frontage access is not allowed (control of access);
 - Category 2 road means that frontage access may be allowed subject to approval; and
- (b) the legibility and statutory powers of current road land requirements defined for the purpose of regional road reservation in the MRS
 - Category 3 road means that the subject regional road reservation is not accurately defined or is subject to review by the agency that is responsible for planning of the regional road.

“Category 1 road” applies where regional roads—

- (a) are constructed or planned to a fully controlled and grade separated freeway standard; or
- (b) are constructed or planned to an access controlled arterial standard, (i.e. functioning as Primary Distributor or Integrator Arterial (District Distributor) road with widely spaced signalised intersections or roundabouts, and a few, if any, direct access points to individual sites or local streets.

“Category 2 road” applies where regional roads—

- (a) are constructed or planned to a partially access controlled arterial standard, (i.e. a primary or district distributor road with direct connections to local streets and driveways to larger sites, but with some restriction of direct frontage access to individual properties); or
- (b) have direct frontage access to abutting properties due to the historic development of the road and properties.

“Category 3 road” applies where regional road reservation is not accurately defined or is under review.

For enquiries and assistance regarding—

- (a) PRR Category 1, 2 and 3—call Main Roads WA on 138 138.
- (b) ORR Category 1, 2 and 3—call Department of Planning on (08) 6551 9000.

Tables 1, 2 and 3 below outline the category of the regional road reservation and the criteria for referring development applications to agencies for comment in accordance with this instrument of delegation.

Table 1—Referral process of development applications with respect to Category 1 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
<p>1. Where a development application has one or more of the following characteristics—</p> <ol style="list-style-type: none"> (a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or (b) Development with potential for a significant increase in traffic using any access, either directly or indirectly, onto the road reservation; or (c) Development, which involves direct vehicle access to and/or from the regional road reservation. 	<ol style="list-style-type: none"> 1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

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Shire of Menzies

Table 2—Referral process of development applications with respect to Category 2 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. Where a development application has one or more of the following characteristics— <ul style="list-style-type: none"> (a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or (b) Development with potential for a significant increase in traffic on the regional road using any access, either directly or indirectly, onto the road reservation; or 	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.
Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
<ul style="list-style-type: none"> (c) Development, which involves the retention of more than one existing access; or additional, relocated or new access between the subject land and the road reservation; or (d) Development, which proposes retention of an existing access between the subject land and the road reservation, where alternative access is or could be made available from side or rear streets or from rights of way at rear; or (e) Development on a lot affected by the regional road reservation where— <ul style="list-style-type: none"> • all or part of the proposed development is within the regional road reservation; and • has a construction value greater than \$20 000; or (f) Development on a lot affected by the regional road reservation where— <ul style="list-style-type: none"> • none of the proposed development is within the regional road reservation; and • has a construction value greater than \$150 000 	

Table 3—Referral process of development applications with respect to Category 3 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. All development applications, other than those where local government first decides to refuse it.	1. Where the local government first decides to refuse the application under the MRS

Notes—

- (1) Copies of plans SP 693 (PRR) and SP 694 (ORR) are available from the WAPC's website: "Resolutions and instruments of delegation—WAPC Powers of local governments (MRS)". (<http://www.planning.wa.gov.au/1212.asp>)
- (2) In determining applications under this delegation, local governments shall have due regard to relevant WAPC and MRWA policy and guidelines, including but not limited to the Commission's DC Policy—5.1 *Regional Roads (Vehicular Access)*, the Transport Impact Assessment Guidelines, and MRWA *Driveways Policy*, which set out the principles and requirements to be applied when considering proposals for vehicle access to or from developments abutting certain categories of regional roads. (<http://www.planning.wa.gov.au/publications/S12.asp>; and <https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/RoadandTrafficEngineering/GuidetoRoadDesign/Pages/Driveways.aspx>)
- (3) Local governments shall ensure that sufficient transport information accompanies the development application to assist the referral agency in assessing the transport implications of the proposal. This information should be provided in accordance with the WAPC's *Transport Impact Assessment Guidelines*. <http://www.planning.wa.gov.au/publications/1197.asp>
- (4) With regard to proposals for new noise-sensitive developments, the local government shall have due regard to the provisions of Commission's *State Planning Policy—5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning*. (<http://www.planning.wa.gov.au/publications/1182.asp>)
- (5) With regard to development application for the display of advertisements on land reserved under the MRS local government should have regard to the Commission's DC Policy 5.4 *Advertising on Reserved Land*. (<http://www.planning.wa.gov.au/publications/825.asp>)

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2. Referral requirements for development on land abutting the Swan River Trust Development Control Area

Applications for development on land that is outside the development control area but abutting land that is in the development control area, or which in the opinion of the local government are likely to affect waters in the development control area, shall be referred to the Swan River Trust for comment and recommendation before being determined by the local government.

3. Referral requirements for development on land abutting other reservations

Applications for development on land abutting land reserved in the MRS for purposes other than regional roads or Parks and Recreation (where the reservation corresponds with the Swan River Trust development control area and is covered by Clause 2, Section B of this notice) shall be referred to the public authority responsible for that reserved land for comment and recommendation before being determined by the local government.

In the case of land reserved for the purpose of Parks and Recreation, which is not vested or owned by another public authority, the applications shall be referred to the Department of Planning before being determined by the local government.

4. For the purpose of this Instrument of Delegation (excluding applications under clause 3, Section A)—

- (a) Where an application is referred by the local government to a public authority for comment and recommendation, the public authority shall provide comment and a recommendation, if any, within 30 days of receipt of the application. If no comment or recommendation is received within that 30 day period the local government may determine the application on the available information.
- (b) Where the recommendation provided by the public authority specified in the delegation notice is not acceptable to the local government the application, together with the recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the local government, shall be referred immediately to the WAPC for determination.
- (c) The powers delegated to a member or officer of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development within the local government district under the local government's local planning scheme.

5. Referral Requirements for applications from a public authority for large format digital signage development on land within a Primary Regional Road reservation

Where applications for large format digital signage development relate to land that is reserved as Primary Regional Roads (PRR) reservation in the MRS, the following shall apply—

- (a) DoT shall refer the application to the relevant local government and Main Roads WA for comment and recommendation;
- (b) the local government and Main Roads WA shall provide their comments and recommendations, if any, to the delegate within 30 days of receipt of the application;
- (c) Once the 30 day period has elapsed, the delegate may determine the application, even in the absence of comments and recommendations; and
- (d) the delegate is not bound to follow any recommendation received.

Interpretation

In this Instrument of Delegation, unless the context otherwise requires—

- A reference to a 'position' or 'classification' contemplates and includes a reference to its successor in title.
- "access" means both entry and exit from either a road or abutting development by a vehicle.
- "Commission" or "WAPC" means the "Western Australian Planning Commission".
- "development" has the same meaning given to it in and for the purposes of the *Planning and Development Act 2005* or "development means the development or use of any land, including—
 - (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;
 - (b) the carrying out on the land of any excavation or other works;
 - (c) in the case of a place to which a Conservation Order made under section 59 of the *Heritage of Western Australia Act 1990* applies, any act or thing that—
 - (i) is likely to change the character of that place or the external appearance of any building; or
 - (ii) would constitute an irreversible alteration of the fabric of any building".
- "DoT" means the Department of Transport
- "Large format digital signage" means an electronic billboard whether freestanding or attached to another structure with a display area of greater than 13m² "local government" means a local government within the area covered by the MRS.
- "local road" means a public road other than a private road or a road subject of reservation under Part II of the MRS.
- "not acceptable" means that the local government wishes to determine the application, as a delegate of the WAPC, in a manner that is inconsistent with the recommendation received from the public agency to which the local government was required to consult under this Notice of Delegation.
- Main Roads WA means Main Roads Western Australia
- "Public authority" means any of the following—
 - (a) a Minister of the Crown in right of the State;

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- (b) a department of the Public Service, State trading concern, State instrumentality or State public utility;
- (c) any other person or body, whether corporate or not, who or which, under the authority of a written law, administers or carries on for the benefit of the State, a social service or public utility;
- "regional road" means any road designated under the region Scheme as follows—
 - (a) land coloured red in the Scheme Map—Primary Regional Roads; and
 - (b) land coloured dark blue in the Scheme Map—Other Regional Roads.
- "reserved land" means land reserved under Part II of the MRS.
- "road reservation" means land reserved for the purposes of a regional road in the MRS.
- "significant increase in traffic" means generating more than 100 vehicle trips in the peak hour and would therefore require a transport assessment to accompany the development application. Refer to the Commission's *Transport Impact Assessment Guidelines*

CORRECTION TO DELEGATION 2017/02 GOVERNMENT GAZETTE 2 June 2017

PL101

CORRECTION

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2017/02 Powers of Local Governments and Department of Transport

Metropolitan Region Scheme

Certain typographical errors were recorded in the Instrument of Delegation, made under the *Planning and Development Act 2005*, and published on 30 May 2017 from page 2738 to 2743 of the *Government Gazette*.

The errors are corrected as follows—

1. On page 2739, the text of Resolution C is deleted and replaced with the following words—
"TO REVOKE its delegation of powers and functions to local governments and the Department of Transport as detailed in the notice entitled "DEL 2015/02 Powers of local governments and Department of Transport (MRS)" published in the *Government Gazette* on 18 December 2015, to give effect to this delegation."

AMENDMENT TO DELEGATION 2017/02 GOVERNMENT GAZETTE, Tuesday, 18 December 2019, No.193

GUIDANCE NOTE:

The below gazettal amends the above delegation and the two must be read in conjunction.

PLA02

PLANNING AND DEVELOPMENT ACT 2005

AMENDMENT TO INSTRUMENT OF DELEGATION—POWERS OF LOCAL GOVERNMENT AND DoT

Notice of amendment to the Instrument of Delegation, Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme, as gazetted on 30 May 2017

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act), the Western Australian Planning Commission (WAPC) may, by resolution published in the *Government Gazette*, delegate any function to a member, committee or officer of the WAPC or to a public authority or to a member or officer of a public authority.

In accordance with section 16 (4) of the Act, a reference in this instrument to a function or 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 conferred on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 12 December 2018, pursuant to section 16 of the Act, the WAPC resolved—

- A. To amend the Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme as gazetted on 30 May 2017, as set out in Schedule 1 below.

SAM FAGAN, Secretary,
Western Australian Planning Commission.

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Schedule 1

1. Instrument of delegation amended

The amendments within this Schedule are to the Schedules set out in the Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme, as gazetted on 30 May 2017 and as amended.

2. Amendment to Section A

1. The word “but excluding any application relating to large format digital signage” are deleted from clause 2.

2. Clause 3 is deleted.

3. Amendments to Section B

1. The words in brackets “(excluding applications under clause 3, Section A)” are deleted from the title to clause 4.

2. Clause 5 is deleted.

3. In the interpretation section the terms “Large format digital signage” and “Public Authority” and their respective definitions, are deleted.

Delegation Register

Shire of Menzies

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

29 January 2021

GOVERNMENT GAZETTE, WA

449

PL402

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2020/01 Powers of Local Governments

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

Preamble

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

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

Resolution under section 16 of the Act (delegation)

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

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

SAM FAGAN, Western Australian Planning Commission.

Schedule 1

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

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

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

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

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

Power to determine applications under—

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

3. Reporting requirements

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

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10.3 Main Roads Act 1930

10.3.1 Traffic Management - Events on Roads

A list of local governments authorised for Traffic Management for Events can be found on the Main Roads WA website [here](#)

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

RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS

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

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

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

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

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

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

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

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Dated:

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

Signature of Witness

Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

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

THE COMMON SEAL of)
)
)
)
 _____)
[Insert name of Local Government])
)
 Was hereunto affixed pursuant to a)
 resolution of the Council in the)
 presence of:)
)

Signature of Chief Executive Officer

Signature of Witness

Name of Witness (please print)

Delegation Register

Shire of Menzies

10.3.2 Traffic Management – Road Works

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

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

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

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

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

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

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Delegation Register

Shire of Menzies

Dated:

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

Signature of Witness

Name of Witness

ACKNOWLEDGMENT BY AUTHORISED BODY

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

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

Chief Executive Officer

Witness

Delegation Register

Shire of Menzies

10.4 Road Traffic (Vehicles) Act 2012

10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles



Government of Western Australia
Department of Transport
Driver and Vehicle Services

ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

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

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

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

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

CONDITIONS

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

Shire of Menzies – Register of Delegations November 2021

Delegation Register

Shire of Menzies



Government of **Western Australia**
Department of **Transport**
Driver and Vehicle Services

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

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

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

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

Dated the 5th day of September 2017

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

Delegation Register

Shire of Menzies

11 Authorisations and Appointments by the Council

11.1.1 Authorisations and Appointments by Council

The following Authorisations or appointments of Authorised Persons are made by the Council of the Shire of Menzies.

Act/Section	Position	Purpose	Comment
Local Government Act 1995 s5.120	CEO	In the absence of the CEO designating another employee to be the Complaints Officer, the CEO is, by default.	This effectively relates to Division 4 Complaints under the Code of Conduct.
Local Government Act 1995, Reg 11 (3) Local Government (Model Code of Conduct) Regulations 2021 and Shire of Menzies Model Code of Conduct for Council Members, Committee Members and Candidates for Election (2021)	CEO	Council has authorised the CEO to receive complaints and withdrawals of complaints.	This effectively relates to Division 3 Complaints under the Code of Conduct.
Building Regulations 2012: r.70 Approved officers and authorised officers	CEO	Appointed an approved officer for the purposes of s.6(a) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(1) and (1A).	
Animal Welfare Act 2002 s33(2)(a)(v)	CEO	Appointed as a General Inspector.	If a request is made by the CEO of the relevant Department. To be reviewed every financial year.
Bush Fires Act 1954 s59(1), (3); s59A(2)	CEO	Only the CEO may institute legal proceedings. Only the CEO or the Shire President may withdraw infringement notices pursuant to s59A (3) Bush Fires Act 1954 and r4 Bush Fires (Infringements) Regulations 1958	

Shire of Menzies – Register of Delegations November 2021

Delegation Register

Shire of Menzies

Fines, Penalties and Infringement Notices Enforcement Act 1994 s13(2)	CEO	Appointed and authorised as a Prosecuting Officer for the purpose of the Fines, Penalties and Infringement Notices Enforcement Act 1954.	Authorised to lodge and withdraw matters which have been registered with Fines Enforcement Registry. FER are notified of appointments by the City (see s13)
Litter Act 1979 26(1)(c)	All Council members and all employees – as of right, by virtue of Act.	Appointed and authorised as an authorised officer for the purposes of the Litter Act 1979.	Shall be issued with a certificate of appointment as an authorised officer in the prescribed form, evidencing the area of jurisdiction entrusted to him/her under this Act, which he shall, on reasonable demands, be produced.
Litter Act 1979 s30(4a)	CEO Shire President	CEO is authorised to withdraw infringement notices. If the Chief Executive Officer has issued the relevant infringement notice, the Shire President is authorised to withdraw such a notice.	

Shire of Menzies – Register of Delegations November 2021

Delegation Register
Shire of Menzies

Shire of Menzies – Register of Delegations November 2021

Item 13.2.2 Community Representative – Tourism & Economic Development Committee

This Item is confidential in accordance with Section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business.

MEETING CLOSED TO THE PUBLIC 1:22PM

COUNCIL DECISION:

Council Resolution Number:	CM-374
-----------------------------------	--------

Moved: Cr J Dwyer

Seconded: Cr S Sudhir

That in accordance with Section 5.23(2)(b) - the personal affairs of any person, Council sits behind closed doors to consider Item 13.2.2

Carried	7 / 0
----------------	--------------

Ms A Bethlehem, Ms M Mertyn & Mr B Lorimer left the meeting at 1:22pm.

Discussion ensued on Item 13.2.2

13.2.2	Community Representative - Tourism & Economic Development Committee
LOCATION	Not applicable
APPLICANT	Internal
DOCUMENT REF	NAM990
DATE OF REPORT	14 November 2022
AUTHOR	Acting Chief Executive Officer, Pascoe Durtanovich
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Pascoe Durtanovich
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	1. CONFIDENTIAL - 13.2.2.1 Expression of Interest [13.2.2.1 - 7 pages]

SUMMARY:

The purpose of this report is for Council to appoint a community member to the Tourism and Economic Development Committee.

BACKGROUND:

Council established the Tourism and Economic Development Committee on 29 September, 2022 – OCM Item 13.2.3. Membership of the committee allows for one community representative to be appointed by Council.

The community member position was advertised through the local social media, resulting in two nominations being received.

COMMENT:

Details of both nominations received are attached. Both candidates are members of the Menzies Community. Council is now requested to make an appointment.

CONSULTATION:

Position advertised in local social media.

