



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Agenda**

### **Ordinary Council Meeting**

**17 July 2024**



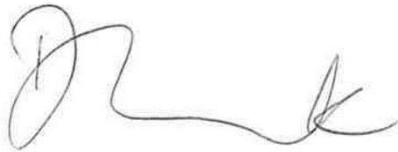
**NOTICE PAPER**  
**Ordinary Council Meeting**  
**17 July 2024**

President and Councillors

I inform you that an Ordinary Council Meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 17 July 2024 at 5:30 pm.

There was a Forum meeting held in the Council Chambers on 10 July 2024 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



**Debbie Terelinck**  
**Chief Executive Officer**

## DISCLAIMER

This agenda has yet to be dealt with by the Council. The Recommendations shown at the foot of each item have yet to be considered by the Council and are not to be interpreted as being the position of the Council. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

In certain circumstances members of the public are not entitled to inspect material, which in the opinion of the Chief Executive Officer is confidential, and relates to a meeting or a part of a meeting that is likely to be closed to members of the public.

No responsibility whatsoever is implied or accepted by the Shire of Northam for any act, omission, statement or intimation occurring during Council or Committee meetings.

The Shire of Northam disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement of intimation occurring during Council or Committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or Officer of the Shire of Northam during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Northam.

The Shire of Northam advises that anyone who has any application lodged with the Shire of Northam must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Northam in respect of the application.

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## 1 DECLARATION OF OPENING

## 2 OPENING PROCEDURES

### 2.1 ACKNOWLEDGEMENT OF COUNTRY

President C R Antonio will invite Cr J E G Williams to present the Acknowledgement to Country.

The Shire of Northam would like to acknowledge the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

### 2.2 RECORDING OF COUNCIL MEETINGS

Members of Council and members of the gallery are advised that this meeting will be livestreamed and audio-recorded and made available on the Shire of Northam's YouTube channel. If members of the public want to access the recording of this meeting, they can do so via the Shire of Northam website.

## 3 ATTENDANCE

### 3.1 ATTENDEES

#### **Council:**

Shire President

Deputy Shire President

Councillors

C R Antonio

A J Mencshelyi

J E G Williams

M P Ryan

M I Girak

L C Biglin

D A Hughes

C M Poulton

H J Appleton

#### **Staff:**

Chief Executive Officer

Executive Manager Engineering Services

Executive Manager Development Services

Executive Manager Corporate Services

Acting Executive Manager Community Services

Governance Coordinator

Governance Officer

D Terelinck

P Devcic

C B Hunt

C J Young

J R Byers

B J Hadlow

T P Van Beek

**3.2 APOLOGIES**

Nil.

**3.3 APPROVED LEAVE OF ABSENCE**

Nil.

**3.4 ABSENT**

Nil.

#### 4 DISCLOSURE OF INTERESTS

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.

As defined in section 5.61 of the Local Government Act 1995, an **indirect financial interest** includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

As defined in section 5.60B of the Local Government Act 1995, a person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

As defined in clause 22 of the Local Government (Model Code of Conduct) Regulations 2021, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Live Sheep Export Ban	13.1.1	Cr D A Hughes	Impartiality	A number of sheep farmers, shearers & shed hands and people carrying out work in the sheep industry are known to Cr Hughes.
		Cr C M Poulton	Impartiality	Cr Poulton knows people that farm sheep in the community.
Rates Exemption Application – 375 Fitzgerald Street, Northam	13.4.3	President C R Antonio	Impartiality	Operators of the business are known to President Antonio and have discussed this request in the past.



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Application under F4.8 Rates Hardship – A11595	14.1	Cr D A Hughes	Impartiality	The applicant is known to Cr Hughes.
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## 5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

<b>Visitations and Consultations</b>	
20/06/2024	Regional Capitals Alliance Meeting - Perth
21/06/2024	Avon-Midland Zone Meeting – Shire of Dalwallinu
24/06/2024	BMX Track Upgrades – Sod Turning event - Northam
24/06/2024	Rotary Club Northam Changeover Night Dinner
26/06/2024	Living Well in the Wheatbelt Project Advisory Group Online Meeting
26/06/2024	Elders abuse awareness morning tea - Northam
26/06/2024	Small Business Commissioner Online Meeting
26/06/2024	Interview with the Echo Newspaper on land clearing
27/06/2024	ABC Midwest and Wheatbelt Radio interview on new AI cameras in Northam
28/06/2024	Founder's Day Celebrations, St Joseph's School Northam
28/06/2024	ABC Midwest and Wheatbelt Radio interview on emergency bridge works
30/06/2024	(Re) burying of the Grass Valley Progress Association Time Capsule for 25 years
01/07/2024	Australian Local Government Association Convention start - Canberra
01/07/2024	WA Delegate Sundowner - Canberra
02/07/2024	Australian Local Government Association Convention (ALGA) – Regional Forum
02/07/2024	ALGA Round table with Minister for Education - Canberra
02/07/2024	ALGA Welcome Reception & Exhibition Opening - Canberra
03/07/2024	ALGA - Canberra
04/07/2024	ALGA - Canberra
04/07/2024	Australian Council of Local Government Dinner
05/07/2024	ALGA Finish
06/07/2024	Lions Community Markets - Northam
11/07/2024	NAIDOC Event – Bliya Koort Boodja Northam
17/07/2024	Presentation to Council by Wheatbelt Development Commission
<b>Upcoming Events</b>	
22/07/2024	AROC Governance Meeting - Toodyay
26/07/2024	Bringing Dowerin Downtown Launch - Perth
26/07/2024	Citizenship Ceremony - Northam
31/07/2024	Directions Career Expo - Northam
02/08/2024	WALGA Local Government Awards 2024 - Perth
03/08/2024	Lions Community Markets - Northam

06/08/2024	Wheatbelt District Leadership Group Meeting - Northam
09/08/2024	Avon Descent Bliya Festival - Northam
10/08/2024	Avon Descent Official Start and events – Northam and Toodyay
11/08/2024	Avon Descent Closing Events - Bayswater
20/08/2024	Northam chamber of Commerce and Shire of Northam Meeting

### Operational Matters:

The latest round of Native Plant giveaways were held in Wundowie on the 3<sup>rd</sup> of July, and in Northam on the 4<sup>th</sup> of July.

### Events Calendar:

Upcoming events include NAIDOC week celebrations and the Bilya Festival, along with all associated Avon Descent Activities.

### Strategic Matters:

Non-Enforcement Near Miss Camera Installation.

Launched in late June and installed at the Fitzgerald Street and Gairdner Street intersection, this innovative camera will gather crucial data in real time to help improve road safety. Road Safety is funding the trial, and this is the first time that the technology has been used in WA.

Upgrading major intersections can be a very costly endeavour and this data will give us best possible information towards supporting any future investments into the intersection.

Some background information:

There are three main metrics that are collected and analysed by the Realite Towers. After all data is **de-identified** through facial, number plate and vehicle blurring, then the following three metrics can be obtained:

User Classification - They categorise different types of vehicles on the road, such as bicycles, motorbikes,

passenger cars, and buses. This helps us understand the mix of traffic and how different types of vehicles use the road.

Speed: Realite Towers can measure how fast each vehicle is moving at a specific point of the intersection. This data is not used for enforcement purposes, but to inform any road safety treatments.

PET (Post Encroachment Time)

They can calculate the time difference between when one vehicle leaves a certain area (like an intersection) and when another vehicle enters the same area. This helps identify potential close calls or near misses, which can be crucial for improving road safety.

## 6 PUBLIC QUESTIONS

## 7 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

## 8 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

### 8.1 PETITIONS

*Local Government Act 1995 s6.10*

*Shire of Northam Standing Orders Amendment Local Law 2018*

- (1) A petition is to –
  - (a) be addressed to the President;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request; and Page 13
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the Local Government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause (3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
  - (a) the matter is the subject of a report included in the agenda; and
  - (b) the Council has considered the issues raised in the petition.

### 8.2 PRESENTATIONS

*Local Government Act 1995 s6.11*

*Shire of Northam Standing Orders Amendment Local Law 2018*

- (1) In this clause, a “presentation” means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

### 8.3 DEPUTATIONS

*Local Government Act 1995 s6.9*

*Shire of Northam Standing Orders Amendment Local Law 2018*

- (1) Any person or group wishing to be received as a deputation by the Council is to either-
  - (a) apply, before the meeting, to the CEO for approval; or
  - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either-
  - (a) approve the request and invite the deputation to attend a meeting of the Council; or
  - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

## 9 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

## 10 CONFIRMATION OF MINUTES

### 10.1 CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 19 JUNE 2024

#### RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 19 June 2024 be CONFIRMED as a true and correct record of that meeting.

### 10.2 CONFIRMATION OF MINUTES FROM THE SPECIAL COUNCIL MEETING HELD 10 JULY 2024

#### RECOMMENDATION

That the minutes of the Special Council meeting held on Wednesday, 10 July 2024 be CONFIRMED as a true and correct record of that meeting.

### 10.3 NOTES FROM THE COUNCIL FORUM MEETING HELD 10 JULY 2024

#### RECOMMENDATION

That Council RECIEVES the notes from the Council Forum meeting held on Wednesday, 10 July 2024.



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Shire of Northam

### Notes

### Council Forum Meeting

10 July 2024

Council Forum Meeting Notes  
10 July 2024



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**Council Forum Meeting Notes  
10 July 2024**

**Preface**

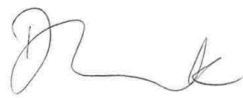
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

At the next Ordinary Meeting of Council the Notes will be received, subject to any amendments made by the Council. The "Received" Notes are then signed off by the Presiding Person.

Please refer to the Ordinary Council meeting agenda and minutes for further information and details in relation to the matters and items discussed at the Forum meeting.

**Unconfirmed Notes**

These notes were approved for distribution on 12 July 2024.



**DEBBIE TERELINCK  
CHIEF EXECUTIVE OFFICER**

**Received Notes**

These notes were received at an Ordinary Meeting of Council held on 17 July 2024.

Signed: .....

*Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.*

Council Forum Meeting Notes  
10 July 2024



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Council Forum Meeting Notes  
10 July 2024



## 1 DECLARATION OF OPENING

The Shire President, C R Antonio, declared the meeting open at 5:30 pm.

## 2 ACKNOWLEDGEMENT OF COUNTRY

### 2.1 ACKNOWLEDGEMENT OF COUNTRY

President C R Antonio invited Cr J E G Williams to present the Acknowledgement to Country.

The Shire of Northam would like to acknowledge the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

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## 3 ATTENDANCE

### 3.1 ATTENDEES

**Council:**

Shire President	C R Antonio
Deputy Shire President	A J Mencshelyi
Councillors	J E G Williams
	M I Girak
	L C Biglin
	D A Hughes
	C M Poulton
	H J Appleton

**Staff:**

Chief Executive Officer	D Terelinck
Executive Manager Engineering Services	P D Devcic
Executive Manager Development Services	C B Hunt
Executive Manager Corporate Services	C J Young
Acting Executive Manager Community Services	J R Byers
Governance Coordinator	B Hadlow
Governance Officer	T P Van Beek

**Council Forum Meeting Notes  
10 July 2024**

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**Gallery:**

General Public

S Hart  
D Hughes  
J Mills

*One member of the Public Gallery entered the meeting at 5:31 pm.*

**3.2 APOLOGIES**

**Council:**

Councillor

M P Ryan

**3.3 APPROVED LEAVE OF ABSENCE**

Nil.

**3.4 ABSENT**

Nil.

Council Forum Meeting Notes  
10 July 2024



#### 4 DISCLOSURE OF INTEREST

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

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As defined in section 5.60B of the Local Government Act 1995, a person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

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Item Name	Item No.	Name	Type of Interest	Nature of Interest
Live Sheep Export Ban	13.1.1	Cr D A Hughes	Impartiality	A number of sheep farmers, shearers & shed hands and people carrying out work in the sheep industry are known to Cr Hughes.
		Cr C M Poulton	Impartiality	Cr Poulton knows people that farm sheep in the community.
Rates Exemption Application – 375 Fitzgerald Street, Northam	13.4.3	President C R Antonio	Impartiality	Operators of the business are known to President Antonio and have discussed this request in the past.
Application under F4.8 Rates Hardship – A11595	14.1	Cr D A Hughes	Impartiality	The applicant is known to Cr Hughes.

Council Forum Meeting Notes  
10 July 2024



**5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

Nil.

**6 PUBLIC QUESTIONS**

Nil.

**7 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil.

**8 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS**

**8.1 PETITIONS**

Nil.

**8.2 PRESENTATIONS**

Nil.

**8.3 DEPUTATIONS**

Nil.

**9 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**10 CONFIRMATION OF MINUTES**

**10.1 CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING  
HELD 19 JUNE 2024**

Nil.

**10.2 CONFIRMATION OF MINUTES FROM THE SPECIAL COUNCIL MEETING HELD  
10 JULY 2024**

Nil.

Council Forum Meeting Notes  
10 July 2024



**10.3 NOTES FROM THE COUNCIL FORUM MEETING HELD 10 JULY 2024**

Nil.

**11 ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY**

Nil.

**12 REPORTS OF COMMITTEE MEETINGS**

**12.1 COMMUNITY SAFETY COMMITTEE MEETING HELD 18 JUNE 2024**

Clarification was sought in relation to:

- Why the agenda report does not mention that the Community Safety Committee considered a recommendation to disband the Committee as a formal Committee of Council and reform as an Advisory Group?

*The Chief Executive Officer advised that item 13.5.2 of this agenda is in relation to the disbandment of the Community Safety Committee as a Committee of Council. The report will be amended to clearly show that the Committee was consulted regarding this process and supported the proposal.*

**13 OFFICERS REPORTS**

**13.1 CEO'S OFFICE**

*Cr D A Hughes declared an "Impartiality" interest in item 13.1.1 – Live Sheep Export Ban, as A number of sheep farmers, shearers & shed hands and people carrying out work in the sheep industry are known to Cr Hughes.*

*Cr C M Poulton declared an "Impartiality" interest in item 13.1.1 – Live Sheep Export Ban, as Cr Poulton knows people that farm sheep in the community.*

**13.1.1 Live Sheep Export Ban**

Nil.



Council Forum Meeting Notes  
10 July 2024



### 13.1.2 Delegated Authority Register Review 2024/25

Clarification was sought in relation to:

- How the Community Grants Committee will operate if we remove delegation C01, taking away their delegation to approve community grants?

*The Chief Executive Officer advised that the intention would be that the Community Grants Committee would continue to meet to review the community grant applications, however, as they would no longer have delegated authority to make decisions on the grants, they would be required to endorse their recommendations to Council for Council to make the decision.*

- Do we currently have 2 separate processes in relation to grant applications and considerations, 1 for Community Grants and 1 for grants to Progress Associations?

*The Chief Executive Officer confirmed that this is correct as they are different types of grants.*

## 13.2 ENGINEERING SERVICES

### 13.2.1 Avon Central Coast 2050 Cycling Strategy

Clarification was sought in relation to:

- In regards to the attached plan, is this a wholistic proposal and does the Shire decide when to do the outlined work?

*The Executive Manager Engineering Services confirmed that this is correct.*

- Is most of this work already planned?

*The Executive Manager Engineering Services confirmed that most of this work is already included in the Shire's Local Bike Plan, however this document is more of an overarching plan for the Avon Central Coast.*

- Are the paths all inclusive and accessible for wheelchairs?

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*The Executive Manager Engineering Services advised that typically the paths around the town sites are designed for all abilities, however, some trails that are designed for mountain biking for example may not be accessible for everyone due to the nature of the activity.*

- The attached plan includes a lot of short term actions, does the Shire have capacity to achieve this?

*The Executive Manager Engineering Services advised that it would be based on a triage type system where the paths/trails in most need of upgrading would be considered first. This document is not binding and is to be treated as a framework that provides direction for future investment.*

- What is the general life of the types of footpaths that are being proposed?

*The Executive Manager Engineering Services advised that this depends on a number of factors, but an undisturbed footpath could have a lifecycle of up to 40 years.*

### 13.3 DEVELOPMENT SERVICES

Nil.

### 13.4 CORPORATE SERVICES

#### 13.4.1 Accounts & Statements of Accounts – June 2024

Clarification was sought in relation to:

- On page 357 there is a transaction for \$2,999.00 for the Rec Centre – Capital Purchase, what is this for?

*The Executive Manager Corporate Services advised that this was for the purchase of a freestanding electric cooker due to the current cooker being beyond its useful life.*

- On the same page there is a payment for Northam BMX – Insurance Payment, what is this for?

*The Executive Manager Corporate Services advised that this was insurance for damage done to the BMX track during the last storm.*

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*The replacement was done, and this was a reimbursement from LGIS.*

- On page 362 there are transactions for Airport – Repairs, what were these and should the Shire be paying for the repairs or the lessees?

*The Executive Manager Corporate Services advised that this expenditure has been claimed on insurance and is related to damage to dome power supply pits. One of the transactions has been on-charged to the relevant person, however the other cannot be on-charged as it is unknown how the damage occurred.*

#### 13.4.2 Monthly Financial Report for the period ending 30 June 2024

Clarification was sought in relation to:

- Does the attachment indicate an 18% increase to income?

*The Executive Manager Corporate Services advised that this is correct. It is the early payment of 85% of the Financial Assistance Grant for 2024/25.*

- Will the deficit indicated in the attachment be the final figure or will this be determined at a later date?

*The Executive Manager Corporate Services advised that this figure is likely to change with the final figure to be determined at a later date.*

- On page 402, is this figure due to financial assistance grants?

*The Executive Manager Corporate Services confirmed this is correct and noted that this figure is not likely to change much.*

- On page 404 it indicates that we have only spent roughly 50% of the acquisition of assets budget, is this correct?

*The Executive Manager Corporate Services advised that this figure is based only on what has been invoiced to date. There are a number of financial commitments for projects that are still expected to come through in the order of \$1.5M.*

- On Page 405, is the large difference between the budget and actual figure for Sale Proceeds because of the non-sale of 116 Peel Terrace in this financial year?

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*The Executive Manager Corporate Services confirmed that this is correct.*

*President C R Antonio declared an "Impartiality" interest in item 13.4.3 – Rates Exemption Application – 375 Fitzgerald Street, Northam, as operators of the business are known to President Antonio and have discussed this request in the past.*

**13.4.3 Rates Exemption Application – 375 Fitzgerald Street, Northam**

Clarification was sought in relation to:

- The report states that the requested exemption is for the length of the lease, how long is the lease agreement?

*The Executive Manager Corporate Services advised that the lease for this organisation ends in August 2027 and includes an optional 5 year extension.*

- How many rate exemption properties do we have in the Shire of Northam?

*The Executive Manager Corporate Services advised that the exact number of properties is not known at this time, however it includes churches, schools, government agencies and the Red Cross and Salvation Army buildings.*

**13.4.4 Rates Exemption Application – 131 & 133 Duke Street, Northam**

Clarification was sought in relation to:

- Has an exemption application been presented to Council previously for this organisation?

*The Executive Manager Corporate Services advised that other applications have been presented to Council relating to this organisation, but not this property.*

- Do they charge rent on this property?

*The Executive Manager Corporate Services advised that it is understood that rent is charged and may be in line with the Department of Housing processes.*

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### 13.5 COMMUNITY SERVICES

#### 13.5.1 Access and Inclusion Plan

Clarification was sought in relation to:

- The statistics for residents living with disabilities in the Shire of Northam on page 472 seems quite high, is this correct?

*The Acting Executive Manager Community Services advised that the statistics shown in the report have been taken from the latest Census data which is understood to be accurate.*

- Point 6 on page 471 states that “Both internal and external diverse people have the same opportunities as other people to participate in any public consultation (unless specified by local government), conducted by the Shire of Northam”, when would the “(unless specified by local government)” apply?

*The Acting Executive Manager Community Services advised that this would apply in situations where the local government has specified that staff members are not eligible to receive incentives that may be offered as part of community consultation.*

- Do we have any plans regarding implementing a “Changing Place” toilet facility, which would include adult changing tables?

*The Acting Executive Manager Community Services advised that this was not currently included in the Plan however it is something that can be considered.*

*The Chief Executive Officer confirmed that an action can be included in the Plan to investigate opportunities to attract funding to have a Changing Place facility in the Shire of Northam.*

#### 13.5.2 Consideration of the Community Safety Committee becoming an Advisory Group

Clarification was sought in relation to:

- In the Terms of Reference, it still lists Bridgely Church of Christ as a member, however the committee have previously moved to remove this group as a sitting member, is there a reason they are included again?

*The Acting Executive Manager Community Services advised that it is possible that a previous version of the document may have*

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been used. This will be corrected for the Ordinary Council meeting.

**14 MATTERS BEHIND CLOSED DOORS**

**RECOMMENDATION / COUNCIL DECISION**

Minute No: C.5065

Mover: Cr A J Mencshelyi

Seconder: Cr H J Appleton

That Council, in accordance with section 11.1(i) of the Shire of Northam Standing Orders Local Law 2018 and Section 5.23 (2) (A) of the Local Government Act 1995, meet behind closed doors to consider agenda item 14.1 Application under F4.8 Rates Hardship – A11595, as it relates to the personal affairs of any person.

**CARRIED 8/0**

**For:** President C R Antonio, Cr A J Mencshelyi, Cr J E G Williams, Cr M I Girak, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton and Cr H J Appleton.

**Against:** Nil.

Members of the Public Gallery left the meeting at 6:09 pm.

Cr Hughes declared an "Impartiality" interest in item 14.1 – Application under F4.8 rates Hardship – A11595, as the applicant is known to Cr Hughes.

**14.1 APPLICATION UNDER F4.8 RATES HARDSHIP – A11595**

Please refer to the Confidential Addendum.

**RECOMMENDATION / COUNCIL DECISION**

Minute No: C.5066

Mover: Cr A J Mencshelyi

Seconder: Cr H J Appleton

That Council move out from behind closed doors.

**CARRIED 8/0**

**For:** President C R Antonio, Cr A J Mencshelyi, Cr J E G Williams, Cr M I Girak, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton and Cr H J Appleton.

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**Against:** *Nil.*

*Members of the Public Gallery returned to the meeting at 6:14 pm.*

**15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

*Nil.*

**16 URGENT BUSINESS APPROVED BY DECISION**

*Nil.*

**17 DECLARATION OF CLOSURE**

There being no further business, the Shire President, C R Antonio, declared the meeting closed at 6:15 pm.

**11 ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY**

**12 REPORTS OF COMMITTEE MEETINGS**

**12.1 COMMUNITY SAFETY COMMITTEE MEETING HELD 18 JUNE 2024**

**Receipt of Minutes:**

**RECOMMENDATION**

**That Council RECEIVES the minutes from the Community Safety Committee meeting held on 18 June 2024.**

**Adoption of Recommendations:**

**RECOMMENDATION**

**That Council:**

- 1. ACCEPTS the Community Safety & Crime Prevention Plan update as provided.**
- 2. RECEIVES the agency updates as provided.**

The minutes for the Community Safety Committee Meeting were provided to Council separately. The minutes can be found on the Council's website:

[www.northam.wa.gov.au](http://www.northam.wa.gov.au)



## 13 OFFICER REPORTS

### 13.1 CEO'S OFFICE

Cr D A Hughes declared an "Impartiality" interest in item 13.1.1 – Live Sheep Export Ban, as A number of sheep farmers, shearers & shed hands and people carrying out work in the sheep industry are known to Cr Hughes.

Cr C M Poulton declared an "Impartiality" interest in item 13.1.1 – Live Sheep Export Ban, as Cr Poulton knows people that farm sheep in the community.

#### 13.1.1 Live Sheep Export Ban

<b>File Reference:</b>	1.3.3.5
<b>Reporting Officer:</b>	Debbie Terelinck (Chief Executive Officer)
<b>Responsible Officer:</b>	Debbie Terelinck (Chief Executive Officer)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

The Federal Government has imposed legislation known as the Export Control Amendment (Ending Live Sheep Exports by Sea) Bill 2024 that will prohibit export from Australia of live sheep by sea on or after 1 May 2028.

This legislation has potential economic and other impacts for the community of the Shire of Northam. Council endorsement is sought to express concerns to the Federal Government on the potential impacts to the Shire of Northam community.

#### ATTACHMENTS

1. Support Live Sheep Exports from WA [**13.1.1.1** - 4 pages]

#### A. BACKGROUND / DETAILS

The Federal Government has introduced the Export Control Amendment (Ending Live Sheep Exports by Sea) Bill 2024 into Parliament that will prohibit export from Australia of live sheep by sea on or after 1 May 2028.

Concern has been expressed by other Local Governments, particularly in the Wheatbelt and Great Southern region about the potential economic and

other impacts of this legislation on their communities. A joint position statement developed by the Shire of Pingelly (refer Attachment 13.1.3.1) outlines concerns in relation to the potential economic, population, community and sheep welfare impacts of the legislation. It is considered that the concerns outlined have the potential to impact the Shire's community in a similar manner to other communities that rely on the sheep export industry.

The Shire of Northam was provided the opportunity to be a signatory to the Local Government Joint Position Statement however declined as Council had not considered this matter. Given that this is a topical issue and is likely to remain so for a considerable period of time, the matter is being presented for Council consideration.

## B. CONSIDERATIONS

### B.1 Strategic Community / Corporate Business Plan

Performance Area: Prosperity.

Outcome 10: An attractive destination for investors, business and visitors; helping to grow the economy and local jobs.

Objective 10.1: Pursue economic growth, innovation and diversification.

Priority Action: Nil.

### B.2 Financial / Resource Implications

Nil

### B.3 Legislative Compliance

Nil

### B.4 Policy Implications

There is no existing Policy that is relevant to this matter.

### B.5 Stakeholder Engagement / Consultation

Nil

### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A		
Health & Safety	N/A		
Reputation	The Shire of Northam taking a political stance on a Federal	Minor (2) x Possible (3) = Moderate (6)	The Shire is expressing concerns about the impact of

	Government matter.		legislation on the local community rather than taking a political stance.
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

### B.7 Natural Environment Considerations

Nil

### C. OFFICER'S COMMENT

While it is acknowledged that the proposed change is to Federal Government legislation that does not involve Local Government and there has been no community requests to date for the Shire to consider this matter, it is envisaged, based on the attached joint position statement, that there could be adverse economic and other impacts for the Shire of Northam community.

Given this, it is recommended that Council consider writing to the Federal Government expressing concerns about the potential economic and other impacts that the Export Control Amendment (Ending Live Sheep Export by Sea) Bill 2024 may have on the Shire of Northam community.

As this is likely to be an issue that will impact the communities of surrounding Shires, it is also being recommended that the matter be considered at the Avon Regional Organisation of Councils.

#### RECOMMENDATION

##### That Council:

1. **ENDORSES** representations being made to the Federal Government expressing concerns in relation to the potential economic and other impacts that the Export Control Amendment (Ending Live Sheep Export by Sea) Bill 2024 may have on the Shire of Northam community; and
2. **REQUESTS** that this matter be considered at the next meeting of the Avon Regional Organisation of Councils.

## Local Government Joint Position Statement

### Support for farmers and live sheep exports from WA

#### Economic Impact – Live Sheep Export Industry

The hurt caused by this proposal appears to be underestimated as only the direct impacts on the live sheep export are considered. The \$77 million industry to be banned only considers a proportion of the cost to Western Australian rural communities. Based on REMPLAN analysis, a direct decrease in output of \$77 million it is estimated that the demand for intermediate goods and services would fall by \$52.040 million. This represents a Type 1 Output multiplier of 1.676.

These supply-chain effects include multiple rounds of flow-on effects, as servicing sectors decrease their own output and demand for local goods and services in response to the direct change to the economy. The decreases in direct and indirect output would typically correspond to the loss of jobs in the economy. Corresponding to this change in employment would be a decrease in the total of wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure is captured in the local economy. The consumption effects under this scenario are estimated at \$24.631 million. Total output, including all direct, supply-chain and consumption effects is estimated to decrease by up to \$153.671 million. This represents a Type 2 Output multiplier of 1.996.

The corresponding loss of direct jobs is estimated at 55 jobs. From this direct contraction in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in the loss of a further 78 jobs. This represents a Type 1 Employment multiplier of 2.418.

The decrease in direct and indirect output and the corresponding loss of jobs in the economy are expected to result in a decrease in the wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure is captured in the local economy. The consumption effects under this scenario are estimated to further reduce employment by 60 jobs. Total employment, including all direct, supply-chain and consumption effects is estimated to decrease by up to 193 jobs. This represents a Type 2 Employment multiplier of 3.509.

The corresponding decrease in direct value-added is estimated at \$27.416 million. From this direct contraction in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in a further decrease to value-added of \$21.357 million. This represents a Type 1 Value-added multiplier of 1.779.

The decrease in direct and indirect output and the corresponding reduction of jobs in the economy are expected to result in a decrease in the wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure is captured in the local economy. The consumption effects under this scenario are expected to further reduce value-added by \$12.967 million. Total value-added, including all direct, supply-chain and consumption effects is estimated to decrease by up to \$61.740 million. This represents a Type 2 Value-added multiplier of 2.252.

**Direct and indirect impact of live sheep export industry ban**

	Direct Effect	Supply-Chain Effect	Consumption Effect	Total Effect
Output (\$M)	-\$77	-\$52	-\$24.6	-\$153.6
Employment (Jobs)	-55	-78	-60	-193
Wages and Salaries (\$M)	-\$9.5	-\$9.5	-\$5.2	-\$24.3
Value-added (\$M)	-\$27.4	-\$21.4	-\$12.9	-\$61.7

The REMPLAN analysis demonstrates that the real impact of this ban is an annual contraction of the Western Australian economy by \$153,671,000 and the loss of 193 regional jobs.

**Economic Impact – Wool Industry**

The ban on the live sheep export industry will have the unintended consequence of significantly impacting the wool industry. The wool industry in Western Australia had a gross value of \$655 million in 2021/22, 49% of the total contribution of the sheep industry.

The live sheep export industry does not exist in isolation. The collapse of the wool reserve price scheme in 1991 led to a shift to a dual purpose flock focussing on meat and wool production rather than being a wool dominant industry. The sheep grown for the live sheep export industry are generally Merino sheep as they are highly suitable as a dual purpose flock. Merino sheep are renowned for producing high quality wool and their meat is preferred by the export markets.

Over 95% of the wool produced in WA is from Merino sheep. As the ban on the live sheep export industry takes effect, dual purpose flocks will no longer be viable. It is anticipated that many farmers will no longer run sheep and those that do will switch to cross breeds which are suitable for packaged meat. These cross breeds lambs generally are sold at 6 months, creating only a limited opportunity for wool growth. This is poorer quality wool. The ban will place the 95% of the Western Australian wool industry at risk. The implications of this have been analysed by REMPLAN are summarised in the below table.

**Direct and indirect impact of live sheep export industry ban on the wool industry in WA**

	Direct Effect	Supply-Chain Effect	Consumption Effect	Total Effect
Output (\$M)	-\$622.2	-\$325.8	-\$128	-\$1,076
Employment (Jobs)	-1,179	-636	-314	-2,129
Wages and Salaries (\$M)	-\$43.8	-\$55.5	-\$26.9	-\$126.2
Value-added (\$M)	-\$293.5	-\$134.7	-\$67.4	-\$495.6

The effect of both the loss of the live sheep industry and 95% of the wool industry will be substantial. The total effect will be a loss 2,322 jobs, and a loss of more than \$1.2 billion from the Western Australian economy annually. This loss has started to be priced into the economy gradually, meaning that this proposed bill already had had a chilling impact on the local economy and community.

**Population Impact**

The sheep producing areas of Western Australia have been impacted by drought over the last 5 years. These droughts significantly impact farmers and the whole of the rural communities. It is anticipated that there will be a greater number, and more severe droughts and severe weather events in the future. During these years, mixed farming has provided the diversity and resilience for small farmers to survive. The live sheep export ban will make these small farms less sustainable during drought years, and it is anticipated that they will be bought by larger holdings. This directly reduces the population of rural areas.

This population impact is in addition to the wider economic impact which also will have a population reduction effect.

### **Community Impact**

Many regional towns are at a tipping point. Banning one of the industries that provides employment for the area will lower this even further, with significant human cost. Even a small loss in economic vitality has an outsized impact within small rural communities. The economic impact and also the population impact both means that families move out of the rural communities. The loss of 2 - 3 jobs in a community, therefore 2 – 3 families in the community, may mean a loss of services, commencing a negative slide for the entire community. For example, a loss of a 3 or 4 students to a school may mean a consequential loss funding for teachers from the school, making the town less attractive to residents. Other examples of services that may be impacted include Services Australia branches, hospitals, banks, IGA, café, service stations etc. This ban risk services being further consolidated to regional centres, Perth or provided online only.

### **First Nation and CALD People Impact**

The sheep industry is labour intense. While figures are unavailable, a large proportion of these labourers are First Nation people and culturally and linguistically diverse (CALD) people. This proposed ban would undermine the efforts of countless people at all levels to bring justice and equality to our First Nations Peoples and would perpetuate institutional racism in our country.

The Royal Commission into Aboriginal Deaths in Custody (RCIADIC) found that the Aboriginal population was grossly over-represented in custody. It noted that:

*Aboriginal people are in gross disproportionate numbers, compared with non-Aboriginal people, in both police and prison custody and it is this fact that provides the immediate explanation for the disturbing number of Aboriginal deaths in custody.*

*The RCIADIC looked at indicators of disadvantage that contributed to this disproportionate representation, including that 'Aboriginal people were dispossessed of their land without benefit of treaty, agreement or compensation.*

*Other indicators identified by the RCIADIC were the economic position of Aboriginal people, the health situation, their housing requirements, their access or non-access to an economic base including land and employment, their situation in relation to education; the part played by alcohol and other drugs—and its effects.*

*Over the 26 years since the RCIADIC, multiple resources have been dedicated to remedying the factors identified by the RCIADIC and to reducing the disproportionate incarceration of Aboriginal and Torres Strait Islander peoples.*

*However, in 2016, Aboriginal and Torres Strait Islander people were 12.5 times more likely to be in prison than non-Indigenous people, and Aboriginal and Torres Strait Islander women were 21.2 times more likely to be in prison than non-Indigenous women.*

Banning an industry that employs First Nation and CALD people at considerably higher rates than the national average further institutionalises disadvantage and exasperates the existing injustices of First Nation people's non-access to an economic base leading to higher incarceration rates.

It is notable that none of the Federal transition support package has been designated for direct impact of this ban on First Nation and CALD people.

### **Capital City Impact**

The population of Australia's capital cities grew over 500,000 (3%) in the year ending June 2023, the largest annual growth recorded by the Australian Bureau of Statistics (ABS). Population growth is one of the factors which is causing the current housing crisis. The Federal government and opposition both have proposals to manage this population through limiting immigration.

In Perth the population grew by 81,318 (3.6%). The net migration from other places within Australia to Perth in the year to June 2023 was 10,658 people. This will accelerate if the ban on the live sheep export industry proceeds, fuelling the current housing crisis.

### **Sheep Welfare Impact**

The live sheep export industry is highly regulated, resulting in high standards of welfare for sheep. There has been controversy over these standards and calls to strengthen the regulations to provide for increased welfare for sheep. The industry continues to make significant advances in ensuring the welfare of animals during transportation, including improved vessel design, ventilation systems, feed management and monitoring. Regular inspections and stringent compliance measures have been implemented to ensure the highest standards of animal welfare are upheld.

Banning the live sheep export industry in Australia will mean that the demand will be met from other countries which are unlikely to have these high standards. While the live sheep export industry still exists in Australia, there is opportunity to increase the welfare for sheep. If the ban proceeds, the welfare of the sheep will be significantly reduced.

### **Conclusion**

The removal of an entire industry in banning the live sheep export without providing a replacement industry is hurtful to the farmers, the local community and the whole of Western Australia. This is similar to the withdrawal of support to the car manufacturing industry which, almost 10 years on, still has a lasting impact upon those communities.

Reflecting upon these arguments, it is considered legislation should be informed by those impacted by them. In this case, legislation is being proposed which impacts the livelihood of rural people and communities, by largely people outside these communities. This leads to a mismatch between the legislation and local social values.

The effect of both the loss of the live sheep industry and 95% of the wool industry will be substantial. The total effect will be a loss 2,322 jobs, and a loss of more than \$1.2 billion from the Western Australian economy annually. Many of the people that will lose their jobs will be First Nation and CALD people. This will perpetuate the vicious cycle of disadvantage that they currently experience.

The economic loss has started to be priced into the economy gradually, meaning that this proposed bill already has had a chilling impact on the local economy and community.

Added to the economic impact is the population and services loss within rural communities. This will have a devastating cumulative impact on rural communities already doing it tough.

All of these impacts will achieve nothing as live sheep industry will be replaced by exports from other countries which do not have comparable comprehensive animal welfare standards. This ban will negatively impact on animal welfare and devastate rural communities.

### 13.1.2 Delegated Authority Register Review 2024/25

<b>File Reference:</b>	2.3.1.6
<b>Reporting Officer:</b>	Britt Hadlow (Governance Coordinator)
<b>Responsible Officer:</b>	Debbie Terelinck (Chief Executive Officer)
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Absolute Majority
<b>Press release to be issued:</b>	No

#### BRIEF

The Shire's Delegated Authority Register was reviewed in June 2024, however, it had been identified that a further review was required due to a complete overhaul of the Register being required to bring it into line with the WALGA model template and current legislation.

#### ATTACHMENTS

1. Delegated Authority Register 2024-25 [**13.1.2.1** - 196 pages]

#### A. BACKGROUND / DETAILS

In accordance with the *Local Government Act 1995*, a local government may delegate to the Chief Executive Officer (CEO) any of its powers or the discharge of any of its duties under the Act, other than those prescribed under s.5.43 (Limits on delegations to CEO).

All delegations made by Council must be by an Absolute Majority as prescribed by s.5.42 which legislates Council's ability to delegate functions to the CEO and s.5.44 also allows the CEO to delegate to any employee the exercise of any of the CEO's powers or discharge of duties.

When the review of the Register commenced in early May 2024, the model template provided and regularly updated by WALGA was compared to the Shire's Delegation Register that was adopted in 2023.

Due to the significant difference between the version of the Delegation Register that the Shire had implemented and the WALGA template model, it was determined to adopt the current version to remain compliant with the review provisions in the *Local Government Act 1995*, which requires the Delegation Register to be reviewed at least once every financial year.



Staff, Executive and Councillors have undergone training in Delegated Authority requirements to assist with the review and implementation of the new version of the Delegation Register (Attachment 13.1.1.1).

## B. CONSIDERATIONS

### B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance. Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action: Nil.

### B.2 Financial / Resource Implications

Due to the nature of the work being carried out, a Governance consultant was engaged to assist with the review process, and provide training to staff, Executive and Councillors.

The cost is being covered from the existing consultancy budget.

### B.3 Legislative Compliance

*Local Government Act 1995*

s.5.16 - Delegation of some powers and duties to certain committees

s.5.42 - Delegation of some powers and duties to CEO

s.5.43 - Limits on delegations to CEO

s.5.44 - CEO may delegate powers and duties to other employees

s.5.46 - Register of, and records relevant to, delegations to CEO and employees

*Local Government (Administration) Regulations 1996*

r.18G - Delegations to CEOs, limits on (Act s. 5.43)

r.19 - Delegates to keep certain records (Act s. 5.46(3))

### B.4 Policy Implications

It has been recommended by the Governance consultant assisting with the review of the Delegation Register that once the new version of the Register has been implemented that a review current Policies is undertaken to ensure there are Policies connected to each Delegation.

The reason for this is to ensure the duties, responsibilities and processes for each delegation are clearly documented.

### B.5 Stakeholder Engagement / Consultation

An external Governance consultant has been engaged to assist with the review of the Delegation Register.

## B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Nil.		
Reputation	Lack of appropriate Delegated Authority means the CEO or sub delegates are unable to make decisions in a timely manner.	Possible (3) x Medium (3) = Moderate (9)	Council considers adopting the Officer's Recommendation.
Service Interruption	The CEO and sub-delegates are unable to carry out operational duties due to lack of delegated authority.	Possible (3) x Medium (3) = Moderate (9)	Council considers adopting the Officer's Recommendation.
Compliance	The Delegated Authority Register remains unchanged, meaning many delegations are not included, or unnecessary.	Possible (3) x Medium (3) = Moderate (9)	Council considers adopting the Officer's Recommendation.
Property	Nil.		
Environment	Nil.		

## B.7 Natural Environment Considerations

Nil.

## C. OFFICER'S COMMENT

There has been a significant amount of work that has gone into developing the new Delegated Authority Register:

1. All delegations are now confirmed to have a head of power that requires delegation to the CEO under the *Local Government Act 1995* s.5.42 to provide effective, legal and timely decision making; and

2. Delegations that were included in the previous Delegation Register either had no head of power or did not require a delegation to carry out the function have been removed.

As the new Delegation Register is modelled off the WALGA Template, future reviews will be easier to manage as the WALGA Model Template is updated as new delegations are legislated. This will mean there is less likelihood of unnecessary or incorrect delegations being incorporated into the Register, or important delegations being missed.

The review of the Delegation register included assessing the current delegations and determining:

1. Which delegations could be carried over from the current version.
2. Which delegations could be removed.
3. Reviewing potential new delegations that are relevant to the Shire of Northam for effective decision making.
4. Determining appropriate sub delegates (if applicable) and;
5. Determining appropriate conditions on the function being carried out on both the CEO and Sub Delegates.

It is noted that Council has the ability to recommend to change or revoke any delegations as listed below, either now or at any point in the future, with the exception of delegations by the State Government to local government.

Certain functions of the State Government have been delegated to local governments or staff of those local governments. Some delegations may be direct to the CEO of the local government meaning that the Council of a local government does not have a role in making that decision. These delegations are included in the Delegation Register for Council & staff reference; however, they are unable to be amended or changed by Council (Section 11 of Attachment 13.1.1.1).

An overview of delegations that have been included in the delegation register have been included below. To view the current Delegation Register please [click here](#):

<b>Overview of Recommended Delegations 2024/25</b>		
<b>Delegation No.</b>	<b>Delegation Name</b>	<b>Comment</b>
<b>1 LOCAL GOVERNMENT ACT 1995 DELEGATIONS</b>		
1.1	<i>Council to Committees of Council</i>	
	Nil.	[Please see note in table of removed delegations]
1.2	<i>Council to CEO</i>	

1.2.1	Authorise a Persons to Perform Specified Functions under the Local Government Act 1995	A06 - Carried over
1.2.2	Performing Functions Outside the District	New Delegation
1.2.3	Compensation - Damage Incurred when Performing Executive Functions	New Delegation
1.2.4	Powers of Entry	New Delegation
1.2.5	Declare Vehicle is Abandoned Vehicle Wreck	R03 – Carried over
1.2.6	Confiscated or Uncollected Goods	A03 - Carried over
1.2.7	Disposal of Sick or Injured Animals	R02 – Carried over
1.2.8	Close Thoroughfares to Vehicles	E01 – Carried over
1.2.9	Obstruction of Footpaths and Thoroughfares	B08 – Carried over
1.2.10	Gates Across Public Thoroughfares	E03 – Carried over
1.2.11	Public Thoroughfare – Dangerous Excavations	E07 – Carried over
1.2.12	Crossing – Construction, Repair and Removal	E04 – Carried over
1.2.13	Private Works on, over or under Public Places	New Delegation
1.2.14	Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift	New Delegation
1.2.15	Expressions of Interest for Goods and Services	F04 – Carried over
1.2.16	Tenders for Goods and Services – Call Tenders	F04 – Carried over
1.2.17	Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options	F04 – Carried over
1.2.18	Tenders for Goods and Services - Exempt Procurement	F04 – Carried over
1.2.19	Panels of Pre-Qualified Suppliers for Goods and Services	New Delegation
1.2.20	Application of Regional Price Preference Policy	F04 – Carried over

1.2.21	Renewal or Extension of Contracts during a State of Emergency	New Delegation
1.2.22	Procurement of Goods or Services required to address a State of Emergency	New Delegation
1.2.23	Disposing of Property (Tender, Auction, Private Treaty, Lease or Licence)	F02 – Carried over
1.2.24	Acquisition of Interest in Land by Lease or other Short Term Instrument	New Delegation
1.2.25	Payments from the Municipal or Trust Funds	F01 – Carried over
1.2.26	Defer, Grant Discounts, Waive or Write Off Debts.	F05 – Write off/Waive Fees or Debts
1.2.27	Power to Invest and Manage Investments	New Delegation
1.2.28	Rate Record Amendment	New Delegation
1.2.29	Agreement as to Payment of Rates and Service Charges	New Delegation
1.2.30	Determine Due Date for Rates or Service Charges	New Delegation
1.2.31	Recovery of Rates or Service Charges	F03 – Carried over
1.2.32	Recovery of Rates Debts – Require Lessee to Pay Rent	New Delegation
1.2.33	Recovery of Rates Debts - Actions to Take Possession of Unoccupied Land	New Delegation
1.2.34	Rate Record – Objections	New Delegation
1.2.35	Affixing of Common Seal & Signing Documents	A01 - Carried over
1.2.36	Extend Time for Lodging an Objection	New Delegation
1.3	<i>CEO to Employees</i>	
1.3.1	Determine if an Emergency for Emergency Powers of Entry	New Delegation
1.3.2	Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	E07 – Carried over
1.3.3	Determine and Manage Conditions on Permission for Dangerous Excavations on or on	E07 – Carried over

	land adjoining Public Thoroughfares	
1.3.4	Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places	New Delegation
1.3.5	Electoral Enrolment Eligibility Claims and Electoral Roll	New Delegation
1.3.6	Destruction of Electoral Papers	New Delegation
1.3.7	Information to be Available to the Public	New Delegation
1.3.8	Financial Management Systems and Procedures	New Delegation
1.3.9	Audit – CEO Review of Systems and Procedures	New Delegation
1.3.10	Infringement Notices	New Delegation
1.4	<i>Local Law Delegations to the CEO</i>	
1.4.1	Shire of Northam Local Law Administration	A05 – Carried over
<b>2 BUILDING ACT 2011 DELEGATIONS</b>		
2.1	<i>Council to CEO</i>	
2.1.1	Grant or Refuse a Building Permit	B01 – Carried over
2.1.2	Grant or Refuse Demolition Permits	B02 – Carried over
2.1.3	Grant Occupancy Permits or Building Approval Certificates	B04 – Carried over
2.1.4	Designate Employees as Authorised Persons	New Delegation
2.1.5	Designate Contractors as Authorised Persons (Inspectors)	New Delegation
2.1.6	Building Orders	B05 – Carried over
2.1.7	Inspection and Copies of Building Records	New Delegation
2.1.8	Authorise persons to commence proceedings	B06 – Carried over
2.1.9	Referrals and Issuing Certificates	New Delegation
2.1.10	Private Pool Barrier – Alternative and Performance Solutions	New Delegation
2.1.11	Smoke Alarms – Alternative Solutions	New Delegation
2.1.12	Appoint approved officers and authorised officers	A06 - Carried over
<b>3 BUSH FIRES ACT 1954 DELEGATIONS</b>		

3.1	<i>Council to CEO, Mayor and Bush Fire Control Officer</i>	
3.1.1	Make Request to FES Commissioner – Control of Fire	New Delegation
3.1.2	Prohibited Burning Times - Vary	O02 – Carried over
3.1.3	Prohibited Burning Times – Control Activities	New Delegation
3.1.4	Restricted Burning Times – Vary and Control Activities	New Delegation
3.1.5	Control of Operations Likely to Create Bush Fire Danger	New Delegation
3.1.6	Burning Garden Refuse / Open Air Fires	New Delegation
3.1.7	Firebreaks	O01 – Carried over
3.1.8	Appoint Bush Fire Control Officer/s and Fire Weather Officer	O05 – Carried over
3.1.9	Control and Extinguishment of Bush Fires	New Delegation
3.1.10	Recovery of Expenses Incurred through Contraventions of this Act	New Delegation
3.1.11	Prosecution of Offences	O03 – Carried over
<b>4 CAT ACT 2011 DELEGATIONS</b>		
4.1	<i>Council to CEO</i>	
4.1.1	Cat Registrations	New Delegation
4.1.2	Cat Control Notices	New Delegation
4.1.3	Approval to Breed Cats	New Delegation
4.1.4	Recovery of Costs – Destruction of Cats	New Delegation
4.1.5	Authorise a person to perform Specified functions under the Cat Act 2011	New Delegation
4.1.6	Applications to Keep Additional Cats	R01 – Carried over
4.1.7	Reduce or Waiver Registration Fee	New Delegation
4.2	<i>Cat Act Delegations - CEO to Employees</i>	
4.2.1	Infringement Notices – Extensions and Withdrawals	New Delegation
<b>5 DOG ACT 1974 DELEGATIONS</b>		
5.1	<i>Dog Act Delegations Council to CEO</i>	
5.1.1	Appoint Registration Officer	New Delegation

5.1.2	Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons	New Delegation
5.1.3	Refuse or Cancel Registration	New Delegation
5.1.4	Grant Exemption as to Number of Dogs Kept at Premises	R01 – Carried over
5.1.5	Kennel Establishments	New Delegation
5.1.6	Recovery of Moneys Due Under this Act	New Delegation
5.1.7	Dispose of or Sell Dogs Liable to be Destroyed	New Delegation
5.1.8	Declare Dangerous Dog	New Delegation
5.1.9	Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	New Delegation
5.1.10	Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	New Delegation
5.1.11	Determine Recoverable Expenses for Dangerous Dog Declaration	New Delegation
5.1.12	Appoint a person to carry out the order of the State Administrative Tribunal	New Delegation
<b>6 FOOD ACT 2008 DELEGATIONS</b>		
6.1	<i>Council to CEO</i>	
6.1.1	Determine Compensation	New Delegation
6.1.2	Prohibition Orders and Certificates of Clearance	New Delegation
6.1.3	Food Business Registrations	New Delegation
6.1.4	Appoint Authorised Officers and Designated Officers	A06 - Carried over
6.1.5	Debt Recovery and Prosecutions	New Delegation
6.1.6	Abattoir Inspections and Fees	New Delegation
6.1.7	Food Businesses List – Public Access	New Delegation
<b>7 GRAFFITI VANDALISM ACT 2016 DELEGATIONS</b>		
7.1	<i>Council to CEO</i>	
7.1.1	Give Notice Requiring Obliteration of Graffiti	New Delegation
7.1.2	Notices – Deal with Objections and Give Effect to Notices	New Delegation
7.1.3	Obliterate Graffiti on Private Property	New Delegation



7.1.4	Powers of Entry	New Delegation
<b>8 PUBLIC HEALTH ACT 2016 DELEGATIONS</b>		
8.1	<i>Council to CEO</i>	
8.1.1	Appoint Authorised Officer or Approved Officer (Asbestos Regs)	A06 - Carried over
8.1.2	Enforcement Agency Reports to the Chief Health Officer	New Delegation
8.1.3	Designate Authorised Officers	A06 - Carried over
8.1.4	Dealing with Seized Items	New Delegation
8.1.5	Appoint Designated Officer – Information Sharing	New Delegation
<b>9 PLANNING AND DEVELOPMENT ACT 2005 DELEGATIONS</b>		
9.1	<i>Council to CEO</i>	
9.1.1	Illegal Development	P07 – Carried over
9.1.2	Determination of Single House Applications, and Associated Developments	New Delegation
<b>10 LOCAL PLANNING SCHEME NO. 6 DELEGATIONS</b>		
10.1	<i>Council to CEO</i>	
10.1.1	Planning Determinations	P03 - Carried over
10.1.2	Waiver of Application Fees – Development Applications	New Delegation
10.1.3	Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval.	P09 – Carried over
<b>11 STATUTORY AUTHORISATIONS AND DELEGATIONS TO LOCAL GOVERNMENT FROM STATE GOVERNMENT ENTITIES *</b>		
11.1	<i>Environmental Protection Act 1986</i>	
11.1.1	Noise Control – Environmental Protection Notices [Reg.65(1)]	New Delegation
11.1.2	Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events	New Delegation
11.1.3	Noise Management Plans – Construction Sites	New Delegation
11.2	<i>Planning and Development Act 2005</i>	

11.2.1	Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner	New Delegation
11.2.2	WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)	New Delegation
11.3	<i>Main Roads Act 1930</i>	
11.3.1	Traffic Management - Events on Roads	E02 – Carried over, however this is not a delegation of Council but rather a delegation of State Government.
11.3.2	Traffic Management – Road Works	New Delegation
11.4	<i>Road Traffic (Vehicles) Act 2012</i>	
11.4.1	Approval for Certain Local Government Vehicles as Special Use Vehicles	New Delegation

Below is a list of the delegations in the 2023/24 version of the Delegated Authority Register that have not been carried over to the new version of the document, and the justifications:

<b>Overview of Removed Delegations</b>		
<b>Delegation Number</b>	<b>Delegation Name</b>	<b>Justification</b>
<b>Administration</b>		
A02	Power to Remove & Impound Goods	Covered by 1.2.1 & 1.2.6
A04	Authority to undertake work on land not controlled by Council	Covered by 1.2.1
<b>Building</b>		
B03	Buildings – Further Grounds for Not Granting an application	Covered by 2.1.1
B07	Recover the Charge Imposed for Private Swimming Pool Inspections	Covered by 2.1.8
B08	Buildings - Extending the period of duration an Occupancy permit or a Building Approval Certificate	Covered by 2.1.3
B10	Buildings – Revoke Building Orders	Covered by 2.1.6

<b>Engineering</b>		
E05	Public Thoroughfares – Fixing or Altering Levels or Alignments or Drainage onto Adjoining Land	Condition of new 1.2.8
E06	Public Thoroughfares – Public Access & Plans – s3.52 (within designated Town sites)	This is a condition in the Act so not needed as a delegation
F06	Disposing of Property by Lease or Licence	Covered by 1.2.23
<b>Health</b>		
H01	Public Health Act 2016 and the Health (Miscellaneous Provisions) Act 1911 – Power or duty of the local government (enforcement agency) under any provision of these Acts	Broken down and covered by individual instruments in Public Health section (Section 8) in new Delegation Register.
H02	Food Act 2008 – Functions of enforcement agency	Broken down and covered by individual instruments in Food Act section (Section 6) in new Delegation Register.
<b>Planning</b>		
P01	Instruct Legal Action	Covered under 9.1.1
P02	Development Applications – Waiver of Requirement for Advertising	Advertising requirements are outlined in the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> s.64 and as such, a delegation is not required.
P04	Strata Titles – Certificate of Local Government	There is no provision to delegate under the <i>Strata Titles Act 1985</i> .  Delegations provided by State Government under the above-mentioned act has been done so under 11.2.2 (WA Planning Commission – Powers of Local Governments).
P05	Consent to the Lease of Common Property	There is no provision to delegate under the <i>Strata Titles Act 1985</i> .  Delegations provided by State Government under the

		above-mentioned act has been done so under 11.2.2 (WA Planning Commission – Powers of Local Governments).
P06	Advertising Signs	Covered under 10.1.1
P09	Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval	Delegation is not required to report to the WAPC.
P10	Advice to the Department for Lands Regarding Matters Associated with the <i>Land Administration Act 1997</i> .	Delegation isn't required as it is a requirement under the Act to provide such advice to the Minister.
P11	Advising other Regulatory Authorities	Delegation is not required to provide a response or advice to Regulatory Authorities.
P12	Appeals, Requests for Reconsideration	Delegation is not required, as this delegation states the CEO can respond to SAT in accordance with Council Decision or Policy.
<b>Properties</b>		
PR01	Notice Requiring Certain Things to be done by the Owner or Occupier of Land	Covered by 1.2.1
PR02	Authority to Issue s.39 & s.40 Certificates under the <i>Liquor Licensing Act 1988</i>	Delegation is not required as there is no power to delegate under this Act.
<b>Other</b>		
O04	Issuing of Licences, Approvals & Permits – Local Laws	Not a delegation, but rather a function of an Authorised Person.
<b>Delegations from Council to Committees</b>		
C01	<u>Community Grants Assessment Committee</u>  Receive, Assess and Determine Grant Applications for the Community Grant Scheme	Delegation is recommended to be removed; however the Community Grants Assessment Committee can continue to assess grant applications made and endorse recommendations for Council approval. This is because there is currently other community funding provided to Progress

		Associations and the intent is to streamline the review and approval process.
C02	<p><u>Audit and Risk Management Committee</u></p> <p>Authority to meet with the Shire's Auditor</p>	Delegation is recommended to be removed; however, the Audit & Risk Management Committee can continue to meet with the Auditor, all that is required is for Council to resolve the Committee to do so.

Some Delegations have been carried over from the 2023/24 version to the new Register, however, there have been some changes recommended which are outlined below:

<b>Overview of Amended Delegations</b>		
<b>Delegation Number</b>	<b>Delegation Name &amp; Officer Recommendation</b>	<b>Justification</b>
<b>Local Planning Scheme No. 6 Delegations</b>		
10.1.1	<p><b>Planning Determinations</b></p> <p><u>General Exclusions(a):</u> The development value limit for approval under delegation has been raised from \$4M to \$7M.</p> <p><u>Specific Exclusions and Exceptions for Minor Works etc.</u> The following exclusion has been removed:</p> <p>3. Applications for development approval for the types of land-use or development listed below may only be refused under delegated authority:</p> <ul style="list-style-type: none"> <li>i) Animal Establishment in other than the 'Rural' or 'Rural Smallholding' Zone;</li> <li>ii) Equestrian Activity in other than the 'Rural' or 'Rural Smallholding' Zone;</li> </ul>	<p>Due to the raise in cost of developments a new figure for development values that can be approved under delegation has been recommended.</p> <p>This condition has been recommended for removal due to being unnecessary.</p> <p>Any developments that may be considered contentious will generally be brought to Council.</p>

	<ul style="list-style-type: none"> <li>iii) Hotel (except for alterations and additions on existing licensed premises);</li> <li>iv) Industry – Extractive (except for minor modifications to existing approvals);</li> <li>v) Industry – Mining in other than the 'Rural' Zone;</li> <li>vi) Liquor Store (small and large) (except for minor modifications to existing approvals);</li> <li>vii) Motel in other than the 'Commercial' or 'Tourist' Zone (except for minor modifications to existing premises);</li> <li>viii) Night Club;</li> <li>ix) Restricted Premises;</li> <li>x) Tavern (except for minor modifications to existing premises);</li> <li>xi) Major new Telecommunications Infrastructure.</li> </ul>	
<b>Local Government Act 1995 Delegations</b>		
1.2.8	<p><b>Close Thoroughfares to Vehicles</b></p> <p>2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks.</p>	<p>The 3 month limitation has been removed as it is not required by legislation, and there is a requirement to advise surrounding properties of a thoroughfare closure.</p> <p>Any significant objections will require to be brought to Council.</p>
1.2.23	<p><b>Disposing of Property (Tender, Auction, Private Treaty, Lease or Licence)</b></p> <p><u>Council Condition on delegation:</u> b. In accordance with s.5.43, disposal of property, for any single</p>	<p>The disposal limit to dispose of has been changed from a limit of \$100,000 in the current version of the Delegation Register, to \$500,000 in the new</p>

	project or where not part of a project but part of a single transaction, is limited to a value of less than \$500,000.	register, however the delegated limit is at the discretion of Council.
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**RECOMMENDATION**

**That Council, BY ABSOLUTE MAJORITY, ENDORSES the Delegated Authority Register 2024/25 Revision 6.3 as presented in Attachment 13.1.2.1**

**ABSOLUTE MAJORITY OF 6 REQUIRED**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**  
**2024/25**

# **Delegated Authority Register**



**Delegation Register**  
Shire of Northam



## Version Control

<b>Amendments</b>			
<b>File Reference 2.3.1.6</b>			
<b>Meeting/Review Date</b>	<b>Resolution No</b>	<b>Delegation No</b>	<b>Revision No</b>
20/10/2010	C.1313	Complete	4.0
20/07/2011	C.1543	Complete/Minor	4.1
21/12/2011	C.1665	Complete	4.2
19/04/2012	CEO	Minor	4.3
25/07/2012	CEO	Minor	4.4
08/08/2012	C.1754	Minor	4.5
18/01/2013	CEO	Minor	4.6
19/06/2013	C.2069	Complete	4.7
16/07/2014	C.2242	Complete	4.8
17/06/2015	C.2458	Minor	4.9
15/06/2016	C.2724	Complete	5.0
21/06/2017	C.3059	Complete	5.1
20/06/2018	C.3383	Complete	5.2
19/06/2019	C.3687	Complete	5.3
30/03/2020	C.3912	F05 – Minor	5.4
15/04/2020	C.3923	P03 (minor) P14 (new) C01 (new)	5.5
17/06/2020	C.3955	Complete	5.6
20/05/2020	C.3936	F07 (new)	5.6a
16/09/2020	C.4034	F07 (revoked)	5.7
16/06/2021	C.4233	Complete	5.8
17/11/2021	C.4336	A06 Added	5.9
15/06/2022	C.4487	Minor review O06 (new)	6.0
21/06/2023	C.4767	Complete	6.1
19 June 2024	C.5050	Complete	6.2
17 July 2024		Adoption of the Model Template	6.3

Shire of Northam

**DELEGATION REGISTER**

Current as at 17 July 2024

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## Delegation Register

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# EXPLANATION NOTES

## General

Section 5.42 of the *Local Government Act 1995* allows a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act.

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of their powers to another employee, this must be done in writing. The Act allows the Chief Executive Officer to place conditions on any delegations if desired. The powers cannot, however, be further sub delegated.

Other legislation details the possibility of Council delegating to the CEO, other employees, or other persons, pursuant to the:

- *Building act 2011*
- *Bush fires act 1954*
- *Dog act 1974*
- *Cat act 2011*
- *Food act 2008*
- *Graffiti vandalism act 2016*
- *Public health act 2015*
- *Planning and development act 2005*

The purpose of this document is to detail which authorities have been delegated by Council to the Chief Executive Officer. The document also indicates delegations which the Chief Executive Officer intends to delegate to other staff, however this is for information/indication purposes only and may change from time to time at the discretion of the Chief Executive Officer. The register details the related document(s) where the power to delegate is derived from, which includes legislation and policies of the Council.

## Transfer of Authority Due to Absence

Where an Officer has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.

## Register of, and Records Relevant to, Delegations - Section 5.46

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

## Delegation Register

Shire of Northam



- 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.



**Delegation Register**  
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**1. Local Government Act 1995 Delegations**

**1 Local Government Act 1995 Delegations**

**1.1 Council to Committees of Council**

Nil.

## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2 Council to CEO

##### 1.2.1 Authorise a Persons to Perform Specified Functions under the Local Government Act 1995

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.3.24 Authorising persons under this Subdivision s.3.31 (2) General Procedure for entering property s.3.39(1) Power to remove and impound s.3.40A(1) Abandoned vehicle wreck may be taken s.9.24(1)(c) and (2)(b) Prosecutions, commencing  Local Government (Miscellaneous Provisions) Act 1960 s.449 Pounds, establishing; poundkeepers and rangers, appointing
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to authorise persons for the purposes of <i>Part 3, Division 3, Subdivision 2 – Certain provisions about land</i> - to exercise the Local Government's powers under s.3.25 to 3.27 inclusive, to issue and administer notices requiring certain things to be one by owner or occupier of land [s.3.24]</li> <li>2. Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)]</li> <li>3. Authority to authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding [s.3.39(1)].</li> <li>4. Authority to authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck [s.3.40A(1)].</li> <li>5. Authority to appoint fit and proper persons as poundkeepers or rangers [Misc.Prov.s.449].</li> <li>6. Authority to authorise persons to commence prosecutions for offences under the Local Government Act 1995 and any Local Laws made under the Local Government Act 1995 [s.9.24(1)(c) and (2)(b)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. A register of Authorisations is to be maintained as a Local Government Record.

## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

	<p>b. Only persons who are appropriately qualified and trained may be authorised to perform relevant functions.</p> <p>c. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.</p>
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Sub Delegates are limited to items 1-5 of the listed functions.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	<p>The appointment &amp; record keeping of authorisations are to be facilitated through Governance and kept in the "Appointment of Authorised Persons Register".</p> <p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 &amp; s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy &amp; relevant processes.</p>

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.2 Performing Functions Outside the District

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

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.3 Compensation - Damage Incurred when Performing Executive Functions

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.3.22(1) Compensation s.3.23 Arbitration
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. 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)].</li> <li>2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Delegation is limited to settlements which do not exceed a material value of \$5,000.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.4 Powers of Entry

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to exercise powers of entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28].</li> <li>2. Authority to give notice of entry [s.3.32].</li> <li>3. Authority to seek and execute an entry under warrant [s.3.33].</li> <li>4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)].</li> <li>5. Authority to give notice and effect entry by opening a fence [s.3.36].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>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.</li> <li>b. When exercising authority to authorise persons under s.3.31 (2): <ul style="list-style-type: none"> <li>• A register of Authorisations is to be maintained as a Local Government Record.</li> <li>• Only persons who are appropriately qualified and trained may be appointed as Authorised persons.</li> <li>• Authorisations are to be provided in writing by issuing a Certificate of Authorisation.</li> </ul> </li> </ol>
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Executive Manager Engineering Services Senior Ranger Manager Health and Building
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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

	Manager Planning & Environment Development Services Technical Officer
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <u><a href="#">Local Government Act 1995:</a></u> Authorise person – refer s.3.31 (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:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.5 Declare Vehicle is Abandoned Vehicle Wreck

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.3.40A(2),(4)and (5) Abandoned vehicle wreck may be taken
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(2), (4) and (5)].
<b>Council Conditions on this Delegation:</b>	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.5 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.  b. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated refer Delegated Authority 1.2.1 Authorise Persons to Perform Specified Functions.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Senior Ranger Ranger
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.6 Confiscated or Uncollected Goods

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.3.42 Impounded non-perishable goods s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46]</li> <li>2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47].</li> <li>3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. Pre-auction estimates and tenders for amounts considered to exceed \$20,000 shall be referred to Council for consideration prior to sale.</li> <li>b. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated - refer Delegated Authority 1.2.1 Authorise Persons to Perform Specified Functions.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services
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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	1. Any recovery of costs through legal action under s3.48 is only delegated to the Chief Executive Officer.
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Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a> :Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.7 Disposal of Sick or Injured Animals

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

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Senior Ranger
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Record Keeping</b>	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.8 Close Thoroughfares to Vehicles

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

## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
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<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Engineering Services Executive Manager Development Services Community Emergency Services Manager
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	a. The following listed sub-delegates are limited to determining road closures in an emergency, where it is determined that there is reasonable and imminent risk to public safety or property and subject to the road closure being given effect through sufficient and compliant traffic management:  Community Emergency Services Manager

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.9 Obstruction of Footpaths and Thoroughfares

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

## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

	<p><a href="#">Government (Uniform Local Provisions) Regulations 1996.</a></p> <p>b. Permission may only be granted where, the proponent has:</p> <ul style="list-style-type: none"> <li>i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction.</li> <li>ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works.</li> <li>iii. Provided evidence of sufficient Public Liability Insurance.</li> <li>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ul>
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Executive Manager Engineering Services Manager Building and Health
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.2 – Public Thoroughfare Obstruction – Determine Conditions  <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a>  Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a>
Record Keeping	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.10 Gates Across Public Thoroughfares

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

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Engineering Services
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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.
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Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures.  Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a> .
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.  Each approval must be recorded in the Shire's statutory Register of Gates.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.11 Public Thoroughfare – Dangerous Excavations

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

## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

	iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  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.  <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures.  Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.12 Crossing – Construction, Repair and Removal

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government (Uniform Local Provisions) Regulations 1996: 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)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to approve 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)].</li> <li>2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)].</li> <li>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)].</li> <li>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)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Actions under this Delegation must comply with procedural requirements detailed in the <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a>.</li> <li>b. Any decision made regarding Crossovers should be in conjunction with the Shire of Northam Policy <a href="#">W 5.2 Crossovers</a>.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a></p> <p>Refer also Delegation 1.4.1 under the <i>Template Activities in Thoroughfares and Public Places and Trading Local Law</i></p> <p>Council Policy - <a href="#">W 5.2 Crossovers</a></p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 &amp; s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy &amp; relevant processes.</p>

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

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

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

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Executive Manager Engineering Services
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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.
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Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a></p>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government (Uniform Local Provisions) 1996: r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give 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)].
<b>Council Conditions on this Delegation:</b>	Nil.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Executive Manager Engineering Services
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures  Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.15 Expressions of Interest for Goods and Services

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

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Engineering Services Executive Manager Development Services Executive Manager Corporate Services Executive Manager Community Services
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures Council Policy <a href="#">F.4.2 Procurement Policy</a>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

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

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

## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

	iv. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures  Council Policy <a href="#">F.4.2 Procurement Policy</a>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

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

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&amp;G.r.18(2)].</li> <li>2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&amp;G r.18(4a)].</li> <li>3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> <li>i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and</li> <li>ii. To accept the tender that is most advantageous.</li> </ol> </li> <li>4. Authority to decline to accept any tender [F&amp;G r.18(5)].</li> <li>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&amp;G r.18(6) &amp; (7)].</li> <li>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. The variation should not materially alter the specification or structure provided for by the initial tender. [F&amp;G r.20(1) and (3)].</li> <li>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</li> </ol>

## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

	<p>agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&amp;G r.20(2)].</p> <p>8. Authority to vary a tendered contract, <u>after</u> it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% [F&amp;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>
<p><b>Council Conditions on this Delegation:</b></p>	<p>a. Exercise of authority under F&amp;G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications.</p> <p>b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where:</p> <ul style="list-style-type: none"> <li>i. The total consideration under the resulting contract is \$500,000 or less;</li> <li>ii. The expense is included in the adopted Annual Budget; and</li> <li>iii. The tenderer has complied with requirements under F&amp;G r.18(2) and (4).</li> </ul> <p>c. A decision to vary a tendered contract <u>before</u> entry into the contract [F&amp;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&amp;G r.21A(a)] must include evidence that the variation is necessary, does not change the scope of the contract and does not exceed available budget allocations.</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 into the extended term.</p>

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### 1. Local Government Act 1995 Delegations

	f. Where any delegate or sub-delegate has a conflict of interest, they must preclude themselves from the tendering process.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Each sub-delegate may only use the sub-delegation regarding contracts that are within the scope of the incumbent's position role and responsibilities.  b. Executive Manager Development Services, Executive Manager Community Services, Executive Manager Engineering Services are limited to items 1, 2, 3 and 4 of the functions listed, subject to item a of sub delegates conditions.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures  Council Policy <a href="#">F 4.2 Procurement Policy</a>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.18 Tenders for Goods and Services - Exempt Procurement

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government									
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO									
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: r.11(2) When tenders have to be publicly invited ( <i>exemptions</i> )									
<b>Delegate:</b>	<b>Chief Executive Officer</b>									
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to undertake tender exempt procurement, in accordance with the Procurement Policy requirements where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&amp;G.r.11(2)].</li> <li>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&amp;G r.11(2)(f)].</li> </ol>									
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Tender exempt procurement under F&amp;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: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Category</th> <th style="width: 40%;">Maximum Value for individual contracts</th> </tr> </thead> <tbody> <tr> <td>WALGA Preferred Supplier Program [F&amp;G.r.11(2)(b)]</td> <td style="text-align: right;">\$500,000</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&amp;G.r.11(2)(e)]</td> <td style="text-align: right;">\$500,000</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</td> <td style="text-align: right;">\$500,000</td> </tr> </tbody> </table> </li> </ol>		Category	Maximum Value for individual contracts	WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$500,000	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)]	\$500,000	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	\$500,000
Category	Maximum Value for individual contracts									
WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$500,000									
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)]	\$500,000									
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	\$500,000									



## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

	condition (b.) specified below [F&G.r.(2)(f)]	
	Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$500,000
	Goods or services supplied by a person registered on the Aboriginal Business Directory WA OR Indigenous Minority Supplier Office Limited (T/as Supply Nation) AND where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]	<\$250,000* *as specified in F&G.r.11(2)(h)(ii)
	Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	\$500,000
	<p>b. Tender exempt procurement under F&amp;G r.11(2)(f) may only be approved where a record is retained that evidences:</p> <ul style="list-style-type: none"> <li>i. A detailed specification;</li> <li>ii. The outcomes of market testing of the specification;</li> <li>iii. The reasons why market testing has not met the requirements of the specification;</li> <li>iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and</li> <li>v. The expense is included in the adopted Annual Budget.</li> </ul> <p>c. Where the total consideration of a Tender Exempt procurement contract exceeds the \$ value delegated above, the decision is to be referred to Council.</p>	
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees	

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Corporate Services
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.

## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures  Council Policy <a href="#">F 4.2 Procurement Policy</a>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.19 Panels of Pre-Qualified Suppliers for Goods and Services

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government (Functions and General) Regulation 1996: r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&amp;G r.24AC(1)(b)].</li> <li>2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&amp;G r.24AD(3)].</li> <li>3. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&amp;G r.24AD(6)].</li> <li>4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&amp;G r.24AH(2)].</li> <li>5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&amp;G r.24AH(3)].</li> <li>6. Authority to request clarification of information provided in a submission by an applicant [F&amp;G r.24AH(4)].</li> <li>7. Authority to decline to accept any application [F&amp;G r.24AH(5)].</li> </ol>

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Local Government Act 1995

### 1. Local Government Act 1995 Delegations

	8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].
<b>Council Conditions on this Delegation:</b>	<p>a. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget.</p> <p>b. Council Policy F 4.2 Procurement Policy must be consulted in the establishment of a pre-qualified panel.</p>
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Each sub-delegate may only use the sub-delegation regarding contracts that are within the scope of the incumbent's position role and responsibilities.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures.  Council Policy <a href="#">F 4.2 Procurement Policy</a>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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#### 1.2.20 Application of Regional Price Preference Policy

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government (Functions and General) Regulations 1996: r.24G Adopted regional price preference policy, effect of
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
<b>Council Conditions on this Delegation:</b>	Nil.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  Council Policy <a href="#">F.4.2 Procurement Policy</a> - Regional Price Preference
<b>Record Keeping:</b>	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.21 Renewal or Extension of Contracts during a State of Emergency

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to 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"> <li>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</li> <li>contracts formed through a public tender.</li> </ul>
<b>Council Conditions on this Delegation:</b>	<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"> <li>It is exercised at the sole discretion of the Local Government;</li> <li>It is in the best interests of the Local Government;</li> <li>It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration;</li> <li>It has potential to promote local and/or regional economic benefits.</li> </ol> <p>b. This authority may only be exercised where the total consideration for the renewal or extension is \$500,000 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</p>

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### 1. Local Government Act 1995 Delegations

	<p>Mayor or 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 Procurement Policy.</p> <p>e. This authority may only be exercised where the total consideration under the resulting contract is \$500,000 or less.</p> <p>f. The CEO cannot sub-delegate this authority.</p>
<b>Express Power to Sub-Delegate:</b>	Not applicable

Compliance Links:	<p><a href="#">Local Government (Functions and General) Regulations 1996</a></p> <p>Council Policy <a href="#">F 4.2 Procurement Policy</a></p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 &amp; s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy &amp; relevant processes.</p>

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#### 1.2.22 Procurement of Goods or Services required to address a State of Emergency

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



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	<p>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 through the Council portal.</p> <p>e. The CEO cannot sub-delegate this authority.</p>
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Compliance Links:	<p><a href="#">Local Government (Functions and General) Regulations 1996</a></p> <p>Council Policy <a href="#">F 4.2 Procurement Policy</a></p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 &amp; s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy &amp; relevant processes.</p>

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## Delegation Register

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### 1. Local Government Act 1995 Delegations

#### 1.2.23 Disposing of Property (Tender, Auction, Private Treaty, Lease or Licence)

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.3.58(2) & (3) Disposing of Property Local Government (Functions and General) Regulations 1996: R.30 Dispositions of property excluded from Act s.3.58
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to dispose of property to: <ol style="list-style-type: none"> <li>a. the highest bidder at public auction [s.3.58(2)(a)].</li> <li>b. the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)]</li> </ol> </li> <li>2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].</li> <li>3. Authority to dispose of property, that is prescribed as exempt from the provisions of s.3.58: <ol style="list-style-type: none"> <li>a. disposal of land to an adjoining owner, where the market value is less than \$5000 and the delegate has determined that the land would not be of benefit to anyone other than the adjoining owner. [F&amp;G.r.30(2)(a)]</li> <li>b. disposal of land, by lease, to an employee of the local government for use as the employee's residence [F&amp;G.r.30(2)(d)].</li> <li>c. disposal of land, by lease, for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land. [F&amp;G.r.30(2)(e)]</li> <li>d. disposal of land, by lease, of a residential property to a person for residential purposes [F&amp;G.r.30(2)(f)].</li> <li>e. disposal of property (other than land / buildings), where the property is disposed within 6 months after it has been unsuccessfully put out to auction, public tender or private treaty via Statewide public notice [F&amp;G r.(2A)]</li> </ol> </li> </ol>

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### 1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> <li>f. disposal of property, other than land / buildings, where the market value is determined as less than \$20,000. [F&amp;G r.30(3)(a)]</li> <li>g. disposal of property, other than land / buildings, where the entire consideration received for the disposal is used to purchase other property AND the total value of the other property is not more, or worth more, than \$75,000. [F&amp;G.r.30(3)(b)]</li> </ul> <p>4. The Chief Executive Officer and Shire President are delegated authority to execute leases and licences on behalf of the Shire of Northam, for freehold land owned by the Shire, or Crown land managed/leased by the Shire, subject to compliance with:</p> <ul style="list-style-type: none"> <li>a. s.3.58 of the Act &amp; exclusion set out in F&amp;G r.30.</li> <li>b. A 8.5 Property Management (Leases and Licences) Policy &amp; related procedures.</li> </ul>
<p><b>Council Conditions on this Delegation:</b></p>	<ul style="list-style-type: none"> <li>a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required.</li> <li>b. 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 value of less than \$500,000.</li> <li>c. When determining the method of disposal:             <ul style="list-style-type: none"> <li>i. Where a public auction is determined as the method of disposal:                 <ul style="list-style-type: none"> <li>o Reserve price has been set by independent valuation.</li> <li>o Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price.</li> </ul> </li> <li>ii. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method.</li> <li>iii. Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to:                 <ul style="list-style-type: none"> <li>o Negotiate the sale of the property up to a -10% variance on the valuation; and</li> </ul> </li> </ul> </li> </ul>

## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> <li>o Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded.</li> <li>iv. A disposal under Functions and General Regulations 30(2)(a),(f), (2A) or (3)(a),(b), the disposal method selected must obtain a best value outcome for the Local Government.</li> <li>v. A disposal under Functions and General Regulations 30(2)(d), must be assessed as equitable in context of disposals to other employees of the Local Government.</li> <li>vi. Disposal methodology must consider and where practicable demonstrate environmentally responsible outcomes.</li> <li>d. Disposal by lease or licence:             <ul style="list-style-type: none"> <li>vii. The lease or licence being in accordance with the Shire's Leasing &amp; Licencing Policy (as then applicable);</li> <li>viii. The term of the lease being no greater than 12 years for Northam Airport Hangar Sites (lease only) and 5 years for all other property (lease or licence);</li> <li>ix. The granting of a lease or licence is permitted under the Shire's management order or lease;</li> <li>x. The rental fee payable being no greater than \$20,000 (plus GST) per annum during the initial year of the lease term; and</li> <li>xi. The area leased being no greater than 1000m2.</li> </ul> </li> <li>e. Variation, extension, assignment, sub-letting of existing lease or licence:             <ul style="list-style-type: none"> <li>xii. The variation being minor in nature and be in accordance with the Shire's Leasing Policy (as then applicable). Elected Members to be notified 14 days prior to the exercise of this delegation for any proposal to vary the terms of a lease. This will provide Elected Members with the opportunity to request further information or request for the item to be tabled at Council.</li> <li>xiii. The extension being in accordance with the option provisions of the original lease.</li> <li>xiv. Lease variation, extension, assignment or sub-letting must be for the same or similar purpose as the existing lease.</li> <li>xv. Compliance with s.3.58 of the Act, including advertising and seeking submissions if required.</li> </ul> </li> </ul>
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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

	xvi. In the event an objecting submission is received this delegation does not apply and the proposal is presented to Council for consideration.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager of Engineering Services Executive Manager of Corporate Services
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Sub delegated authority is limited to 3(f) of the functions under this delegation.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government Act 1995</a> – s.3.58 Disposal of Property <a href="#">Local Government (Functions and General) Regulations 1995</a> – r.30 Dispositions of property excluded from Act s. 3.58 Council Policy <a href="#">A 8.5 Property Management (Leases and Licences)</a>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

#### Version Control:

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.24 Acquisition of Interest in Land by Lease or other Short Term Instrument

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.3.59 Commercial enterprises by local governments Local Government (Functions and General) Regulations 1996: r.8A Amount prescribed for major land transactions; exempt land transactions prescribed r.8 Exempt land transactions prescribed
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to acquire an interest in land (includes buildings), by lease or other short term instrument ONLY, where the total value of the consideration and anything done by the Shire is less than the threshold amount for a major land transaction [s.3.59(1), r.8A(1)].</li> <li>2. Authority to acquire an interest in land by lease or other short term instrument ONLY through an exempt land transaction [s.3.59(1), r.8(1)]: <ol style="list-style-type: none"> <li>a. without intending to produce a profit to the Local Government; and</li> <li>b. without intending that another person will be sold, or given joint or exclusive use of, all or any of the land involved in the transaction.</li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Delegation excludes authority to purchase in fee simple land or buildings and is therefore limited to leases, rental or other short term acquisition instruments that do not commit the Local Government for a period greater than 3 months.</li> <li>b. Delegation is limited to acquisitions that are necessary to achieve an objective determined by Council resolution, including objectives identified in the adopted Plan for the Future, a Policy or Strategy and for which an associated budget allocation has been included, and is available, in the Annual Budget.</li> </ol> <p>NOTE - <u>Examples</u> of acquisitions necessary to achieve an approved objective may include hiring a venue for a community event or short term lease of storage space for equipment while a refurbishment is completed.</p>

## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

	<p>c. Where the acquisition total consideration value is greater than \$5,000, the value is to be verified by at least one written valuation obtained from a suitably licensed valuer not more than 3-months prior to the execution of the associated acquisition contract.</p> <p>d. In accordance with s.5.43, this delegation is limited to acquisitions that have a total consideration value of \$10,000 or less.</p> <p>e. Documents that give effect to an acquisition under this delegation, must be executed by a person duly authorised under s.9.49A.</p>
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government Act 1995</a> s.3.59 Commercial enterprises by local Government s.9.49A Execution of documents s.6.2 Annual Budget Corporate Business Plan as adopted by Council</p> <p><a href="#">Local Government (Functions and General) Regulations 1995 – Regulations 8A and 8</a></p> <p><a href="#">Residential Tenancy Act 1987</a></p> <p><a href="#">Commercial Tenancy (Retail Shops) Agreements Act 1985</a></p>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

**Version Control:**

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.25 Payments from the Municipal or Trust Funds

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

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services Manager of Finance
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. 2. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a>  <a href="#">Local Government (Financial Management) Regulations 1996</a> - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.  <a href="#">Local Government (Audit) Regulations 1996</a>  Department of Local Government, Sport and Cultural Industries <a href="#">Operational Guideline No.11 – Use of Corporate Credit Cards</a>
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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

	Department of Local Government, Sport and Cultural Industries: <a href="#">Accounting Manual</a>
Record Keeping:	Use of this delegation is reported to Council in a separate register and maintained by the Executive Manager Corporate Services.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.26 Defer, Grant Discounts, Waive or Write Off Debts.

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.6.12 Power to defer, grant discounts, waive or write off debts
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Waive a debt which is owed to the Shire [s.6.12(1)(b)].</li> <li>2. Grant a concession in relation to money which is owed to the Shire [s.6.12(1)(b)].</li> <li>3. Write off an amount of money which is owed to the Shire [s.6.12(1)(c)]</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Write-off a rates or service charge debt up to \$5,000 in accordance with the F 4.8 Rates Hardship Policy [s.6.12(1)(c) &amp; (2)].</li> <li>b. A debt or concession may only be waived/granted in accordance with F 4.8 Rates Hardship Policy &amp; C 3.4 Write Off / Waive Fees or Debts Policy.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Collection of Rates Debts – refer Delegations: Council Policy <a href="#">F 4.8 Rates Hardship Policy</a> Council Policy <a href="#">C 3.4 Write Off / Waive Fees or Debts</a>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.27 Power to Invest and Manage Investments

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.6.14 Power to invest Local Government (Financial Management) Regulations 1996: r.19 Investments, control procedures for
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)].</li> <li>2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy F 4.3 Investment Policy.</li> <li>b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports.</li> <li>c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</li> <li>d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]</li> </ol>
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Corporate Services Manager of Finance
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	<ol style="list-style-type: none"> <li>1. A decision to invest must be jointly confirmed by two Delegates.</li> </ol>

## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

	2. Investment decisions are limited to a maximum of \$2M per transaction on the short-term money market.
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Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government (Financial Management) Regulations 1996</a> – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) Council Policy <a href="#">F 4.3 Investments</a>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

#### Version Control:

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.28 Rate Record Amendment

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

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Corporate Services Manager of Finance
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a> – s.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:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

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

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.6.49 Agreement as to payment of rates and service charges
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
<b>Council Conditions on this Delegation:</b>	a. Decisions under this delegation must comply with Council Policy F 4.8 Rates Hardship. b. Agreements must be in writing and, subject to the Council Policy F 4.8 Rates Hardship, must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy <a href="#">F 4.8 Rates Hardship Policy</a>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

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

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.6.50(2) Rates or service charges due and payable
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the date on which rates or service charges become due and payable to the Shire [s.6.50].
<b>Council Conditions on this Delegation:</b>	a. Excludes determining the due date and instalment due dates applicable to levying rates as part of the adoption of the annual budget.  <u>NOTE</u> - Financial Management Reg.64 specifies that instalment due dates are to be determined when adopting the annual budget.  b. Decisions under this delegation are limited to determining due date and instalment due dates applicable to interim rating only.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.31 Recovery of Rates or Service Charges

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].</li> <li>2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Decisions under this delegation must comply with Council Policy F 4.8 Rates Hardship.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Corporate Services
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Sub delegation is limited to item 2 of the functions that may be carried out.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Use of this delegation is reported to Council in a separate register and maintained by the Executive Manager Corporate Services.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

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

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.6.60 Local Government may require lessee to pay rent
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire [s.6.60(2)].</li> <li>2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Decisions under this delegation must comply with Council Policy Council Policy F 4.8 Rates Hardship.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a> – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.  Council Policy <a href="#">F 4.8 Rates Hardship Policy</a>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

#### Version Control:

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.33 Recovery of Rates Debts - Actions to Take Possession of Unoccupied Land

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.6.64(1) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: <ol style="list-style-type: none"> <li>i. lease the land, or</li> <li>ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> <li>I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or</li> <li>II. cause the land to be transferred to the Shire [s.6.71].</li> </ol> </li> </ol> </li> <li>2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Decisions under this delegation must comply with Council Policy F 4.8 Rates Hardship.</li> <li>b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u>, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes.</li> </ol>

## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

	<p>c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i>.</p> <p>d. This delegation does not extend to occupied dwellings. Any dwellings that are occupied must be presented to Council for consideration. .</p>
<b>Express Power to Sub-Delegate:</b>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>

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

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government Act 1995</a> – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation.</p> <p><a href="#">Local Government (Financial Management) Regulations 1996</a> – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.</p> <p>Council Policy <a href="#">F 4.8 Rates Hardship Policy</a></p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 &amp; s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy &amp; relevant processes.</p>

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.34 Rate Record – Objections

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.6.76 Grounds of objection
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)].</li> <li>2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>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.</li> <li>b. An extension is not to be granted for a period exceeding 6 weeks.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.35 Affixing of Common Seal & Signing Documents

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.6.76 Grounds of objection
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<b>Common Seal</b> 1. Affix the common seal of the Shire of Northam to any document which has been authorised by Council either specifically or generally. 2. Sign documents on behalf of the local government. <b>Authorisation to sign</b> 3. Sign documents on behalf of the local government.
<b>Council Conditions on this Delegation:</b>	The specific authorities established are limited by the following conditions: a. The signing of any contract must be supported by a formal resolution of Council, or the works subject of the contract being incorporated into the current Annual Budget and being less than \$250,000; or b. The signing of any contract must be supported by a specific action in the current Plan for the Future.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Community Services Executive Manager Corporate Services Executive Manager Development Services Executive Manager Engineering Services
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Sub Delegates are excluded from signing documents under the Common Seal on behalf of the Shire. b. Sub Delegates may only execute documents relevant to matters within the scope of the activity of their Directorate. Documents relevant to the activities of multiple Directorates may only be executed by the Chief Executive Officer.

## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

	<p>c. The documents identified for the purpose of this authorisation are listed as follows:</p> <ul style="list-style-type: none"> <li>• State or Commonwealth Government Funding Agreements</li> <li>• Memorandum of Understanding</li> <li>• Contracts and legal instruments, including contract variations, related to: <ul style="list-style-type: none"> <li>○ Procurement Contracts</li> <li>○ Service Agreements (incoming or outgoing services)</li> </ul> </li> </ul>
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Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 &amp; s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy &amp; relevant processes.</p>

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## Delegation Register

Local Government Act 1995

### 1. Local Government Act 1995 Delegations

#### 1.2.36 Extend Time for Lodging an Objection

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.9.5 Objection may be lodged
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to extend the time for a person to make an objection regarding a relevant prescribed decision of the Local Government [s.9.5(2)].
<b>Council Conditions on this Delegation:</b>	Nil.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

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### 1. Local Government Act 1995 Delegations

#### 1.3 CEO to Employees

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

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.3.34(2) Entry in emergency
<b>Delegate/s:</b>	Executive Manager Development Services Community Emergency Services Manager
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
<b>CEO Conditions on this Delegation:</b>	Nil.
<b>Express Power to Sub-Delegate:</b>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

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### 1. Local Government Act 1995 Delegations

#### 1.3.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	Local Government (Uniform Local Provisions) Regulations 1996: r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
<b>Delegate/s:</b>	Executive Manager Engineering Services
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.2.9:  1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)].  2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b)].  3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
<b>CEO Conditions on this Delegation:</b>	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.9 Obstruction of Footpaths and Thoroughfares.  b. Actions under this Delegation must comply with the procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i> .
<b>Express Power to Sub-Delegate:</b>	Nil.

Compliance Links:	This delegated authority is effective only in alignment with Delegated Authority 1.2.9 Obstructions of Footpaths and Thoroughfares.
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## Delegation Register

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### 1. Local Government Act 1995 Delegations

	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a></p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>.</p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 &amp; s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy &amp; relevant processes.</p>

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### 1. Local Government Act 1995 Delegations

#### 1.3.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	Local Government (Uniform Local Provisions) Regulations 1996: r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
<b>Delegate/s:</b>	Executive Manager Engineering Services
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	When determining to grant permission to for a dangerous excavation under Delegated Authority 1.2.11:  1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)].  2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)].  3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.
<b>CEO Conditions on this Delegation:</b>	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.11 Public Thoroughfares – Dangerous Excavations.  b. Actions under this Delegation must comply with the procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i> .
<b>Express Power to Sub-Delegate:</b>	Nil.

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

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### 1. Local Government Act 1995 Delegations

	<p>This delegated authority is effective only in alignment with Delegated Authority 1.2.11 Public Thoroughfares – Dangerous Excavations.</p> <p><a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a></p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i></p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 &amp; s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy &amp; relevant processes.</p>

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### 1. Local Government Act 1995 Delegations

#### 1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	Local Government (Uniform Local Provisions) Regulations 1996: r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
<b>Delegate/s:</b>	<b>Executive Manager Engineering Services</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)].</li> <li>Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].</li> </ol>
<b>CEO Conditions on this Delegation:</b>	Nil.
<b>Express Power to Sub-Delegate:</b>	Nil.

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  This delegated authority is effective only in alignment with Delegated Authority 1.2.13 Private Works on, over or under Public Places
<b>Record Keeping:</b>	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 1. Local Government Act 1995 Delegations

#### 1.3.5 Electoral Enrolment Eligibility Claims and Electoral Roll

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election Local Government (Elections) Regulations 1995: r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)
<b>Delegate/s:</b>	<b>Executive Manager Corporate Services Governance Coordinator</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)].</li> <li>2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)].</li> <li>3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.4.32(5A)].</li> <li>4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)].</li> <li>5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13(2)].</li> <li>6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)].</li> <li>7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34].</li> <li>8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice</li> </ol>

## Delegation Register

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### 1. Local Government Act 1995 Delegations

	<p>[s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination.</p> <p>9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)].</p> <p>10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].</p>
<b>CEO Conditions on this Delegation:</b>	<p>a. Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).</p>
<b>Express Power to Sub-Delegate:</b>	<p>Nil.</p>

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Department of Local Government, Sport and Cultural Industries: <a href="#">Returning Officer Manual</a></p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 &amp; s.5.46, <i>State Records Act 2000</i>, Record Keeping Policy &amp; relevant processes &amp; be entered into the Enrolment Eligibility Register.</p>

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### 1. Local Government Act 1995 Delegations

#### 1.3.6 Destruction of Electoral Papers

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  Department of Local Government, Sport and Cultural Industries: <a href="#">Returning Officer Manual</a>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46, <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes, and with the Local Government (Elections) Regulations 1997 r.82.

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#### 1.3.7 Information to be Available to the Public

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	Local Government (Administration) Regulations 1996: r.29B Copies of certain information not to be provided (Act s.5.96) Local Government Act 1995: s.5.95(1)(b) & (3)(b) Limits on right to inspect local government information
<b>Delegate/s:</b>	<b>Executive Manager Corporate Services Governance Coordinator</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s.5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B].</li> <li>2. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s.5.95(1)(b)].</li> <li>3. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].</li> </ol>
<b>CEO Conditions on this Delegation:</b>	a. The Governance Coordinator may only exercise item 1 and may only be exercised when it is in relation to the owners and occupiers register and electoral rolls.
<b>Express Power to Sub-Delegate:</b>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

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## Delegation Register

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### 1. Local Government Act 1995 Delegations

#### 1.3.8 Financial Management Systems and Procedures

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	Local Government (Financial Management) Regulations 1996: r.5 CEO's Duties as to financial management r.11 Payments, procedures for making etc
<b>Delegate/s:</b>	<b>Executive Manager Corporate Services Manager of Finance</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: <ol style="list-style-type: none"> <li>i. Collection of money owed to the Shire;</li> <li>ii. Safe custody and security of money collected or held by the Shire;</li> <li>iii. Maintenance and security of all financial records, including payroll, stock control and costing records;</li> <li>iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities;</li> <li>v. Proper authorisation of employees for incurring liabilities, including authority for initiating purchase orders, cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained, and petty cash [r.11];</li> <li>vi. Making of payments in accordance with Delegated Authority 1.2.25;</li> <li>vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.</li> </ol> </li> </ol>
<b>CEO Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</li> <li>b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit</li> </ol>

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### 1. Local Government Act 1995 Delegations

	and Risk Committee at least once within each 3 financial years. [Audit r.17]
<b>Express Power to Sub-Delegate:</b>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government Act 1995</a> <a href="#">Local Government (Financial Management) Regulations 1996</a> <a href="#">Local Government (Audit) Regulations 1996</a> Department of Local Government, Sport and Cultural Industries <a href="#">Operational Guideline No.11 – Use of Corporate Credit Cards</a>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 1. Local Government Act 1995 Delegations

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

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government (Audit) Regulations 1996</a>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

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### 1. Local Government Act 1995 Delegations

#### 1.3.10 Infringement Notices

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice Building Regulations 2012: Regulation 70(1A), (1), (2) Approved officers and authorised officers
<b>Delegate/s:</b>	<b>Executive Manager Development Services</b> <b>Senior Ranger</b> <b>Ranger</b> <b>Manager Health and Building</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)].</li> <li>2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19].</li> <li>3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].</li> </ol>
<b>CEO Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation.</li> <li>b. Delegation for Dog Act, Cat Act, Parking Local Law, Infringement Notices is limited to the following listed positions ONLY: <ol style="list-style-type: none"> <li>(i) Executive Manager Development Services</li> <li>(ii) Senior Ranger</li> <li>(iii) Ranger</li> </ol> </li> <li>c. The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a <u>precondition for appointment</u> as an "Approved Officer" in accordance with <i>Building Regulation 70(1)</i> for the purposes of the <i>Criminal Procedure Act 2004</i></li> </ol>

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### 1. Local Government Act 1995 Delegations

	<p>section 6(a) and <i>Building Act 2011</i> Infringement Notices:</p> <ul style="list-style-type: none"> <li>(i) Executive Manager Development Services</li> <li>(ii) Manager Health and Building</li> </ul> <p><b>NOTE: Delegates must also be appointed as an "Approved Officer" – appointment to be determined by Council resolution or by a person with delegated authority under delegation 2.1.10.</b></p>
<b>Express Power to Sub-Delegate:</b>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 1. Local Government Act 1995 Delegations

#### 1.4 Local Law Delegations to the CEO

##### 1.4.1 Shire of Northam Local Law Administration

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	All the powers, duties, functions roles and responsibilities of the local government under the following local laws:  Activities In Thoroughfares Amendment Local Law 2018 Cat Local Law 2019 Cemeteries Amendment Local Law 2017 Dogs Amendment Local Law 2018 Establishment, Maintenance and Equipment of Bush Fire Brigades Extractive Industry Amendment Local Law 2018 Fencing Local Law 2019 Health Amendment Local Law 2018 and JSC Undertaking Local Government Property Local Law 2008 Operation of Waste Disposal Facilities Local Law 2008 - Reviewed 2017 Parking Local Law 2019 Pest Plant Local law 2019 Repeal Local Law 2008 Standing Orders Amendment Local Law 2018 Waste Local Law 2020
<b>Delegate/s:</b>	<b>Executive Manager Development Services</b> <b>Executive Manager Engineering Services</b> <b>Manager Planning and Environment</b> <b>Environmental Health Officer</b> <b>Waste Management Officer</b> <b>Manager Building and Health</b> <b>Development Services Technical Officer</b> <b>Senior Ranger</b> <b>Ranger</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. The Chief Executive Officer is delegated authority to administer the Shire's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the Shire's Local Laws.
<b>CEO Conditions on this Delegation:</b>	a. Determinations and decisions under the Shire of Northam's Local Laws having regard to the relevant Council policies in force at the time.  b. The administration of the <i>Extractive Industries Local Law 2016</i> , including any enforcement action and collection of the annual licence fee be delegated to



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### 1. Local Government Act 1995 Delegations

	<p>the CEO, but that the exercise of the following powers be reserved to the Council:</p> <ul style="list-style-type: none"> <li>(i) Issue or refusal of a licence under clause 3.1 (2)</li> <li>(ii) Determination of a licence period under clause 3.1 (3) (a)</li> <li>(iii) Transfer, cancel or refusal to renew a licence under clauses 4.1 (2), 4.2 and 4.3(4) determination of any security under clause 5.1 (1).</li> </ul> <p>c. Exclusions – Renewal of a licence where it is proposed to vary the conditions of the licence; or where the licensee has not complied with the conditions of the licence.</p>
<b>Express Power to Sub-Delegate:</b>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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**2. Building Act 2011 Delegations**

**2 Building Act 2011 Delegations**

**2.1 Council to CEO**

**2.1.1 Grant or Refuse a Building Permit**

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

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### 2. Building Act 2011 Delegations

	6. Authority to refuse building permits due to errors in information or documentation submitted, subject to the provisions of <i>Building Act 2011</i> [s.22].
<b>Council Conditions on this Delegation:</b>	<p>a. An officer to whom this authority is delegated cannot, in accordance with the provisions of the <i>Building Act 2011</i>, approve plans in which they have an interest.</p> <p>b. An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.</p>
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011</i> : s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Manager Building and Health Planning & Building Technician
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	1. Planning & Building Technician is limited to class 1 & 10 buildings.