STATUTORY AUTHORITY:

Local Government Act, 1995

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

- 2.1 An innovative, diverse and prosperous economy.
 - 2.1.1 Support local business and encourage further investment in the district.
 - 2.1.2 Continue to work with industry and stakeholders for the economic development of the district.
 - 2.1.3 Advocate for reliable essential utility services to the district.

- 2.2 An attractive destination for visitors.
 - 2.2.1 Promote our natural attractions and heritage sites as part of a regional approach.
 - 2.2.2 Maintain and enhance our local attractions.
 - 2.2.3 Continue to provide and maintain visitor support services.

VOTING REQUIREMENTS:

Simple Majority

Cr G Dwyer withdrawn from the committee. Cr J Dwyer (proxy member) replaced Cr G Dwyer.

OFFICER RECOMMENDATION:

That _____ be appointed to fill the community member position on the Shire of Menzies Tourism and Economic Development Committee.

COUNCIL DECISION:

Council Resolution Number:	CM-367
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Moved: Cr P Warner **Seconded:** Cr S Sudhir

That the community member nominations be noted, and a community member is not appointed to the Tourism and Economic Development Committee and the committee structure be amended accordingly.

Carried	7 / 0
----------------	--------------

Reason for change to Officer Recommendation

Council believes it would be more effective to co-opt community members as required.

MEETING BE OPENED TO THE PUBLIC 2:03PM

COUNCIL DECISION:

Council Resolution Number:	CM-375
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Moved: Cr S Sudhir **Seconded:** Cr P Warner

That the meeting be open to the public.

Carried	7 / 0
----------------	--------------

Ms A Bethlehem, Ms M Mertyn and Mr B Lorimer returned to the meeting at 2:03pm.

13.2.3	Youth Centre (Ngalipaku Building) and Menzies Infrastructure
LOCATION	Recreation / Youth Precinct
APPLICANT	Internal
DOCUMENT REF	NAM991
DATE OF REPORT	15 November 2022
AUTHOR	Acting Chief Executive Officer, Pascoe Durtanovich Community Development Specialist, Almetra Bethlehem
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Pascoe Durtanovich
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

For Council to consider a budget for additional infrastructure at the Youth Centre (Ngalipaku Building) and Menzies Oval precinct, to activate more community activities within the precinct.

BACKGROUND:

The precinct consists of Youth Centre, Oval, Water Park. There are also established citrus trees in the location.

The Shire has held multiple community activities around the Youth Centre (Ngalipaku Building) and Menzies Oval precinct over the last 10 months. For example:

- 26/01/2022 – Australia Day Annual Community BBQ – 60 participants
- 14/02/2022 – Valentine’s Day Outdoor Movie Night – 45 participants
- 16/02/2022 – Evan Ayres and Swing Kings (Live Band) – 70 participants
- 11/08/2022 – Henry & Ranahl (Indigenous Live Band) – 110 participants
- 9/10/2022 to 15/10/2022 – Community Art Lantern Workshop with Lewis Horne – 80 participants
- 15/10/2022 – Menzies Discovery Day – 300 participants

It is evident that holding these outdoor activities yield more interest and participation from the community and others as there were already 665 participants this year. The Menzies Aboriginal Corporation and the Shire will also hold their annual Christmas gathering next month at the precinct. The Shire has held activities indoors such as the Town Hall, and the participation is low due to parents being unable to sustain their children to entertain themselves. Whereas, if the activities were held outdoors near the playground and waterpark, the parents can enjoy the entertainment/activities, while their children entertain themselves by playing in the playground or waterpark. Overall, the community in Menzies have expressed their interest in being more outdoors, therefore having an outdoor-friendly entertainment area will bring significant benefit to the community.

COMMENT:

When the Shire held the Menzies Discovery Day event, there was feedback about having more shade for the live band performers and the audiences in the area. Additional infrastructure at the Youth Centre (Ngalipaku Building) and Menzies Oval precinct will enhance the atmosphere and encourage more diversified community activities in the near future and more community participation.

Following is a list of recommended infrastructure items, together with estimated costings:

Stage 1 – Extending the Roof Structure (FY 2022-23)

- Steel and roof structure (pitching of the existing roof structure)	\$80,000
- Concrete/re-concrete (demolition of the existing stage which is a trip hazard and level of the concrete)	\$30,000
- Consultation and engineering design for the roof structure	\$10,000
- Electrical fit-out for lighting and power point connection for live band/speakers/mic (plug and play)	\$25,000
- Cinema screen (pull down) and surround sound	\$20,000
- Bench and seating	\$40,000
Stage 1 total	\$205,000

Stage 2 – Re-design the BBQ Area and Increase the Shade (FY 2023-24)

- Engineering design fee	\$5,000
- Shade structure	\$30,000
- Park bench and seating	\$15,000
- Plumbing (e.g., push button sink/tap)	\$15,000
- Concrete	\$20,000
- Electrical and lighting	\$15,000
Stage 2 total	\$100,000

Stage 3 - Oval Redevelopment, including Cricket & Pitch

- Oval replanting and reticulation \$80,000
 - Concrete and Asto Turf for a Cricket Pitch (can be done simultaneously) \$20,000
- Stage 3 total \$100,000**

Stage 4 – Skate Park **\$250,000**

Total Estimate \$655,000

Design inspiration for the Youth Centre Precinct



Image source: DJC Build Pty Ltd

Prior to making a decision on this proposal it would be appropriate to seek comment/support from the community, particularly the youth of the town.

CONSULTATION:

Advertising proposal in Menzies Matters.
Meeting discussion with Menzies School and Menzies Aboriginal Centre.

STATUTORY AUTHORITY:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Review of the current projects and re-prioritised and re-direct funding for a project that will yield more community participation and community benefit.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Failure to achieve required standards for project delivery and procurement legislation	High	Ensure processes and resources are in place to achieve the standards required.

STRATEGIC IMPLICATIONS:

3.1 A well maintained, attractive built environment servicing the needs of the community.

3.1.2 Maintain and enhance our roads, built infrastructure, parks and reserves.

4.2 An efficient and effective organisation.

4.2.1 Maintain a high level of corporate governance, responsibility and accountability.

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That Council note the Youth Centre/Menzies Oval Precinct infrastructure proposal and request the Chief Executive Officer to facilitate public consultation on the infrastructure proposed.

COUNCIL DECISION:

Council Resolution Number:	CM-368
-----------------------------------	---------------

Moved: Cr P Warner **Seconded:** Cr J Dwyer

That Council note the Youth Centre/Menzies Oval Precinct infrastructure proposal and request the Chief Executive Officer to facilitate public consultation on the infrastructure proposed.

Carried	7 / 0
----------------	--------------

The following Councillors requested to speak for the item:

- Cr J Dwyer - Suggested to add siting and shade at the Water Park
- Cr I Baird - This is a place where community wants to go. I support enhancing the Youth Centre.
- Cr P Warner - Great idea. Suggested to incorporate a gym, either internal or external or cinemas.

Cr S Baird left at 2:24pm

Cr I Baird left at 2:25pm

Cr I Baird & Cr S Baird returned to the meeting at 2:26pm

13.2.4	Lady Shenton Works & Project Budget
LOCATION	Nil
APPLICANT	Internal
DOCUMENT REF	NAM992
DATE OF REPORT	November 2022
AUTHOR	Core Business Australia, Bruce Lorimer
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Pascoe Durtanovich
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	<ol style="list-style-type: none"> 1. Kal Engineering Inspection Report Sep 2022 - Rev B [13.2.4.1 - 17 pages] 2. Kal Engineering Inspection Report Sep 2022 - Rev A - Appendix Dossier [13.2.4.2 - 20 pages] 3. Kal Engineering Supplement Letter Oct 27 2022 [13.2.4.3 - 9 pages]

SUMMARY:

The Shire is currently undertaking building repair works to the Lady Shenton building. Works have temporarily ceased on site while Structural Engineering advice is sought in relation to issues and to seek approval from Council of a revised budget so that variations for further identified repairs and works can be sought.

This report seeks to update Council on the results of the Structural Engineering advice and to seek a budget increase of \$260,000 (ex GST).

BACKGROUND:

Lady Shenton Works

The Shire currently has a contract in place with Hi Construction to undertake building repair work on the Lady Shenton building. Core Business Australia was engaged to superintend the works. The Lady Shenton building has had an extensive history of renovation, augmentation and repair. Many of the repairs have been cosmetic in nature and covered up significant underlying issues and / or exacerbated issues.

The current works, which are largely cosmetic in nature, are uncovering some of the underlying issues that have lead to the need for repair. Rather than simply patch up, time is being taken to understand the issue and see if there is opportunity to address the underlying issue with the aim of avoiding future recurrence.

Of particular concern is the diagonal cracking in the central corridor wall and the southern parapet.

To address these two issues, work was halted on site and a Structural Engineer (Kal Engineering Consultants) was engaged to do a more detailed structural inspection of both issues along with identifying any other obvious issues.

The inspection, report and recommended remedial action has now been completed and is attached to this report.

Central Corridor Diagonal Crack

The diagonal cracking in the central corridor is significant and has previously been repaired. As part of a previous repair, render had been removed from the lower part of the wall and replaced with dry lining (Gyprock). Since that repair, the crack has moved further and now torn the dry lining. Further repair will likely be only temporary therefore it is prudent to attempt to address the underlying issue in order to prevent future cracking if possible.



Figure 1: Diagonal Cracking in Central Corridor

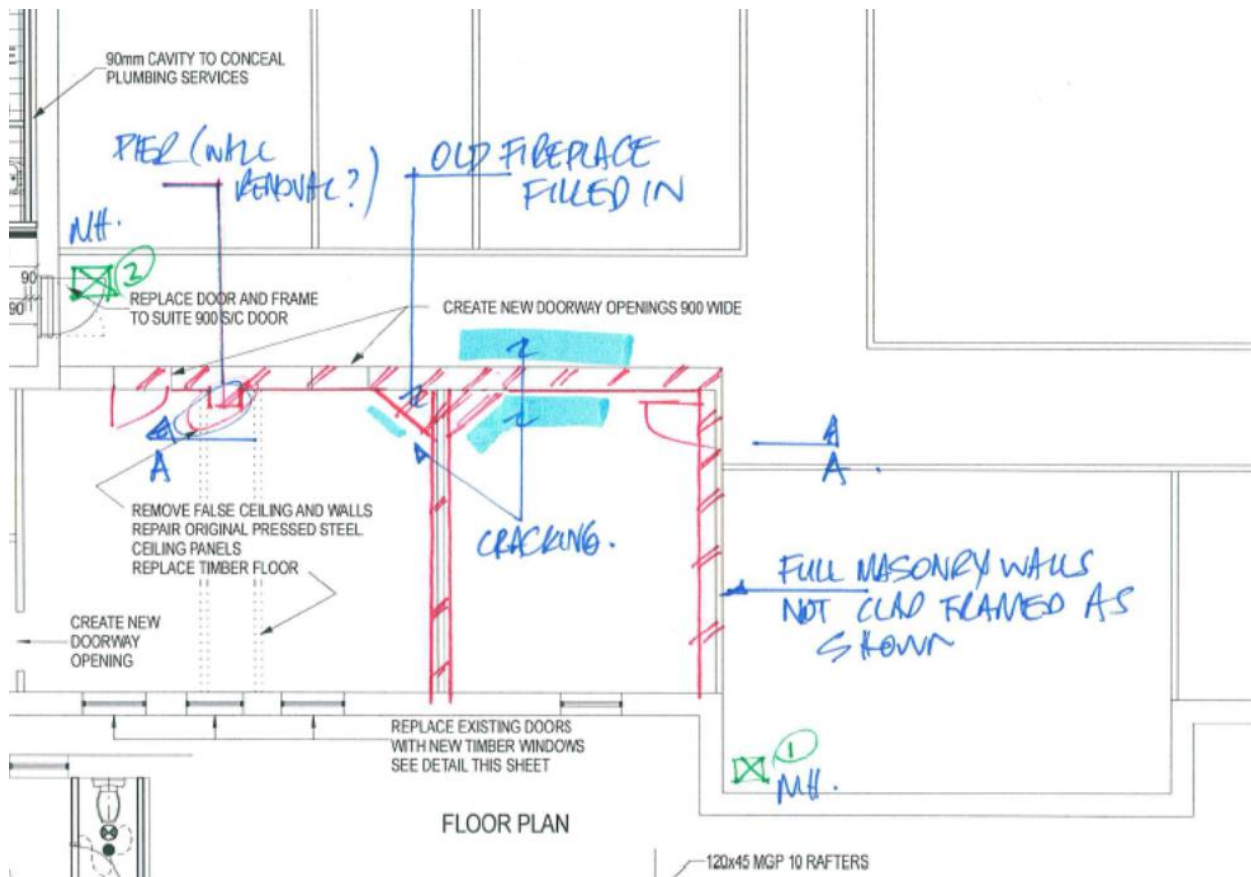


Figure 2: Location cracking (in blue) adjacent to the blanked-off fireplace

The cause of this cracking is not 100% obvious without further investigation. In the corner of the two rooms is a blanked off fireplace.

From the Structural Engineer's experience, what happens in buildings like this is that fireplaces are never weatherproof and so water leaks in and the underlying reactive soils remain wet and this results in movement and cracking of surrounding walls

In the instance of the Lady Shenton, the roof has been replaced and the fire place blanked off so movement around the fire place should have stabilised however when the roof was replaced, the roof was changed from centrally pitched roof to an inverted butterfly roof with a central box gutter.

The box gutter is under sized and leaks in heavy rain. This is causing damage to the ceiling, internal walls and skirting. The water is likely getting into the foundation adjacent to the fireplace