Compliance Links:	<p><a href="#">Building Act 2011</a></p> <ul style="list-style-type: none"> <li>s.119 Building and demolition permits – application for review by SAT</li> <li>s.23 Time for deciding application for building or demolition permit</li> <li>s.17 Uncertified application to be considered by building surveyor</li> </ul> <p><a href="#">Building Regulations 2012</a> – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</p> <p><a href="#">Building Services (Registration) Act 2011</a> – Section 7</p> <p><a href="#">Home Building Contracts Act 1991</a> – Part 3A, Division 2, Part 7, Division 2</p> <p><a href="#">Building and Construction Industry Training Levy Act 1990</a></p> <p><a href="#">Heritage Act 2018†</a></p>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 2. Building Act 2011 Delegations

#### 2.1.2 Grant or Refuse Demolition Permits

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

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**2. Building Act 2011 Delegations**

	<p>b. An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.</p> <p>c. Any buildings or structure on the Shire of Northam Municipal Inventory or Heritage List are to be referred to Council for decision.</p>
<b>Express Power to Sub-Delegate:</b>	<p><i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)</p>

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<p>Executive Manager Development Services Manager Health and Building Planning and Building Technician</p>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	<p>1. Planning &amp; Building Technician is limited to class 1 &amp; 10 buildings.</p>

Compliance Links:	<p><a href="#">Building Act 2011</a> s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit</p> <p><a href="#">Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</a></p> <p><a href="#">Building and Construction Industry Training Levy Act 1990</a></p> <p><a href="#">Heritage Act 2018t</a></p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 &amp; s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy &amp; relevant processes.</p>

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### 2. Building Act 2011 Delegations

#### 2.1.3 Grant Occupancy Permits or Building Approval Certificates

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration  <i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55].</li> <li>2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58].</li> <li>3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)].</li> <li>4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. An officer to whom this authority is delegated cannot, in accordance with the provisions of the <i>Building Act 2011</i>, approve plans in which they have an interest.</li> <li>b. An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Manager Health and Building Planning & Building Technician
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	<ol style="list-style-type: none"> <li>1. Planning &amp; Building Technician is limited to class 1 &amp; 10 buildings.</li> </ol>

## Delegation Register

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### 2. Building Act 2011 Delegations

Compliance Links:	<p><a href="#">Building Act 2011</a></p> <ul style="list-style-type: none"> <li>s.59 time for granting occupancy permit or building approval certificate</li> <li>s.60 Notice of decision not to grant occupancy permit or grant building approval certificate</li> <li>s.121 Occupancy permits and building approval certificates – application for review by SAT</li> </ul> <p><a href="#">Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</a></p> <p><a href="#">Building and Construction Industry Training Levy Act 1990</a></p> <p><a href="#">Heritage Act 2018</a></p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 &amp; s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy &amp; relevant processes.</p>

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### 2. Building Act 2011 Delegations

#### 2.1.4 Designate Employees as Authorised Persons

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to designate an employee as an authorised person [s.96(3)].</li> <li>2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Decisions under this delegated authority must be consistent with r.5 of the <i>Building Regulations 2012</i>.</li> <li>b. 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.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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

Compliance Links:	<a href="#">Building Act 2011:</a> s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 2. Building Act 2011 Delegations

#### 2.1.5 Designate Contractors as Authorised Persons (Inspectors)

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.96(3) Authorised persons s.99(3) Limitation on powers of authorised person <i>Building Regulations 2012:</i> r.4A Authorised persons
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to designate a person contracted, or employed by an entity contracted, by the Shire as an authorised person [s.96(3) &amp; r.4A(2)] for the purposes of monitoring whether Part 8 provisions are being complied with.</li> <li>2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Designation of authorised persons under this delegation is limited to performing Authorised Person functions under s.93(2)(d).
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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

Compliance Links:	<u><a href="#">Building Act 2011:</a></u>  s.97 each designated authorised person must have an identity card. r.4B Identity cards
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 2. Building Act 2011 Delegations

#### 2.1.6 Building Orders

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.114 Service of 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
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> <li>a. Building work</li> <li>b. Demolition work</li> <li>c. An existing building or incidental structure [s.110(1)].</li> </ol> </li> <li>2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)].</li> <li>3. Authority to revoke a building order [s.117].</li> <li>4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> <li>a. take any action specified in the order ; or</li> <li>b. commence or complete any work specified in the order; or</li> <li>c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)].</li> </ol> </li> <li>5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].</li> <li>6. Serve a building order in accordance with Section 114 of the <i>Building Act 2011</i>.</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. An Officer to whom this authority is delegated cannot, in accordance with the provisions of the <i>Building Act 2011</i>, approve plans in which they have an interest.</li> </ol>

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### 2. Building Act 2011 Delegations

	b. An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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

Compliance Links:	<u><a href="#">Building Act 2011:</a></u> Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order 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:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 2. Building Act 2011 Delegations

#### 2.1.7 Inspection and Copies of Building Records

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

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Manager Building and Health Planning and Building Technician Development Services Support Officers
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	<a href="#">Building Act 2011</a> - s.146 Confidentiality
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 2. Building Act 2011 Delegations

#### 2.1.8 Authorise persons to commence proceedings

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.133(1) A permit authority may commence a prosecution for an offence against this Act
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to authorise a person to commence a prosecution for an offence against the <i>Building Act 2011</i> [s.133(1)(b)].
<b>Council Conditions on this Delegation:</b>	Nil.
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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

Compliance Links:	<a href="#">Building Act 2011</a> - s.146 Confidentiality
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 2. Building Act 2011 Delegations

#### 2.1.9 Referrals and Issuing Certificates

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

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Manager Health and Building
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 2. Building Act 2011 Delegations

#### 2.1.10 Private Pool Barrier – Alternative and Performance Solutions

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to approve 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)]</li> <li>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)]</li> <li>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)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Decisions under this delegation must be consistent with modifications to AS 1926.1-2012 prescribed in Building Regulation 15B.
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Manager Health and Building Development Services Technical Officer
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

<b>Compliance Links:</b>	Nil.
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**2. Building Act 2011 Delegations**

Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.
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**2. Building Act 2011 Delegations**

**2.1.11 Smoke Alarms – Alternative Solutions**

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

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Manager Health and Building
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 2. Building Act 2011 Delegations

#### 2.1.12 Appoint approved officers and authorised officers

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A).</p> <p><i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers".</i></p> <p>2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2).</p> <p><i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 <u>and</u> authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).</i></p>
<b>Council Conditions on this Delegation:</b>	Nil.
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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

Compliance Links:	<a href="#">Building Regulations 2012</a> r.70(3) each authorised officer must be issued a certificate of appointment.
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**2. Building Act 2011 Delegations**

Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.
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### 3. Bush Fires Act 1954 Delegations

## 3 Bush Fires Act 1954 Delegations

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

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

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

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 3. Bush Fires Act 1954 Delegations

#### 3.1.2 Prohibited Burning Times - Vary

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

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 3. Bush Fires Act 1954 Delegations

#### 3.1.3 Prohibited Burning Times – Control Activities

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

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### 3. Bush Fires Act 1954 Delegations

	[s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
<b>Council Conditions on this Delegation:</b>	Nil.
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 3. Bush Fires Act 1954 Delegations

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

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



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**3. Bush Fires Act 1954 Delegations**

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

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 3. Bush Fires Act 1954 Delegations

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

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

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 3. Bush Fires Act 1954 Delegations

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

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Bush Fires Act 1954: s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	Bush Fires Act 1954: 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  Bush Fires Regulations 1954: r.27(3) Permit, issue of
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)].</li> <li>2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)].             <ol style="list-style-type: none"> <li>a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)].</li> <li>b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34].</li> </ol> </li> <li>3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of:             <ol style="list-style-type: none"> <li>a. camping or cooking [s.25(1)(a)].</li> <li>b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)].</li> </ol> </li> <li>4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)].</li> </ol>

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### 3. Bush Fires Act 1954 Delegations

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

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 3. Bush Fires Act 1954 Delegations

#### 3.1.7 Firebreaks

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

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 3. Bush Fires Act 1954 Delegations

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

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

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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**3. Bush Fires Act 1954 Delegations**

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### 3. Bush Fires Act 1954 Delegations

#### 3.1.9 Control and Extinguishment of Bush Fires

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Bush Fires Act 1954: s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	Bush Fires Act 1954: s.46 Bush fire control officer or forest officer may postpone lighting fire
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. <ol style="list-style-type: none"> <li>a. Where it is proposed that the fire will be lit on land within 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)].</li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	Nil.
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 3. Bush Fires Act 1954 Delegations

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

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

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 3. Bush Fires Act 1954 Delegations

#### 3.1.11 Prosecution of Offences

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

Compliance Links:	Bush Fires Act 1954: s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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**4. Cat Act 2011 Delegations**

**4 Cat Act 2011 Delegations**

**4.1 Council to CEO**

**4.1.1 Cat Registrations**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1 (4) Fees Payable
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to make a determination on a cat registration or renewal of a cat registration [s.9(1)].</li> <li>2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)].</li> <li>3. Request an applicant to provide, within no more than 21 days, any document or information required to determine the application and may require the information to be verified by statutory declaration.</li> <li>4. Authority to cancel a cat registration [s.10].</li> <li>5. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].</li> <li>6. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire's District [Regs. Sch. 3 cl.1(4)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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### 4. Cat Act 2011 Delegations

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Customer Service Coordinator Customer Service Officer
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Cat Regulations 2012  r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2))  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> .
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 4. Cat Act 2011 Delegations

#### 4.1.2 Cat Control Notices

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

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Senior Ranger Ranger
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	<a href="#">Cat Regulations 2012</a> r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 4. Cat Act 2011 Delegations

#### 4.1.3 Approval to Breed Cats

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)].</li> <li>2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)].</li> <li>3. A local government to which an application is made may require the applicant to give the local government, within a specified time of not more than 21 days, any document or information that it requires to determine the application and may require the applicant to verify the information by statutory declaration.</li> <li>4. Authority to cancel an approval to breed cats [s.38].</li> <li>5. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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

Compliance Links:	<a href="#">Cat Regulations 2012</a> r.21 Application for approval to breed cats (s.36(2))
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### 4. Cat Act 2011 Delegations

	<p>r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f))</p> <p>r.23 Person who not be refused approval to breed cats (s.37(5))</p> <p>r.24 Duration of approval to breed cats (s.37(6))</p> <p>r.25 Certificate given to approved cat breeder (s.39(1))</p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 &amp; s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy &amp; relevant processes.</p>

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### 4. Cat Act 2011 Delegations

#### 4.1.4 Recovery of Costs – Destruction of Cats

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

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

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 4. Cat Act 2011 Delegations

#### 4.1.5 Authorise a person to perform Specified functions under the Cat Act 2011

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> s.73 Prosecutions
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to authorise a person to commence a prosecution for an offence against the <i>Cat Act 2011</i> and the <i>Cat Local Law 2019</i> [s.73(1)(b) & (2)(b)]
<b>Council Conditions on this Delegation:</b>	Nil
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 4. Cat Act 2011 Delegations

#### 4.1.6 Applications to Keep Additional Cats

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

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

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 4. Cat Act 2011 Delegations

#### 4.1.7 Reduce or Waiver Registration Fee

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

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

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 4. Cat Act 2011 Delegations

## 4.2 Cat Act Delegations - CEO to Employees

### 4.2.1 Infringement Notices – Extensions and Withdrawals

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

Compliance Links:	<i>Cat Regulations 2012:</i> r.28 Withdrawal of infringement notice (s.65(1))
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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**5. Dog Act 1976 Delegations**

**5 Dog Act 1974 Delegations**

**5.1 Dog Act Delegations Council to CEO**

**5.1.1 Appoint Registration Officer**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.3 Terms Used ( <i>Registration officer means a person authorised by the local government to effect the registration of dogs pursuant to this Act</i> )
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to authorise a person for the purposes of performing the prescribed office of Registration Officer under the Dog Act 1976 [s.3].
<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. b. A register of Authorisations is to be maintained as a Local Government Record. c. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. d. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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

<b>Compliance Links:</b>	Nil.
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**5. Dog Act 1976 Delegations**

Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.
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### 5. Dog Act 1976 Delegations

#### 5.1.2 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Dog Act 1976: s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	Dog Act 1976: s.10A Payments to veterinary surgeons towards costs of sterilisation
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$200.00 [s.10A(1)(a) and (3)].</li> <li>2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
<b>Express Power to Sub-Delegate:</b>	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 5. Dog Act 1976 Delegations

#### 5.1.3 Refuse or Cancel Registration

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



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### 5. Dog Act 1976 Delegations

	contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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

Compliance Links:	<a href="#">Dog Act 1976</a> s.17A If no application for registration made – procedure for giving notice of decision under s.16(3)  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

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### 5. Dog Act 1976 Delegations

#### 5.1.4 Grant Exemption as to Number of Dogs Kept at Premises

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Dog Act 1976: s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	Dog Act 1976: s.26(3) Limitation as to numbers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to approve, and determine conditions that apply to, an exemption as to the limit to the number of dogs that can be kept at a premises [s.26(3)].
<b>Council Conditions on this Delegation:</b>	<p>a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].</p> <p>b. Decisions under this delegation must comply with the relevant provisions of the <i>Dog Act 1976</i>, the <i>Dogs Amendment Local Law 2018</i> and R 9.1 Multiple Dog Policy including:</p> <ul style="list-style-type: none"> <li>• Consider and be satisfied that for any particular premises the provisions of the <i>Dog Act 1976</i> relating to kennel establishments need not be applied in the circumstances [s.26(3)].</li> <li>• Apply the provisions of s.26(4).</li> </ul> <p>c. Conditions that must be applied to an approved exemption, include those listed in R 9.1 Multiple Dog Policy.</p>
<b>Express Power to Sub-Delegate:</b>	<a href="#">Dog Act 1976</a> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal <a href="#">Council</a> Policy – R 9.1 Multiple Dog Policy
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**5. Dog Act 1976 Delegations**

Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.
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### 5. Dog Act 1976 Delegations

#### 5.1.5 Kennel Establishments

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Dog Act 1976: s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	Dog Act 1976: s.27 Licensing of approved kennel establishments
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. b. Application processing and decisions under this delegation are to comply with the <i>Dogs Amendment Local Law 2018</i> .
<b>Express Power to Sub-Delegate:</b>	<a href="#">Dog Act 1976</a> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 5. Dog Act 1976 Delegations

#### 5.1.6 Recovery of Moneys Due Under this Act

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

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

Compliance Links:	Includes recovery of expenses relevant to: <a href="#">Dog Act 1976</a> 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 <a href="#">Dog Regulations 2013</a> r.31 Local government expenses as to dangerous dogs (declared)
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 5. Dog Act 1976 Delegations

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

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

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

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 5. Dog Act 1976 Delegations

#### 5.1.8 Declare Dangerous Dog

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Dog Act 1976: s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	Dog Act 1976: s.33E(1) Individual dog may be declared to be dangerous dog (declared) s.40 Destruction of dogs etc.
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].</li> <li>2. Authority to carry out an order of the State Administrative Tribunal in relation to a dangerous dog [s.40]</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
<b>Express Power to Sub-Delegate:</b>	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Senior Ranger
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 5. Dog Act 1976 Delegations

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

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)].</li> <li>2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)].</li> <li>3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] <ol style="list-style-type: none"> <li>i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].</li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].</li> <li>b. This delegation should not be delegated to the same person / position who initially declared the dog dangerous.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Nil.
<b>CEO Conditions on this Sub-Delegation:</b>	Nil.



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### 5. Dog Act 1976 Delegations

<i>Conditions on the delegation also apply to sub-delegation.</i>	
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – See s.33H(5) of the Dog Act 1976
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 5. Dog Act 1976 Delegations

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

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]:  (a) a notice declaring a dog to be dangerous; or  (b) a notice proposing to cause a dog to be destroyed.
<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].  b. This delegation should not be delegated to the same person / position who initially declared the dog dangerous.
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 5. Dog Act 1976 Delegations

#### 5.1.11 Determine Recoverable Expenses for Dangerous Dog Declaration

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Dog Act 1976: s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	Dog Act 1976: s.33M(1)(a) Local Government expenses to be recoverable
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
<b>Express Power to Sub-Delegate:</b>	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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**6. Food Act 2008 Delegations**

**6 Food Act 2008 Delegations**

**6.1 Council to CEO**

**6.1.1 Determine Compensation**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
<b>Delegate:</b>	<b>Chief Executive Officer Executive Manager Development Services</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine 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)].
<b>Council Conditions on this Delegation:</b>	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$5,000. Compensation requests above this value are to be reported to Council.
<b>Express Power to Sub-Delegate:</b>	NIL – <i>Food Regulations 2009</i> 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:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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**6. Food Act 2008 Delegations**

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### 6. Food Act 2008 Delegations

#### 6.1.2 Prohibition Orders and Certificates of Clearance

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
<b>Delegate:</b>	<b>Chief Executive Officer Executive Manager Development Services Manager Health and Building</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)].</li> <li>2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66].</li> <li>3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express Power to Sub-Delegate:</b>	NIL – <i>Food Regulations 2009</i> 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:	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 6. Food Act 2008 Delegations

#### 6.1.3 Food Business Registrations

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

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

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### 6. Food Act 2008 Delegations

#### 6.1.4 Appoint Authorised Officers and Designated Officers

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)].</li> <li>2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)].</li> <li>3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> <li>• Appointment of Authorised Officers as Meat Inspectors</li> <li>• Appointment of Authorised Officers</li> <li>• Appointment of Authorised Officers – Designated Officers only</li> <li>• Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer</li> </ul> </li> </ol>
<b>Express Power to Sub-Delegate:</b>	NIL – <i>Food Regulations 2009</i> do not provide for sub-delegation.



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### 6. Food Act 2008 Delegations

Compliance Links:	<p><a href="#">Public Health Act 2016</a></p> <p>s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers</p> <p>s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed</p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 &amp; s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy &amp; relevant processes.</p>

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### 6. Food Act 2008 Delegations

#### 6.1.5 Debt Recovery and Prosecutions

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
<b>Delegate:</b>	<b>Chief Executive Officer Executive Manager Development Service Manager Health and Building</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover 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].
<b>Council Conditions on this Delegation:</b>	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Item 2 is limited delegation to the CEO.
<b>Express Power to Sub-Delegate:</b>	NIL – <i>Food Regulations 2009</i> do not provide for sub-delegation.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 6. Food Act 2008 Delegations

#### 6.1.6 Abattoir Inspections and Fees

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	Food Regulations 2009: r.43 Local government may require security r.45 Withdrawal of inspection services
<b>Delegate:</b>	<b>Chief Executive Officer Executive Manager Development Services Manager Health and Building</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, relevant to the payment of abattoir meat inspection fees under Food Regulation 41, to: <ul style="list-style-type: none"> <li>i. require a person to provide security,</li> <li>ii. determine the form that security is to be provided, and</li> <li>iii. discharge a security held by the Shire [r.43].</li> </ul> 2. Authority to give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].
<b>Council Conditions on this Delegation:</b>	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express Power to Sub-Delegate:</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 6. Food Act 2008 Delegations

#### 6.1.7 Food Businesses List – Public Access

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

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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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

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

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Engineering Services Executive Manager Development Services
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 7. Graffiti Vandalism Act 2016 Delegations

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

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

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Engineering Services Executive Manager Development Services
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

<b>Compliance Links:</b>	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record Keeping:</b>	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 7. Graffiti Vandalism Act 2016 Delegations

#### 7.1.3 Obliterate Graffiti on Private Property

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

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Engineering Services Executive Manager Development Services
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 7. Graffiti Vandalism Act 2016 Delegations

#### 7.1.4 Powers of Entry

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Graffiti Vandalism Act 2016: s.16 Delegation by local government
<b>Express Power or Duty Delegated:</b>	Graffiti Vandalism Act 2016: s.28 Notice of entry s.29 Entry under warrant
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>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].</li> <li>2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].</li> </ol>
<b>Council Conditions on this Delegation:</b>	Nil.
<b>Express Power to Sub-Delegate:</b>	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Engineering Services Executive Manager Development Services
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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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)**

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

Compliance Links:	<a href="#">Criminal Procedure Act 2004</a> – Part 2
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 8. Public Health Act 2016 Delegations

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

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

Compliance Links:	<a href="#">Public Health Act 2016</a> s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 8. Public Health Act 2016 Delegations

#### 8.1.3 Designate Authorised Officers

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

Compliance Links:	<a href="#">Public Health Act 2016</a>  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
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## Delegation Register

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### 8. Public Health Act 2016 Delegations

	<p>s.28 When designation as authorised officer ceases  s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers  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><a href="#">Criminal Investigation Act 2006</a>, 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:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 &amp; s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy &amp; relevant processes.</p>

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### 8. Public Health Act 2016 Delegations

#### 8.1.4 Dealing with Seized Items

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Public Health Act 2016: s.21 Enforcement agency may delegate
<b>Express Power or Duty Delegated:</b>	Public Health Act 2016 s.260 Return of seized item s.262 Cost of destruction or disposal of forfeited items s.263 Return of forfeited items s.264 Compensation
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine if no contravention of the <i>Public Health Act 2016</i> has occurred and return seized items or forfeited items to the person from whom the items were seized or to any other person who is determined to be entitled to it [s.260 and 263].</li> <li>2. Authority to recover the cost of destruction or disposal of forfeited items [s.262].</li> <li>3. 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].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Compensation is limited to a maximum value of \$500, with any proposal for compensation above this value to be referred for Council's determination.
<b>Express Power to Sub-Delegate:</b>	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21 (4)].

Compliance Links:	<a href="#">Public Health Act 2016</a>  s.20 Conditions on performance of functions by enforcement agencies.  Note – Decisions about compensation may be referred for review by the State Administration Tribunal [s.265]
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 8. Public Health Act 2016 Delegations

#### 8.1.5 Appoint Designated Officer – Information Sharing

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
<b>Express Power or Duty Delegated:</b>	<i>Public Health Act 2016</i> s.299 Information Sharing
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, to appoint Designated Officer/s for the purposes of s.299 [s.299(1)].
<b>Council Conditions on this Delegation:</b>	a. Appointments must be consistent with requirements outlined in the <a href="#">Chief Health Officer's Information Sharing Guideline</a> , prepared in accordance with s.300.
<b>Express Power to Sub-Delegate:</b>	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<a href="#">Public Health Act 2016</a> s.300 Guidelines relating to information sharing. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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## Delegation Register

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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

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Planning and Development Act 2005: s.214(2), (3) and (5)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements;</li> <li>2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> <li>(a) to remove, pull down, take up, or alter the development; and</li> <li>(b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.</li> </ol> </li> <li>3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.</li> <li>4. Instruct prosecution in respect of any breach, contravention or offence under <i>the Planning &amp; Development Act 2005, gazetted Local Planning Schemes, the Local Government (Miscellaneous Provisions) Act 1960</i> and all subsidiary legislation made under those acts.</li> </ol>

## Delegation Register

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### 9. Planning and Development Act 2005 Delegations

<b>Council Conditions on this Delegation:</b>	Nil.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Manager Planning & Environment
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	1. Sub delegation is limited to items 1 – 3 under the functions.

Compliance Links:	<a href="#">Planning and Development Act 2005</a> - Part 13 Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 9. Planning and Development Act 2005 Delegations

#### 9.1.2 Determination of Single House Applications, and Associated Developments

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Planning and Development Act 2005: s.257C Regulations dealing with performance of functions under local planning schemes in relation to single house development Planning and Development (Local Planning Schemes) Regulations 2005 Schedule 2 1A. Heritage-protected places
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. In relation to a Single House Development or any development associated with a single house, such as additions, alterations, patios, carports, where not otherwise exempt: a. Receive, administer or consider development applications. b. Grant or refuse approvals of development. c. Impose conditions on approvals of development. d. Receive, administer or consider applications for any of the following — i. An amendment to an approval of development. ii. An amendment to conditions imposed on an approval of development. iii. The cancellation of an approval of development. e. Amend approvals of development or conditions imposed on approvals of development. f. Cancel approvals of development
<b>Council Conditions on this Delegation:</b>	Nil.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Manager Planning & Environment
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	1. This Delegation does not extend to any heritage protected place as defined under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2005.

## Delegation Register

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### 9. Planning and Development Act 2005 Delegations

Compliance Links:	<a href="#">Planning and Development Act 2005</a> - Part 13 Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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**10. Local Planning Scheme Delegations**

**10 Local Planning Scheme No. 6 Delegations**

**10.1 Council to CEO**

**10.1.1 Planning Determinations**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Planning Scheme No. 6
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. The Chief Executive Officer, Pursuant to Clause 82, Part 10 of Schedule 2 of the Deemed Provisions for Local Planning Schemes, is delegated authority to determine applications for development approval, including amendments, made under Shire of Northam Local Planning Scheme No. 6 (the Scheme), with or without conditions subject to consistency with the Scheme, including giving due regard to relevant Local Planning Policies, and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.</li> <li>2. Where applications for development approval have been advertised for consultation purposes, in accordance with the provisions of Clause 64 of the Deemed Provisions for Local Planning Schemes and/or Part 4 of the R-Codes, if: <ol style="list-style-type: none"> <li>a. No submissions were received, or only supportive submissions that do not request any change to the development were received; or</li> <li>b. Submissions that raise concerns with the proposed development were received and those concerns are, in the opinion of the delegated officer, clearly not material planning considerations;</li> <li>c. Submissions that raise concerns with the proposed development were received, and those concerns are material planning considerations, but; <ol style="list-style-type: none"> <li>i. Through liaison with the party or parties that lodged the submissions and/or amendments to the application and/or the application of conditions, the matters raised in the submissions can be resolved to the satisfaction of the delegated officer and the applicant, and/or</li> </ol> </li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. No submissions were received, or only supportive submissions that do not request any change to the development were received; or</li> <li>b. Submissions that raise concerns with the proposed development were received and those concerns are, in the opinion of the delegated officer, clearly not material planning considerations;</li> <li>c. Submissions that raise concerns with the proposed development were received, and those concerns are material planning considerations, but; <ol style="list-style-type: none"> <li>i. Through liaison with the party or parties that lodged the submissions and/or amendments to the application and/or the application of conditions, the matters raised in the submissions can be resolved to the satisfaction of the delegated officer and the applicant, and/or</li> </ol> </li> </ol>

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Shire of Northam



**10. Local Planning Scheme Delegations**

	<p>the party or parties that lodged the submissions (the delegated officer must also ensure that the interests of fourth parties are protected and undertake further consultation if considered necessary), and</p> <p><b>Exclusions</b></p> <p><u>General Exclusions</u></p> <p>a. Applications for development approval for development exceeding \$7M in value and/or a net increase of in excess of 10 dwellings and/or uses listed as 'P', 'D' or 'A' or 'I' within the Scheme at variance with Scheme requirements and standards.</p> <p>b. Applications for single dwellings (refer to Delegation 9.1.2)</p> <p><u>Specific Exclusions and Exceptions for Minor Works etc.</u></p> <p>c. Subject to (h) below, with respect to applications for development approval for development other than advertising signage, domestic outbuildings, fencing and residential additions/alterations, any delegated decision must be consistent with, rather than giving due regard to, relevant Local Planning Policies.</p> <p>d. Subject to (h) below, applications for development approval for development of land within a Local Reserve may only be approved under delegated authority where it is consistent with the purpose of the Reserve.</p> <p>e. Subject to (h) below, unless specifically provided for in a Local Planning Policy or Policies, applications for development approval that must be assessed under the provisions of Clauses 3.4.2 or 3.4.3 of the Scheme (uses not listed in the Zoning Table) may only be refused under delegated authority.</p> <p>f. Subject to (h) below, applications for development approval that must be assessed under the provisions of Part 3, Clauses 3.8 up to and including 3.12 of the Scheme (the 'non-conforming uses' provisions) may only be refused under delegated authority, except for minor modifications or extensions. (Note: Should the delegated officer feel that the application may warrant approval, the application shall be reported to Council for consideration).</p> <p>g. Subject to (h) below, unless specifically provided for in a Local Planning Policy or Policies, applications for development approval that are assessed under the provisions of Clause 4.13.7 of the Scheme (the 'Cash Payment in Lieu of the Provision of Car Parking' provisions) may only be refused under delegated</p>
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**Delegation Register**

Shire of Northam



**10. Local Planning Scheme Delegations**

	<p>authority. (Note: Should the delegated officer feel that the application may warrant approval, the application shall be reported to Council for consideration).</p> <p>h. Subject to (i) below, the provisions of 1 - 7 above do not apply to applications for an extension of time to commence a development approval, alterations and/or expansions where the amendments do not substantially change the approved development, and which are associated with existing, lawful land-uses, wherein the application may be refused or approved, with or without conditions, under delegated authority.</p> <p>i. Where an extension of time to commence a development approval is granted pursuant to 8 above, the term of any renewal shall not exceed 24 months, however, an unlimited number of renewals may be granted under delegated authority.</p> <p><b>An officer to who this authority is delegated cannot determine applications for plans in which they may have a conflict of interest.</b></p>
<b>Express Power to Sub-Delegate:</b>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Manager Planning & Environment
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 10. Local Planning Scheme Delegations

#### 10.1.2 Waiver of Application Fees – Development Applications

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Planning and Development Regulations 2009 s.52 Local government may waive or refund fee</i> Local Planning Scheme No. 6
<b>Express Power or Duty Delegated:</b>	<i>Planning and Development Regulations 2009</i> Local Planning Scheme No. 6
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Waive or refund, defer in whole or part, payment of a fee for a planning service or development application.
<b>Council Conditions on this Delegation:</b>	a. A debt or concession may only be waived/granted in accordance with C 3.4 Write Off / Waive Fees or Debts Policy.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Manager Planning & Environment
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Council Policy C 3.4 Write Off / Waive Fees or Debts</a>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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### 10. Local Planning Scheme Delegations

#### 10.1.3 Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42(b) Delegation of some powers or duties to the CEO Local Planning Scheme No. 6
<b>Express Power or Duty Delegated:</b>	Local Planning Scheme No. 6
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. The Chief Executive Officer is delegated authority to advise the Western Australian Planning Commission with regards to clearance of conditions of development approval, clearance of conditions set pursuant to Part 10 (Subdivision and development control) of the Planning and Development Act 2005 and for which Council is nominated as a clearance agency, subject to consistency with the Scheme, and Local Planning Policies.
<b>Council Conditions on this Delegation:</b>	Nil.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	Executive Manager Development Services Manager of Planning & Environment
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

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## Delegation Register

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### 11. Statutory Authorisations and Delegations to Local Government from State Government

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

### 11.1 Environmental Protection Act 1986

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

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

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.



## Delegation Register

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### 11. Statutory Authorisations and Delegations to Local Government from State Government

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

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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.

## Delegation Register

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### 11. Statutory Authorisations and Delegations to Local Government from State Government

#### 11.1.3 Noise Management Plans – Construction Sites

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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.

**Delegation Register**

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**11. Statutory Authorisations and Delegations to Local Government from State Government**

**11.2 Planning and Development Act 2005**

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

DoL FILE 1738/2002v8; 858/2001v9

**PLANNING AND DEVELOPMENT ACT 2005**

**INSTRUMENT OF AUTHORISATION**

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

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

**HON DONALD TERENCE REDMAN MLA  
MINISTER FOR LANDS**

## Delegation Register

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### 11. Statutory Authorisations and Delegations to Local Government from State Government

#### 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"> <li>a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or</li> <li>the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the <i>Building Regulations 2012</i> (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road.</li> </ul> <p>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 Amadieu Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Baywater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brooking Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Cannington Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittaring Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collier Shire of Coodan Shire of Coorup Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuthbert Shire of Cue Shire of Dunderberg Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Dornoyross-Balingup Shire of Dowerbin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Etruria City of Fremantle City of Greater Geraldton</p> <p>Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Gnowells Shire of Hall's 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 Kojonup Shire of Kondinin Shire of Koorla Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Mandurah City of Manville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Morawa Shire of Moruya Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbin Shire of Mundaring 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>

## Delegation Register

Shire of Northam



### 11. Statutory Authorisations and Delegations to Local Government from State Government

- Shire of Nannup
  - Shire of Narembeem
  - Shire of Narrogin
  - Town of Narrogin
  - City of Nedlands
  - Shire of Ngaanyatjaraku
  - Shire of Northam
  - Shire of Northampton
  - Shire of Nungarin
  - Shire of Pappaminti 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 Sturt
  - City of Swan
- 
- Shire of Tembin
  - Shire of Three Springs
  - Shire of Toodyay
  - Shire of Trayning
  - Shire of Upper Gascoyne
  - Town of Victoria Park
  - Shire of Victoria Plains
  - Town of Vincent
  - Shire of Wagin
  - Shire of Wandering
  - City of Warmeroo
  - Shire of Waroona
  - Shire of West Arthur
  - Shire of Westonia
  - Shire of Wilkepin
  - 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

2<sup>nd</sup> June  
..... day of ..... 2016

## Delegation Register

Shire of Northam



### 11. Statutory Authorisations and Delegations to Local Government from State Government

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

29 January 2021

GOVERNMENT GAZETTE, WA

449

PL402

#### PLANNING AND DEVELOPMENT ACT 2005

##### INSTRUMENT OF DELEGATION

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

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

#### Preamble

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

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

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

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

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

SAM FAGAN, Western Australian Planning Commission.

#### Schedule 1

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

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

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

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

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

Power to determine applications under—

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

##### 3. Reporting requirements

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

## Delegation Register

Shire of Northam



### 11. Statutory Authorisations and Delegations to Local Government from State Government

#### 11.3 Main Roads Act 1930

##### 11.3.1 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](http://www.mainroads.wa.gov.au) or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

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

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

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

**Delegation Register**  
Shire of Northam



**11. Statutory Authorisations and Delegations to Local Government from State Government**

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 Northam



### 11. Statutory Authorisations and Delegations to Local Government from State Government

#### 11.3.2 Traffic Management – Road Works

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

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

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

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

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

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

**Delegation Register**  
Shire of Northam



**11. Statutory Authorisations and Delegations to Local Government from State Government**

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

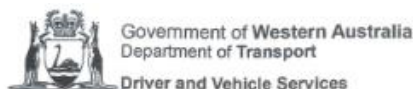
Shire of Northam



### 11. Statutory Authorisations and Delegations to Local Government from State Government

#### 11.4 Road Traffic (Vehicles) Act 2012

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



#### ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

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

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

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

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

#### CONDITIONS

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

## Delegation Register

Shire of Northam



### 11. Statutory Authorisations and Delegations to Local Government from State Government



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.

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 on line on 15 March 2021

**Delegation Register**

Shire of Northam



**DELEGATIONS TO EMPLOYEES – QUICK REFERENCE GUIDE**

<b>EXECUTIVE MANAGER CORPORATE SERVICES</b>	
<b>Delegation No</b>	<b>Delegation Title</b>
<i>Local Government Act 1995</i>	
1.2.15	Expressions of Interest for Goods and Services
1.2.16	Tenders for Goods and Services – Call Tenders
1.2.17	Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options
1.2.18	Tenders for Goods and Services - Exempt Procurement
1.2.19	Panels of Pre-Qualified Suppliers for Goods and Services
1.2.20	Application of Regional Price Preference Policy
1.2.25	Payments from the Municipal or Trust Funds
1.2.27	Power to Invest and Manage Investments
1.2.28	Rate Record Amendment
1.2.29	Agreement as to Payment of Rates and Service Charges
1.2.30	Determine Due Date for Rates or Service Charges
1.2.31	Recovery of Rates or Service Charges
1.2.32	Recovery of Rates Debts – Require Lessee to Pay Rent
1.2.33	Recovery of Rates Debts - Actions to Take Possession of Unoccupied Land
1.2.34	Rate Record – Objections
1.2.35	Affixing of Common Seal & Signing Documents
<b>1.3.5</b>	<b>Electoral Enrolment Eligibility Claims and Electoral Roll</b>
1.3.6	Destruction of Electoral Papers
1.3.7	Information to be Available to the Public
1.3.8	Financial Management Systems and Procedures
1.3.9	Audit – CEO Review of Systems and Procedures

<b>EXECUTIVE MANAGER DEVELOPMENT SERVICES</b>	
<b>Delegation No</b>	<b>Delegation Title</b>
<i>Local Government Act 1995</i>	
1.2.1	Authorise a Persons to Perform Specified Functions under the Local Government Act 1995
1.2.4	Powers of Entry
1.2.5	Declare Vehicle is Abandoned Vehicle Wreck
1.2.6	Confiscated or Uncollected Goods
1.2.7	Disposal of Sick or Injured Animals
1.2.8	Close Thoroughfares to Vehicles
1.2.9	Obstruction of Footpaths and Thoroughfares
1.2.13	Private Works on, over or under Public Places
1.2.14	Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift
1.2.15	Expressions of Interest for Goods and Services
1.2.16	Tenders for Goods and Services – Call Tenders
1.2.17	Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options
1.2.19	Panels of Pre-Qualified Suppliers for Goods and Services

## Delegation Register

Shire of Northam



1.2.20	Application of Regional Price Preference Policy
1.2.23	Disposing of Property (Tender, Auction, Private Treaty, Lease or Licence)
1.2.25	Payments from the Municipal or Trust Funds
1.2.35	Affixing of Common Seal & Signing Documents
1.3.1	Determine if an Emergency for Emergency Powers of Entry
1.3.10	Infringement Notices
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration
<i>Building Act 2011 Delegations</i>	
2.1.1	Grant or Refuse a Building Permit
2.1.2	Grant or Refuse Demolition Permits
2.1.3	Grant Occupancy Permits or Building Approval Certificates
2.1.4	Designate Employees as Authorised Persons
2.1.5	Designate Contractors as Authorised Persons (Inspectors)
2.1.6	Building Orders
2.1.7	Inspection and Copies of Building Records
2.1.9	Referrals and Issuing Certificates
2.1.10	Private Pool Barrier – Alternative and Performance Solutions
2.1.11	Smoke Alarms – Alternative Solutions
<i>Cat Act 2011</i>	
4.1.1	Cat Registrations
4.1.2	Cat Control Notices
4.1.3	Approval to Breed Cats
4.1.4	Recovery of Costs – Destruction of Cats
4.1.6	Applications to Keep Additional Cats
4.1.7	Reduce or Waiver Registration Fee
4.2.1	Infringement Notices – Extensions and Withdrawals
<i>Dog Act 1974</i>	
5.1.1	Appoint Registration Officer
5.1.2	Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons
5.1.3	Refuse or Cancel Registration
5.1.4	Grant Exemption as to Number of Dogs Kept at Premises
5.1.5	Kennel Establishments
5.1.6	Recovery of Moneys Due Under this Act
5.1.7	Dispose of or Sell Dogs Liable to be Destroyed
5.1.8	Declare Dangerous Dog
5.1.10	Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice
5.1.11	Determine Recoverable Expenses for Dangerous Dog Declaration
<i>Food Act 2008</i>	
6.1.1	Determine Compensation
6.1.2	Prohibition Orders and Certificates of Clearance
6.1.3	Food Business Registrations
6.1.5	Debt Recovery and Prosecutions
6.1.6	Abattoir Inspections and Fees
6.1.7	Food Businesses List – Public Access
<i>Graffiti Vandalism Act 2016</i>	
7.1.1	Give Notice Requiring Obliteration of Graffiti
7.1.2	Notices – Deal with Objections and Give Effect to Notices

## Delegation Register

Shire of Northam



7.1.3	Obliterate Graffiti on Private Property
7.1.4	Powers of Entry
<i>Planning and Development Act 2005</i>	
9.1.1	Illegal Development
9.1.2	Determination of Single House Applications, and Associated Developments
<i>Local Planning Scheme No. 6</i>	
10.1.1	Planning Determinations
10.1.2	Waiver of Application Fees – Development Applications
10.1.3	Clearance of Conditions of Development Approval, or Conditions of Subdivision/ Amalgamation or Strata Title Approval

EXECUTIVE MANAGER ENGINEERING SERVICES	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.4	Powers of Entry
1.2.8	Close Thoroughfares to Vehicles
1.2.9	Obstruction of Footpaths and Thoroughfares
1.2.10	Gates Across Public Thoroughfares
1.2.11	Public Thoroughfare – Dangerous Excavations
1.2.12	Crossing – Construction, Repair and Removal
1.2.13	Private Works on, over or under Public Places
1.2.14	Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift
1.2.15	Expressions of Interest for Goods and Services
1.2.16	Tenders for Goods and Services – Call Tenders
1.2.17	Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options
1.2.19	Panels of Pre-Qualified Suppliers for Goods and Services
1.2.20	Application of Regional Price Preference Policy
1.2.23	Disposing of Property (Tender, Auction, Private Treaty, Lease or Licence)
1.2.25	Payments from the Municipal or Trust Funds
1.2.35	Affixing of Common Seal & Signing Documents
1.3.2	Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare
1.3.3	Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares
1.3.4	Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places
1.3.5	Electoral Enrolment Eligibility Claims and Electoral Roll
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration
<i>Graffiti Vandalism Act 2016</i>	
7.1.1	Give Notice Requiring Obliteration of Graffiti
7.1.2	Notices – Deal with Objections and Give Effect to Notices
7.1.3	Obliterate Graffiti on Private Property
7.1.4	Powers of Entry

## Delegation Register

Shire of Northam



EXECUTIVE MANAGER COMMUNITY SERVICES	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.15	Expressions of Interest for Goods and Services
1.2.16	Tenders for Goods and Services – Call Tenders
1.2.17	Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options
1.2.19	Panels of Pre-Qualified Suppliers for Goods and Services
1.2.20	Application of Regional Price Preference Policy
1.2.25	Payments from the Municipal or Trust Funds
1.2.35	Affixing of Common Seal & Signing Documents

MANAGER PLANNING & ENVIRONMENT	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.4	Powers of Entry
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration
<i>Planning and Development Act 2005</i>	
9.1.1	Illegal Development
9.1.2	Determination of Single House Applications, and Associated Developments
<i>Local Planning Scheme No. 6</i>	
10.1.1	Planning Determinations
10.1.2	Waiver of Application Fees – Development Applications
10.1.3	Clearance of Conditions of Development Approval, or Conditions of Subdivision/ Amalgamation or Strata Title Approval

ENVIRONMENTAL HEALTH OFFICER	
Delegation No	Delegation Title
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration
<i>Food Act 2008</i>	
6.1.3	Food Business Registrations

MANAGER HEALTH AND BUILDING	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.4	Powers of Entry
1.2.9	Obstruction of Footpaths and Thoroughfares
1.3.10	Infringement Notices
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration



## Delegation Register

Shire of Northam



<i>Building Act 2011</i>	
2.1.1	Grant or Refuse a Building Permit
2.1.2	Grant or Refuse Demolition Permits
2.1.3	Grant Occupancy Permits or Building Approval Certificates
2.1.7	Inspection and Copies of Building Records
2.1.9	Referrals and Issuing Certificates
2.1.10	Private Pool Barrier – Alternative and Performance Solutions
2.1.11	Smoke Alarms – Alternative Solutions
<i>Food Act 2008</i>	
6.1.2	Prohibition Orders and Certificates of Clearance
6.1.3	Food Business Registrations
6.1.5	Debt Recovery and Prosecutions
6.1.6	Abattoir Inspections and Fees
6.1.7	Food Businesses List – Public Access

DEVELOPMENT SERVICES TECHNICAL OFFICER	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.4	Powers of Entry
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration
<i>Building Act 2011</i>	
2.1.10	Private Pool Barrier – Alternative and Performance Solutions

SENIOR RANGER	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.4	Powers of Entry
1.2.5	Declare Vehicle is Abandoned Vehicle Wreck
1.2.7	Disposal of Sick or Injured Animals
1.3.10	Infringement Notices
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration
<i>Cat Act 2011</i>	
4.1.2	Cat Control Notices
4.2.1	Infringement Notices – Extensions and Withdrawals
<i>Dog Act 1974</i>	
5.1.8	Declare Dangerous Dog

RANGER	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.5	Declare Vehicle is Abandoned Vehicle Wreck
1.3.10	Infringement Notices
<i>Local Law Delegations</i>	

## Delegation Register

Shire of Northam



1.4.1	Shire of Northam Local Law Administration
<i>Cat Act 2011</i>	
4.1.2	Cat Control Notices

COMMUNITY EMERGENCY SERVICES MANAGER	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.8	Close Thoroughfares to Vehicles
1.3.1	Determine if an Emergency for Emergency Powers of Entry

MANAGER OF FINANCE	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.25	Payments from the Municipal or Trust Funds
1.2.27	Power to Invest and Manage Investments
1.2.28	Rate Record Amendment
1.3.8	Financial Management Systems and Procedures

SHIRE PRESIDENT & CHIEF BUSH FIRE CONTROL OFFICER	
Delegation No	Delegation Title
<i>Bush Fires Act 1954</i>	
3.1.2	Prohibited Burning Times - Vary

GOVERNANCE COORDINATOR	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.3.5	Electoral Enrolment Eligibility Claims and Electoral Roll
1.3.6	Destruction of Electoral Papers
1.3.7	Information to be Available to the Public

WASTE MANAGEMENT OFFICER	
Delegation No	Delegation Title
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration

PLANNING & BUILDING TECHNICIAN	
Delegation No	Delegation Title
<i>Building Act 2011</i>	
2.1.1	Grant or Refuse a Building Permit
2.1.2	Grant or Refuse Demolition Permits
2.1.3	Grant Occupancy Permits or Building Approval Certificates
2.1.7	Inspection and Copies of Building Records

## Delegation Register

Shire of Northam



DEVELOPMENT SERVICES SUPPORT OFFICER	
Delegation No	Delegation Title
<i>Building Act 2011</i>	
2.1.7	Inspection and Copies of Building Records
<del>2.1.10</del>	<del>Private Pool Barrier – Alternative and Performance Solutions</del>

CUSTOMER SERVICE OFFICER & COORDINATOR	
Delegation No	Delegation Title
<i>Cat Act 2011</i>	
4.1.1	Cat Registrations

## 13.2 ENGINEERING SERVICES

### 13.2.1 Avon Central Coast 2050 Cycling Strategy

<b>File Reference:</b>	13.2.1
<b>Reporting Officer:</b>	Paul Devcic (Executive Manager Engineering Services)
<b>Responsible Officer:</b>	Paul Devcic (Executive Manager Engineering Services)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Public Notice

#### BRIEF

For Council to consider and adopt the Avon Central Coast 2050 Cycling Strategy.

#### ATTACHMENTS

1. Avon 2050 Cycling Strategy FINAL [**13.2.1.1** - 104 pages]

#### A. BACKGROUND / DETAILS

Development of the Avon Central Coast 2050 Cycling Strategy (the Strategy) commenced in 2019 and is the result of a collaboration between local and state government agencies, and was identified as a key action from the Western Australia Bike Network (WABN) Plan 2014-2031.

The Local Governments captured in this strategy include the Shire's of Beverley, Chittering, Dandaragan, Gingin, Toodyay, York, and Northam.

The Strategy establishes an agreed long-term cycle network for the region, which is critical as Shires without an endorsed network will be unable to apply for funding under the WABN Grants program.

It captures community aspirations as well as future directions of Councils and State Government to allow a coordinated approach to realising the common ambitions.

Recognised within the Strategy is the vital role bike riding and other micromobility play in regional tourism, as well as increasing the health and wellbeing of existing and future residents. Improving the infrastructure and

environment for bike riding also improves the overall efficiency of the transport system as a whole.

From short-term initiatives such as improving access to schools and commercial areas, to longer-term incentives for people to cycle between towns for extended cycle holidays, this Strategy provides guidance for investment and improved planning in the Avon and Central Coast regions over the coming decades.

Outcomes will:

- facilitate the planning and development of long distance bike riding routes;
- ensure that the standard of future bike riding facilities meets current best practice;
- adopt a consistent approach with other long-term cycling strategies being developed across WA;
- address key opportunities which may have previously been overlooked, particularly in relation to future land use and transport developments throughout the region; and
- help guide investment between local and State Government, and in certain circumstances between neighbouring local governments.

## B. CONSIDERATIONS

### B.1 Strategic Community / Corporate Business Plan

Performance Area: Place.

Outcome 9: Safe roads and greater use of sustainable transport options.

Objective 9.2: Encourage more people to use active and shared transport.

Priority Action 9.2.9: Provide improved tracks and trails.

### B.2 Financial / Resource Implications

Failure to adopt this strategy will preclude the Shire from accessing future funding rounds under the WABN program.

### B.5 Stakeholder Engagement / Consultation

In 2018, the Department of Transport commenced a review of its guidance for local governments across WA. Formerly known as the 2050 Wheatbelt Cycling Strategy, the Avon Central Coast 2050 Cycling Strategy aimed to identify central themes and opportunities for enabling bike riding across the region and produce strategic and operational cycle network plans for regional centres and surrounding areas.

Running in parallel with the regional strategy, local governments were encouraged to create a bike plan for their area. Donald Veal Consultants

were engaged by the Shire of Northam to develop the Northam Bike Plan 2020.

The relationship between different levels of bike network planning is listed below:

**WABN Plan:** High level Policy document (DoT).

- **2050 Regional Cycling Strategies:** Sets out a long-term strategy for an entire region with a particular focus on strategic projects and inter-regional connections.
  - **Local Government Bike Plans:** Sets out short and medium-term priorities based on known constraints and funding opportunities.

The Shire's Bike Plan 2020 looked to:

- Develop a safe, connected network of bicycle routes for all types of bicycle users;
- Integrate cycling network development with new residential and commercial developments.
- Increase participation in all forms of cycling.
- Prioritise key cycling routes that will have the most benefit; and
- Undertake promotion and education campaigns that will improve cycling awareness as a legitimate mode of transport, cycling safety and competency.

During its development, extensive consultation was undertaken with relevant stakeholders, and included:

- Community Questionnaire: open for responses between 18 November - 8 December 2019.
- Community workshop: held at Northam Boulevard shopping centre on 23 November 2019.
- Communication was undertaken with external agencies, such as Department of Transport.

## B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Loss of access to future grant opportunities.	Almost Certain (5) x High (4) = Extreme (20)	Adopt the strategy
Health & Safety	Nil	Nil	Nil

Reputation	Damaged reputation and public embarrassment.	Possible (3) x Minor (2) = Moderate (6)	Adopt the Strategy
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

**B.7 Natural Environment Considerations**

Nil

**C. OFFICER'S COMMENT**

The document is a shared aspirational vision for cycling across the region, with the action plan providing a guide for delivery, not an enforced set of actions. This long-term planning approach has been endorsed by 32 metro LGAs, with Department of Transport now seeking endorsement of the Avon Central Coast 2050 Cycling Strategy to demonstrate region-wide collaboration on a shared vision, which will assist in leveraging and prioritising future funding.

Once a long-term strategy is in place, all current WABN grants, and its future iteration, will be linked to them.

Council is requested to endorse the principles of the Avon and Central Coast 2050 Cycling Strategy and receive the proposed action plan for future budget and planning consideration.

Endorsement of the Avon and Central Coast Cycling Strategy does not commit Council nor State Government agencies to deliver all, or any part, of the Avon and Central Coast Cycling Strategy within a particular timeframe – nor does endorsement commit fund to any specific route or initiative within the Strategy.

Council endorsement confirms support for local and State Government agencies to work together in delivering the aspirational Avon and Central Coast 2050 Cycling Strategy over the longer term.

**RECOMMENDATION**

**That Council:**

1. **ENDORSES** the principles of the Avon and Central Coast 2050 Cycling Strategy; and
2. **RECEIVES** the proposed Action Plan (Attachment 13.2.1.1) for future budget and planning consideration.





Government of Western Australia  
Department of Transport

Empowering a  
thriving community



# AVON CENTRAL COAST 2050 CYCLING STRATEGY



Department of Transport

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### About this report

The information contained in this publication is provided in good faith and believed to be accurate at time of publication.

The State shall in no way be liable for any loss sustained or incurred by anyone relying on the information. August 2023

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### Alternative formats

This publication is available in alternative formats upon request. Contact us to request a copy or submit an enquiry.

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### Acknowledgement

The authors of the Avon Central Coast 2050 Cycling Strategy acknowledge the Traditional Custodians of the land on which we work and live, and recognise their continuing connection to land, waters and community. We pay respect to Elders past and present.

Specific acknowledgement is given to the Ballardong, Whadjuk and Yued Noongar peoples.

Specific acknowledgements have been made throughout the document to recognise Country and the Traditional Custodians.

In the first instance this has been informed by Native Title Determination Areas<sup>1 2 3</sup>, as per the Native Title Tribunal Native Title Claimant Applications and Determination Areas Map, available from the National Native Title Tribunal.

Where no formal Native Title claim has been determined, reference has been made to the AIATSIS Map of Indigenous Australia<sup>4</sup>. We note that some of the information shown on that map is contested and may not be agreed to by some Traditional Custodians. We additionally recognise there are alternative spellings for some of these names.

Please contact [activetransport@transport.wa.gov.au](mailto:activetransport@transport.wa.gov.au) if Traditional Custodians have not been accurately recognised.

Aboriginal and Torres Strait Islander peoples are respectfully advised that this publication may contain images or names of people who are deceased.

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Department of Transport

## Executive Summary

The Western Australian Bicycle Network Plan (WABN) recognises the importance of bike riding to Western Australia. It enables partnerships between local and state governments to improve cycle infrastructure throughout the State. The State Government has developed a Long-Term Cycle Network (LTCN) in collaboration with local governments that recognises the important integration of connections to major and local attractions, tourist destinations and trails. This network is recognised in the 12 regional cycle strategies that have been, or are being, developed. They celebrate the growing attraction of cycle tourism within the State as well as promoting the importance of connected networks and a safer environment to cater for the growing demand for bike riding in regional and metropolitan areas.

Cities and towns with high levels of bike riding enjoy a range of economic, environmental and social benefits. Not only is bike riding proven to reduce traffic congestion and improve air quality, it also helps to create more vibrant and welcoming communities. Bike riding can facilitate new forms of industry (such as cycle-tourism) and more generally, it enables people to live happier, healthier and more active lives. Fundamentally, increasing active transport, including walking and riding, is about improving quality of life – something that is critical for attracting and retaining people in regional areas.

The key to increasing walking and riding is providing and activating infrastructure which is safe and convenient. When applied successfully, the Activation, Consultation and Evaluation (ACE) model actively encourages people to utilise the infrastructure delivered, creates opportunities for constructive engagement, links social and built environment factors, and facilitates definition and measurement of project outcomes.

Active transport needs to be prioritised and encouraged ahead of other modes in appropriate locations and integrated with adjoining land use. If we are serious about reducing car dependency and helping people make better travel choices, particularly for short trips, these priorities need to be reflected in the way our communities are planned.

The Avon Central Coast 2050 Cycling Strategy is the result of a collaboration of seven local government authorities (LGAs) with state government agencies. The Strategy establishes an agreed long-term cycle network for the region. It also establishes key priorities for the local governments.

The Strategy captures community aspirations as well as future directions of Councils and State Government to allow a coordinated approach to realising the common ambitions. The Strategy recognises the important part bike riding and other micromobility can play in attracting tourism to the region, increasing the health and well being of existing and future residents and providing a focus on an increasingly important transport option. Improving the infrastructure and environment for bike riding adds to the overall efficiency of the transport system as a whole.

The Avon Central Coast region is renowned for its scenery, wildflowers, farmland and history. The proximity of towns and relatively flat terrain means many options are available for locals and visitors to enjoy bike riding in its many forms. There are many opportunities to create cycle tourism initiatives to showcase the region.

From short-term initiatives such as improving access to schools and commercial areas, to longer-term incentives for people to cycle between towns for extended cycle holidays, this Strategy provides many opportunities for focus for the whole region.

## Why we want more people walking and riding

### ✓ More vibrant, friendly and safe communities

Increasing active transport improves community cohesion and can enhance local security.<sup>5</sup>

More than 1 in 4 regional Western Australians bike ride in a typical week – the highest proportion of any Australian state and territory.<sup>6</sup>

### ♥ A more sustainable health system

More than 4 in 10 Western Australian adults don't get enough physical activity. Consistent walking or riding can help reduce cardiovascular disease, type 2 diabetes and the mortality rate.<sup>7</sup>

Improving access to walking and riding infrastructure in regional areas is a key focus to better sustain outer metro health systems.<sup>8, 9</sup>

### 💰 A stronger economy

Australians pay an average of \$20,013 in transport costs per year. Bicycle upkeep is significantly lower at around \$800 to \$1,100 per year.<sup>10</sup>

Bike tourism is a growing niche, encouraging more repeat travel to regional WA areas.<sup>11</sup>

In 2022, the bike riding industry contributed \$6.7 billion to our economy, supporting 58,272 full time jobs.<sup>12</sup>

### 😊 Healthier and happier people

Bike riding can improve mental, physical and social health and wellbeing, as well as reduce sickness absence to work.<sup>13</sup>

### ⚖️ A fairer and more equitable society

Many people living in outer urban, rural and remote regions have very limited transport options.<sup>14</sup>

By improving walking and bike riding conditions, motorised travel can be reduced, and healthier, more cost-effective active travel modes can be used by people of all ages and abilities.<sup>15</sup>



### 🌱 Greener and cleaner places

Bike riders had 84% lower CO2 emissions from all daily travel than non-riders, and people who shifted from car to bike were found to decrease life cycle CO2 emissions by 3.2 kg CO2/day.<sup>16</sup>

# 1. Introduction

## 1.1 Guiding principles

**This Strategy sets out a long-term vision of creating safe, resilient, vibrant and integrated communities across the Avon and Central Coast region, encompassing the shires of Beverley, Chittering, Dandaragan, Gingin, Northam, Toodyay and York.**

The *Avon and Central Coast 2050 Cycling Strategy* has been developed to facilitate all forms of micromobility. With the rise of newer technology, the forms of micromobility captured in this Strategy extends beyond walking and bike riding to include new and emerging technologies such as e-bikes and e-scooters. The Strategy aims to create an overall integrated network throughout the Avon and Central Coast regions that is safe, comfortable and direct, to encourage users of all ages and abilities.

Comprehensive riding networks promote social inclusion, lead to more active and healthy communities and help to showcase some of the most unique natural landscapes to residents and visitors.

The long-term cycle network proposed in this Strategy has been developed based on the following principles:

**Safe:** The 2050 cycling network should be built to a standard which reflects an all ages and abilities design philosophy. People of all ages should be able to ride safely and confidently to the places they need and want to go. Unprotected cycling facilities located on busy roads are not considered suitable for vulnerable road users and will not encourage more people to ride, more often.

**Connected:** Like a road network, all bike riding routes should connect to something at each end (whether that is a destination or another bike riding route).

**Widespread:** In suburbs and towns, the network should be extensive enough for people to safely assume they can get to their destination without encountering hostile traffic conditions. When bike riding networks reach a certain level of density it enables families to live comfortably without a second car.

**Legible:** The bike riding network needs to be both intuitive and direct. To achieve this, it makes sense to locate major bike riding routes parallel to natural landforms such as rivers and coastlines or within existing road and rail corridors. The development of coherent wayfinding initiatives is also important in supporting legibility.

**Aspirational:** Given the long-term nature of this Strategy, several ambitious ideas have been put forward to enable residents to adopt bike riding as a viable and priority transport mode, as well as encourage visitors to stay longer and explore the Avon Central Coast region comfortably by bike.

In some cases, local governments may not have the funding or organisational capacity to progress initiatives, but this Strategy identifies opportunities for future delivery.

**Achievable:** For the most part, the proposals put forward in this Strategy adopt tried-and-tested planning principles. The case studies chosen provide regional, interstate and international examples of similar projects undertaken in recent years.

Bike riding disciplines that are dependent on purpose-built facilities (such as BMX parks, downhill mountain bike trails and velodromes for track cycling) typically perform non-transport related functions and as such, are not considered within this Strategy. However, the existing and planned locations of these facilities have been considered as part of planning the overall network.

---

*An all ages and abilities design philosophy is about creating places and facilities that are safe, comfortable and convenient for as many people as possible. By designing walking and bike riding facilities that cater for the youngest and most vulnerable users, we create a network that everyone can use. At the heart of this approach is fairness and enabling all people to use the network regardless of age, physical ability or the wheels they use.*

---

## 1.2 Avon Central Coast in context

The *Avon Central Coast 2050 Cycling Strategy* covers a segment of the Wheatbelt region in proximity with metropolitan Perth. The Strategy area looks at two subregions:

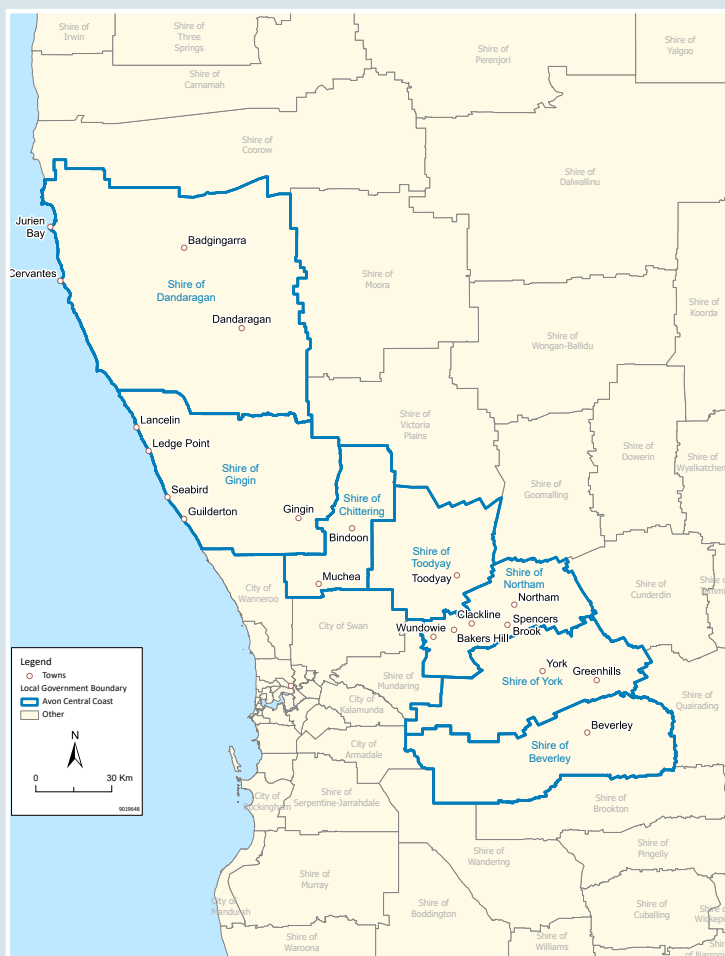
- Avon, including the Shires of Beverley, Northam, Toodyay and York
- Central Coast, including the Shires of Chittering, Dandaragan and Gingin.

The lands covered by the Strategy are located on Ballardong, Whadjuk and Yued Noongar Boodja (Country).

The Strategy area encompasses breathtaking coastline, national parks and reserves, scenic hills and historic country towns. Being so close to Perth, the area has all the attractions of rural and regional lifestyle while offering convenience of the metropolitan area<sup>17</sup>.

The Avon Central Coast has a relatively low population density. The area's large population centres include the townsites of Northam and Toodyay located in the Avon subregion. Other key townsites in Avon subregion include Bakers Hill; Beverley; Clackline; Spencers Brook; York; and Wundowie.

Figure 1: Avon Central Coast and Key Statistics <sup>18</sup>



### Strategy area

18,765 square kilometres

### Population

**Total:** 35,973

**Avon:** 21,112

**Central Coast:** 14,861

### Key towns

**Northam:** 6,679

**Toodyay:** 1,362

**York:** 2,393

**Jurien:** 1,985

**Beverley:** 1,100

### Key industries

Agriculture including broadacre cropping and livestock grazing; aquaculture; renewable energy; mining, construction and light industry; transport, logistics and manufacturing.

Most of the population in the Central Coast subregion reside in Cervantes, Jurien Bay and Lancelin. Coastal townsites also cater for significant tourism populations, with peak season seeing inhabitants of these towns nearly double<sup>19</sup>. Other key townsites in the Central Coast subregion include Badgingarra; Bindoon; Gingin; Guilderton; Ledge Point; Muchea; and Seabird.

Each shire in the strategy area reports a proportion of residents over 55 currently that is higher than the Australian average. There is an expectation that this cohort will continue to increase<sup>20</sup>. Population growth is generally stable throughout the strategy area<sup>21</sup>. The biggest growth in population is reported as occurring in Dandaragan (due to attractive lifestyle for retirees<sup>22</sup>) and Chittering (attributed to proximity to the Perth metropolitan area<sup>23</sup>). Shires throughout the strategy area project steady growth based on retiree and semi-retiree in-migration to high amenity areas.

Agriculture is the historical backbone of the strategy area, and it remains a key industry throughout Avon and Central Coast. There are a variety of agriculture activities across the area including broadacre cropping and livestock grazing with large property holdings outside of towns. In the Central Coast, aquaculture is of increasing importance, as are renewable energy and mining, construction and light industry. In Avon, transport, logistics and manufacturing are also growth areas. All these industries lead to the presence of large vehicles on the region's roads and active railways.

Tourism is of increasing importance to the strategy area, with visitors from local, interstate and overseas drawn to the coast particularly in summer months. As well, they are attracted to natural features such as the Pinnacles and heritage destinations across the area. Cultural, heritage and experience tourism such as stargazing, wildflower viewing and food and wine tourism are predicted to drive additional visitation in the strategy area.

### 1.3 The need for a long-term regional cycling strategy

This Strategy is designed to guide investment and improve planning for bike riding in the Avon Central Coast region over the coming decades. The outcomes from this Strategy will:

- facilitate the planning and development of long-distance bike riding routes;
- ensure that the standard of future bike riding facilities meets current best practice;
- adopt a consistent approach with other long-term cycling strategies being developed across WA;
- address key opportunities which may have previously been overlooked, particularly in relation to future land use and transport developments throughout the region; and
- help guide investment between local and State Government, and in certain circumstances between neighbouring local governments.

It is important that this Strategy is reviewed on a regular basis to ensure it keeps up with the changing face of the strategy area, reflecting on all the future changes to bike riding as a mode of transport. A framework outlining how this Strategy will be maintained is provided in [Section 6.3](#).

#### 1.3.1 Expected changes in population

Recent subregional economic planning predicts the population of the Avon Central Coast region to double from 35,500 to 71,000 by 2050.<sup>24</sup>

The Wheatbelt Development Commission's Wheatbelt Blueprint (2014<sup>25</sup>) estimates that Avon will be a successfully thriving subregion with just over 42 per cent of the Wheatbelt's population. Avon is expected to experience a more robust and sustained rate of population growth over the next decade given its relative proximity to the Perth metropolitan area.

Population growth is also anticipated to accelerate in the Central Coast subregion. The strongest average growth rate over the past decade was in the Chittering local government area, which grew 54 per cent (three times faster than the subregion as a whole). By 2050, the Central Coast subregion is expected to account for 13 per cent of the Wheatbelt's population, growing by 23,000 people.



### 1.3.2 Expected changes in land use

Major enterprises serve as economic and employment hotspots in the subregions. New and expanding businesses are anticipated to enhance employment and increase the transport requirements from residential areas. Many new business and job opportunities are likely to establish across the region including fishing and food, mining, tourism and renewable energy projects. Linking key employment hotspots with residential areas will encourage commuting by active transport. Linking tourism hotspots with accommodation centres will also encourage active mobility and relieve the dependency on motorised transport.

### 1.3.3 Expected changes to transport

Several regional transport projects are proposed to be delivered within the Avon and Central Coast prior to 2050, these include:

- upgrade of the Bindoon bypass on Great Northern Highway;
- Eastlink connecting Midland to Northam;
- completion of Dryandra Road to Goomalling-Toodyay Road; and
- review of Tier 3 Rail lines.

With each of these major projects, appropriate consideration must be given to the provision of high-quality active transport infrastructure and facilities, noting the economic benefits of inclusion in the initial project rather than retrofitting.

### 1.3.4 Relationship with other documents

The *2014-2031 Western Australian Bicycle Network (WABN) Plan*<sup>26</sup> identifies the need to review bike riding facilities in WA's regional centres. Although many local governments have their own local bike plans, it is recognised that there is a need to develop long-term regional strategies which have an aspirational focus and, where appropriate, span across entire regions. Key objectives of this process include:

- improving connections to activity centres and schools;
- identifying inter-regional routes; and
- harnessing the potential for cycle-tourism.

Funding applications for the development of key strategic projects are currently supported through the Regional Bicycle Network (RBN) Grants Program. This program makes funds available for the planning, design and construction of bike riding infrastructure by local governments in regional and metropolitan WA, with funding matched on a dollar-for-dollar basis. Development of a regional strategy can also help facilitate Federal funding opportunities.

Long-term cycling strategies such as this do not preclude local governments from preparing a local bike plan. While the purpose of this Strategy is to provide a blueprint for the Avon Central Coast cycling network, a local bike plan may be used to identify short-term priorities such as upgrades to existing infrastructure and maintenance requirements. Local bike plans are also important for outlining strategies around the activation of bike riding infrastructure and various education, promotion and encouragement strategies aimed at affecting behavioural change.

The Department of Transport (DoT) is currently leading the development of a new active travel strategy, *Walk, Wheel, Ride, Thrive*, which will better align existing State Government strategies and outline a collaborative approach to increasing active travel across Western Australia. Once published, *Walk, Wheel, Ride, Thrive* will replace the WABN Plan.

### 1.3.5 Expected changes due to climate change.

There are very real considerations in asset management for local governments in terms of coastal inundation risks, impacts of urban heat island effects and availability of materials, amongst a raft of other impacts. This is relevant to decisions on where and how future paths will be designed and constructed.

Department of Transport

## 1.4 Background research and analysis

### 1.4.1 Document review

A range of documents were reviewed pertaining to land use and transport in the Avon Central Coast region, particularly relating to the shires of Beverley, Chittering, Dandaragan, Gingin, Northam, Toodyay and York.

Combined with detailed stakeholder engagement, these documents were critical to understanding the current approach to bike planning and where planning and feasibility for certain routes has already been undertaken. A list of these documents is contained in [Appendix B](#).

### 1.4.2 Mapping of current and future trip generators

Existing and known future trip attractors were mapped to enhance development of the network. Trip attractors are defined as any place that people could reasonably be expected to need or want to cycle to, and include destinations such as schools, shopping centres, recreational facilities, industrial areas, caravan parks and tourist attractions. The identified trip attractors are shown together with the proposed 2050 cycling networks contained in [Section 4](#).

### 1.4.3 Analysis of crash data

The most recent (2018-2022) five-year crash statistics were obtained from Main Roads' Crash Analysis Reporting System (CARS). Both pedestrian and cyclist crash data were obtained, noting that areas which are unsafe for people walking are often also unsafe for those riding. An analysis of this data is provided in [Appendix B](#).

### 1.4.4 Analysis of GPS travel data

The GPS mapping tool, Strava Labs, was employed to better understand which parts of the Avon Central Coast road and path networks are most heavily utilised by bike riders. Strava is a website and mobile app used to track athletic activity via GPS and can be used to highlight popular bike riding routes throughout the Avon Central Coast and surrounding areas. Despite the usefulness of this information, it should be noted that GPS travel data is typically representative of people who cycle for training or high-intensity recreational purposes. An analysis of this data is contained in [Appendix B](#).

### 1.4.5 Community consultation

Consultation with the local community was central to the development of this Strategy. The objectives of the consultation were to:

- help refine the overarching aims and objectives of the Strategy;
- gain an understanding of the community's expectations when it comes to bike riding infrastructure, as well as the needs of different user groups;
- reveal the major issues and missing links associated with the Avon and Central Coast's existing bike riding networks;
- provide the community with an opportunity to share their ideas; and
- seek local buy-in and ongoing community support for the Strategy.

The consultation was carried out in three distinct phases: initial engagement with key stakeholder groups including local governments; surveys and mapping exercises online; and Community drop-in sessions providing face to face contact for local residents.

The results of the engagement process are summarised in [Appendix C](#).

### 1.4.6 Stakeholder consultation

This Strategy has been developed by DoT in partnership with the Shires of Beverley, Chittering, Dandaragan, Gingin, Northam, Toodyay and York. Consultation was undertaken with various stakeholders, including:

- ARC Infrastructure;
- Department of Biodiversity, Conservation and Attractions (DBCA);
- Department of Local Government, Sport and Cultural Industries (DLGSCI);
- Department of Planning, Lands and Heritage;
- Tourism WA;
- Main Roads WA;
- WA Trails Reference Group;
- WA Bike Riding Reference Group;
- WALGA; and
- WestCycle.

### 1.4.7 Review of existing cycling network

Alongside community and stakeholder consultation, a technical review of the existing bike riding network was undertaken to identify strengths, weaknesses and opportunities. Many of the towns across the region benefit from existing networks of suitable infrastructure, including wide footpaths which facilitate local access to many destinations. However, there are significant opportunities to enhance and supplement the existing networks and better cater for bike riding trips, particularly to industrial workplaces and tourist destinations. Along with the development of new cycle routes, these opportunities include:

- improving connectivity by constructing missing links;
- completing loops around the region's cities and towns;
- providing separated infrastructure to improve bike rider safety on heavy vehicle routes;

- upgrading older sections of shared paths to provide more comfortable walking and bike riding experiences;
- introducing consistent wayfinding to assist with network legibility;
- installing climate and terrain specific mid-trip and end of trip facilities; and
- enhancing local bike riding networks through activation initiatives that emphasise the unique cultural and environmental landscapes.

The maps contained in the Action Plan ([Section 6](#)) classify the existing cycle network in the context of the proposed network hierarchy.



Consultation session in Jurien Bay. Credit: Department of Transport

## 2. Encouraging Bike Riding

The built environment and the social environment are two key factors which influence the uptake of bike riding. Traditionally, bike riding strategies have focused on built environment factors alone. These important factors include all elements of infrastructure such as adequate paths, road-crossing points and trip facilities. Bike riding infrastructure has traditionally been provided in a 'build it and they will come' model, much like car-based road infrastructure which appears to attract people once it is constructed. Providing only the infrastructure for bike riding does not deal with factors to enable more people to make the choice to ride.