Figure 3: Roof leak from undersized box gutter



Figure 4: Lady Shenton original centrally Pitched Roof

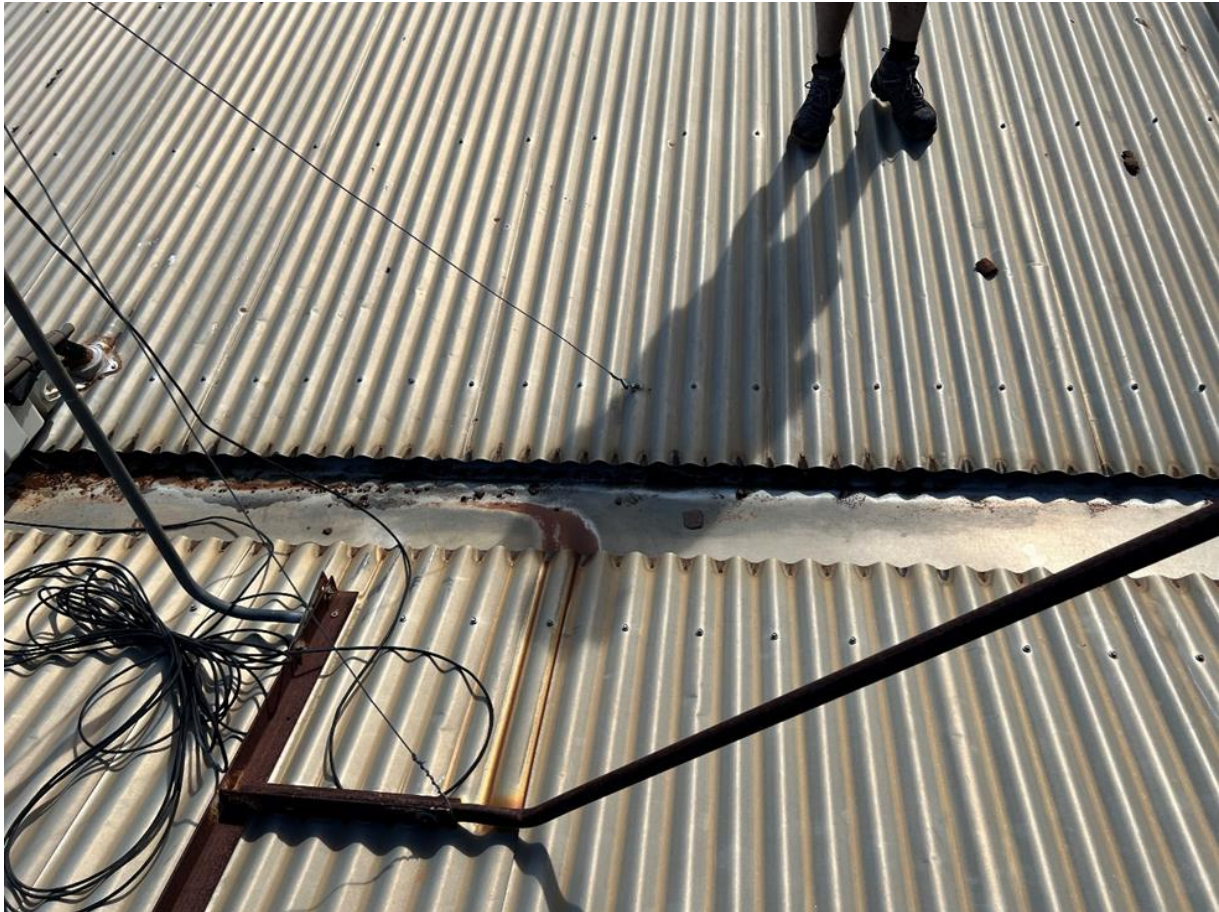


Figure 5: Central box gutter on butterfly profile roof

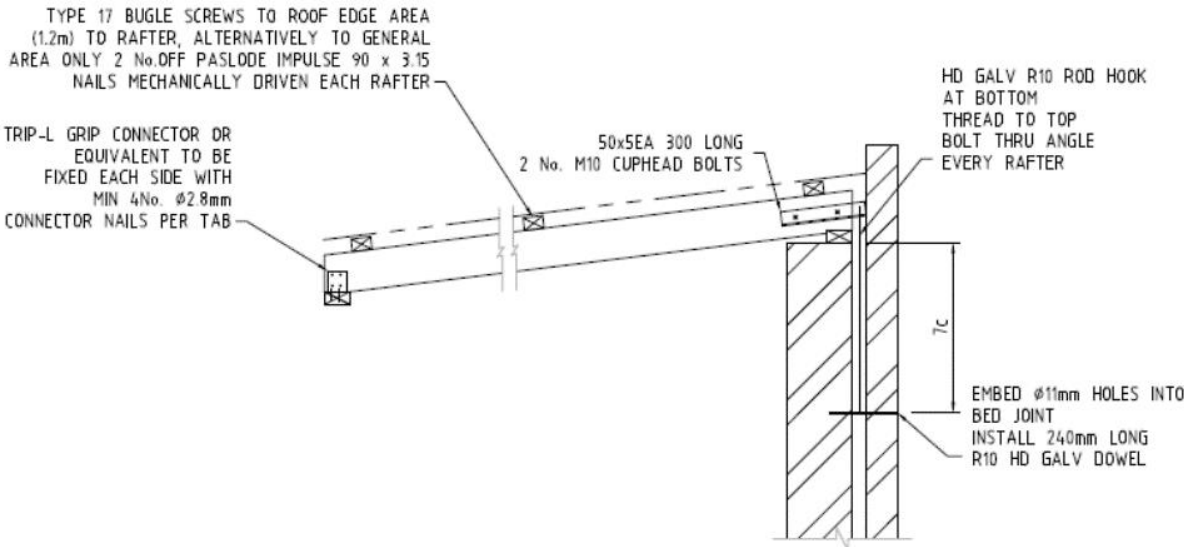
The Structural Engineer recommends replacing the box gutter with a minimum 450mm wide x 164mm deep box gutter, a new rain head with provision for overflow and a minimum 150mm downpipe.

To replace the box gutter, the roof sheeting will need to be removed and further inspection undertaken to ascertain if there is sufficient space to accommodate the new gutter and what other modifications may be required to ensure it fits and is sufficiently supported.

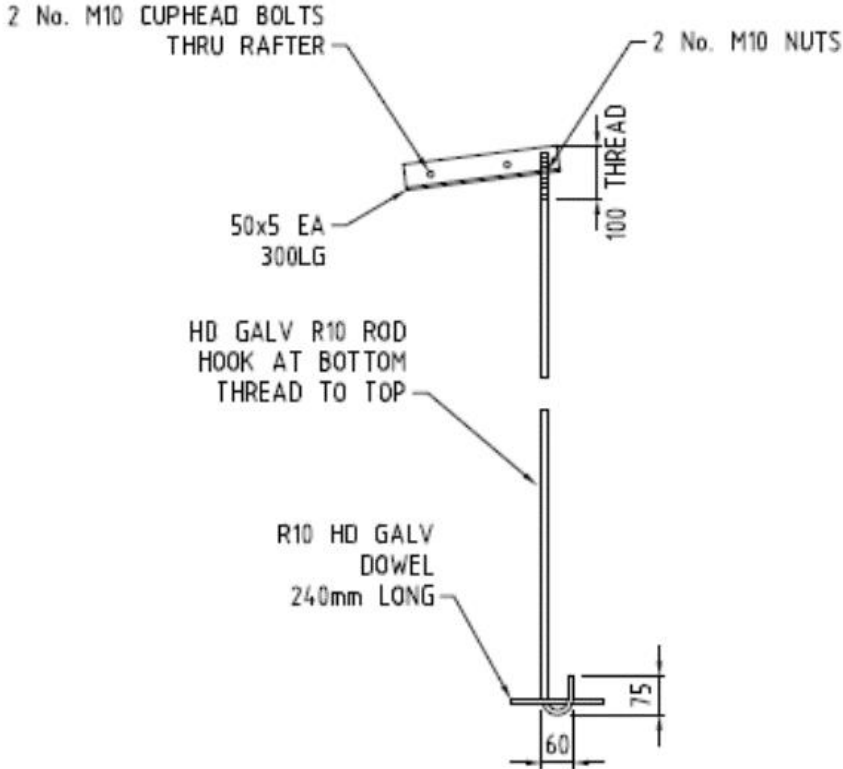
As part of the Structural Engineer's inspection, access was gained to the roof and there are no apparent roof ties. For compliance purposes, roof ties should be installed to current wind classification of N2.

The replacement of the box gutter and installation of the roof tie downs does not form part of the current scope of work but can be incorporated within the scope of work as a variation. In order to allow the builder to accurately price the variation and ensure the whole thing works as it should, there modification of the box gutter and installation of roof tie downs really needs to be scoped in detail and designed by the Structural Engineer and there may be a requirement for inspection during the works once the sheeting is fully removed in order to fully understand how the current roof was constructed and the constraints.

The Structural Engineer has also suggested, as an alternative, replacing the roof with a centrally pitched roof, similar to the original roof, however this would require design and consideration of the heritage implications.



SHEET ROOF TIEDOWN REQUIREMENTS



TYPICAL TIE ROD DETAIL

Southern Parapet

The south brick parapet is loose and flapping in the breeze. This is of particular concern as it overhangs the caravan park and could easily fall into the caravan park and injure or kill someone.

The Structural Engineer recommends taking down the outer leaf of the parapet above plate height and reinstating with retro fitter brick ties. The builder would like to use an alternative construction method of drilling and strengthening the inner leaf and then pinning the outer leaf to the inner leaf however the Structural Engineer does not support this approach.



Figure 6: Southern Parapet not tied into Internal Building Structure

Part of the installation of roof tie downs includes the installation of J rods secured to the inner and outer leaf of the wall, hence taking the parapet down and reconstructing it is integral to ensuring the wall has sufficient structural integrity to accommodate the loadings on the wall.

The Structural Engineer's report identified other issues including;

- Site Drainage
- Floor Framing
- Masonry
- Damp Proof Course
- Mortar
- Main Façade Parapet
- Arch Lintels

Project Budget

The Lady Shenton project has spanned two financial years. The total committed expenditure to date for the project totals \$435,446.49 (ex GST). This leaves a budget deficit for 2022/23 of \$55,549.58 (ex GST).

Additionally, there are 15 identified variations yet to be approved currently valued at \$155,131.84 (ex GST) plus there is \$48,824.52 (ex GST) of identified additional work and contingency associated with the project. This leaves a budget deficit for 2022/23 of \$259,505.94 required to undertake all of the identified work to date.

There is also potential for more works such as;

- Installation of an air drain;
- Recontouring the land around the building to provide better storm water drainage.
- Restumping the timber floor
- Damp proof course

Note that these works are yet to be scoped and costed.

Lady Shenton Project Budget	
Income	
Budget Allocation 2021/22	71,704.91
Budget Allocation 2022/23	308,192.00
Total Income	379,896.91
Expenditure	
Superintendence 2021/22	6,292.54
Internal Supervision Costs 2021/22	1,017.89
Builders Cost 2021/22	64,394.48
Superintendence 2022/23 to Sep 2022	41,013.61
Builders Costs 2022/23	104,714.62
Structural Engineers Costs	4,900.00
Remaining Committed Building Contract Costs (\$284,058.95)	114,949.85
Committed Approved Variations (1 - 4)	74,163.50
Estimated Remaining Superintendence (allowance for 4 months @ \$6,000/month)	24,000.00
Total Expenditure	435,446.49

Net Surplus / (Deficit)	(55,549.58)
Proposed Additional Variations	
Variation 5 - Additional Boardroom Door Internal Lining Repair	2,168.38
Variation 6 - Additional Repair Works to Plinth	7,389.73
Variation 7 - 6.0mm laminated Glass to Windows	2,875.00
Variation 8 - Additional Internal Crack Repairs	8,050.00
Variation 9 - Additional Internal Plastering	13,225.00
Variation 10 - Additional Internal Painting	11,500.00
Variation 11 - External Window Sill Reconstructon	15,525.00
Variation 12 - Repair to mortar bond associated with cracks	13,225.00
Variation 13 - Parapet Brick Replacement	14,375.00
Variation 14 - Front Parapet Pinning	12,075.00
Variation 15 - Parapet Weather Proofing	1,380.00
Variation 16 - Addition Lighting to Computer & Rock Room + additional Power Points in	17,250.00
Variation 17 - Additional Roof Manholes	6,768.73
Variation 18 - Timber Floor Sanding	11,500.00
Variation 19 - Box Gutter Modification	17,825.00
Total Additional Variations	155,131.84
Additional Costs	
Structural Engineering of Roof for Box Gutter & Parapet Modifications	12,000.00
Contingency @10%	36,824.52
Total Additional Costs	48,824.52
Net Surplus / (Deficit)	(259,505.94)

COMMENT:

Detailed in the report.

CONSULTATION:

Nil

STATUTORY AUTHORITY:

- 1. Part 4 (Tender Regs) of the Local Government (Functions and General) Regulations 1996 in relation to variations to an existing contract.*

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Discussed in the report. Additionally, Council has several budgets for building works, some of which will be under expanded this financial year. The 2022/23 Budget also shows that the closing balance for the Building Reserve to be used for purpose of the acquisition of future buildings and renovation of existing building will be \$1,260,422. This report recommends that Council approve an over expenditure on the Lady Shenton Building Repairs project of up to \$260,000 (ex GST) and refers the over expenditure to the Budget Review process to identify building project savings elsewhere or allow for the transfer of funds from the Building Reserve in order to maintain a balanced budget.

RISK ASSESSMENT:

If repairs are not progressed, there is a risk that the building will deteriorate further and cost more to repair later.

If the repairs are delayed and not delivered under the current contract, there is a risk that there will be increased cost associated with calling tenders again and / or it may be difficult to secure a builder with the sufficient experience and skill to undertake the work of a heritage nature.

STRATEGIC IMPLICATIONS:

Outcome 3.1: A well maintained attractive built environment servicing the needs of the community

Strategy

3.1.1 Maintain the integrity of our cultural and heritage assets and places

VOTING REQUIREMENTS:

Absolute Majority

Report Attachment 1. Kal Engineering Inspection Report Sep 2022 – Rev B



September 2022

INSPECTION REPORT

Lady Shenton Building

37 Shenton Street, Menzies

on behalf of the Shire of Menzies

Author: **Simon de Been**

Revision B

KAL Engineering Consultants
300 Hannan St – PO Box 8305, Kalgoorlie WA 6430

admin@kaleng.com.au

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APPENDICES

APPENDIX A – Photo Dossier

KAL Engineering Consultants
300 Hannan St – PO Box 8305, Kalgoorlie WA 6430

admin@kaleng.com.au

INTRODUCTION

The Shire of Menzies has engaged Kal Engineering Consultants to undertake an inspection of the Lady Shenton Building, Menzies.

The purpose of this report is to provide an independent investigation into the current structural integrity of the building above ground level and provide recommendations for remedial work.

This report was compiled with reference to Australian Standard AS4349.1-2007 – Inspection of Buildings. This standard recognizes that a property inspection report is not a warranty against problems developing with the building in the future. This report provides a professional opinion and is, to the best of our knowledge accurate.

The inspection only covers “readily accessible areas” and cannot cover areas that were not readily accessible or obstructed at the time of inspection.

SITE

The site is located at 37 Shenton Street, Menzies.

The building is currently being used as the Menzies Tourist Information Centre.

SCOPE OF WORK

The report scope of works was as follows:

- Undertake a visual inspection of the building;
- Discuss possible causes of the damage; and
- Provide recommendations for remediation.

SITE

BUILDING

The building is recorded with the Heritage Council of WA as Place Number 1549. The place is currently not on the Statutory Heritage Listings.

It is however listed in the Shire of Menzies Municipal Inventory, adopted in 1996 as Category 1, described as:

“Highest level of protection appropriate: recommend for entry in the Register of Heritage Places; provide maximum encouragement to the owner to conserve the significance of the place”

CONSTRUCTION

The building was constructed circa 1902 and replaced the original hotel on the site that was destroyed in a fire.

The building is constructed as follows:

- Masonry brick laid in colonial bond, and stone walls to the rear addition;
- A rendered parapet extends the length of the facades;
- A bull-nose verandah roof clad in cgi wraps the building, extends over the pavement, and is supported on paired posts (replacement posts are galvanized iron columns);
- The floor to the rear extension is timber, however some of the front of the building has been infilled with concrete; and
- The roof is Insitu timber pitched with a central box gutter and clad with cgi.

The building is currently being restored by a building contractor.

GEOTECHNICAL

Although no geotechnical works have been performed on the site as part of the scope of this report based on local knowledge and similar inspections in the area the building is likely to be located on a reactive clay soil.

WIND CLASSIFICATION

The wind classification for the site as per AS4055 – 1992, is based on the following criteria:

- Geographic Region A
- Terrain Category 2.5
- Partial Shielding

Therefore, the wind classification as per AS4055-1992 would be ‘N2’.

INSPECTION & OBSERVATIONS

GENERAL

The site was inspected on the 8th September 2022 by Mr. Simon de Been MIEAust CPEng in conjunction with a representative from the building company undertaking the restoration works.

The weather conditions during the inspection were sunny & fine,

The building was initial scanned and any damaged noted and logged with a photograph, refer to Appendix A for the photo dossier and location plan.

The following areas were not accessed:

- Limited access to the roof cavity via manholes; and
- Foundations

The client has requested that particular focus be given to the wall cracking on the Southern face of the rear hallway.

BUILDING DAMAGE

MASONRY (WALLS REAR HALLWAY)

The following damage was noted:

- Diagonal cracking to the Southern Wall to the rear hallway running East (lower) to West (Upper), refer plates 26 & 27;
- Diagonal cracking to the opposite side of the wall running East (lower) to West (Upper), refer plates 28;
- There is slight cracking to the room West of the above room running West (lower) to East (Upper); and
- Water staining to the cornice from the box gutter was located above the damaged wall.

MASONRY (WALLS OTHER)

The following damage was noted:

- The lower portion of external masonry (<1.2m) was generally in only fair condition, the etching and soft mortar appear to be the result of rising damp likely resulting from damp proof course bridging;
- Evidence of high moisture and some efflorescence to lower brickwork; and
- Re-entrant cracking to internal and external masonry (typical);
- Hard rendering to masonry (possible cement based), this has been removed to the lower pedestals to the street elevations;
- Cracking to masonry arches above openings to the street elevations;

- The masonry to the street elevations has been painted (possibly several times);
- A doorway has been converted into a window and the lower masonry has not been complexed into the adjacent masonry i.e. 'toothed' in;
- Hard mortar (possibly cement) has been used to repoint mortar joints to the stonework;
- Slight rotation of return wall on the Southern elevation;
- Infilled chimney masonry not has not been complexed into the adjacent masonry i.e. 'toothed' in;
- Plasterboard was directly fixed to the internal masonry in various locations;
- Chasing to the masonry (for service conduits) did not appear to be reinforced;
- Render exceeded 25mm in numerous locations; and
- Drummy internal render in numerous locations;

Cracking has been classified as per AS2870 – Appendix C, the classification is based on a scale of 0 to 4 with 4 being the worst.

With reference to the internal walls; slight diagonal cracks were observed typically to the internal walls, the widths are estimated as generally being <1 mm which has a corresponding damage classification as per AS2870 Table C1 of 2 i.e. 'fine but noticeable cracks'.

With reference to the external walls; diagonal cracks were also observed, the widths are estimated as generally being <5 mm which has a corresponding damage classification as per AS2870 Table C2 i.e. 'Cracks noticeable but easily filled'.

Category 1 and 2 cracks are to be monitored for a period of 12 months. At the end of the monitoring period, cracks are defective if they are greater than category 2 and attributed to the other influences.

MASONRY (PARAPETS)

The following damage was noted:

- Main façade Parapet poorly braced, soft mortar;
- Evidence of previous repairs to lower parapet, soft mortar, cracks propergating through repair typical;
- Capping mortar missing;
- Deterioration of capping mortar;
- Missing capping bricks to the Southern elevation and slight rotation of external leaf of the parapet; and
- Cracking to external masonry, slight rotation of return wall to Southern elevation.

ROOF

The following damage was noted:

- The central box gutter to the roof was very shallow and transitioned into a deeper but thinner section;

- At the box gutter discharge there was no provision for overflow and the downpipe was by comparison a small diameter;
- Water ingress to ceiling below box gutter;
- Water staining to ceiling lining;
- Water damage to skirting below box gutter;
- From what could be inspected there were limited roof tiedowns visible;
- Some augmentation to the original roof framing was noted including pine flinch plates to rafters and additional roof battens; and
- Poor tiedowns to steel veranda posts.

DRAINAGE

The following was noted:

- There appeared to be only limited fall away from the building;
- Along the street elevations, concrete footpath has been installed hard up against the masonry; and
- Unsealed hardstand to the Western and Southern Elevations.

MISCELLANEOUS

The following was noted:

- Along the street elevations the brickwork has been painted;
- Differential movement between sections of the concrete floor to the hallway; and
- The use of proprietary stirrups as stumps to the rear extension.

DISCUSSIONS

GENERAL

For the long-term it is important to address the root cause of any damage prior to undertaking aesthetic repairs, otherwise the damage could continue to propagate into the future.

The cracking to the internal walls is likely caused by the building articulating (moving) and cracking at the weakest points.

It appears more than likely that the cause of this cracking originates from foundation movement.

An elevated moisture content of the soil is potentially causing relatively high surface movements, imposing large forces on the concrete foundations.

The surface movement of the underlying soils have had a damaging effect on the building fabric and it is expected that the extent will increase if left unchecked.

Some common causes for changes in moisture content include:

- Leaking plumbing fixtures and associated piping;
- Inadequate or poorly installed storm water pipes;
- Gardens adjacent to foundations including large trees planted too close to the foundations; and
- Poor site drainage

For reactive soils, large relative movements could be expected in the sub grade, producing either a 'dishing' or 'doming' of the soil profile under the building.

Doming will occur when the soil around the outside of the building shrinks on loss of moisture in comparison with the soil beneath the building. Dishing will occur when the soil around the edges expands with moisture.

AS 2870-2011 Residential Slabs and Footings provides guidance on site classification for residential slabs and footing design based on the expected ground surface movement and depth of expected moisture changes.

Clay soils generally react to the presence of water by absorbing it, which results in an increase in volume. The swelling generally causes an upward force on the footings, in the case of a site classified 'H' up to 70 mm of surface movement of the soil can be expected.

Saturation can also cause clay soils to lose a substantial proportion of its bearing capacity.

In order to counter forces induced by surface movement, the footing system would need to be extremely large. In fact, current practices would not construct this type of building on this type of soil without providing articulation joints. These joints allow for the soil movement, even then the depth of the required footing would likely be in the order of 750mm deep.

Many early Australian Buildings have been built with inadequate footings either through a lack of appreciation of the instability of many Australian soils or through cheap unskilled construction.

Caution is required for buildings founded on reactive clay soils and subsoils (as this is). Rearranging site drainage may upset a pre-existing balance and lead to structural cracking of walls. Often the correct treatment will be a compromise between controlling damp and controlling cracking.

Openings in masonry buildings introduce inherent weak points in the overall construction and openings that have been filled in are usually accompanied by cracking particularly if the infill has not been bonded to the surrounding masonry.

In our experience original chasing of internal walls for power points, light switches etc. were generally not reinforced and can be another area susceptible to damage.

Crack stitching to isolated areas without addressing the failure mechanism can affect adjacent unreinforced masonry. For this reason, structural augmentation should be undertaken sparingly. Where possible and post addressing any underlying issues, reconstruction and reinstatement to its originally condition is recommended. In some instances, tolerating minor cracking should be considered as previously mentioned reinforcing isolated damage can create other problems.

A good reference is D.A. Cameron's & P.F. Walsh's *Damage to Buildings on Clay Soils*, published by Australian Council of National Trusts as Technical Bulletin 5.1.

The lower masonry and mortar has softened, more than likely due to rising damp and subsequent salt crystallization deterioration, being compounded by the type of mortar i.e. high lime (porous) and its age. When the mortar is soft, water vapour will come through the joints and cause them to deteriorate, which is the aim of a good mortar mix.

The damage may have been made acuter as an impermeable hardstand has been constructed against the building and the original timber floor has been infilled with concrete (front building) limiting ventilation and the ability for any moisture to evaporate/dissipate. The soil moisture rising then becomes focused on the walls.

It also appears that the walls have been repointed with hard cement mortar. The original lime mortar was weaker than the bricks and acted sacrificially, the new cement mortar is less permeable, forcing some of the damp to evaporate through the bricks causing the obvious salt attack decay with the balance left to rise further up the wall.

The salt commonly comes from the soils beneath and is carried up into walls by rising damp. When the dampness evaporates from the walls the crystallised salts are left behind, slowly accumulating to the point where there are sufficient to cause damage. Repeated wetting and drying with seasonal changes lead to the cyclic precipitation of salts and the progressive decay of the masonry.

Salt attack is the decay of masonry materials such as stone, brick and mortar by soluble salts forming crystals within the pores of the masonry. As the salt crystals grow the masonry is disrupted and decays by fretting and loss of surface.

It is possible that the original tar and sand damp proof coarse may have decayed due to oxidation of the tar, becoming for the most part crumbly friable. Though bridging is likely to be the main problem.

'Bridging' or 'bridged' is a surveying term which described a dampproof course (DPC) which has been bypassed by damp. In effect damp can then rise up a wall, even though a DPC is present.

In cases where the DPC is deteriorated, lowering of ground levels may be necessary to encourage the drying of capillary moisture at lower levels, thus limiting damage. Known as air drains, this method can control damp by encouraging evaporation to occur at the lowest possible level as well as carry off larger volumes of water.

Air drains do provide a means of ventilating the brickwork but on a reactive site (clay) any water, storm water or otherwise needs to be discharged i.e. not left to seep away, this due to the low permeability of the soils.

Damp proof course replacement is possible but can be a costly task.

Plasterboard has been directly fixed to the lower brickwork in some locations, this may have been to mask issues with the masonry behind (possible rising damp).

On inspection of the roof cavity only minimal framing tiedowns were noted.

Typically, framing tiedowns are to be installed as per AS 1684.2 which states that sheeted roofs with a wind classification of N1 or greater have specific tie down requirements outlined in Clause 9.4.

At a minimum 75 SHS or CHS are required as stumps to provide adequate resistance against combination actions such as raking and bearing however in this case proprietary stirrups have been used as stumps which are generally not recommended. This is qualified in Volume 2 of the BCA Table 3.2.5.2.

The box gutter appears to be leaking, the initial section is quite shallow, and the end section is narrow, there is also a severe transition between the two sections. An assessment was undertaken based on the requirements of AS3500:3 – Stormwater Drainage.

The following criteria has been adopted for the assessment of the box gutter:

- Catchment Area (Roof and Parapet wall 318m²);
- 1:100 ARI Storm Event, 5-minute duration;
- 1:200 fall to box gutter; and
- 7° Roof Slope (Estimated)

This results in the following box gutter requirements:

- 450 mm wide x 164 mm deep (no slope adjustment) box gutter;
- Rainhead with provision for overflow; and
- A minimum 150 diameter downpipe

MASONRY (WALLS REAR HALLWAY)

The roof was inspected above the crack and the following was noted:

- The ceiling base (battens) are notched into the Hallway Wall on the Northern side of the box gutter.
- To the South of the box gutter the roof is strutted to a top plate fixed to the wall, it also supports the ceiling battens;

The North South return wall perpendicular to the damaged wall is full masonry (cavity) and located central to the cracked area. Fireplaces truncate the intersection between these two walls.

The wall appears to be restrained at the top by the ceiling base and along its length by the return walls running perpendicular.

We are of the opinion that based on the crack patterns there is rotation is towards the fireplace, this could indicate consolidation around its base.

Being that the box gutter appears compromised above the damaged wall it is possible that it is leaking into the wall cavity wetting the supporting soil. This is however only speculation and further investigation should be undertaken including the provision of an inspection opening to access and inspect the subfloor.

RECOMMENDATIONS

GENERAL

It is important to address the underlying issues with the building prior to moving forward with aesthetic repairs, because if left unchecked it is opinion that the damage will resurface in the future.

Over time various repairs, alterations and additions have been completed, it is our opinion that in some instances and although well intentioned these undertakings have been at the long-term detriment of the structure.

As such the long term integrity of the building could be improved by reversing some of the work formerly undertaken.

We believe any work to the building should be completed as part of a master plan, which would include addressing underlying issues initially and then attending to aesthetic repairs afterwards.

FURTHER INVESTIGATION

Prior to undertaking any remedial work further investigation is recommended, and would include:

- Engaging a Heritage Architect to assess the damage and provide comment;
- Assess the material properties of the mortar repointing;
- Conduct a damp reading survey to ascertain which areas of damp remain active;
- Sampling and analysis to the buildings perimeter to determine moisture content of the perimeter soil;
- Investigate potential moisture sources;
- Determination of the moisture content of the lower masonry;
- Detailed engineering assessment of the roof framing in accordance with AS1684; and
- Detailed assessment of the stumping system in accordance with AS2870;

The following recommendations may result from further investigation and consultation with the Heritage Architect.

MASONRY (WALLS REAR HALLWAY)

An inspection hatch should be provided adjacent to the damaged wall so the subfloor can be inspected. A small test pit should be excavated to determine if the supporting soil has an elevated moisture content.

WATERPROOFING

Consideration given to a retrofitted damp proof coursing i.e silicone injection.

FOUNDATIONS

CSIRO Sheet No. 10-91, Revised 1996 "Guide to homeowners on foundation maintenance and footing performance", Revised 1996, provides valuable information to homeowners in relation to housing constructed on reactive sites, recommendations of which should be adopted on this site. Available from:

<https://www.publish.csiro.au/book/7076/>

SITE DRAINAGE

The site surface drainage needs to be improved it is recommended that a site survey is undertaken, and the requirements detailed. Storm water should be directed to the street, via surface runoff or underground piping.

The following recommendations are likely:

- Stormwater discharged from roof should be directed well away from the building; and
- Runoff should not be able to pool against the building.

The provision of open grated drains to the buildings perimeter discharging via pipe work to the sites stormwater network should be considered, this technique has worked well in similar situations locally.

It is our opinion that French Drains are to be avoided, it is our experience that they tend to silt-up and when constructed in a soil of low permeability, provide little in the way of infiltration.

Refer Figure 1, for details on the air drain.

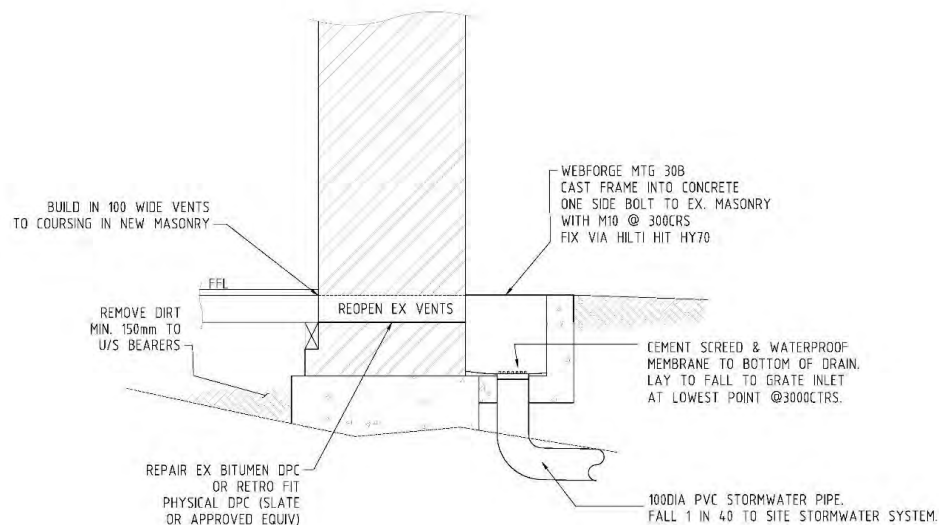


Figure 1 – Air drain details

ROOF DRAINAGE

Full replacement of the existing box gutter is recommended.

MASONRY

The non-porous paint where the building is subjected to damp should be removed, if required it could be lime washed, or painted with a 'breathable' paint.

It is essential that prior to any remedial works potential moisture sources are eliminated and that the moisture content of the lower stonework is substantially reduced.

Where rising damp has been noted to internal walls it is recommended that the walls are stripped back to original masonry and a suitable poultice is applied to draw the moisture and salt out. The masonry requires a substantially lower moisture content prior to reinstalling render, surface treatment or whichever repair strategy is adopted.

It is recommended that where cement has been used for repointing and render it is removed.

Repoint joints with the appropriate lime mortar. Use a tamped finish on the joints to maximise their breathing capacity. Do not use any cement, pozzolanic material or natural hydraulic lime.

There can be a considerable build-up of salts within a wall that has been sealed for many years with cement renders or cement pointing. Following their removal there can be a rapid migration of salt to the wall surface as the trapped moisture escapes. It is advisable to wait for this first rush of salt and moisture to escape before repointing or re-rendering; consideration should be given to the application of a poultice for a rapid means of drawing moisture and salt from the masonry.

The new mortar may fail in a relatively short period (a few years) it is preferable for the new mortar to act sacrificially and fail in preference to the surrounding masonry.

Where voids have been infilled it is recommended to bond the infill brickwork to the adjacent original brickwork by tothing in.

Structural augmentation should be undertaken only after any foundation movement is stabilised.

PARAPET

Main façade gable parapet

Where the integrity of the parapet has been compromised repairs including the use of crack stitching should be considered refer to the attached Helibar specification (PW02).

Consideration to bracing the main façade parapet off the roof structure should also be given.

Lower parapets

The following should be undertaken:

- Repoint mortar joints and reinstate capping mortar as required;

- Reconstruction outer leaf of the Southern parapet above the top plate, including the installation of retrofitted brick ties from the reconstruction to the inner leaves; and
- Replace capping bricks.

ARCH LINTELS

Where the integrity of the arch lintels has been compromised repairs including the use of crack stitching should be considered refer to the attached Helibar specification (LR10).

FRAMING

Post the detailed investigation the following maybe required:

- Replacement of stumps with engaged timber stumps or steel stumps founded in concrete;
- Installation of specific roof tiedowns to AS1684:2; and
- Some augmentation of the roof framing.

CONCLUSION

The Shire of Menzies has engaged Kal Engineering Consultants to undertake an inspection of the Lady Shenton Building, Menzies.

The purpose of this report was to provide an independent investigation into the current structural integrity of the building above ground level and provide recommendations for remedial work.

The building was constructed circa 1902 and replaced the original hotel on the site that was destroyed in a fire.

The building is listed in the Shire of Menzies Municipal Inventory, which appeals for maximum encouragement to the owner to conserve the significance of the place.

The building is currently being restored by a building contractor.

It is important to address the underlying issues with the building prior to moving forward with aesthetic repairs, because if left unchecked it is opinion that the damage will resurface in the future.

Over time various repairs, alterations and additions have been completed, it is our opinion that in some instances and although well intentioned these undertakings have been at the long-term detriment of the structure.