The social environment includes the built environment as well as relationships, institutions and culture. More specifically for encouragement of bike riding, the social environment means responding to perceptions, access, ability and awareness to help develop behavioural norms<sup>27</sup>. This involves consideration of who could be riding on the paths to understand and address their barriers and motivations related to bike riding.

Consideration for both factors are included in the Strategy and actions to help create and support a culture of bike riding are identified.

### 2.1 Activation, consultation and evaluation

This Strategy outlines how new bike riding infrastructure can support greater participation in bike riding in the Avon Central Coast region. However, planning and building infrastructure in isolation will not necessarily lead to significantly more people riding.

There needs to be an emphasis on creating inclusive infrastructure projects so that the product delivered fully serves the needs of the local community as well as people visiting the region. This can be achieved through a range of engagement and monitoring activities as projects are planned, designed and constructed, and as the infrastructure continues to be used after construction.

Effective engagement incorporates three essential elements into project delivery – activation, consultation and evaluation. This approach is outlined in the following framework.

Figure 2: Activation Consultation and Evaluation model



- **Activation** includes promotions and programs designed to encourage people onto the infrastructure by raising awareness and appeal. This can range from highlighting the new facilities in media releases and creating local maps, to making bike riding trips more pleasant through added amenities such as end-of-trip facilities, bike parking, natural landscaping, art works and other initiatives. Activation can take place throughout all phases of an infrastructure project – starting well before a project is built – and can be temporary (one-off activities), intermittent (such as a monthly group ride) or permanent (such as wayfinding signage).
- **Consultation** is a crucial part of the delivery of inclusive bike riding infrastructure to ensure that the facilities meet the needs of users, stakeholders and the local community. Consultation can be undertaken in a variety of formats and is typically led by local government.
- **Evaluation** of the infrastructure is essential to measuring the impact it is having, both for people using the infrastructure and for the wider community experiencing the outcomes of increased transport mobility. These outcomes may include better local liveability, improved congestion and parking management, growth in cycle tourism and increased spending at local businesses. Ongoing monitoring will ensure facilities are well maintained and that the planning and delivery of bike riding initiatives undergo continuous improvement.

All three of these elements are inherently linked and some activities will deliver outputs for more than one, such as a community workshop where people are asked to review existing facilities (evaluation), help prioritise new ones (consultation), and participate in the delivery and promotion of new facilities and amenities (activation).

At its core, this approach acknowledges that cycle networks are part of a richer local landscape and should be delivered in an inclusive way that invites participation and supports a range of community outcomes.

## 2.2 Cross agency synergies

An integrated approach to transport planning is a positive way to influence the planning and provision of transport systems towards more sustainable patterns. Integrated transport planning considers key transport issues such as transport system interdependencies, interactions between transport and land use, transport safety, traffic congestion, parking, travel demand management and accessibility. Integrated transport plans will help identify and prioritise transport infrastructure and service improvements and meet community and government objectives.

Developing and leveraging the benefits of bike riding and other forms of active transport throughout the Avon Central Coast region will rely on the cooperation of several government agencies. The diversity of opportunity allows for key agencies to work together with local governments, communities and businesses to promote active transport.

A key consideration for transport trails and paths in the Avon Central Coast region (particularly those connecting towns) are public drinking water source areas. Prior to development, it is critical that consultation is undertaken with the Department of Water and Environmental Regulation (DWER). Similarly, transport trails through reserve areas should be referred to the DBCA at an early stage of the design process. Early consideration should also be given to Aboriginal heritage and recognition of local sensitivities.

Working together provides greater scope in integrating communities and allows a more effective use of resources to achieve outcomes to benefit more communities.

## 3. Regional Route Hierarchy

A hierarchy comprising five types of bike riding routes has been used to plan and illustrate the Avon Central Coast's 2050 cycling network. This hierarchy has been adopted for all bike riding strategies in WA as a key action of the WABN Plan. An important aspect of the hierarchy is that unlike many traditional cycling network plans, routes are defined primarily by function, rather than built form. The key differences between the five types of routes are explained in Sections 3.1 to 3.5, with additional detail provided in [Appendix A](#).

### 3.1 Primary routes

Primary routes form the backbone of the Avon Central Coast 2050 cycling network. They define high demand corridors connecting major destinations of regional importance. Primary routes afford people riding and walking with safe and generally uninterrupted journeys.

Primary routes should be completely separated from motorised traffic. Due to this, major road and rail corridors, as well as river and ocean foreshores, tend to be the most practical locations for these types of facilities.

In terms of built form, primary routes predominantly consist of high-quality shared paths at least 3 metres in width. To ensure high levels of rideability and legibility, red asphalt is usually the preferred surface treatment however this may depend on the localised climate and terrain. An important consideration for shared paths is managing safety and ensuring etiquette between different users. In areas of high pedestrian activity, it may be necessary to provide separate facilities for people walking and riding.

In regional areas, which often include long distance connections, consideration should be given to convenience and emergency facilities such as water fountains, rest points and toilets.



Example of Primary route. Credit: Department of Transport

### 3.2 Secondary routes

Secondary routes are typically located within built-up environments. The aim of these routes is to provide connectivity for users between primary routes and important trip attractors such as shopping centres and industrial areas, as well as education, health and sporting and civic precincts.

In most cases, secondary routes are located adjacent to busy streets and take the form of protected on-road bike lanes or separated shared paths. It is important that the design of all new bike riding infrastructure (including secondary routes) incorporates an 'all ages and abilities' approach. To ensure that on-road bike riding infrastructure is safe and attractive to such a wide range of users, separation in the form of kerbed medians is desirable to minimise the interaction between those riding bikes and those driving cars – particularly on busier roads.

Where this is not possible, softer measures such as painted hatching, mountable plastic kerbing or flexible bollards can be considered, however these treatments are normally only acceptable in low speed environments. In some cases, off-road shared paths are the best option for secondary routes.

Unlike primary routes, secondary routes do not necessarily provide users with uninterrupted journeys. Consequently, it is important that appropriate consideration is given to the design of secondary routes at all intersecting roads, but particularly those controlled by either traffic signals or roundabouts. Where possible, priority should be given to the bike riding route at intersecting minor roads and driveways.



Example of Secondary route. Credit: Department of Transport

### 3.3 Local routes

The objective of local routes is to collect bike riding traffic from local residential areas and distribute it to the secondary and primary bike riding networks. Local routes are also used by bike riders to access a range of lower-order destinations such as local shops and parks. The look and feel of local routes are distinctively different from primary and secondary routes.

Examples of local route treatments include:

- 30 km/h safe active streets which adopt 'self-explaining street' and 'filtered permeability' urban design principles;
- very quiet suburban streets, communicated using sharrows<sup>28</sup> and other signage or way finding;
- sections of shared path (normally linking two or more quiet streets together); and
- on-road bike lanes (but only on quiet roads with low traffic volumes and where posted speed limits are less than or equal to 50 km/h).

In many cases, a local route may consist of a combination of two or more types of treatment. Where this is the case, the transition from one type of facility to another needs to be carefully considered.



Example of Local route. Credit: Department of Transport

Department of Transport

### 3.4 Transport trails

Transport trails are long-distance, predominantly unsealed trails which are typically used to connect towns. Unlike downhill mountain biking trails, transport trails are non-technical in design. While there will be some level of crossover, transport trails provide users with a more passive bike riding experience.

In some cases, transport trails cater for other types of users including bushwalkers, trail runners and horse-riders. On such trails, it is essential that paths are managed appropriately to ensure the safety and satisfaction of all user groups.

In terms of their built form, transport trails should ideally be wide enough to allow two people to ride comfortably side-by-side. As they are often located in remote locations, it is important that extensive wayfinding signage is used to direct users to, from and along the route.

Transport trails are often constructed along the alignments of disused or closed railways, watercourses (such as rivers, drains and irrigation channels), utility corridors (such as electricity, gas or water supply), as well as fire breaks and other tracks through forested areas including nature reserves and national parks.

Depending on land ownership, the planning, design, construction and maintenance of transport trails is typically led by local government or the DBCA. Funding is usually sought through the DLGSCI or Lotterywest. Other government agencies such as DoT and Tourism WA can assist in the planning, design and promotion of these facilities.



Example of a Transport Trail.  
Credit: Department of Transport

### 3.5 Road cycling routes

Road cycling routes cater for people cycling long distances for training, sport or recreational purposes. For this user group, distances of 100 km or more are achievable.

This type of bike riding, which is often undertaken by groups or clubs, is commonly carried out on rural and semi-rural roads which tend to feature nice scenery, challenging terrain and low traffic volumes, but are also selected in order to minimise the likelihood of interactions with pedestrians and lower speed cyclists.

Around WA there is a growing need to review the key routes being used by road cyclists in order to improve safety and user experience. The introduction of safe passing legislation has gone some way to protect those riding on the road<sup>29</sup>. However, other initiatives may include shoulder widening, pull-off bays, advisory signage, and electronic flashing warning signs which detect when groups of cyclists are using certain sections of road. Detailed assessment is required in partnership with cycling bodies and groups to determine appropriate locations and preferred safety measures, which will likely differ on each route.



A Road Cycling route rider in Karratha.  
Credit: Department of Transport



## 4. Proposed Network

This Strategy covers 17 townships and several regional connections between towns. It includes relatively short distances as well as consideration for longer distance connections for recreational and touring bike riders.

The exact alignments of some routes may change following further feasibility assessment and consideration of local environmental, heritage and engineering constraints. Of relevance to the region are coastal hazard areas on foreshores, riverbeds and flood plains, native vegetation, and public drinking water source areas. Prior to development of any trails and routes that may impact on sensitive areas, it is critical that consultation is undertaken with the relevant stakeholders including DWER, DBCA and the Department for Lands, Planning and Heritage.

The proposed network has been developed as a result of a comprehensive review of routes and destinations by transport engineers and the participating local governments, as well as community consultation. The network highlights the opportunities in the region and helps inform the action plan, so as if and when finances and capacity permits, or when alternative funding opportunities arise, readily identified projects may be able to be progressed.

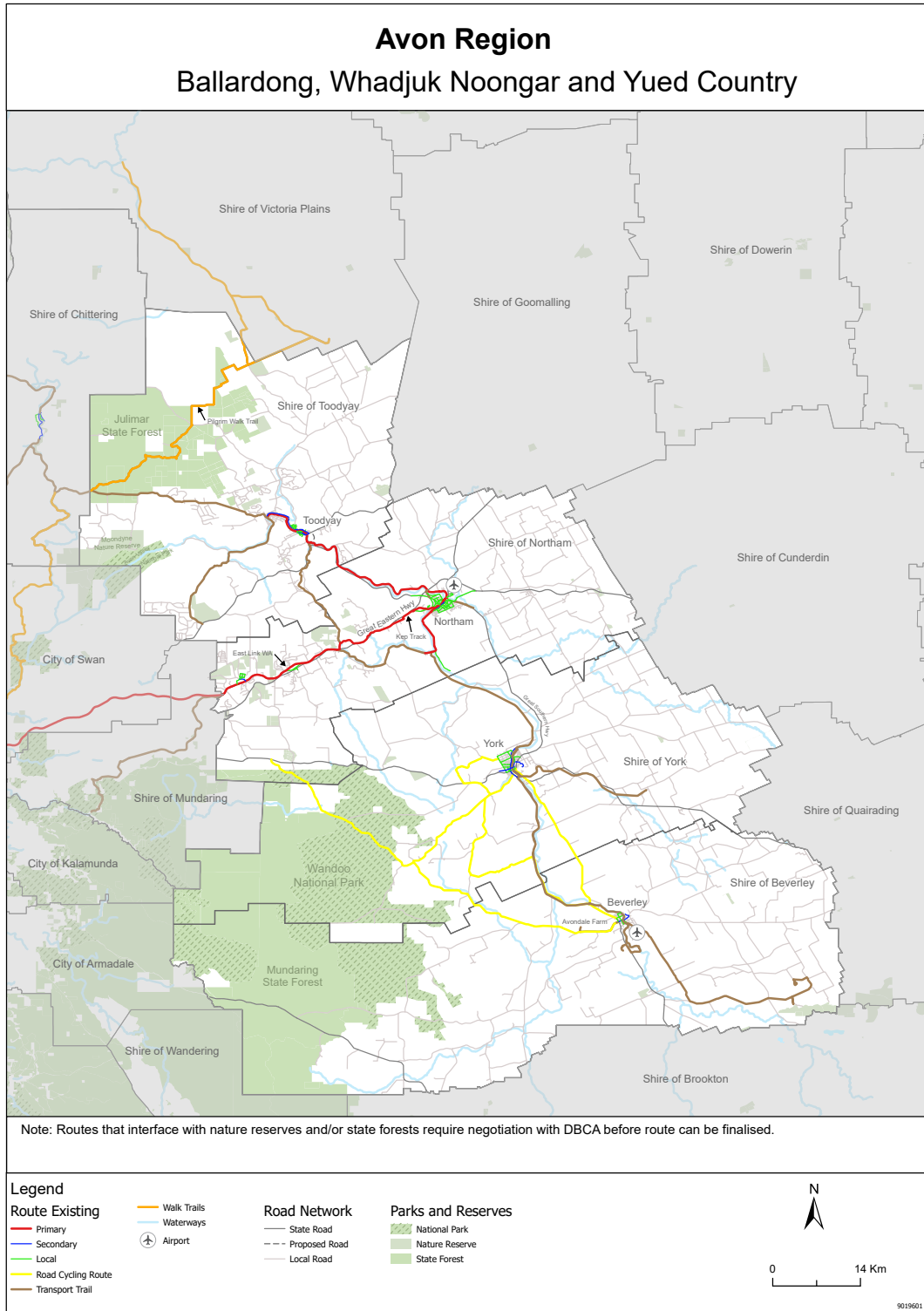
### 4.1 Overall network

Maps 1 to 4 provide a regional overview of the proposed 2050 Avon and Central Coast LTCN.

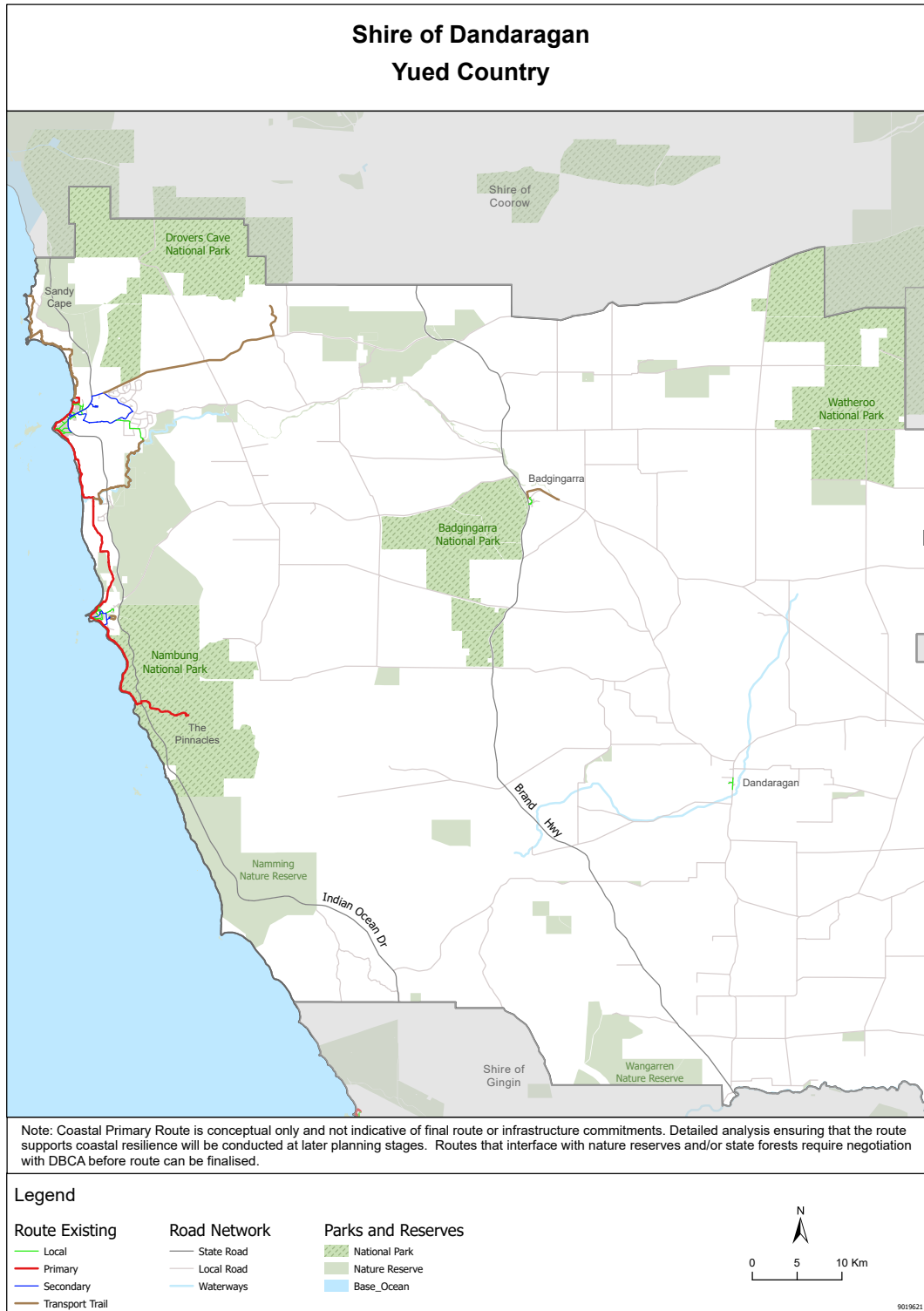
The LTCN features primary, secondary and local routes, as well as transport trails and road cycling routes throughout the shires of Beverley, Chittering, Dandaragan, Gingin, Northam, Toodyay and York.

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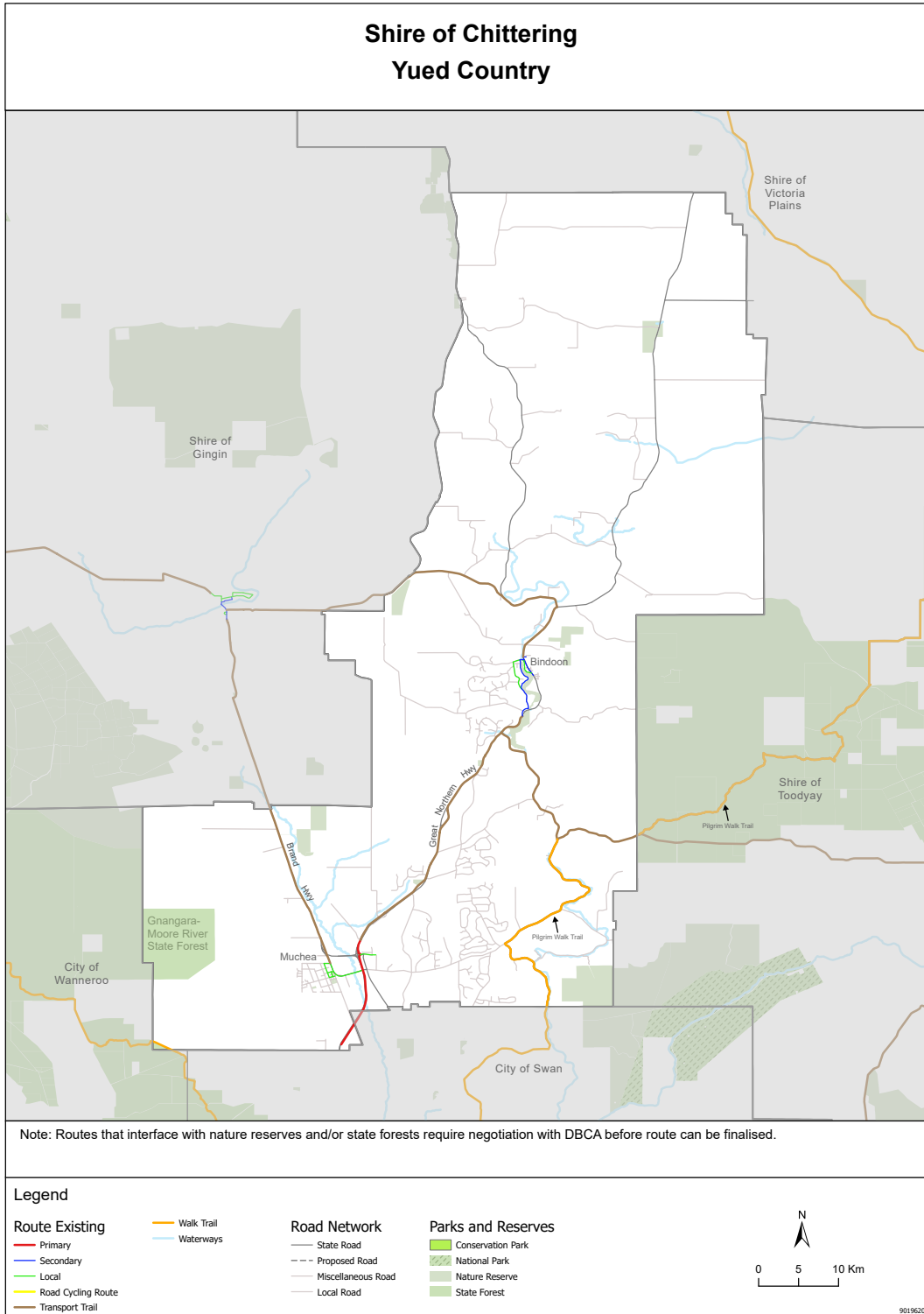
Map 1: Avon subregion network map



Map 2: Shire of Dandaragan network map



Map 3: Shire of Chittering network map



Map 4: Shire of Gingin network map



## 4.2 Avon subregion

Map 5 to 12 provide more detailed networks for the local centres of Beverley, Bakers Hill, Clackline, Northam, Spencers Brook, Toodyay, Wundowie and York.

**Primary routes** for the Avon subregion connect Northam to the metropolitan area, a key attractor at Spencers Brook and providing a key link between Northam and Toodyay.

**Secondary routes** reflect the intensity of local townsites providing a conduit connecting the primary route to the bike friendly local routes.

**Local routes** highlight the local bike friendly streets that provide the best connections within townsites.

**Transport trails** provide opportunities for longer tourist rides that can be marketed as inclusive itineraries, individual journeys of discovery or providing connections between smaller locations.

Where appropriate, **road cycling routes** are identified to support cycling training, regular events and long-distance cycle touring.

### 4.2.1 Shire of Beverley (Ballardong, Noongar Country)

The routes proposed for Beverley's 2050 LTCN are shown in Map 5. They embrace opportunities and priority projects including:

- Constructing a path along John Street, with east-west connections north of the town centre. John Street provides an important link for residents to workplaces in Beverley, the Beverley District High School and other community facilities such as churches and medical facilities.

Map 5: Shire of Beverley Network Map



**4.2.2 Shire of Northam (Ballardong, Whadjuk Country)**

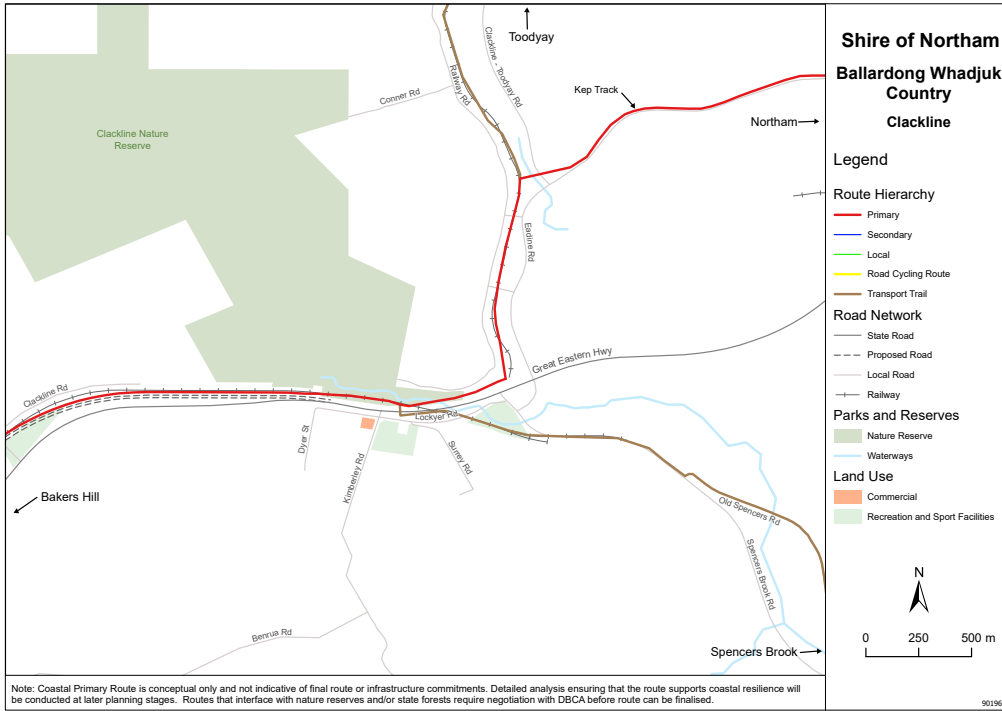
The routes proposed for Northam’s 2050 LTCN are shown in Maps 6 to 10. They contain opportunities and priority projects including:

- Constructing a path along Taylor Street to Katrine Road and Mitchell Avenue from Mount Ommanney Road as stages of the Northam Recreational Shared Path; and
- Constructing paths on Hawke Avenue to link Wundowie town site to the proposed Eastlink.

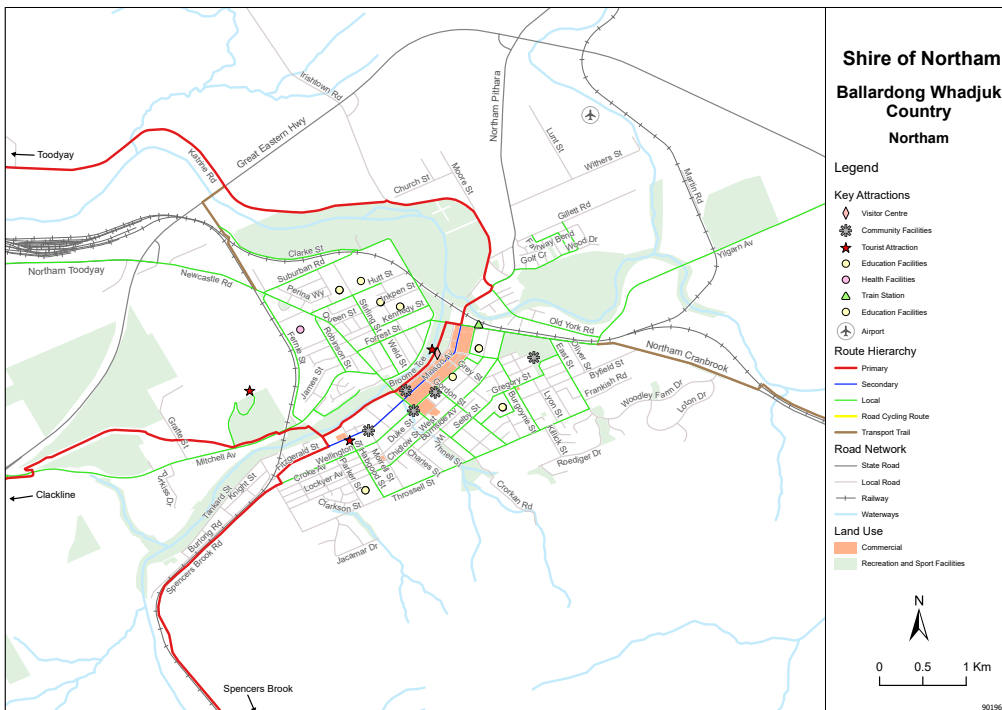
**Map 6: Shire of Northam (Bakers Hill) Network Map**



Map 7: Shire of Northam (Clackline) network map

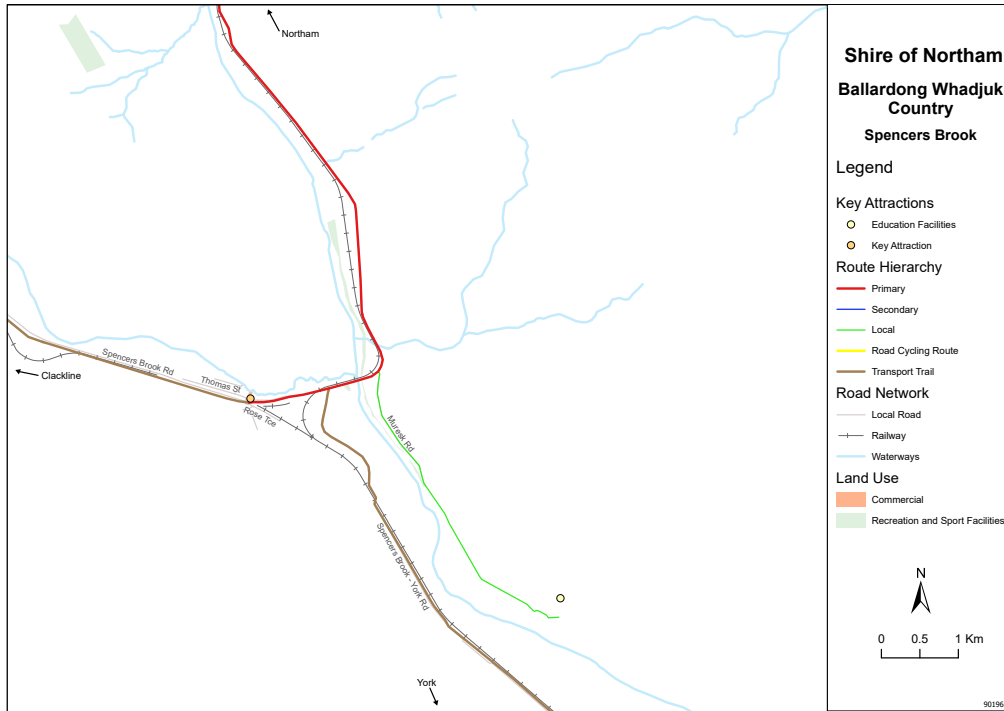


Map 8: Shire of Northam (Northam) network map





Map 9: Shire of Northam (Spencers Brook) network map



Map 10: Shire of Northam (Wundowie) network map

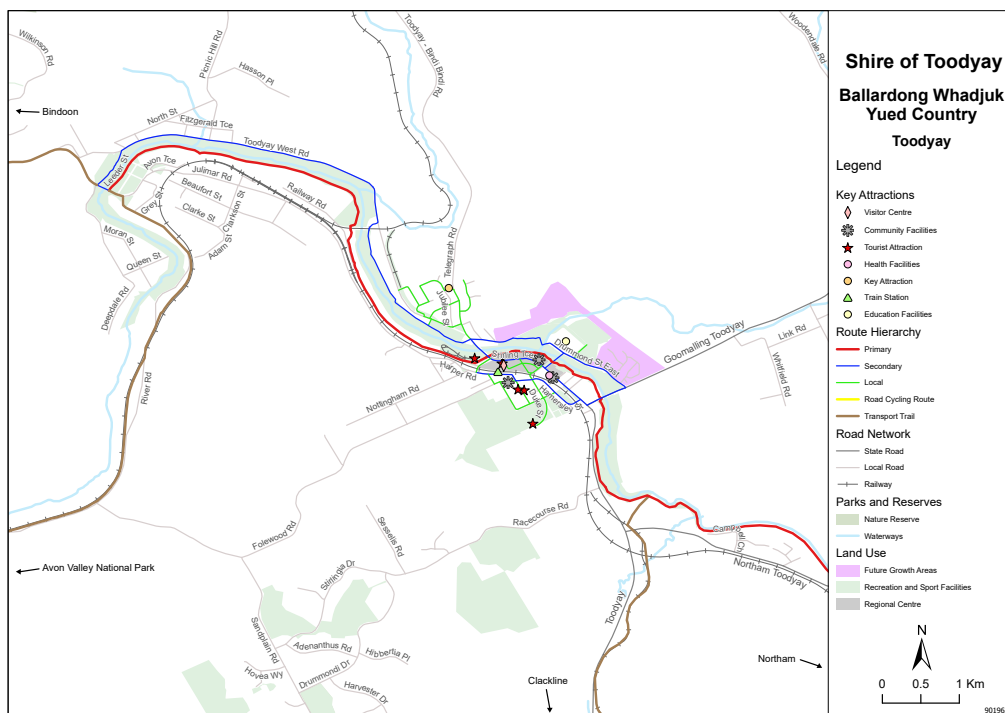


**4.2.3 Shire of Toodyay (Ballardong, Yued, Whadjuk Country)**

The routes proposed for Toodyay's 2050 LTCN are shown in Map 11. They embrace opportunities and priority projects including:

- Designing and constructing a shared path on Settlers Ridge to improve local residential connectivity; and
- Constructing the riverside trail from Connor's Bridge to Caravan Park to improve connection for residents and visitors as well as providing a continuous link along the river<sup>30</sup>.

Map 11: Shire of Toodyay (Toodyay) network map



**Shire of York (Ballardong, Noongar Country)**

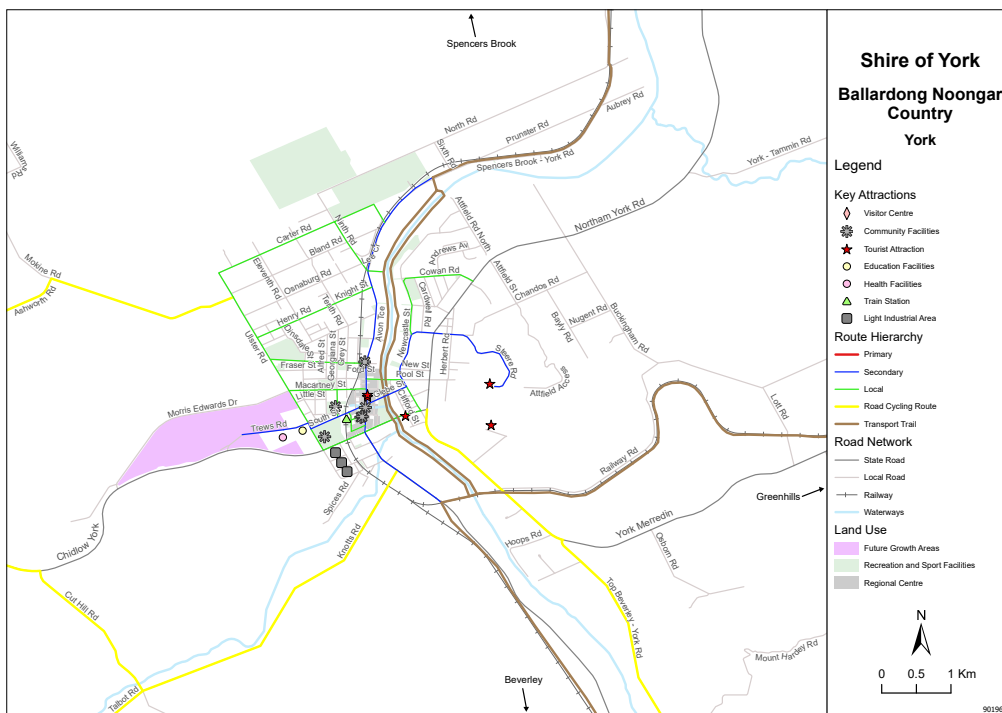
The routes proposed for York's 2050 LTCN are shown in Map 12. They contain opportunities and priority projects including:

- Extending the path along Trews Road from York District High School to the York Health Service facility and future growth area, providing residents and visitors safer access to medical services and providing cycle infrastructure to appeal to and cater for future residential and commercial growth;
- Extending the path along Forrest Street and Henrietta Street to improve connectivity to York

Convention and Recreation Centre and alternate route to York District High School. These new paths would complete the missing links around the Centre, encouraging York's population residing north of the Centre, as well as east of the Avon River, to access the recreational destination by bicycle; and

- Constructing a path on Steere Road / Pioneer Road to Mount Brown Lookout. This will provide safe access to the numerous existing and proposed walking, mountain bike and equestrian trails throughout the reserve as well as BBQ, picnic and toilet facilities. Improving access to the reserve will encourage fitness, recreational and tourism uses.

Map 12: Shire of York (York) network map



### 4.3 Central Coast subregion

Maps 13 to 23 provide more detailed networks for the local centres of Badgingarra, Bindoon, Cervantes, Dandaragan, Gingin, Guilderton, Jurien Bay, Lancelin, Ledge Point, Muchea and Seabird.

The **primary routes** within the Central Coast region reflect the coastal connections between the towns within proximity to each other as well as recognising the key future coastal link between the Metropolitan area and the region. The completion of the Northlink primary route is also recognised.

**Secondary routes** reflect the intensity of local townsites providing connections to the primary route as well as connecting back to the bike friendly local networks.

**Local routes** highlight the local bike friendly streets that provide the best connections within townsites.

**Transport trails** provide opportunities to increase longer tourist rides that can be marketed as inclusive itineraries, individual journeys of discovery or providing connections between smaller locations.

Where appropriate, **road cycling routes** are identified to support cycling training and long-distance cycle touring.

#### 4.3.1 Shire of Chittering (Yued Country)

The routes proposed for Chittering's 2050 LTCN are shown in Maps 13 and 14 and contain opportunities and priority projects including:

- Constructing a path on Granary Drive in Muchea between Tonkin Highway and Edwards Place to improve connection and create an 'anchor' between established Muchea town commercial area and Tonkin Highway / Great Northern Highway; and
- Connecting the Town Centre to the Bindoon Mountain Bike Trailhead and Caravan Park.

Map 13: Shire of Chittering (Bindoon) network map

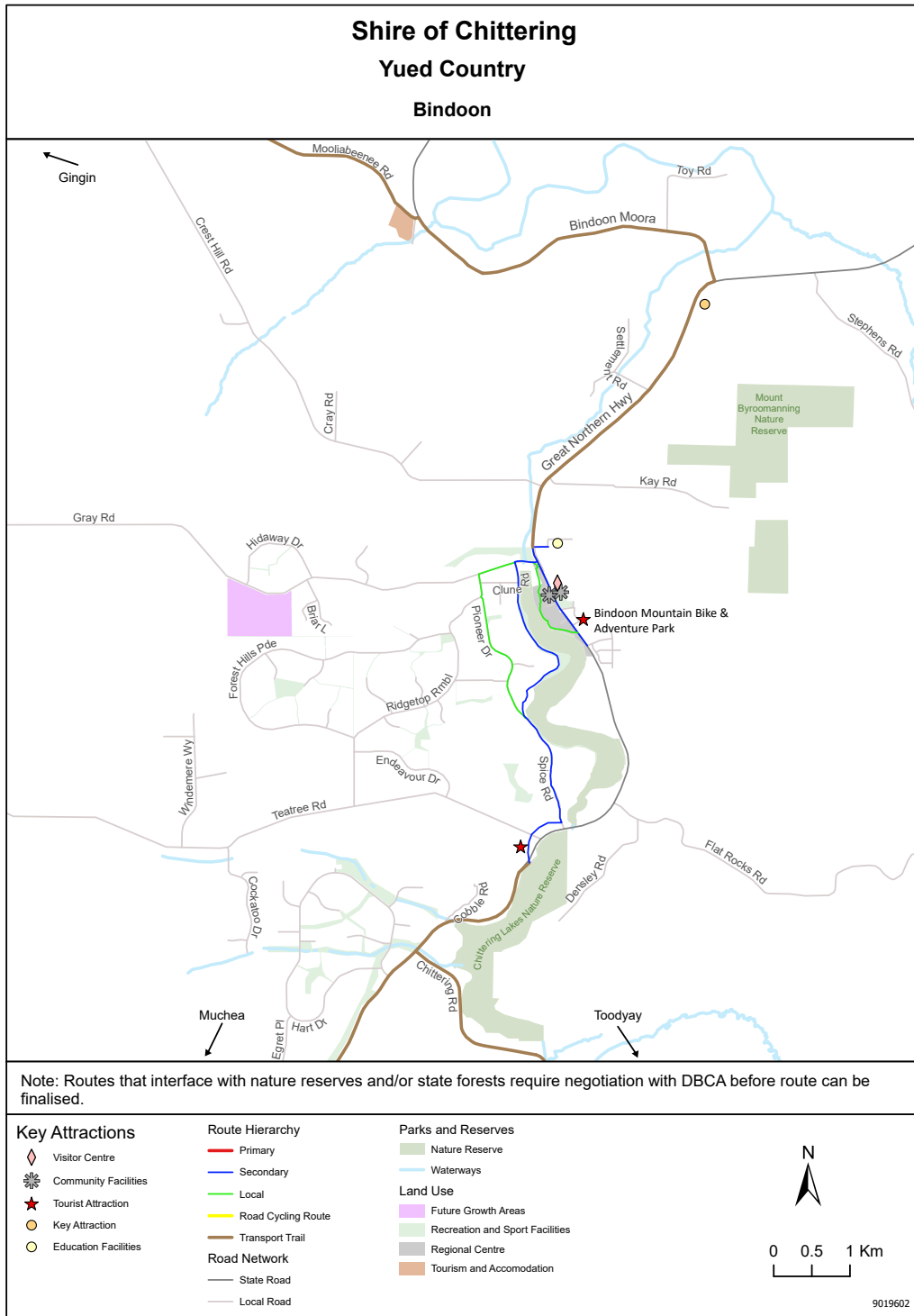


Figure 14: Shire of Chittering (Mucnea) network map



#### 4.3.2 Shire of Dandaragan (Yued Country)

The routes proposed for Dandaragan's 2050 LTCN are shown in Maps 15 to 18 and contain opportunities and priority projects including:

- Linking Jurien Bay townsite to surrounding residential estates Alta Mare and Jurien Heights, through the construction of new paths to create a loop within the estates as well as Jurien Road, Canover Road and Airstrip Road.
- Constructing a path along the unsealed Hansen Bay Road in Cervantes to provide a safe, direct cycle route to Lake Thetis loop trail, Hansen Bay Lookout and Hansen Bay Beach; and
- Extending the path north on Dandaragan Road to Golf Drive to provide a link to the Dandaragan Community Recreation Centre and south to Redgum Village Dandaragan which provides visitor accommodation.

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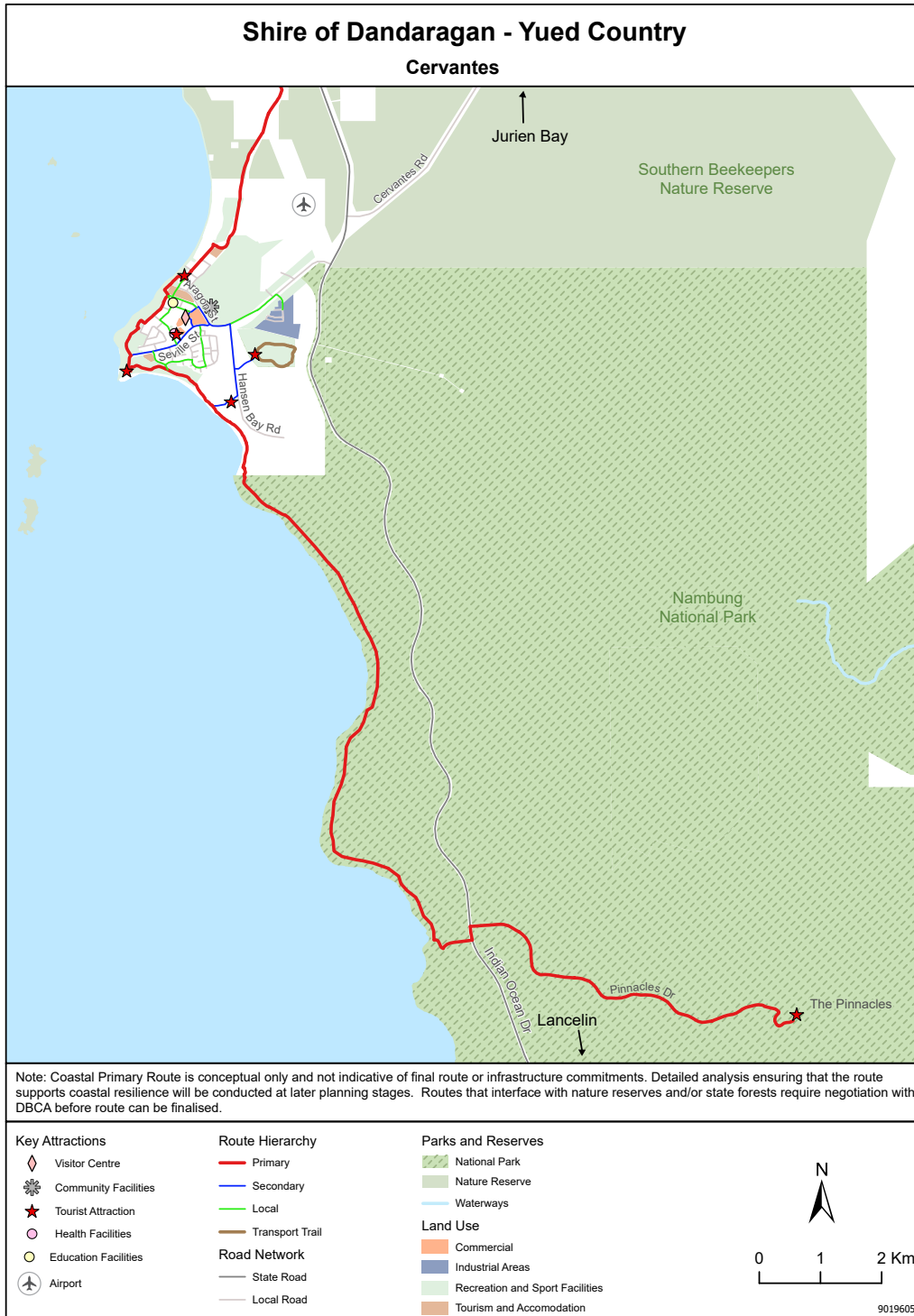
Map 15: Shire of Dandaragan (Badgingarra) network map



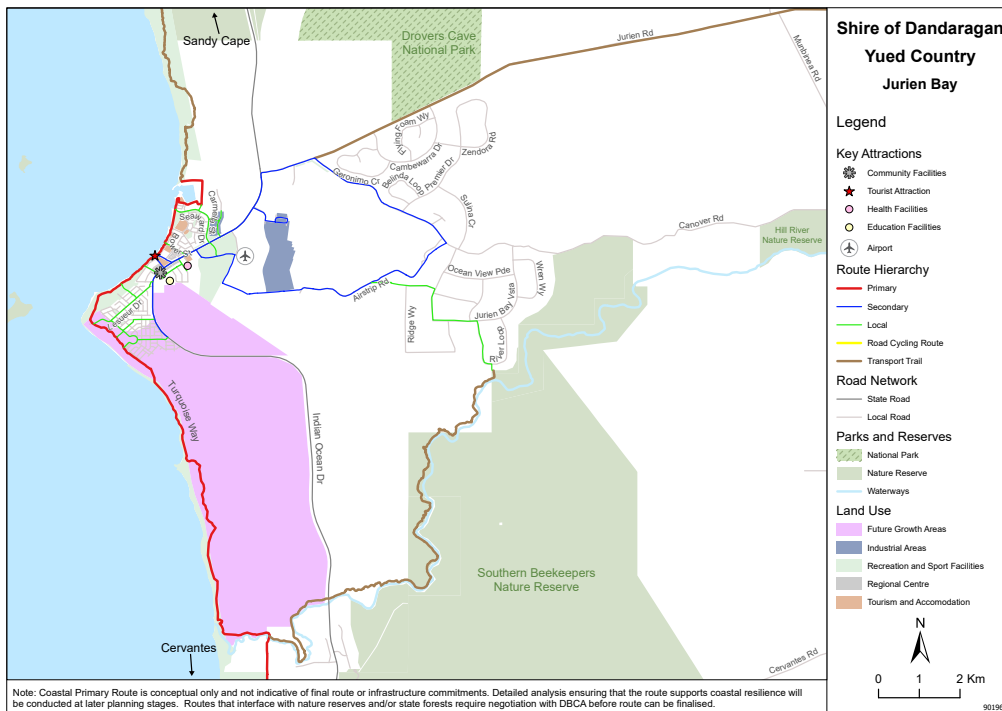
Map 16: Shire of Dandaragan (Dandaragan) Network Map



Map 17: Shire of Dandaragan (Cervantes) network map



Map 18: Shire of Dandaragan (Jurien Bay) network map



#### 4.3.3 Shire of Gingin (Yued Country)

The routes proposed for Gingin’s 2050 LTCN are shown in Maps 19 to 23 and contain opportunities and priority projects including:

- Constructing a new path on Guilderton Road / Moore River Drive / Stephens Crescent from Mortimer Road to providing access to the Moore River Estuary.
- Constructing a path on Lancelin Plaza in Lancelin, to improve access along the shopping area and to recreational destinations;

- Constructing a beach access cycle path in Ledge Point from Robertson Road to the beach; and
- Constructing a new path from McCormick Street to the beach passing Seabird Tavern and Caravan Park.

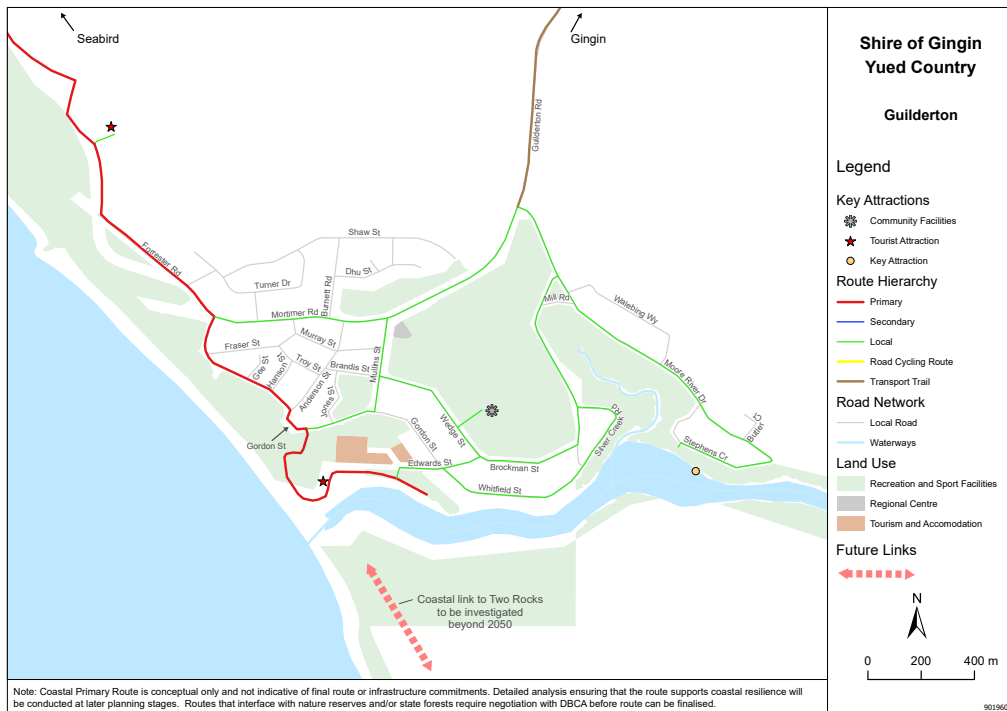
It should be noted that the Shire of Gingin have not endorsed this Strategy. Despite this, the aspirational network maps remain relevant and should be considered as part of future planning in the Shire.



Map 19: Shire of Gingin (Gingin) network map



Map 20: Shire of Gingin (Guilderton) network map

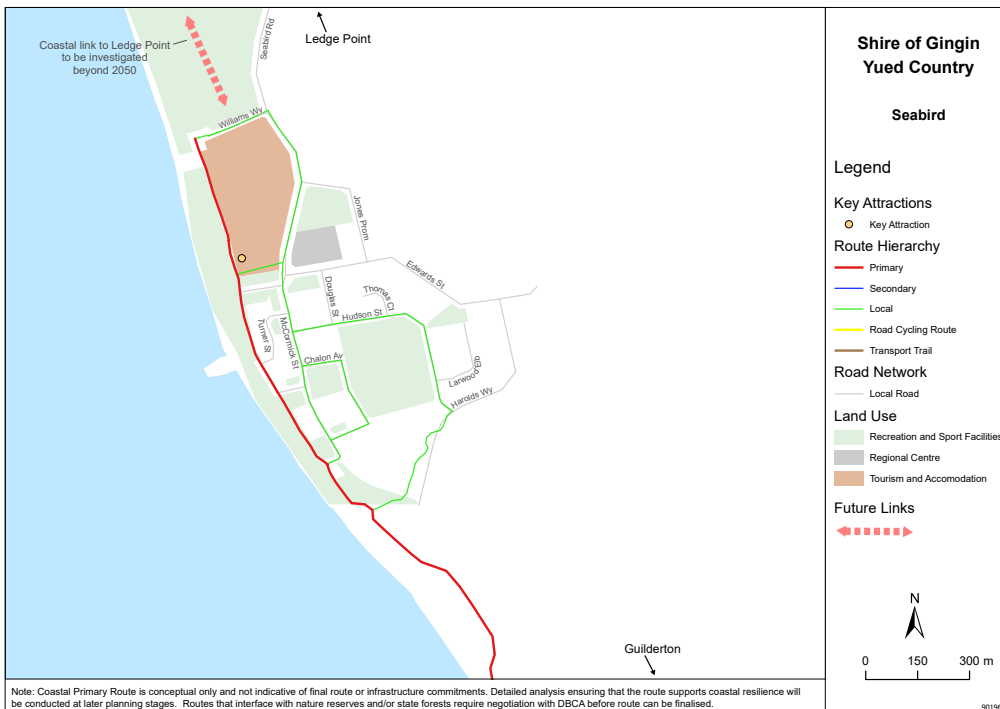


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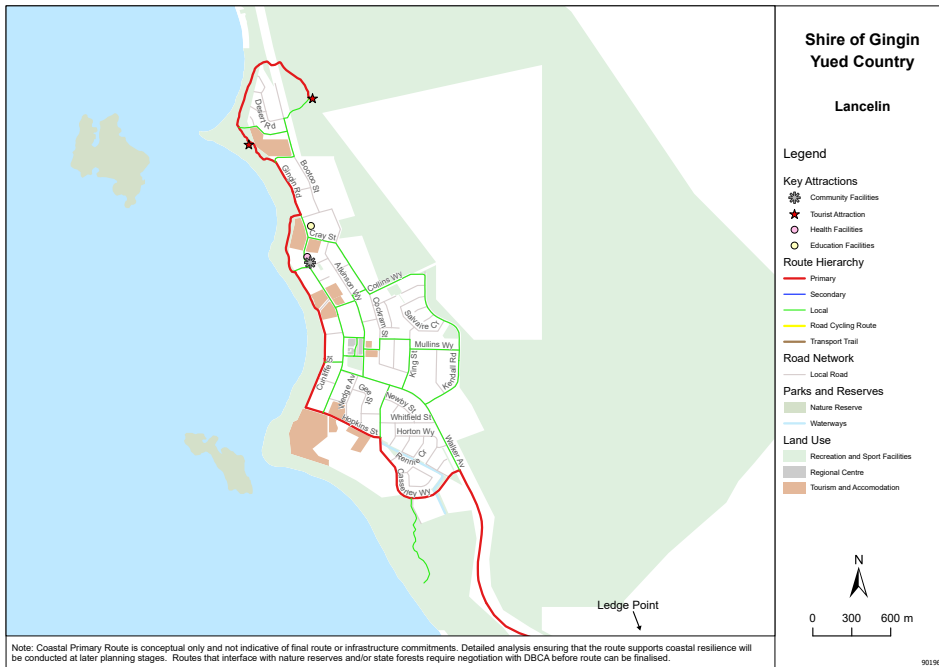
Map 21: Shire of Gingin (Ledge Point) network map



Map 22: Shire of Gingin (Seabird) network map



Map 23: Shire of Gingin (Lancelin) network map



## 5. The Way Forward

This section outlines the way forward for the Avon Central Coast region through the identification of key themes and opportunities for bike riding throughout the region. Case studies are used to illustrate where similar outcomes have been achieved elsewhere.

### 5.1 Connecting people to where they live, work, learn and play

As the urban centres of the Avon Central Coast region grow, it is imperative to provide safe and direct cross-town bike riding routes connecting people to activity nodes such as shopping centres, schools, recreational facilities and industrial areas.

Supporting cross-town connections is particularly crucial in the region given the lack of public

transport services. A convenient, safe and direct cycle network will allow people to move seamlessly throughout the region, creating opportunities to enable bike riding as a viable transport option.

Feedback from the community indicated the need to link key destinations such as town centres, shopping centres, beaches, parks and restaurants to encourage people to ride as part of their everyday journeys.

#### CASE STUDY: Busselton - Buayanyup Drain Shared Path

The Buayanyup Drain Shared Path provides a good example of cross-town connections in a regional setting. The path connects one of the new subdivisions in Busselton, the Vasse town centre to the coastal principal shared path giving access to the beaches of Geographe Bay as well as the town centres of Busselton and Dunsborough. The path was an integral part of the rejuvenation of a degraded Buayanyup Drain which was previously inaccessible. People who ride and walk can now soak up the scenery and the sounds of native wildlife. The community was involved in an innovative native bee workshop and tree planting as part of the opening of the path, with over 500 native plants being established. The path provides a safe and scenic connection for residents and attracts tourists and locals to explore the wider area.



*Buayanyup Drain Path. Credit: City of Busselton*

### 5.1.1 Opportunity: Creating convenient and easy cross-town connections

Some journeys within the Avon Central Coast region are currently seen as inaccessible by bike due to missing links and unsafe road conditions. Common stated barriers included a lack of adequate paths along heavily trafficked roads with high truck volumes, irregular or inconvenient crossing points and, in some cases, only informal tracks existing.

Opportunities exist to provide safer, more convenient ways for people to ride between and across towns.

Some key opportunities include:

- Linking Jurien Bay Town Centre to residential estates;
- Constructing a railway crossing on Hamersley Street to Stirling Street in Toodyay to improve safety; and
- Designing and constructing Stage 1 of the Avon River Trail in Toodyay to connect the Caravan Park to the Town Centre.

These and other opportunities are reflected in the priority projects [Section 6](#).

### CASE STUDY: Collie, Trail Town

The Shire of Collie and its surrounding area is recognised as a Trail Town providing a unique and local tourism experience using multiple trails. The town is a service centre for trails and the people who use them. Numerous high-quality trails, ranging from urban and bushwalking trails to mountain biking and equestrian trails can be found in and around the town.

Trail Towns such as Collie, facilitate numerous tourism opportunities accommodating for travellers, campers, casual or more fitness focused users. The Mural Trail is one such tourism attraction, providing an expansive outdoor art gallery with more than 40 murals, including the 8,000m<sup>2</sup> mega-mural located on the dam wall in Wellington National Park. Further opportunities through trail orientated events such as races, cinema nights or more iconic annual events are further drivers of tourism which help to enhance local industries.



Photos: Riders on the Collie Trail Town path. Credit: Collie PCYC

### 5.1.2 Opportunity: Linking to mountain biking trails

Mountain biking continues to be one of Western Australia's favourite recreational activities, with over 50 competitive events taking place in WA each year<sup>31</sup>. Feedback indicated a high demand for mountain biking experiences in the Avon Central Coast region.

The creation of mountain biking trails, tracks and experiences is out of the scope of this Strategy, however creating links from key rail heads and accommodation to popular mountain biking destinations will support the diversification of the region's recreation and tourism industry, as well as support social, leisure and fitness cycling.

A trail user survey administered by the Shire of York revealed that 41 per cent of survey responders chose to explore trails via mountain bike. Two reserves in York, Mount Brown, and Mount Bakewell, currently attract people for the purpose of mountain biking on sanctioned trails as well as attracting visitors to the views and natural bush environments.

The Shire of Chittering is also developing a tourism and recreation precinct at Red Hill in Bindoon with opportunities to link into the town. Both towns have opportunities to enhance themselves as trail friendly towns and attract cycle tourists. Although Trail Towns is a specific program, many of the shires can use the principles to inspire businesses and accommodation facilities to recognise the importance of bike riders to the region without having to sign up to the program.

## 5.2 Promoting a unique visitor experience by bicycle

Outdoor and adventure tourism has increased rapidly all over the world. Outdoor tourism disperses visitors to non-traditional destinations and exposes them to a wide range of unique natural environments including coastal, forest, riverine and farmland.

In 2018, WestCycle and Tourism WA developed the *Western Australian Cycle Tourism Strategy*<sup>32</sup> recognising recent cycle tourism growth and the potential economic benefits it has for the State.

The strategy classifies two main types of tourism bike riders:

- Destination cycle tourists who are motivated to travel to destinations primarily or solely because of the routes, trails and riding experience the destination has to offer; and
- People on holiday who ride when in a destination, however bike riding is not the primary reason for their holiday.

The Avon Central Coast region showcases some of the most unique and stunning natural landscapes in Western Australia, offering multiple opportunities to improve offerings for both cyclist types.

The region's proximity to the Perth metropolitan area allows for a strong potential to increase visitation for overnight/day/half-day/weekend bike riding experiences, as well as formalising popular road cycling routes.

Within the Central Coast, formalising and promoting transport trails to showcase the remarkable coastal landscapes as well as the renowned wildflowers, which characterise the area, can attract 'destination cycle tourists.' Completion of Turquoise Way path in Jurien Bay and extending this path to the Pinnacles is one example of how this could be achieved.

In the Avon, 'destination cycle tourists' could be attracted by re-purposing the existing network of non-operational railway corridors, such as Clackline to Toodyay in the Shire of Northam and Toodyay. This would allow cyclists to explore the unique topography and built heritage of the subregion.

'Cyclists whilst on holiday' offerings can typically involve recreational bike riding experiences that encourage visitors to extend their stay or even just use their car less while staying in the area. Making it easier to ride to the beach, the local shops or around town will allow people to explore what each of the subregions has to offer.

Whilst infrastructure plays an important role in attracting and retaining visitors to locations, marketing and activation also play a vital role, with resources like maps, digital resources, wayfinding, bike hire and events all encouraging people to get out and explore by bike.

### CASE STUDY: Esperance Coastal Path

Esperance has developed a 14 km continuous shared path from Castletown Quays to Twilight Beach, providing users with a range of coastal experiences, from beaches alongside the Esplanade, to views of the jetty, marina and port, and dramatic cliff-lined vistas along the southern coast to the west of town. Opportunities and actions identified in the Esperance 2050 Cycling Strategy would see this path extended to Bandy Creek Harbour and Eleven Mile Beach.

*Esperance Coastal path. Credit: Department of Transport*



#### 5.2.1 Opportunity: Creating a world-class coastal cycling route

The Central Coast subregion is situated in a prime location along Western Australia's pristine coastline. Opportunities abound to further enhance the existing cycle paths and consider both short-term and long-term improvements. Stakeholder feedback supported a good cycle connection between Seabird and Guilderton. Currently, cycle access is difficult as an unmarked track is all that exists. Cycle routes which follow waterfronts tend to achieve higher levels of ridership. Coastal paths are a major drawcard for tourists to WA and showcase some of the best natural landscapes on offer. Coastal routes along the western coastlines are a major drawcard, providing opportunities to experience rugged coastlines and spectacular sunsets.

An aspirational route for the long-term cycle network could include:

- Further expansion of the Turquoise Way path to connect Jurien Bay to Cervantes and then onto the Pinnacles National Park;
- Lancelin to Ledge Point, Seabird and Guilderton; and
- Cervantes to Lake Thetis.

Careful consideration is required for cycle routes along WA's coastline, with coastal erosion and inundation risks associated with rising sea levels. Measures need to be considered for cycle trails to adapt to change and rapidly recover from potential natural hazards.

### 5.2.2 Opportunity: Developing loop routes

Loop routes provide opportunities for bike riders to undertake trips, starting and finishing in the same location. These routes are generally more attractive, located away from motorised traffic and connecting to local destinations. Waterfronts are ideal locations for loop routes, as they provide locals and visitors with a route to showcase some special natural landscapes.

Over 40 per cent of survey respondents indicated they felt the most comfortable riding on off-road shared paths. Feedback also supported connections using waterways, separation from higher traffic routes and locations with reduced traffic speed and low traffic volumes.

The loop routes in this Strategy contribute to a complete, connected and comfortable network providing access to local destinations and recreational opportunities.

Opportunities for loop routes within the Avon subregion include loops identified along the Avon River in the Shires of Beverley, Northam, Toodyay and York. The Avon River is an important natural asset in these shires. Utilising routes around the river provides a means of linking the towns within the subregion with a unique tourism experience. Stakeholder feedback supported the opportunity to develop experiences, which embrace the river and the subregion's natural built heritage.

Opportunities in the Central Coast subregion include developing a high-quality loop from Jurien Bay along the coast towards Hill River estuary and looping back by following the river or Indian Ocean Drive, providing an experience of the natural heritage including wildflowers with glimpses of coast and hinterland. Another opportunity identified is a recreational loop around Lake Thetis near Cervantes. This shorter loop providing an experience of the natural features of the coast combined with the stromatolites and inland lake environment.

Shorter tourism cycle routes within towns such as 'York Cycle Rides' and 'The Herons Highway' provided unique opportunities to explore the local attractions.

### 5.2.3 Opportunity: Enhancing transport trails throughout Avon Valley

Cycle tourism has been identified as a key growth adventure tourism activity, giving cyclists a range of unique trail experiences and supporting local economies in areas traditionally not visited.

The Avon Valley is relatively close to Perth and offers bike riders and visitors with a unique opportunity to develop longer, multi-day riding experiences allowing them to explore some impressive natural landscapes, food and wine locations and heritage sites while staying in local accommodation.

Having a selection of settlements within a relatively short distance, and accessible by generally flat terrain along the river, Avon Valley provides opportunity for an assortment of loops centred on Northam, Toodyay and York. These can provide a variety of landscapes and attractions including rolling farms, natural bush and heritage sites.

Longer distance trails can also be a popular choice for people bike riding for training, exercise or recreational purposes. In most instances, this type of bike riding caters to more experienced or adventurous riders, travelling distances of 100 km or more. The Avon Central Coast region provides a range of existing and proposed long distance trails, which include:

- Mundaring/Northam via Kep Track;
- Beverley to York (Beverley Heroic);
- York to Mundaring (Talbot West Road); and
- Bindoon to Guilderton (via Gingin).

Coordinated wayfinding, promotion and trail friendly towns and businesses can all contribute to the attractiveness of long and short distance trails. Providing linking infrastructure opens the possibilities of promoting an integrated trail from the coast (Guilderton) to Beverley.



### CASE STUDY: Eudunda Southern Ridge Loop Trail – Lavender Cycling Trail

The Lavender Cycling Trail Loop Ride is a 31 km trail located within Eudunda, South Australia. Being of moderate difficulty with mostly dirt and some bitumen surfaces, the ride provides stunning views, especially when descending the trail. The trail provides a loop linking several tourism attractions showcasing the heritage of the area. The trail provides an enhanced cycle tourism opportunity for varied abilities of riders.

*Riders on the Eudunda Trail in South Australia. Credit: Uncool Cycling Club*



#### 5.2.4 Opportunity: Harnessing the potential for rail corridors

Providing cycle infrastructure along rail corridors can increase the profile of a region and open tourism opportunities by providing users with continuous and uninterrupted routes that showcase natural, cultural and local heritage.

Community consultation highlighted anticipation for rail trails developed for tourism, recreational and event use. This enthusiasm is shared by many stakeholders, particularly along alignments where there are no ongoing rail operations.

Across the Avon subregion, there is potential to re-purpose many of the existing network of non-

operational railways. Closed, disused and dormant railways within the subregion currently include:

- Clackline to Toodyay;
- Clackline to Spencers Brook (road is following old rail alignment trail); and
- York to Greenhills (rail bridge reuse town loop).

The characteristics of rail corridors make them especially appealing for bike riding infrastructure. They often provide continuous and uninterrupted rights-of-way. Rail corridors also tend to have relatively gentle gradients, making for more comfortable bike riding experiences, particularly over long distances.

Department of Transport



Rider on the Tumbarumba to Rosewood Rail Trail in NSW. Credit: VisitNSW

### CASE STUDY: Tumbarumba to Rosewood Rail Trail (NSW)

The Tumbarumba to Rosewood Rail Trail is a 21 km long sealed trail connecting the New South Wales country to the Australian Capital Territory. Officially opening in April 2020, the trail supports a gentle gradient which makes it suitable for walking, bike riding, scooters, prams, wheelchairs and mobility scooters.

Following a former railway extending from East Wagga Wagga that ceased service in

1974, initial plans were to convert the entire 130 km railway line to the trail. Though only one section within the Tumbarumba Shire is currently completed, the trail is a great driver of tourism for the area. Providing incredible countryside and farmland views and begins in the foothills of the snowy mountains, the trail also provides interpretative signage to explain the history of the region and rail.

#### 5.2.5 Opportunity: Promoting the region's cycling events

Bike riding events can be a key driver of travel motivation. They attract high numbers of visitors who usually would not have travelled to a location for cycling<sup>33</sup>. The profile of the Avon Central Coast region as a prime cycle tourism destination can be enhanced by raising awareness of popular and regular bike riding events.

Some popular events across the Avon Central Coast region include:

- The Beverley Heroic, now an informal event which celebrates the history of bike riding in WA;
- The York Cycling Festival, which aims to involve more people in racing and creating positive bike riding experiences; and

- The York Canola Classic, a picturesque mass-participation recreational ride hosted in the Shire of York. Riders choose either a 93 km or 52 km distance option that takes them on a scenic journey from the heart of the town of York, through to the striking yellow canola fields of the Avon Valley.