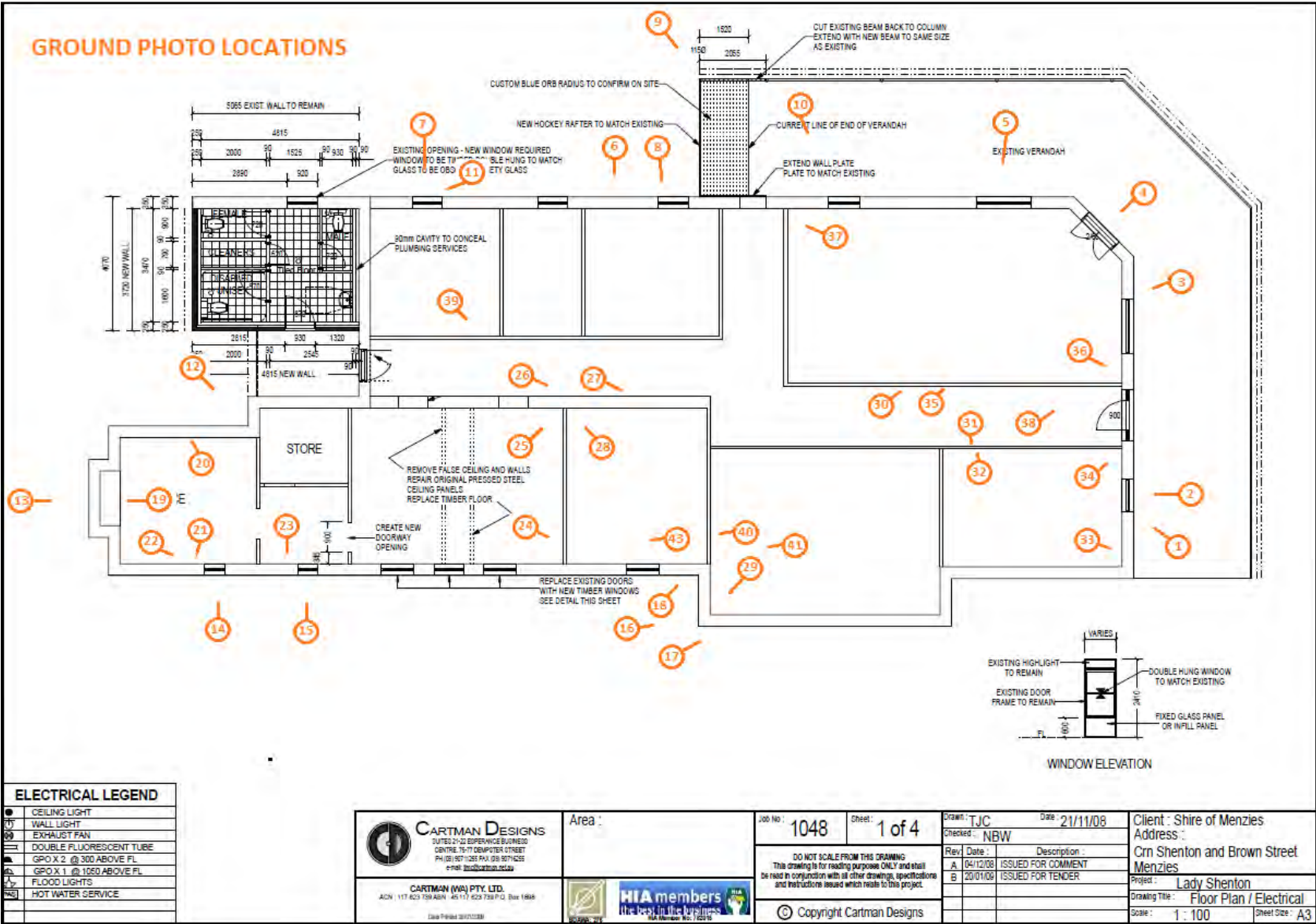
As such the long-term integrity of the building could be improved by reversing some of the work formerly undertaken.

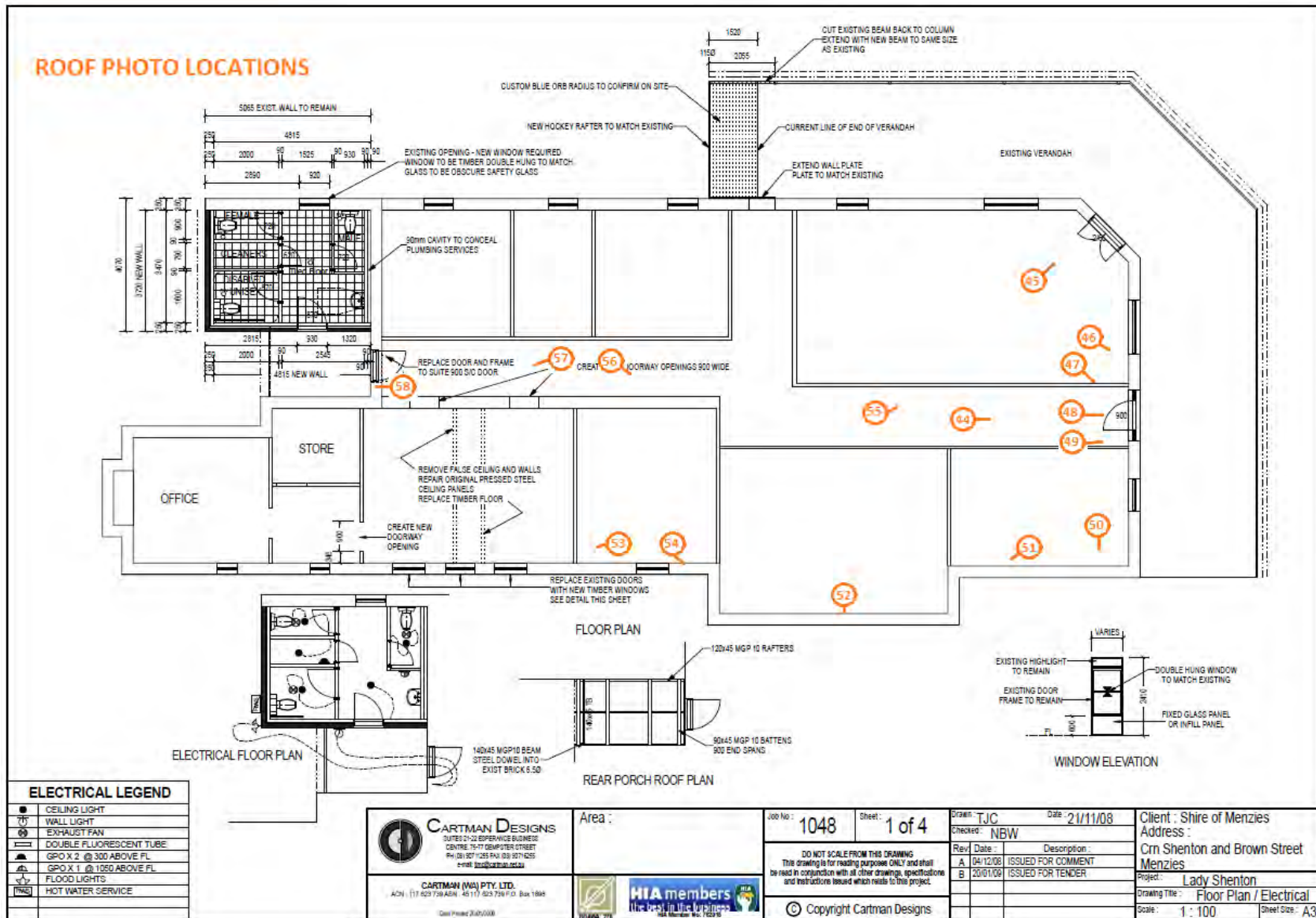
We believe any work to the building should be completed as part of a master plan, which would include addressing underlying issues initially and then attending to aesthetic repairs afterwards.

**Report Attachment 2. Kal Engineering Inspection Report Sep 2022 – Rev A –
Appendix Dossier**

APPENDIX A – Photo Dossier

Z:\Jobs\JN2700 - JN2799\JN2748 Core Business Lady Shenton Inspection\JN2748 Core Business Lady Shenton Inspection.docx





ELECTRICAL LEGEND	
	CEILING LIGHT
	WALL LIGHT
	EXHAUST FAN
	DOUBLE FLUORESCENT TUBE
	GPO X 2 @ 300 ABOVE FL
	GPO X 1 @ 1050 ABOVE FL
	FLOOD LIGHTS
	HOT WATER SERVICE

CARTMAN DESIGNS
 SUITE 21-22 ESPERANCE BUSINESS CENTRE 75-77 GEMPIER STREET
 PO BOX 207 1255 PAK 08 90714255
 EMAIL: info@cartmandesigns.com.au

CARTMAN (WA) PTY. LTD.
 ACN : 111 623 738 ADR : 45/11/ 523 750 P.O. Box 1848
 Coast Project 2/07/2008

Area :

Job No : 1048 Sheet: 1 of 4

DO NOT SCALE FROM THIS DRAWING
 This drawing is for reading purpose ONLY and shall be read in conjunction with all other drawings, specifications and instructions issued which relate to this project.

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Rev	Date	Description
A	04/12/08	ISSUED FOR COMMENT
B	20/01/09	ISSUED FOR TENDER

Client : Shire of Menzies
 Address : Crn Shenton and Brown Street Menzies
 Project : Lady Shenton
 Drawing Title : Floor Plan / Electrical
 Scale : 1 : 100 Sheet Size : A3



Plate 1 – Cement Render removed from lower pedestal



Plate 3 - Cracking to masonry arch



Plate 2 – Cracking to masonry arch and painted fascade



Plate 4 - Cracking to masonry arch



Plate 5 – Infilled doorway, masonry not 'toothed' in



Plate 7 – Replacement vent



Plate 6 – Hard mortar (possibly with cement)



Plate 8 – Hard mortar (possibly with cement)



Plate 9 – Poor tiedowns/connection to veranda post

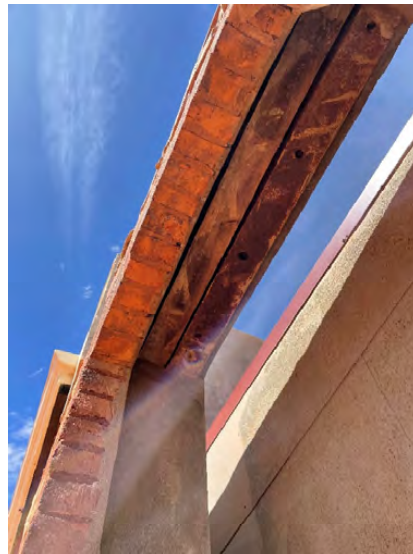


Plate 11



Plate 10 – Replacement veranda



Plate 12 – Visible moisture to lower masonry and efflorescence indicating rising damp

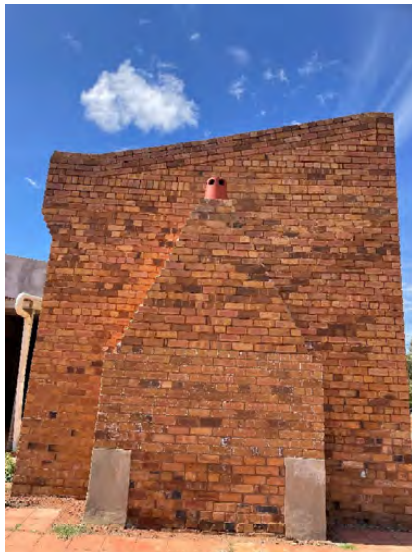


Plate 13 – Repairs, and cracking to external masonry



Plate 15 – Cracking to external masonry, previous repairs



Plate 14 - Cracking to external masonry



Plate 16 - Cracking to external masonry, slight rotation of return wall

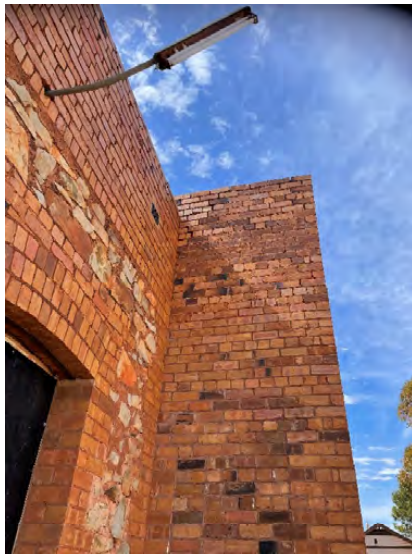


Plate 17 - Cracking to external masonry, slight rotation of return wall

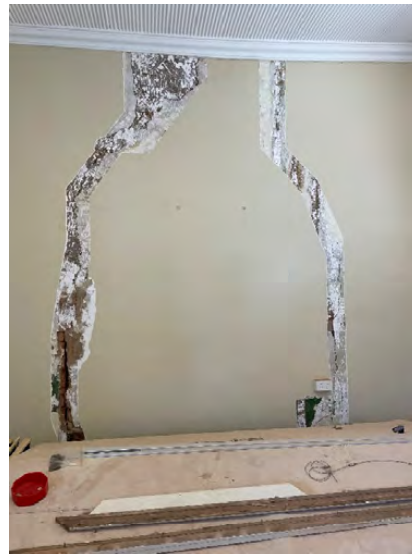


Plate 19 - Infilled chimney masonry not 'toothed' in



Plate 18 – Unsealed area adjacent to foundations, visible moisture to lower masonry and efflorescence indicating rising damp



Plate 20 – Proposed repair location



Plate 21 - Proposed repair location



Plate 23 - Proposed repair location



Plate 22 - Proposed repair location



Plate 24 - Proposed repair location



Plate 25 - Proposed repair location



Plate 27 - Proposed repair location, direct fix plasterboard



Plate 26 - Proposed repair location



Plate 28 - Proposed repair location



Plate 29 - Proposed repair location, former doorway masonry not 'toothed' in



Plate 31 – Re-entrant cracking

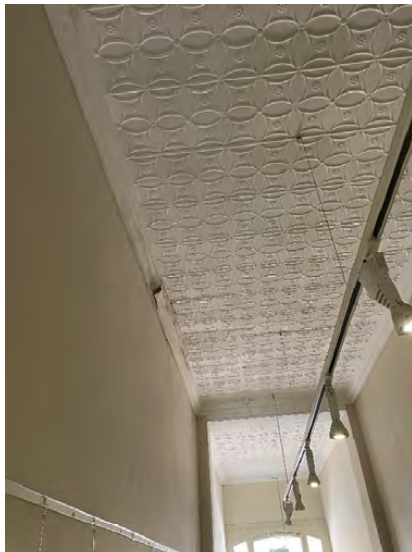


Plate 30 – Water ingress to ceiling below box gutter



Plate 32 - Re-entrant cracking

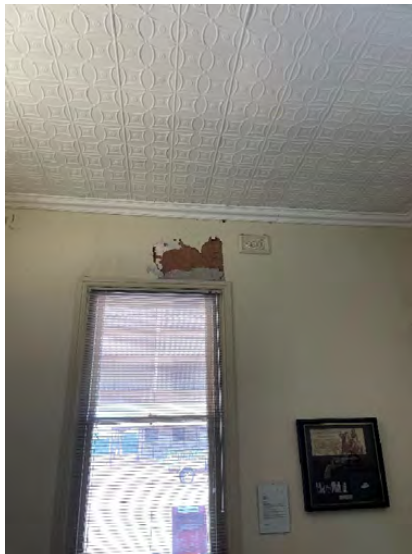


Plate 33 - Proposed repair location



Plate 35 - Water ingress to skirting below box gutter

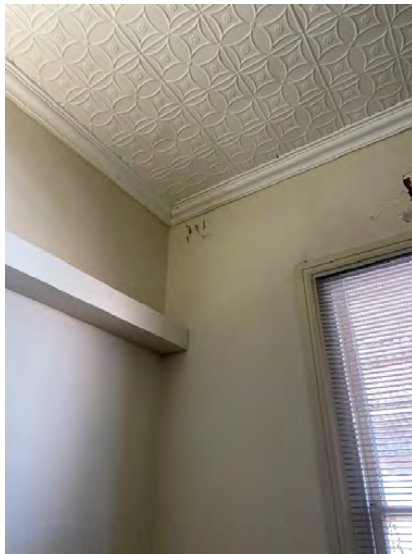


Plate 34 - Water staining to ceiling lining

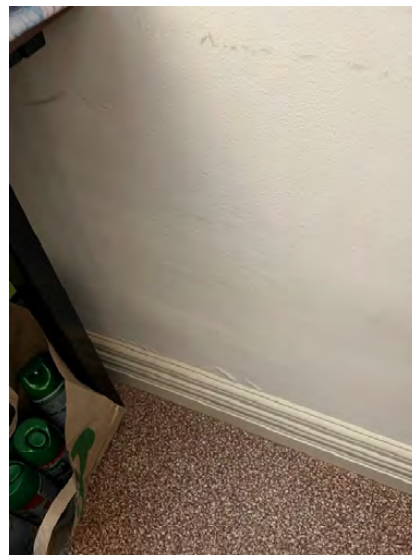


Plate 36 - Bubbling paint, indicating rising damp

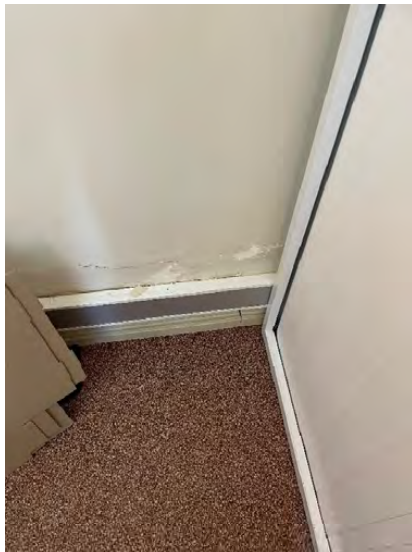


Plate 37 - Bubbling paint, indicating rising damp



Plate 39 - re-entrant cracking to plasterboard



Plate 38 - Displacement between infill concrete panels



Plate 40 - Previous augmentation of roof framing



Plate 41 - Limited tiedowns noted

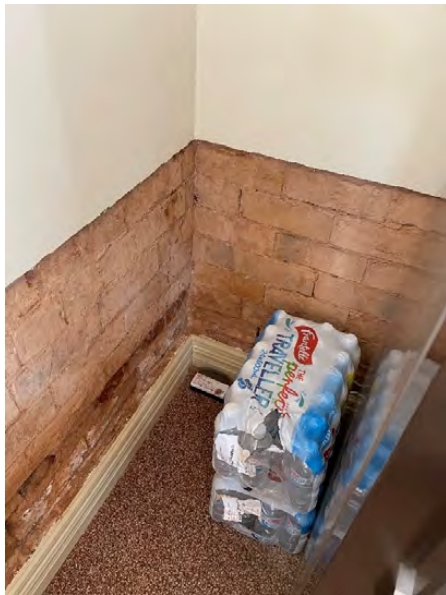


Plate 42 - Visible moisture to lower masonry and efflorescence indicating rising damp



Plate 43 – Re-stumping to back extension using proprietary stirrups



Plate 44 - Façade Parapet poorly braced, soft mortar



Plate 45 – Lower parapet previous repair, soft mortar



Plate 46 – Capping mortar missing



Plate 47 – Start of shallow box gutter



Plate 49 – Previous repairs to parapet, crack propagating through



Plate 48 – Soft mortar and previous repairs to parapet



Plate 50 – Deterioration of capping mortar



Plate 51 – Missing capping brick and slight rotation of external leaf of parapet



Plate 53- Parapet with capping brick



Plate 52 – Missing capping brick and slight rotation of external leaf of parapet

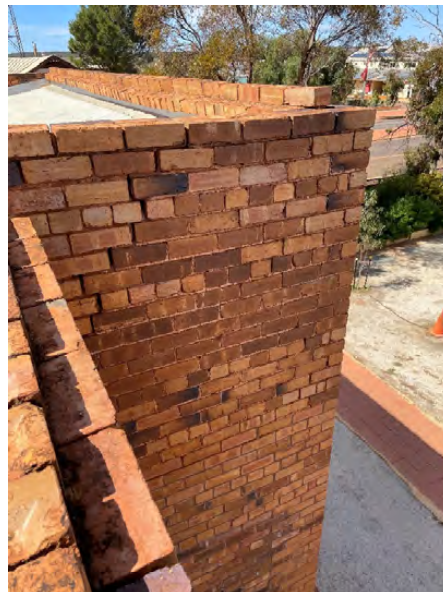


Plate 54 - Cracking to external masonry, slight rotation of return wall



Plate 55 – Shallow box gutter and evidence of pooling

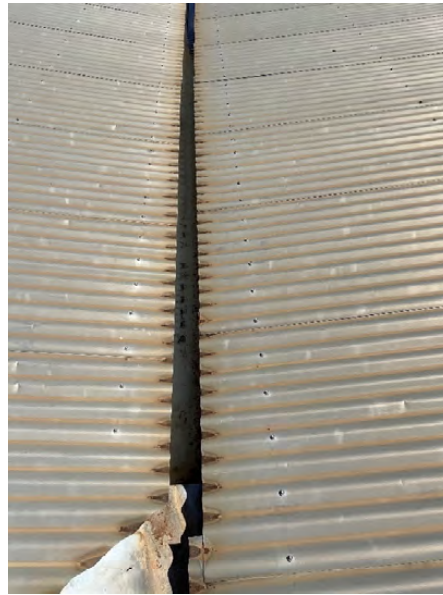


Plate 57 – Thin section of box gutter



Plate 56 – Transition in box gutter to deeper but thinner section



Plate 58 – Box gutter discharge, no provision for overflow, small diameter downpipe

INSTALLATION

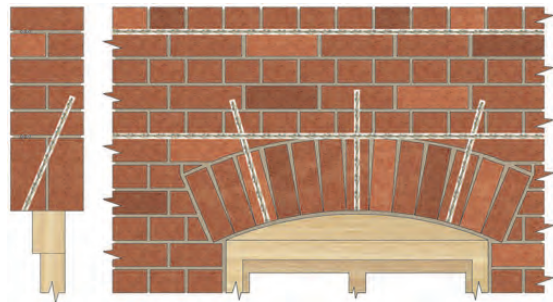
ANZ
LR10

Stabilising brick arch lintels using HeliBars and CemTies

Product	Description	Code
CemTie	Helical stainless steel pin	HCT
HeliBar	Helical stainless steel reinforcement	HBR
HeliBond	Injectable cementitious grout	HLB
HeliPrimer	Water-based primer for porous substrates	HWB

- Using an appropriate power cutting tool with vacuum attachment, cut slots into the horizontal mortar joints, to the specified depth and at the required vertical spacing.* If the wall is plastered/rendered and the mortar joints are not visible, cut the horizontal slots through any plaster/render and into the masonry. Ensure that as much mortar is removed as possible from the exposed brick surfaces in order to provide a good masonry/grout bond.
- Mark the positions for the CemTie holes on the underside of the soldier course.
- Drill 14mm clearance holes (16-18mm if CemTie 600mm or longer) at the required angle and to the specified depth.* The angle of drilling should be such that the hole will pass behind the lower HeliBars and penetrate at least 50mm into the course of masonry above the reinforcing.
- Clean out all dust and loose mortar from the slots and holes and thoroughly flush with water. Where the substrate is very porous or flushing with water is inappropriate, use HeliPrimerWB. Ensure the slot and holes are damp or primed prior to commencing steps 7 and 15.
- Mix HeliBond cementitious grout thoroughly using a drill and mixing paddle and load into the Helifix Pointing Gun.
- Fit the mortar nozzle to the pointing gun.
- Inject a bead of HeliBond cementitious grout, 10-15mm deep, into the back of the slot.
- Push the first 6mm HeliBar into the grout to obtain good coverage.
- Inject a second bead of HeliBond grout over the exposed HeliBar.
- Push the second 6mm HeliBar into the grout to obtain good coverage.
- Inject a third bead of HeliBond grout over the exposed HeliBar and iron it into the slot using a finger trowel. Inject additional HeliBond as necessary, leaving 10-15mm for new pointing.
- Repeat steps 7 to 11 for the lower slot.
- Attach the required length of CemTie pinning nozzle to the pointing gun and pump grout to fill the nozzle.
- Wind the CemTie into the nozzle and ensure that it is fully covered in grout.
- Insert the nozzle to the full depth of the drilled hole and pump the CemTie and grout.
- Repeat steps 13 to 15 for each hole.
- Make good the CemTie holes and point up the remaining slots with a suitable matching mortar.
- Clean tools with clean, fresh water.

NOTE. Pointing may be carried out as soon as is convenient after the HeliBond has started to gel. Ensure that pointing does not disturb the masonry/HeliBond connection.



RECOMMENDED TOOLING

For cutting slots	Chisel, mortar saw (e.g. Arbortech All Saw) or angle grinder with dust guard (e.g. C-Tec) and vacuum
For drilling	SDS rotary hammer drill 650/850w
For mixing HeliBond	Drill with mixing paddle
For insertion of the CemTies	Helifix Pointing Gun HD with CemTie pinning nozzle
For injection of HeliBond into slots	Pointing Gun with mortar nozzle
For smoothing pointing	Standard finger trowel

*SPECIFICATION NOTES

The following criteria are to be used unless specified otherwise:

- Depth of slot into masonry to 40mm to 55mm.
- Height of slot to equal full mortar joint height, with a minimum of 8mm.
- Top and bottom reinforcements should be positioned as far apart as practicable, up to a maximum distance equivalent to 10 brick courses (approx. 850mm).
- HeliBar to be long enough to extend a minimum of 500mm beyond each side of the opening.
- Any fractures in the masonry within the 'beam zone' MUST be stabilised by crack stitching (see Repair Detail CS01), CrackBond or masonry replacement.
- Any missing or very poor quality masonry MUST be replaced.
- CemTie length to be sufficient to penetrate at least 50mm into the course of masonry above the reinforcement.
- Depth of hole to be CemTie length + 25mm.
- In hot conditions ensure the masonry is well wetted or primed to prevent premature drying of the HeliBond due to rapid de-watering. Ideally additional wetting of the slots and holes, or priming with HeliPrimer; should be carried out just prior to injecting the HeliBond.
- Do not use HeliBond when the air temperature is +4°C and falling or apply over ice. In all instances the slot must be thoroughly damp or primed prior to injection of the HeliBond grout.

The above specification notes are for general guidance only and Helifix reserves the right to amend details/notes as necessary.

GENERAL NOTES

- Product details available from Helifix.
- Contact Helifix if your application differs from this repair detail or you require specific technical information.

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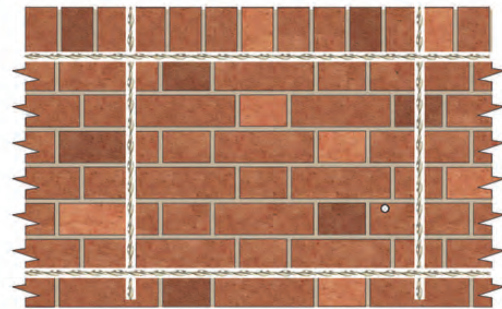
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HELIFIX
November 2013

INSTALLATION

ANZ
PW02

Parapet repairs using HeliBars and CemTies



Method Statement

1. Mark the positions for the CemTie pins onto the top and face of the wall at the required spacings.*
2. Drill 14mm clearance holes (16-18mm if CemTie 600mm or longer) to the specified depth.*
3. Using an appropriate power cutting tool with vacuum attachment, cut slots into the horizontal mortar joints, to the specified depth and at the required vertical spacing.* Ensure that as much mortar is removed as possible from the exposed brick surfaces in order to provide a good masonry/grout bond. If the wall is rendered and the mortar joints are not visible, cut the horizontal slots through the render and into the masonry.
4. Clean out all dust and loose mortar from the slots and holes and thoroughly flush with water. Where the substrate is very porous or flushing with water is inappropriate, use HeliPrimer-WB. Ensure the slots and holes are damp or primed prior to commencing steps 9 and 11.
5. Attach the required length of CemTie pinning nozzle to the Helifix Pointing Gun so that the flared end of the pinning nozzle sits inside the cone.
6. Mix HeliBond cementitious grout thoroughly using a drill and mixing paddle and load into the gun.
7. Pump grout to fill the nozzle.
8. Wind the CemTie into the nozzle and ensure that it is fully covered in grout.
9. Insert the nozzle to the full depth of the drilled hole and pump the grout. Slowly withdraw the nozzle while pumping. The CemTie will be carried out with the HeliBond grout as it is forced through the nozzle. Back pressure will help to push the nozzle back out of the hole.
10. Remove the pinning nozzle from the gun and fit the mortar nozzle.
11. Inject a bead of HeliBond cementitious grout, 10-15mm deep, into the back of the slot.
12. Push the first HeliBar into the grout to obtain good coverage.
13. Inject a second bead of grout over the exposed HeliBar.
14. Push the second HeliBar into the grout to obtain good coverage.
15. Inject a third bead of grout over the exposed HeliBar and iron it into the slot using a finger trowel. Inject additional HeliBond as necessary, leaving 10-15mm for new pointing.
16. Make good all CemTies holes and point up the remaining slots with matching mortar to suit.
17. Clean tools with clean, fresh water.

NOTE. Pointing may be carried out as soon as is convenient after the HeliBond has started to gel. Ensure that pointing does not disturb the masonry/HeliBond connection

CAUTION. Always locate, identify and isolate any electrical, water or gas services which may be present in the wall or the wall cavities and can pose a safety risk before drilling or cutting. Always take the necessary safety precautions. Use electrical safety gloves and wear appropriate footwear and eyewear.

RECOMMENDED TOOLING

- For cutting slotsChisel, mortar saw (e.g. Arbortech All Saw) or angle grinder with dust guard (e.g. C-Tec) and vacuum
- For drillingSDS rotary hammer drill 650/850w
- For mixing HeliBondDrill with mixing paddle
- For insertion of the CemTiesHelifix Pointing Gun HD with CemTie pinning nozzle
- For injection of HeliBond into slotsHelifix Pointing Gun with mortar nozzle
- For smoothing pointingStandard finger trowel

*SPECIFICATION NOTES

The following criteria are to be used unless specified otherwise:

- A. CemTies are to be installed within the centre third of the width of the wall and at a horizontal spacing of 600mm. The ties are to extend at least 300mm into the main, or sound, part of the wall.
- B. The parapet and supporting wall should be tied into abutting or cross walls where possible.
- C. HeliBars to be installed at a depth of 35mm to 40mm (assuming 230mm solid wall) and at a maximum vertical spacing of 340mm (4 brick courses). Add 10mm depth for each 100mm of masonry thickness over the common 230mm.
- D. Height of slot to equal full mortar joint height, with a minimum of 8mm.
- E. If HeliBars are to be joined in a straight run, overlap the bars by a minimum of 500mm.
- F. Any fractures in the masonry within the 'beam zone' MUST be stabilised by crack stitching (see CS06), CrackBond or masonry replacement.
- G. Depth of hole to be CemTie length + 25mm.
- H. Any missing or very poor quality masonry MUST be replaced.
- I. In hot conditions ensure the masonry is well wetted or primed to prevent premature drying of the HeliBond due to rapid de-watering. Ideally additional wetting of the slots and holes, or priming with HeliPrimer-WB, should be carried out just prior to injecting the HeliBond.

The above specification notes are for general guidance only and Helifix reserves the right to amend details/notes as necessary.

GENERAL NOTES

- Product details available from Helifix.
- Contact Helifix if your application differs from this repair detail or you require specific technical information.

Report Attachment 3. Kal Engineering Supplement Letter Oct 27 2022



300 Hannan St
PO Box 8305
Kalgoorlie WA 6430
Ph: (08) 90227015
Mobile: 0438204808

October 27, 2022

Our Ref: PR494

Core Business Australia
PO Box 797
Busselton WA 6280

Attention: Bruce Lorimer

Dear Sir:

RE: Lady Shenton Building Structural Inspection

The following is provided as a supplement to the engineering report prepared by KAL Engineering Consultants, September 2022. Its purpose is to further clarify the recommendations of the report.

SITE DRAINAGE

The site surface drainage needs to be improved it is recommended that a site survey is undertaken, and the requirements detailed.

The following is also recommended:

- Stormwater discharged from roof should be directed well away from the building and directed to the street, via surface runoff or underground piping.; and
- Runoff should not be able to pool against the building.

The provision of open grated drains to the buildings perimeter discharging via pipe work to the sites stormwater network should be considered. Refer Figure 1, for details on the air drain.

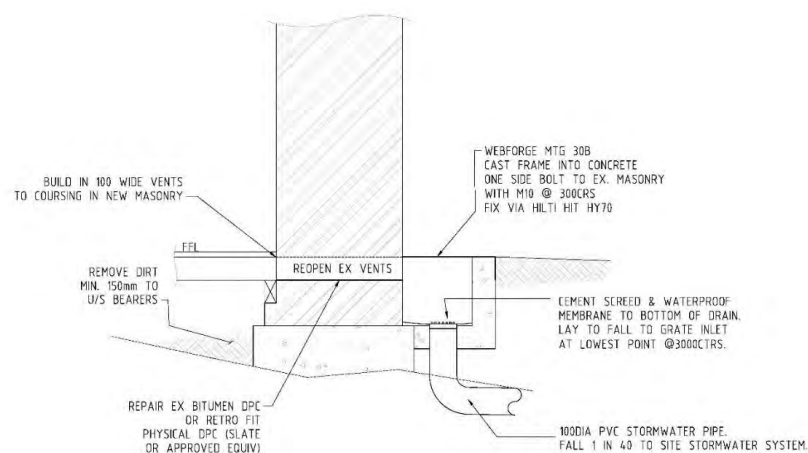


Figure 1 – Air drain details

ROOF DRAINAGE

Full replacement of the existing box gutter is recommended as per the following:

- Provide a 450 mm wide x 164 mm deep (no slope adjustment) box gutter;
- Provide a rainhead with provision for overflow; and
- A minimum 150 diameter downpipe

ROOF FRAMING

Refer to drawing JN2748-S-001, for tiedown and bracing requirements.

An alternative to the recommendations for the Roof drainage and framing would be to re-pitch the roof as per the original configuration

FLOOR FRAMING

The following should be undertaken at a minimum;

- Replacement of stumps with engaged timber stumps or steel stumps founded in concrete, as per the following:
 - 75 CHS or 75 SHS with a 450 D x 450 square stump foundation at 1200 crs; or
 - 100 TP 500 engagement into the ground with a 400 sq sole plate at 1200 crs.
- There should be a minimum of 150mm between the NGL and the underside of the bearers.
- Sub Floor ventilation should be provided as per 3.1.4.2 of BCA Vol II

MASONRY

Prior to any reinforcing of the walls the failure mechanism should be determined as stiffening isolated areas of the structure may just redirect the damage to brickwork adjacent.

In the short-term consideration should be given to 'racking out' the joints to the cracked masonry and repointing with a polymer modified mortar.

It is also recommended that plasterboard directly fixed to the masonry is removed so the brickwork can be properly inspected. It is our experience that this technique is generally used to cover up rising damp or other issues.

The following is also recommended:

- The non-porous paint where the building is subjected to damp should be removed, if required it could be lime washed, or painted with a 'breathable' paint.
- Where rising damp has been noted to internal walls it is recommended that the walls are stripped back to original masonry and a suitable poultice is applied to draw the moisture and salt out.
- It is recommended that where cement has been used for repointing and render it is removed. Repoint joints with the appropriate lime mortar. Use a tamped finish on the joints to maximise their breathing capacity. Do not use any cement, pozzolanic material or natural hydraulic lime.

- Where voids have been infilled, it is recommended to bond the infill brickwork to the adjacent original brickwork by toothing in. This includes to the rear fireplace (Plate 19) and the doorway in the Southern Board Room (Plate 29);
- Cement render should be removed where it has been applied; and
- Consideration should be given to replacing the DPC with silicone injection or similar.

DPC

Retrofitted Original Damp Proof Coursing

Material: Slate

Minimum thickness: nominal 10mm Courses: 2 in running bond

Bedding: set 10mm back from face to allow joint to be dressed with lime pointing.

Injected Damp Proof Coursing

Dryzone or equivalent should be considered.

MORTARS

Binder: mortars are to be lime based, using lime putty using Natural Hydraulic Lime NHL2. DO NOT USE CEMENT.

Sands & Aggregates: white to biscuit coloured lime sand, sieve aperture 1.7 mm or approved equal. DO NOT USE YELLOW BRICKIES SAND OR CLAY CONTAINING SAND.

Lime Putty: locally produced in Western Australia. Product to be approved by superintendent. Natural Hydraulic Lime: NHL 2. Product to be approved by superintendent. Allow for interstate ordering.

Mix ratios: the intent is to provide a close match to the original mix and which is weaker than the brick. Contractor to provide three samples of mortar mix to final approval and selection by Superintendent. Allow for 1:1 mix ratio.

Joint finish: match existing joint, nominally brushed flush. Do not erode joint past unit face.

MASONRY (WALLS REAR HALLWAY)

An inspection hatch should be provided adjacent to the damaged wall so the subfloor can be inspected. A small test pit should be excavated to determine if the supporting soil has an elevated moisture content.

MAIN FAÇADE GABLE PARAPET

The main parapet can be stabilised by crack stitching refer to the attached Helibar specification (PW02).

Consideration to bracing the main façade parapet off the roof structure should also be given.

LOWER PARAPETS (SOUTHERN SIDE)

The following should be undertaken:

- Repoint mortar joints and reinstate capping mortar as required;
- Reconstruction outer leaf of the Southern parapet above the top plate, including the installation of retrofitted brick ties from the reconstruction to the inner leaf's; and
- Replace capping bricks.

Just pinning the brickwork where it is will not restore the masonry to a 'plumb' position.

ARCH LINTELS

The fascade arch lintels should be stabilised by crack stitching refer to the attached Helibar specification (LR10).

If you require any additional information, please do not hesitate to contact me.

Sincerely,

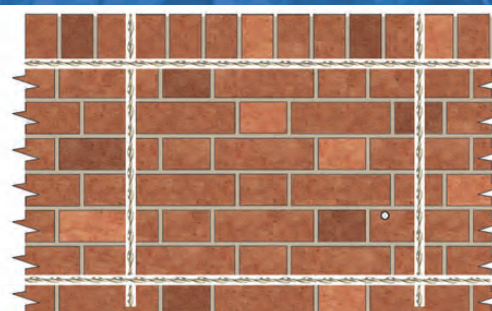
A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Simon de Been MIEAust CPEng NPER
Principal Engineer

INSTALLATION

ANZ
PW02

Parapet repairs using HeliBars and CemTies



Method Statement

1. Mark the positions for the CemTie pins onto the top and face of the wall at the required spacings.*
2. Drill 14mm clearance holes (16-18mm if CemTie 600mm or longer) to the specified depth.*
3. Using an appropriate power cutting tool with vacuum attachment, cut slots into the horizontal mortar joints, to the specified depth and at the required vertical spacing.* Ensure that as much mortar is removed as possible from the exposed brick surfaces in order to provide a good masonry/grout bond. If the wall is rendered and the mortar joints are not visible, cut the horizontal slots through the render and into the masonry.
4. Clean out all dust and loose mortar from the slots and holes and thoroughly flush with water. Where the substrate is very porous or flushing with water is inappropriate, use HeliPrimer-WB. Ensure the slots and holes are damp or primed prior to commencing steps 9 and 11.
5. Attach the required length of CemTie pinning nozzle to the Helifix Pointing Gun so that the flared end of the pinning nozzle sits inside the cone.
6. Mix HeliBond cementitious grout thoroughly using a drill and mixing paddle and load into the gun.
7. Pump grout to fill the nozzle.
8. Wind the CemTie into the nozzle and ensure that it is fully covered in grout.
9. Insert the nozzle to the full depth of the drilled hole and pump the grout. Slowly withdraw the nozzle while pumping. The CemTie will be carried out with the HeliBond grout as it is forced through the nozzle. Back pressure will help to push the nozzle back out of the hole.
10. Remove the pinning nozzle from the gun and fit the mortar nozzle.
11. Inject a bead of HeliBond cementitious grout, 10-15mm deep, into the back of the slot.
12. Push the first HeliBar into the grout to obtain good coverage.
13. Inject a second bead of grout over the exposed HeliBar.
14. Push the second HeliBar into the grout to obtain good coverage.
15. Inject a third bead of grout over the exposed HeliBar and iron it into the slot using a finger trowel. Inject additional HeliBond as necessary, leaving 10-15mm for new pointing.
16. Make good all CemTies holes and point up the remaining slots with matching mortar to suit.
17. Clean tools with clean, fresh water.

NOTE. Pointing may be carried out as soon as is convenient after the HeliBond has started to gel. Ensure that pointing does not disturb the masonry/HeliBond connection

CAUTION. Always locate, identify and isolate any electrical, water or gas services which may be present in the wall or the wall cavities and can pose a safety risk before drilling or cutting. Always take the necessary safety precautions. Use electrical safety gloves and wear appropriate footwear and eyewear.

RECOMMENDED TOOLING

- For cutting slotsChisel, mortar saw (e.g. Arbortech All Saw) or angle grinder with dust guard (e.g. C-Tec) and vacuum
- For drillingSDS rotary hammer drill 650/850w
- For mixing HeliBondDrill with mixing paddle
- For insertion of the CemTiesHelifix Pointing Gun HD with CemTie pinning nozzle
- For injection of HeliBond into slotsHelifix Pointing Gun with mortar nozzle
- For smoothing pointingStandard finger trowel

*SPECIFICATION NOTES

The following criteria are to be used unless specified otherwise:

- A. CemTies are to be installed within the centre third of the width of the wall and at a horizontal spacing of 600mm. The ties are to extend at least 300mm into the main, or sound, part of the wall.
- B. The parapet and supporting wall should be tied into abutting or cross walls where possible.
- C. HeliBars to be installed at a depth of 35mm to 40mm (assuming 230mm solid wall) and at a maximum vertical spacing of 340mm (4 brick courses). Add 10mm depth for each 100mm of masonry thickness over the common 230mm.
- D. Height of slot to equal full mortar joint height, with a minimum of 8mm.
- E. If HeliBars are to be joined in a straight run, overlap the bars by a minimum of 500mm.
- F. Any fractures in the masonry within the 'beam zone' MUST be stabilised by crack stitching (see CS06), CrackBond or masonry replacement.
- G. Depth of hole to be CemTie length + 25mm.
- H. Any missing or very poor quality masonry MUST be replaced.
- I. In hot conditions ensure the masonry is well wetted or primed to prevent premature drying of the HeliBond due to rapid de-watering. Ideally additional wetting of the slots and holes, or priming with HeliPrimer WB, should be carried out just prior to injecting the HeliBond.

The above specification notes are for general guidance only and Helifix reserves the right to amend details/notes as necessary.

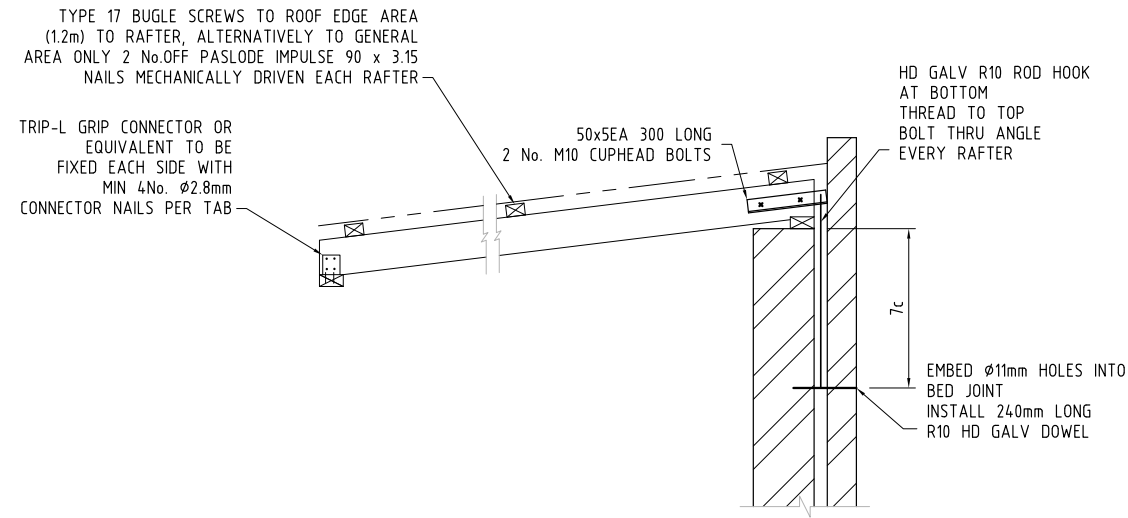
GENERAL NOTES

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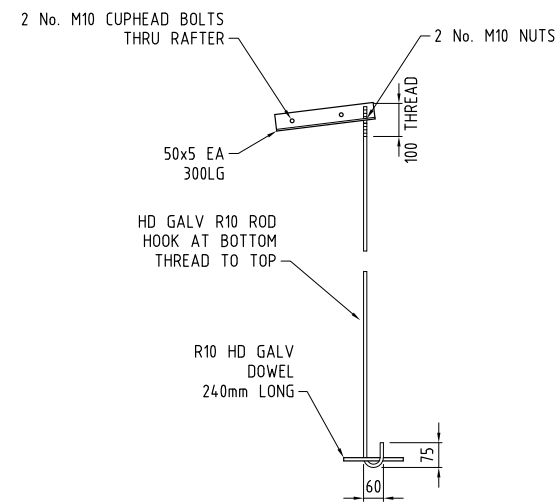
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November 2013



SHEET ROOF TIEDOWN REQUIREMENTS
SCALE 1:25



TYPICAL TIE ROD DETAIL
SCALE 1:20

GENERAL NOTES

1. THIS DRAWING TO BE READ IN CONJUNCTION WITH THE ARCHITECT'S RELEVANT DRAWINGS AND SPECIFICATIONS, ANY DISCREPANCY IS TO BE REPORTED TO THE ENGINEER.
2. ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF CONSTRUCTION OR FABRICATION.
3. THE AUTHORISED REQUIREMENTS OF LOCAL AUTHORITIES AND OTHER STATUTORY AUTHORITIES ARE TO BE COMPLIED WITH.
4. ALL WORK IS TO BE CARRIED OUT IN ACCORDANCE WITH THE LATEST AUSTRALIAN STANDARDS.
6. BUILDER IS TO ALLOW FOR THE ENGINEER TO INSPECT THE CRITICAL STRUCTURAL STAGES OF THE BUILDING WORKS IN ORDER TO PROVIDE A CERTIFICATE OF THE STRUCTURAL DESIGN COMPLIANCE AT THE COMPLETION OF THE BUILDING ERECTION. ENGINEER TO BE GIVEN 24 HRS NOTICE FOR INSPECTIONS
7. BUILDER TO ENSURE THE STABILITY OF THE STRUCTURE DURING ALL PHASES OF CONSTRUCTION AND TO ENSURE NO PART OF THE STRUCTURE IS OVERSTRESSED

WIND CLASSIFICATION N2

1. PHYSICAL CONDITIONS:
 - 1.1. METAL DECK ROOF CLADDING
 - 1.2. TIMBER FRAMED ROOF STRUCTURE, DESIGNED AND CONSTRUCTED STRICTLY IN ACCORDANCE WITH AS1684 - TIMBER FRAMING CODE
 - 1.3. ROOF PITCH LESS THAN 25°
 - 1.4. MAXIMUM RAFTER SPACING 900MM, SPAN 9.0M
 - 1.5. MAXIMUM EAVES OVERHANG 900MM
 - 1.6. MAXIMUM BATTEN SPACING 1200MM
 - 1.7. EXTERNAL WALL PLATE MIN 70 X 45MM THICK MGP10 (U.N.O.)

DESIGN CRITERIA


1. RELEVANT AUSTRALIAN STANDARDS:
 - 1.1. AS4055 - WIND LOADS FOR HOUSING
 - 1.2. AS1684 - TIMBER FRAMING CODE

ROOF BRACING

1. PROVIDE GABLE END BRACING AS PER T2.7 AS 1684, INCLUDING:
 - 1.1. AT GABLE ENDS PROVIDE RIDGE TO TOP PLATE BRACING EITHER SIDE VIA 30x0.8 GI STRAP AND FIX EACH END VIA 5/3.75MM NAILS
 - 1.2. RIDGE TO INTERNAL WALL IN OPPOSING DIRECTIONS WITH 70x45 MGP10 (APPROX. 45 DEGREES) FIX EACH END VIA M10 CUP HEAD BOLT.

ADDITIONAL TIEDOWNS

DESCRIPTION	TIE-DOWN REQUIREMENT
RAFTER TO TOP PLATE	AS SHOWN
RIDGE DETAILS	70x35 TIE WITH 3/75xØ3.05mm NAILS EACH END
RAFTER TO UNDERPURLIN	FRAMING ANCHOR WITH 4/Ø2.8mm NAILS EACH END 1 M10 CUPHEAD BOLT TO COLLAR TIE
LVL HANGING OR STRUTTING BEAM	AS PER MANUFACTURERS SPECIFICATIONS MIN. 30x0.8 GI STRAP WITH 2/Ø2.8mm NAILS EACH FACE
BATTERNS-45x70 AT 900 CENTRES TO RAFTER	TYPE 17 BUGLE SCREWS TO ROOF EDGE AREA (1.2m) TO RAFTER, ALTERNATIVELY TO GENERAL AREA ONLY 2 No.OFF PASLODE IMPULSE 90 x 3.15 NAILS MECHANICALLY DRIVEN EACH RAFTER

					SCALE AS SHOWN		 <p>20 Porter st PO Box 8305 Hannans WA 6433 simondebeen@kaleng.com.au www.kaleng.com.au</p>	TITLE CORE BUSINESS LADY SHENTON BUILDING, MENZIES PITCHED ROOF TIEDOWN DETAILS N2 - WIND CLASSIFICATION		DRAWING NUMBER JN2748/S/001			
					DRAWN	KAL		27.10.22					
					CHECKED	SDB		27.10.22					
					DESIGNED								
					APPROVED								
A	ISSUED FOR APPROVAL	27.10.22	KAL										
No	REVISION	DATE	BY	No	REVISION	DATE	BY	REFERENCE	DRG No	DATE	REVISION	A	A3

INSTALLATION

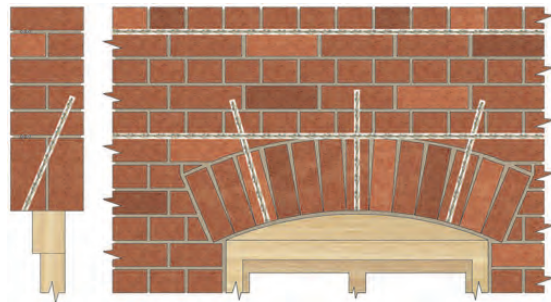
ANZ
LR10

Stabilising brick arch lintels using HeliBars and CemTies

Product	Description	Code
CemTie	Helical stainless steel pin	HCT
HeliBar	Helical stainless steel reinforcement	HBR
HeliBond	Injectable cementitious grout	HLB
HeliPrimer	Water-based primer for porous substrates	HWB

- Using an appropriate power cutting tool with vacuum attachment, cut slots into the horizontal mortar joints, to the specified depth and at the required vertical spacing.* If the wall is plastered/rendered and the mortar joints are not visible, cut the horizontal slots through any plaster/render and into the masonry. Ensure that as much mortar is removed as possible from the exposed brick surfaces in order to provide a good masonry/grout bond.
- Mark the positions for the CemTie holes on the underside of the soldier course.
- Drill 14mm clearance holes (16-18mm if CemTie 600mm or longer) at the required angle and to the specified depth.* The angle of drilling should be such that the hole will pass behind the lower HeliBars and penetrate at least 50mm into the course of masonry above the reinforcing.
- Clean out all dust and loose mortar from the slots and holes and thoroughly flush with water. Where the substrate is very porous or flushing with water is inappropriate, use HeliPrimerWB. Ensure the slot and holes are damp or primed prior to commencing steps 7 and 15.
- Mix HeliBond cementitious grout thoroughly using a drill and mixing paddle and load into the Helifix Pointing Gun.
- Fit the mortar nozzle to the pointing gun.
- Inject a bead of HeliBond cementitious grout, 10-15mm deep, into the back of the slot.
- Push the first 6mm HeliBar into the grout to obtain good coverage.
- Inject a second bead of HeliBond grout over the exposed HeliBar.
- Push the second 6mm HeliBar into the grout to obtain good coverage.
- Inject a third bead of HeliBond grout over the exposed HeliBar and iron it into the slot using a finger trowel. Inject additional HeliBond as necessary, leaving 10-15mm for new pointing.
- Repeat steps 7 to 11 for the lower slot.
- Attach the required length of CemTie pinning nozzle to the pointing gun and pump grout to fill the nozzle.
- Wind the CemTie into the nozzle and ensure that it is fully covered in grout.
- Insert the nozzle to the full depth of the drilled hole and pump the CemTie and grout.
- Repeat steps 13 to 15 for each hole.
- Make good the CemTie holes and point up the remaining slots with a suitable matching mortar.
- Clean tools with clean, fresh water.

NOTE. Pointing may be carried out as soon as is convenient after the HeliBond has started to gel. Ensure that pointing does not disturb the masonry/HeliBond connection.



RECOMMENDED TOOLING

For cutting slots	Chisel, mortar saw (e.g. Arbortech All Saw) or angle grinder with dust guard (e.g. C-Tec) and vacuum
For drilling	SDS rotary hammer drill 650/850w
For mixing HeliBond	Drill with mixing paddle
For insertion of the CemTies	Helifix Pointing Gun HD with CemTie pinning nozzle
For injection of HeliBond into slots	Pointing Gun with mortar nozzle
For smoothing pointing	Standard finger trowel

*SPECIFICATION NOTES

The following criteria are to be used unless specified otherwise:

- Depth of slot into masonry to 40mm to 55mm.
- Height of slot to equal full mortar joint height, with a minimum of 8mm.
- Top and bottom reinforcements should be positioned as far apart as practicable, up to a maximum distance equivalent to 10 brick courses (approx. 850mm).
- HeliBar to be long enough to extend a minimum of 500mm beyond each side of the opening.
- Any fractures in the masonry within the 'beam zone' MUST be stabilised by crack stitching (see Repair Detail CS01), CrackBond or masonry replacement.
- Any missing or very poor quality masonry MUST be replaced.
- CemTie length to be sufficient to penetrate at least 50mm into the course of masonry above the reinforcement.
- Depth of hole to be CemTie length + 25mm.
- In hot conditions ensure the masonry is well wetted or primed to prevent premature drying of the HeliBond due to rapid de-watering. Ideally additional wetting of the slots and holes, or priming with HeliPrimer; should be carried out just prior to injecting the HeliBond.
- Do not use HeliBond when the air temperature is +4°C and falling or apply over ice. In all instances the slot must be thoroughly damp or primed prior to injection of the HeliBond grout.

The above specification notes are for general guidance only and Helifix reserves the right to amend details/notes as necessary.

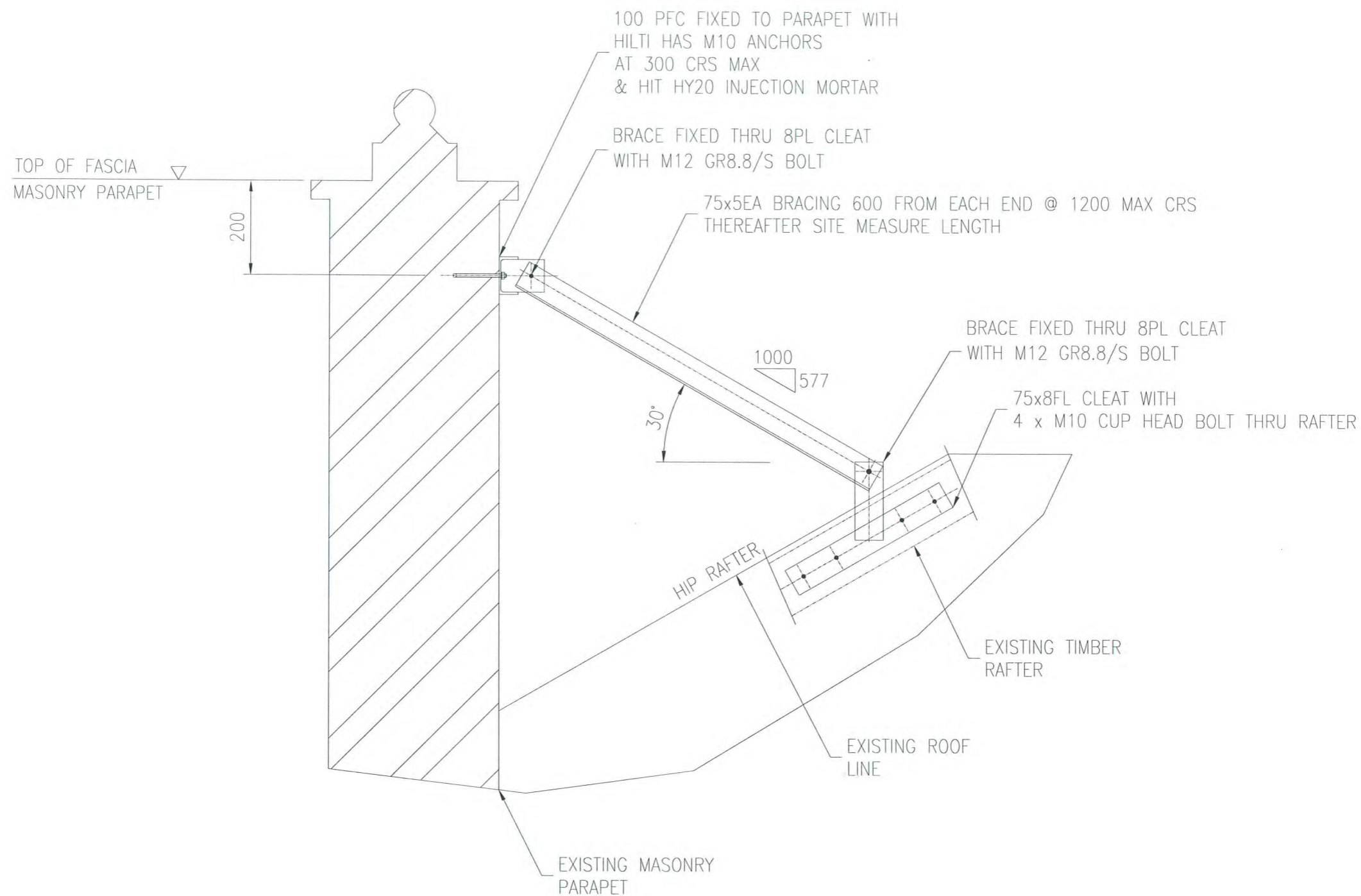
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HELIFIX
November 2013



13.2.5	Ordinary Council Meeting Dates
LOCATION	Not applicable
APPLICANT	Internal
DOCUMENT REF	NAM993
DATE OF REPORT	17 November 2022
AUTHOR	Acting Chief Executive Officer, Pascoe Durtanovich
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Pascoe Durtanovich
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

Ordinary Council meeting dates for 2022 and 2023 have been previously determined by Council and advertised accordingly.

This report requests Council consider a change to the meeting dates set.

The two meeting dates in question are January 2023 and December 2022.

BACKGROUND:

Nil

COMMENT:

In respect to the January 2023 Council meeting it is recommended that this meeting be cancelled.

Whilst Council has held a Council Meeting in January in previous years agenda items are limited, similarly it is not anticipated that there will be urgent items in January 2023. Further to this the changeover of CEO's will present challenges for agenda preparation.

Council considered the December 2022 meeting date when arrangements were being made for the 2022 Christmas shutdown. This was considered at the October 2022 meeting, and it was agreed to leave the December 2022 OCM date as Thursday, 22 December.

It is recommended that this date be changed to enable staff to complete actions arising from the meeting prior to the Christmas shutdown. Possibly the meeting be one or two days earlier would assist in this regard.

CONSULTATION:

Any change to meeting dates would be advertised.

STATUTORY AUTHORITY:

Local Government (Administration) Regulations 1996. Reg 12

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION: (1)

That the Ordinary Council Meeting scheduled for Wednesday 25 January, 2023 be cancelled.

COUNCIL DECISION:

Council Resolution Number:	CM-370
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Moved: Cr P Warner **Seconded:** Cr S Sudhir

That the Ordinary Council Meeting scheduled for Wednesday 25 January, 2023 be cancelled.

Carried	7 / 0
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OFFICER RECOMMENDATION: (2)

That the Ordinary Council Meeting scheduled for 22 December, 2022 be rescheduled to Tuesday 20 December, 2022.

COUNCIL DECISION:

Council Resolution Number:	CM-376
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Moved: Cr J Dwyer **Seconded:** Cr I Baird

That the Ordinary Council Meeting scheduled for 22 December, 2022 be rescheduled to Tuesday 20 December, 2022.

Carried	7 / 0
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Ms M Mertyn left the meeting at 2:29pm
Ms M Mertyn returned to the meeting at 2:31pm

Cr A Tucker declared an impartiality interest in Item 13.2.6 as he is a Board Member of Menzies Aboriginal Corporation

13.2.6	Menzies Aboriginal Corporation Christmas Function
LOCATION	Youth Centre Building
APPLICANT	Menzies Aboriginal Corporation
DOCUMENT REF	NAM994
DATE OF REPORT	17 November 2022
AUTHOR	Acting Chief Executive Officer, Pascoe Durtanovich
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Pascoe Durtanovich
OFFICER DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

The purpose of this report is for Council to consider a request from the Menzies Aboriginal Corporation for a funding contribution to the organisation's Christmas function.

BACKGROUND:

Council has in past years has contributed to MAC's Christmas function, contributions been in the vicinity of \$1,500.

COMMENT:

This year MAC will be holding their Christmas function in the Menzies Youth Centre and utilising the surrounding playground facilities. There is no charge for the use of the Youth Centre building, it is a positive the community is utilising this facility.

MAC has requested a contribution of \$1,500 for their Christmas function.

CONSULTATION:

Not applicable

STATUTORY AUTHORITY:

Not applicable

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Funds are available in the Donation's budget.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority

OFFICER RECOMMENDATION:

That a donation of \$1,500 to the Menzies Aboriginal Corporation for the organisation's 2022 Christmas function be approved.

COUNCIL DECISION:

Council Resolution Number:	CM-371
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Moved: Cr J Dwyer

Seconded: Cr I Baird

That a donation of \$1,500 to the Menzies Aboriginal Corporation for the organisation's 2022 Christmas function be approved.

Carried	7 / 0
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**14 ELECTED MEMBER MOTION OF WHICH PREVIOUS
NOTICE HAS BEEN GIVEN**

Nil

15 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

15.1	Late Item - Appointment of Acting CEO
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM997
DATE OF REPORT	22 November 2022
AUTHOR	Acting Chief Executive Officer, Pascoe Durtanovich
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Pascoe Durtanovich
DISCLOSURE OF INTEREST	Nil
ATTACHMENT	Nil

SUMMARY:

The purpose of this report is for Council to approve consideration of a late item in respect to the appointment of an Acting Chief Executive Officer.

BACKGROUND:

It is the case that late items should not be considered at Council meetings unless the matter is of an urgent nature.

The Shire of Menzies Meeting Procedures Local Law Part 5 – Business of a Meeting – Part 5.4 provides for the introduction of business of an urgent nature.

COMMENT:

The appointment of an Acting CEO is an urgent matter. Given the demand for and the difficulty of securing a suitable qualified person Council should lock in a candidate as soon as possible.

CONSULTATION:

WALGA
Shire President

STATUTORY AUTHORITY:

Local Government Act, 1995

*Shire of Menzies Meeting Procedure Local Law 2021
Part 5 clause 5.4 New business of an urgent nature*

- 1. In cases of urgency or other special circumstances, matters may, on a motion by the presiding member that is carried by the meeting, be raised without notice and decided by the meeting.*
- 2. In subclause (1), “cases of urgency or other special circumstances” means matters that have arisen after the preparation of the agenda that are considered by the presiding member to be of such importance and urgency that they are unable to be dealt with administratively by the local government and must be considered and dealt with by the Council before the next meeting.*

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Nil

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

Nil

VOTING REQUIREMENTS:

Simple Majority

RESUMPTION OF STANDING ORDERS:

COUNCIL DECISION:

Council Resolution Number:	CM-380
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Moved: Cr P Warner Seconded: Cr I Baird

That Standing Orders be resumed.

Carried	7/0
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15.2	Appointment of Acting Chief Executive Officer
LOCATION	Shire of Menzies
APPLICANT	Internal
DOCUMENT REF	NAM998
DATE OF REPORT	21 November 2022
AUTHOR	Acting Chief Executive Officer, Pascoe Durtanovich
RESPONSIBLE OFFICER	Acting Chief Executive Officer, Pascoe Durtanovich
DISCLOSURE OF INTEREST	Yes – the current Acting CEO
ATTACHMENT	<ol style="list-style-type: none"> 1. CONFIDENTIAL - Item 15.2.1 Submissions received from prospective candidates [15.2.1 - 11 pages] 2. CONFIDENTIAL - Item 15.2.2 Terms and Conditions Position of Acting Chief Executive Officer [15.2.2 - 1 page] 3. CONFIDENTIAL - Item 15.2.3 Terms and Conditions Acting Chief Executive Officer [15.2.3 - 1 page]

SUMMARY:

This report recommends the appointment of Mr Robert Stewart as Acting CEO from 16 January, 2023, on the Terms and Conditions set out in the confidential attachment.

BACKGROUND:

Following the resignation of the permanent CEO Council has been unsuccessful in recruiting a replacement. The incumbent Acting CEO commenced in the role on 25 July 2022 however due to prior commitments is unable to continue in the role for the longer term. The Acting CEO has been liaising with the Shire President and WALGA on the availability of replacement Acting CEO's.

Expression of interest was invited from seven potential candidates. Two expressions of interest were received with the other five either unavailable or no longer working in the field.

COMMENT:

Copies of both candidates CV's are attached. Both have advised that they are not available until January, 2023.

The current Acting CEO has committed to continue in the role until Friday 13 January, 2023, subject to minor adjustment to Terms of Employment, see confidential attachment 15.2.3 Terms and Conditions-Acting Chief Executive Officer.

Mr Stewart is available to commence on 16 January, 2023 and is available for the longer term.

As can be seen Mr Stewart is a capable, experienced CEO. Given the demand for Acting CEOs Council should lock in a candidate as soon as possible.

CONSULTATION:

Shire President

WALGA

STATUTORY AUTHORITY:

Under Section 5.39 of the Local Government Act 1995. Council can appoint an Acting CEO for a period of up to twelve months. An employment contract is not required however Council should set the applicable terms and conditions for the position. Conditions of employment proposed are included in the confidential attachment.

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

Sufficient funds are available in the current salaries and wages budget allocation.

RISK ASSESSMENT:

Risk Statement	Level of Risk	Risk Mitigation Strategy
N/A		

STRATEGIC IMPLICATIONS:

Nil

16 BEHIND CLOSED DOORS - CONFIDENTIAL REPORTS

Nil

17 NEXT MEETING

The next meeting will be held on 20 December 2022 at the Council Chambers in Menzies, commencing at 1pm.

18 CLOSURE OF MEETING

The Shire President declared the meeting closed at 3:02pm.