The promotion of local events can support local businesses through increased tourism and can encourage healthy and active communities that support bike riding. These events can include road races, track cycling, BMX and mountain biking competitions, all of which can be promoted across towns throughout the region. They also attract riders who follow the routes for training and/or recreational bike riding.



Riders on the Ballarat Tweed Ride. Credit: Ballarat Tweed Ride

### CASE STUDY: The Tweed Ride - Ballarat

The Ballarat Tweed Ride is an annual event that has been growing in popularity since its inception in 2012. The event began as an unofficial activity. Because of the attention it attracted the City Council asked for it to become an official event the following year. The event encourages participants to dress in classical tweed outfits to participate in a casual social ride through the town. The event is part of the Ballarat Heritage festival and finishes at the fair at one of the local landmarks. Prizes are awarded for costumes as part of a fashion parade. The event promotes the town and its festival and has received growing support and publicity locally, as well as drawing people to the town.

#### 5.2.6 Opportunity: E-bike tourism

E-bike tours are a growing category of cycle tourism worldwide. The interest in e-bike tourism in the region was evident during the community consultation, particularly as an opportunity to engage seniors and 'grey nomads' in bike riding.

The appeal of e-bikes is related to enabling people to ride greater distances, with less effort. They enable people of different fitness levels to cycle together and give confidence to tackle steeper gradients and routes that otherwise would be outside of their comfort zone or capability.

Opportunities identified to support e-bike riders and tourism include:

- Conveniently located e-bike charging stations at rest spots and trailheads;
- First aid stations in remote areas; and
- Support for e-bike hire providers.

Avon Central Coast 2050 bike networks aim to recognise the potential of e-bikes as well as ensuring the facilities provided cater for all ages and abilities.

Department of Transport

### CASE STUDY: E-bike tourism – Mornington Peninsula, Victoria

Located within Victoria, just 85 km southeast of Melbourne's CBD, Arthurs Seat is a small mountainous locality on the Mornington Peninsula. Guided e-bike tours operate within this Peninsula, allowing for an exploration of Arthurs Seat Skate Park, Merricks Village and the serene Red-Hill Rail trail.

E-bikes allow for tour riders to quickly traverse hills, conserving their energy whilst being shown the best ways to visit the spots on the tour.



*e-Bike riders in the Mornington Peninsula.  
Credit: Viator*

## 5.3 Supporting healthy, active, and safe communities

Regular bike riding is a great way to help improve physical and mental health, reduce risks of heart disease, and decrease stress and anxiety levels. It is a low impact exercise and can be enjoyed by all ages and socio-economic groups. Encouraging more bike riding within local communities can also improve air quality and reduce traffic noise as well as private vehicle dependence.

### 5.3.1 Opportunity: Encouraging travel behaviour change

Targeting behaviour change by encouraging people to choose to cycle requires that the existing bike riding facilities and routes appeal to riders. To enable potential cyclists to choose to positively adopt changes, routes need to be safe, accessible and convenient.

Opportunities exist for schools and communities to educate children, youth and less experienced riders in simple ways to improve their skills and confidence, increase their mobility and reduce private vehicle use.

The Your Move<sup>34</sup> program run by DoT assists people finding simple ways to get active and connected. The program is free and provides information to individuals, schools and workplaces to support more active and healthy transportation through planned activities. Although the program is concentrated in the metropolitan area, there is an appetite to expand to the regions. Many of the principles and initiatives from the program can be adapted to the local environment.

Resources range from specific online information regarding how to get more people riding to the workplace, to bike safety workshops at schools where students can learn about road rules for bike users. In addition, there is the ability to earn points and redeem awards such as bike promotion packs or bike racks.

### 5.3.2 Opportunity: Mid-trip facilities and heat stress management

The term 'mid-trip facilities' describes facilities and infrastructure such as water fountains, rest spots, seating, shelter and camping facilities provided along a route to support users undertaking their journey and aiding in creating a pleasant and comfortable riding experience.

Many of the trails potentially involve journeys of significant distance with limited supporting infrastructure<sup>35</sup>. Access to public drinking water on transport trails and paths in the Avon Central Coast region is particularly relevant as the region can experience extreme heat and sun exposure conditions<sup>36</sup>. For this reason, many residents prefer to exercise and recreate during the cooler conditions in the early morning and early evening.

Feedback revealed Avon and Central Coast residents would like to see:

- vegetation and built shelters to provide shade, buffer winds and help manage heat stress;
- water stations with drinking fountains to ensure riders remain hydrated and limit heat stress;

- electric bike charging stations and bike maintenance stands to allow riders to safely maintain their bike;
- rest spots, including benches, tables, picnic facilities and public restrooms so riders can take a break and can shelter from the sun, essential for long-distance trips;
- camping and shelter locations that encourage use for overnight stays to reduce incidents of incidental camping that can be destructive to forest areas;
- lighting of paths to improve safety and comfort of bike riding outside daylight hours;
- wayfinding signage and interpretation signs with tourism and heritage points of interest to contribute to the trail use experience; and
- bicycle parking racks at trailheads and rest spots so riders can temporarily secure their bikes.

### CASE STUDY: Dandaragan's Cervantes Sculptures

Construction of a shared path along the foreshore increased accessibility within the Cervantes townsite. Sculptures along the path encourage visitors to explore the path.

Rest stops to support those using the path have been installed along the path. These range from simple bike racks, shelters, and one incorporating a unique shark bike rack, shelter and repair station. Solar lighting along the path allows for travel in cooler conditions in the evening to effectively manage heat stress.



Shark design bike rack and repair station in Cervantes. Credit: Department of Transport

### CASE STUDY: Fleet and loan bike facilities and programs

It is becoming more and more popular for organisations to provide their staff with fleet bicycles for use for business trips and on work campuses. Some of the most prominent tech companies in the world, including Apple, Facebook, Google and LinkedIn, have provided employees with campus bikes for years, and closer to home, a growing number of WA-based organisations and government agencies are providing bikes for staff to use. The City of Vincent provides staff pool electric bicycles as well as a Community Bike Library that includes a wide range of well-maintained bikes for the community to access on a short-term basis. The City's view is that these resources greatly reduce the barriers for people to try cycling. The Bike Library includes a ZAP electric cargo bike with seats, Zap step through electric bikes, standard adult and kids bikes, a cargo trailer and a kiddie trailer with seats and seatbelts for two children. Many commercial accommodations now also provide bicycles and bike equipment as standard amenities for guests, promoting local paths, trails and destinations to visitors.<sup>37</sup>



Fleet and loan bikes in the City of Vincent. Credit: Department of Transport

### 5.3.3 Opportunity: Improving maintenance of infrastructure

The overall maintenance of infrastructure can significantly impact on a person's perceptions, with isolated issues such as broken glass, broken edges, fallen vegetation or washaways along a key route causing them to change their view on the entire network<sup>38</sup>.

It is important to provide cyclists with an environment which is attractive for bike riding. Opportunities across key and popular routes within the Avon Central Coast region could include better maintenance and cleaning of roads and paths to ensure that the overall user-experience is of the highest quality.

Whilst the maintenance of routes is the responsibility of the asset owner, this is mainly managed by local governments or Main Roads WA. Discussions could look at introducing maintenance programs along popular key routes across both the subregions.

## 5.4 Family friendly bicycle routes and experiences

Bike riding is a great way to experience the outdoors and is highly accessible, fun, cheap and easy for people of all ages and abilities<sup>39</sup>. Bike riding promotes healthier lifestyles and provides a range of diverse experiences for all user groups.

To promote bike riding for all ages and abilities, it is important to understand a person's motivation for change. Behaviour change programs are a powerful tool in reducing car use and encouraging more active forms of travel such as bike riding.

To motivate people to adapt to change and choose to cycle, bike routes need appropriate bike riding infrastructure that caters to a range of users such as new and experienced riders, those with disability, seniors and recreational riders. For example, installing protected bike lanes and safe intersections could see an increase in children choosing to cycle to school or the aging population choosing to travel by bike within a town. Implementing inclusive designs will ultimately deliver a range of social and health benefits for communities.

### 5.4.1 Opportunity: Creating safe routes to school

Over the past 40 years the national rate of active travel to school has declined from 75 to 25 per cent<sup>40</sup>. Getting more kids walking and riding to school has many benefits including improving overall health, reducing congestion during peak school pick-up and drop-off times, and will help to establish lifelong healthy habits.

Safe cycle routes for children are essential, especially within towns where local schools are located along major roads, with regular heavy vehicles travelling through. Protected and separated infrastructure makes riding to and from schools more appealing in encouraging parents to allow children to cycle. Community consultation highlighted the importance of providing dedicated crossing opportunities and slower speeds through towns, especially around school sites.

Whilst schools across the Avon Central Coast region are relatively accessible within the existing network, there are opportunities to enhance routes for children to use. These include:

- Linking Northam Senior High school with Northam Primary School;
- Constructing a path on Trews Road between York District High School to Trews Court; and
- Encouraging local governments in the region to apply for grants to improve local riding infrastructure.

Regular ridership will see higher levels of active, healthy, independent and resilient children. Programs such as Your Move can educate children and explore ways in which they can be motivated and supported when choosing to cycle to and from school.

### 5.4.2 Opportunity: Linking to skill-building facilities

Learning the basics of riding a bike is important for a rider to feel safe and confident. In most instances, new or first-time riders, such as children, are not taught the fundamentals of owning a bike, including upkeep, servicing and maintenance.

To assist in gaining more physical experience, there are opportunities to extend the range of the existing skill building facilities across the Avon Central Coast region to teach skills which would assist them in on-road bike riding. Small skills parks at local park areas can provide opportunities for younger inexperienced riders to learn and gain confidence in a safe fun environment away from traffic.



*Bike skills track in Shepherd's Bush Park in Kingsley. Credit: Department of Transport*

### **CASE STUDY: Bike skills tracks**

Shepherd's Bush Park in Kingsley is an example of an all ages and abilities bike skills facility. It provides a track for smaller and less experienced riders to get a feel for riding with line markings and sign postings to educate riders to the road environment. This is a popular outing for children in Perth's northern suburbs. There are also pump track facilities for beginners and more experienced riders to learn how to ride in all environments.

Department of Transport

### 5.4.3 Opportunity: Considering mobility options for the ageing population

The ageing population is one of the most vulnerable user groups. In many instances they have different travel and mobility needs and aspirations to other age groups.

Feedback revealed that several respondents were discouraged from riding due to their age, and that supporting infrastructure was needed to encourage them to cycle to keep fit and healthy. Providing good facilities that enhance bike riding also improves the environment for other mobility devices and walking.

Across the Avon and Central Coast region, there are many opportunities to cater to the needs of residents living within existing retirement and lifestyle villages by creating easily accessible, safe and well-connected travel routes.

Catering for all ages and abilities encourages multi-user options including gophers, tricycles, bike riding and other forms of active travel. It provides a sense of independence and can encourage healthy and social lifestyles. Community consultation revealed that seniors aged 65 and over were more interested in bike riding for social reasons than any other age group<sup>41</sup>. Routes from retirement villages can be more appealing if they connect residents to key locations they like to visit such as local shops, parks and coastal paths.

There are also opportunities to support local programs that allow people with limited coordination or mobility to experience the joy of bike riding through programs such as Cycling Without Age<sup>42</sup>.

### CASE STUDY: Cycling Without Age

Cycling Without Age is a global not-for-profit charity founded in Copenhagen, Denmark. It has been active in Australia since 2016. Piloted by volunteers, elderly people and those with disability are taken out for bike rides in specially made trishaw bikes. Bikes are free of charge with the overall mission of Cycling Without Age being to prevent loneliness and social isolation, allowing elderly to remain active within their community. It's estimated that within Australia there are 500 volunteers within 25 chapters, with six chapters in WA. This program is easily transferrable. It operates in a variety of riverside and coastal routes within metropolitan and regional centres. York is currently one of the locations this service operates.



A group of Cycling Without Age riders. Credit: Cycling Without Age



## 5.5 Planning for resilient communities

Climate change is putting immense pressure on the natural environment and is causing adverse effects such as greenhouse gas release, warming global temperature, rising sea level, coastal erosion and inundation. Motor vehicle transportation contributes to a large portion of human-generated greenhouse gas emissions. On the other hand, bike riding is a low impact, pollution-free and energy-efficient transport option with a range of environmental benefits including reduced air and noise pollution, greenhouse gas emissions and land use efficiency<sup>43</sup>.

To mitigate against the effects of climate change, and to ensure future cycle infrastructure is sustainable and durable, the Strategy aims to identify opportunities to develop infrastructure that is appropriately designed and constructed.

### 5.5.1 Opportunity: Develop durable cycle infrastructure along coastal routes

A basic understanding of coastal processes is important for understanding the issues and constraints associated with managing the hazards of sea level rise and coastal erosion. The coastal shires within the Avon Central Coast region have addressed their concerns by developing Coastal Hazard Risk Management and Adaption Plans . These identify risks and propose short, medium and long-term measures to reduce the risks associated with coastal processes impacted by climate change.

The approach proposes triggers for relocating threatened infrastructure which include:

- Distance of the asset from the Horizontal Shore Datum being less than the 100 year storm event level (S1) (i.e. 41 m for CE 31<sup>44</sup>);
- Loss of legal access to property; or
- Loss of essential services.

These factors should be considered in the planning for infrastructure associated with coastal bike riding routes, so that triggers that may impact on replacement or repair are enhancing regional connectivity.

### 5.5.2 Opportunity: Connecting towns within the region

Due to the relative proximity of towns and settlements in the Avon Central Coast region, it is well suited to long-distance inter-regional bike riding. As the economy and population continues to grow, it is imperative that significant locations of employment, education, health, major activity centres and metropolitan areas are adequately connected.

Community feedback indicated that a major deterrent to bike riding within and to the region is a lack of safe, legible and direct routes connecting regional centres and communities. Some preferred links have been identified as having non-existent infrastructure or being unsuitable or unsafe for cyclists, due to potential risks associated with people riding on-road along routes where there are combinations of high speed and Restricted Access Vehicle traffic.

Improving regional connectivity will have a range of benefits including:

- boosting economic resilience in local towns with more people visiting the region and supporting local businesses;
- encouraging recreational family and friend cycle trips;
- reduction in motor vehicle dependency and greenhouse gas emissions; and
- promotion of physical activity and improving health and wellbeing through active transport.

Creating direct and continuous connections between towns within the region will enable people to cycle between towns as a way of visiting popular destinations for events, weekend getaways, accessing rail trails and for fitness, social and recreational purposes. This will have a range of benefits such as boosting tourism and attracting cycle touring visitors.

Generally, the most practical way to connect people between towns is along major urban roads. Secondary routes are typically located within these corridors and can take the form of either on-road (protected) bike lanes or off-road shared paths.

Department of Transport

Opportunities which have been identified for creating connections between towns include:

- Linking West Toodyay to Spencers Brook and York via Northam along a primary route (74 km) will provide an attractive route along the Avon River, allowing exploration of the Valley as well as creating a longer ride for connecting key towns and attractions. Shorter portions of the primary route will encourage local commuting.
- Creating a connection from York to Beverley via a transport trail (30 km). This will create a tourist attraction allowing for day trips to experience both the riverine attractions as well as the heritage of the area and farming hinterland. This will also provide opportunities to enhance the knowledge of Aboriginal history, culture and heritage through showcasing seasons and song lines, and recognising important aspects of the area.
- Extending the Turquoise Way path to connect Jurien Bay to Cervantes and the Pinnacles (44 km). As well as providing the base for loop rides around Jurien Bay and Cervantes, this will provide a link between towns and tourist hot spots.
- Linking Clackline to Toodyay via the rail corridor (21 km), providing a connection between the small locality and the larger regional town and capitalising on the potential of cycle-tourism. Creating this connection within the region will also encourage inter-regional connectivity to the Perth metropolitan area. People could choose to cycle from Perth along the future Eastlink route and existing Kep Track trail to Clackline and then continue to cycle north along the unique rail trail into Toodyay.

### CASE STUDY: Brookfield to Margaret River via the Wadandi Track

The Wadandi Track is a trail situated on the alignment of the former Busselton-Flinders Bay railway. The track has become increasingly popular with both locals and visitors, providing opportunities for recreational rides as well as scenic food and wine tours with several wineries located within easy reach of the track. Other than recreational benefits, the trail also aims to showcase the area's cultural and heritage significance ranging from the history of local industries to Indigenous values. The long-term vision is for the Wadandi Track to connect Busselton to Augusta, a total distance of 110 kilometres, providing a link between communities and further supporting spur trail developments.



Riders on the Wadandi Track, Margaret River. Credit: K. Stevens

### 5.5.3 Opportunity: Linking Perth metro to the Central Coast

Long distance bike riding routes cater for the needs and aspirations of experienced riders cycling long distances for recreational and fitness purposes. For this user group, distances of 100 km or more are achievable. This type of bike riding is often carried out on rural and semi-rural roads as a way of minimising the number of disruptions, with sections that may follow busier roads and end up in built-up areas.

Whilst already being popular with a range of bike riding groups, longer distance inter-regional routes also have the potential to attract tourists, given the picturesque scenery encompassing a diverse range of landscapes and numerous connections to accommodation and small local businesses throughout the region.

Inter-regional routes which have been identified include:

- Creating a connection from Perth to Guilderton up to Lancelin via coastal route (122 km). With the current coastal path finishing at Two Rocks, there is an opportunity to continue the path to connect to Guilderton. Another 40 km will connect to Lancelin and include towns of Seabird and Ledge Point. The connection to Guilderton also opens the possibility of longer tourist links through Bindoon and the Avon, ultimately providing a coastal link from Augusta to Jurien Bay and an inland link from Guilderton to Beverley.
- Linking Perth metro to Muchea and Bindoon via a transport trail (33 km). The Northlink Principal Shared Path (PSP) from Ellenbrook in Perth metro currently terminates at Muchea in the Shire of Chittering. Feedback revealed strong interest in extending this route. A transport trail from Muchea to Bindoon would open the opportunity for cycle tourism highlighting the history of the area, as well as linking up with the transport trails linking Toodyay to the east and Gingin and Guilderton to the west. These links will provide potential longer multi-day itineraries that could encourage local stays and promote local stopovers.
- Linking Perth to Northam via Eastlink and the Kep Track (95 km). The proposed new section of the Eastlink, Perth Adelaide National Highway, will provide a direct link between Roe Highway / Toodyay Road intersection and Great Eastern Highway in the Shire of Northam.

This section of the Eastlink will provide a safe, direct route for cyclists to travel from Perth to Northam, replacing a series of existing local distributor routes with little to no cycle infrastructure. Developing Eastlink will require the Kep Track to be upgraded and partially realigned.

### CASE STUDY: Munda Biddi Trail

The Munda Biddi Trail is a 1,000 km long track connecting Mundaring to Albany, providing an off-road bike riding experience through an undeveloped natural habitat. Being one of the longest trails in the world, the entire trail can take anywhere from a few days to a few weeks to complete end to end.

The trail connects numerous south-western towns including Collie, Denmark, Nannup, Pemberton and Walpole. The Bunbury-Wellington and Leeuwin-Naturaliste 2050 Cycling Strategies both identify ongoing opportunities to improve connectivity of towns within close proximity to the Munda Biddi Trail, either through new connections (e.g. to Busselton), or through realignments to include towns such as Donnybrook.

Frequently mentioned in the top 10 bike riding holidays globally, the trail is growing in popularity, attracting cycle tourists from both interstate and overseas. The trail features a 'Sea to Summit End 2 End' club as well as hall of fame, providing a further competitive and rewarding incentive to fitness and off-road enthusiasts. Alternatively, the route also provides shorter family friendly and beginner rides, as well as opportunities to learn about the regions and Aboriginal culture and history.



Rider on the Munda Biddi Trail.  
Credit: Department of Transport

Department of Transport

Map 24: Inter Regional Cycling Connections



## 5.6 Broader consideration of active transport

The provision of infrastructure and programs to enhance bike riding inherently relate to increasing active transport and urban mobility for all ages and abilities. All urban design, planning and construction of transport infrastructure should consider all forms of transport including walking, bike riding, e-rideables, wheelchairs, prams and gophers, as well as private vehicles, public transport and freight. Transport to and planning for the location of and access to activities, attractions, jobs, services and accommodation is key to the provision of accessibility. A connected and safe environment will lead to increased confidence and use by all active transport users.

### 5.6.1 Opportunity: Considering links with major transport projects

This Strategy contributes to making WA a place where riding is a safe, connected, convenient and widely accepted form of transport. Appropriate infrastructure is vital to encouraging the community to give riding a go. Paths along major road or rail routes can be used for long trips, but they are also suitable for less experienced riders, pedestrians and short trips connecting communities.

The expansion of the long-term cycling network will be delivered as part of State-wide major transport infrastructure projects, such as Northlink, Eastlink and other major regional projects. Planning and construction of these and other regional projects should consider the overall transport needs including active transport.

### 5.6.2 Opportunity: Considering links with new development

Retrofitting bike riding infrastructure to existing urban areas can be slow and expensive. Therefore, it is critical that new urban growth areas incorporate dense and interconnected networks of bike riding facilities from the outset. When planning the street networks of urban developments, consideration should be given to providing:

- primary routes alongside all main roads, railways and water courses;
- secondary routes along all urban arterials to provide access to local shops, schools and community facilities; and
- local routes along all local access streets.

There are opportunities throughout the Avon Central Coast region to ensure planning for greenfield developments considers appropriate local and regional connections within the LTCN.

## 5.7 Developing road cycling routes

There is an opportunity to develop road cycling routes for local and visiting road cyclists within the Avon Central Coast region. Road cycling routes are typically conducive to rural and semi-rural roads which have low traffic volumes, scenic landscapes and changes in elevation. The road cycling user group does not typically require (or use) dedicated or protected bike riding infrastructure along these routes, such as shared paths. There is an opportunity to review the key routes being used by road cyclists to improve safety and the overall user experience, as identified in the action plan<sup>45</sup>.

Potential safety enhancements along popular routes could include advisory signage and shoulder widening (particularly on uphill sections).

Further consideration is required to identify the location and preferred treatments for road cycling routes throughout the Avon Central Coast region, as outlined in [Section 6](#) of this Strategy.

### 5.7.1 Opportunity: Sealing shoulders program

There are several popular road cycling routes in the Avon Central Coast region which have sections of narrow shoulder or no shoulders at all. This can cause the potential for conflict between different road user groups, particularly on heavy vehicle haulage routes and where speed differentials are greatest, such as uphill sections.

Sealed shoulders provide significant safety benefits to all road users by reducing 'run off road' crashes. They also offer maintenance benefits to asset owners. There was a significant input to sealing shoulders on major roads within the region including Brookton Highway, Northam to Toodyay Road, Northam to York Road, Toodyay Road, Great Northern Highway and Indian Ocean Drive.

There is still an opportunity for the Shires of Beverley, Chittering, Dandaragan, Gingin, Northam, Toodyay and York along with Main Roads WA to target the provision of sealed shoulders on road cycling routes in a manner that also reduces conflicts between cyclists and other road users.

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### 5.7.2 Opportunity: Increasing awareness of road cycling routes through signage and delineation

Clear signage and delineation of popular road cycling routes can help to reduce actual and perceived levels of conflict between road users. The Shire of Busselton installed static and interactive roadside signage to trial its effectiveness in spreading the message that the road is a shared asset and that cyclists are a legitimate road user<sup>46</sup>.

Signage and delineation can be used to highlight known conflict areas (for example, where bike riding routes cross major haulage routes) as well as informing motorists that they are likely to encounter cyclists along these routes. Delineating road cycling routes is also helpful for visitors and could be tied to a promotional campaign to attract more road cyclists to the area, or to encourage them to stay longer.

Several initiatives can be introduced including:

- Installing 'share the road' or 'road cycling route' type signage along popular bike riding routes;
- Installing warning signs where cycle groups regularly cross or join major haulage routes; and
- Trialling activated warning lights or signs at pinch points.

Such initiatives would need to be progressed by the Shires of Beverley, York, Chittering, Gingin, York, Dandaragan and Northam with Main Roads WA and the Road Safety Commission.

### Case Study: The Wolf Pack Route, Geraldton

The Road Safety Commission worked with the City of Greater Geraldton and Shire of Chapman Valley to improve outcomes for sports cyclists along the Wolf Pack Route. The initiative has involved installing static 'share the road' signage along sections of the route to help raise awareness of cyclists and prevent and reduce conflict between cyclists and drivers.

Outcomes of the initiative will be evaluated by the Road Safety Commission and may result in the signage being installed along the entire route. There may also be opportunities to install more sophisticated measures in the future, such as shoulder widening (particularly on uphill sections) and activated warning lights.



Wolf Pack riders in Geraldton.  
Credit: City of Greater Geraldton

## 6. Action Plan

This section outlines the strategic priorities that are proposed to be progressed over the next five years. This approach will help enable the Avon Central Coast region to realise its long-term bike riding potential over time. The priorities have been informed by community and stakeholder consultation throughout the project, as summarised in Appendix C.

A key consideration for new paths and trails in this region is the location of public drinking water source areas. Appropriate consultation should be undertaken with DWER prior to development. Similarly transport trails and new routes through reserve areas should be referred to the DBCA at an early stage of the design process.

The Action Plan outlined is aspirational. In many cases, local governments may have limited funds or internal capacity to progress projects. The intent of the Action Plan is to highlight the opportunities in the region so as if and when finances and capacity permits, or when alternative funding opportunities arise, readily identified projects may be able to be progressed. In addition, the ongoing maintenance of new infrastructure which is regional in nature, may be a burden on a small local government. Consideration of future funding sources for regional assets to be maintained needs to be explored.

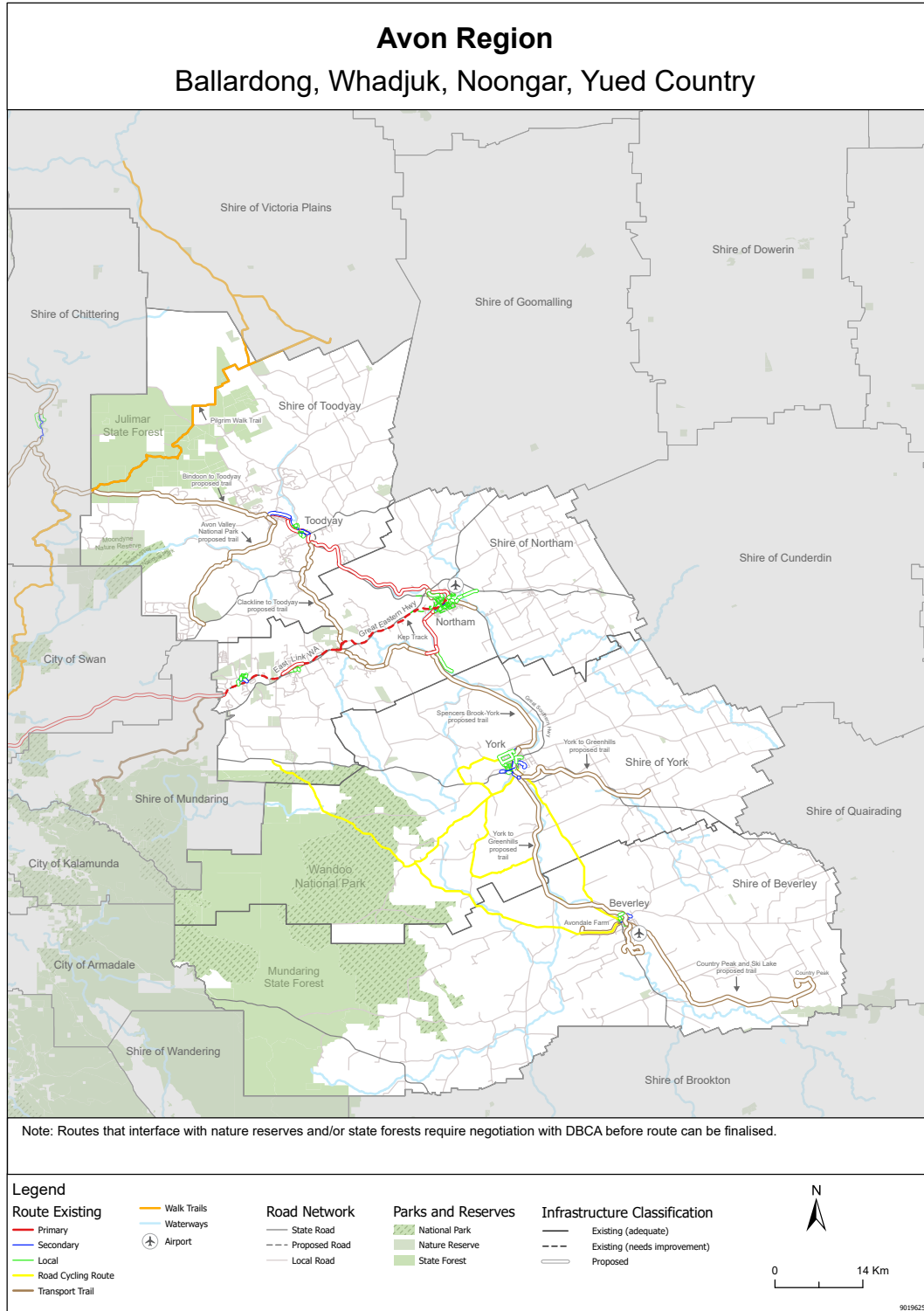
### 6.1 The existing cycling networks

To inform the action plan's strategic priorities, each route within the 2050 cycling network was classified as one of the following:

- **Existing (adequate)** – the level of service reflects current best practice for this type of bike riding route (as defined in the route hierarchy);
- **Existing (needs improving)** – although possible to cycle along this corridor, the level of service provided does not reflect current best practice for this type of bike riding route (as defined in the route hierarchy); or
- **Non-existent (proposed)** – it is either not possible to cycle along this route due to the corridor being non-existent, or, because of existing road conditions, most people are unable to cycle comfortably.

These classifications are reflected in the maps on the following pages, with each route classified as either existing (adequate), existing (substandard) or non-existent (proposed), and considered in the context of the five-year timeframe of this action plan.

Map 25: Infrastructure Classification – Avon Region

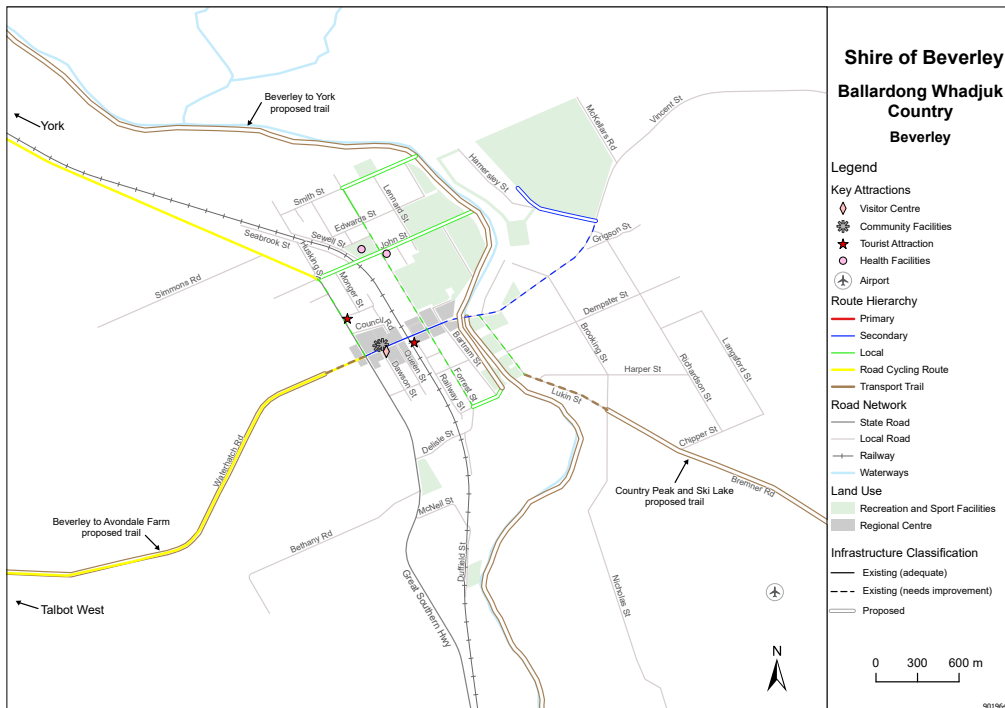




Map 26: Infrastructure Classification – Bakers Hill (Ballardong, Whadjuk Country)

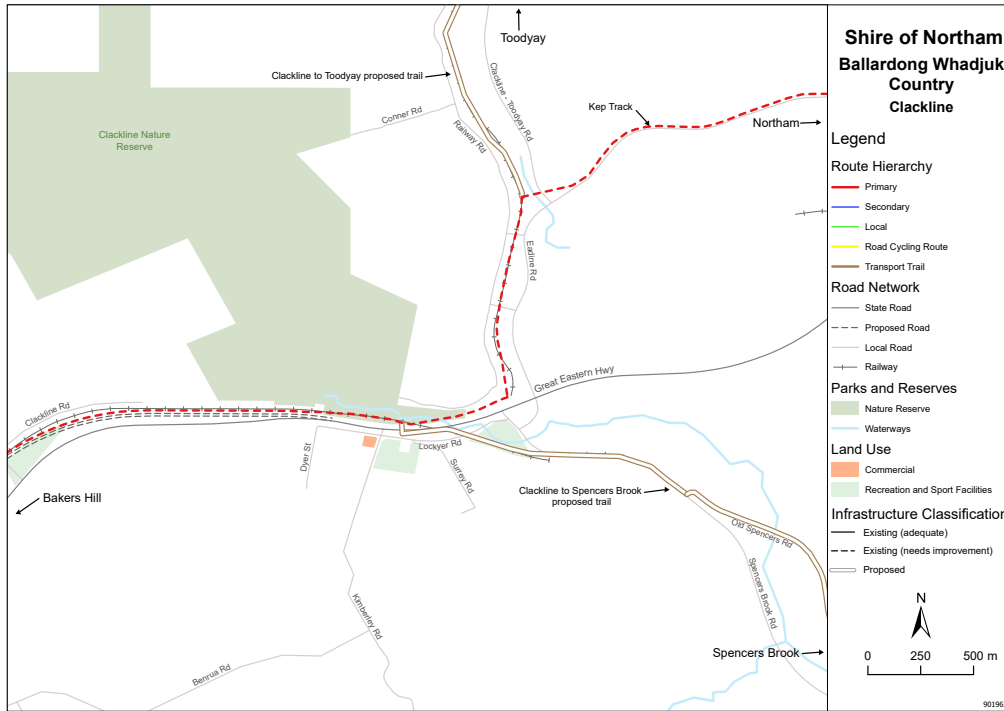


Map 27: Infrastructure Classification – Beverley (Ballardong, Noongar Country)

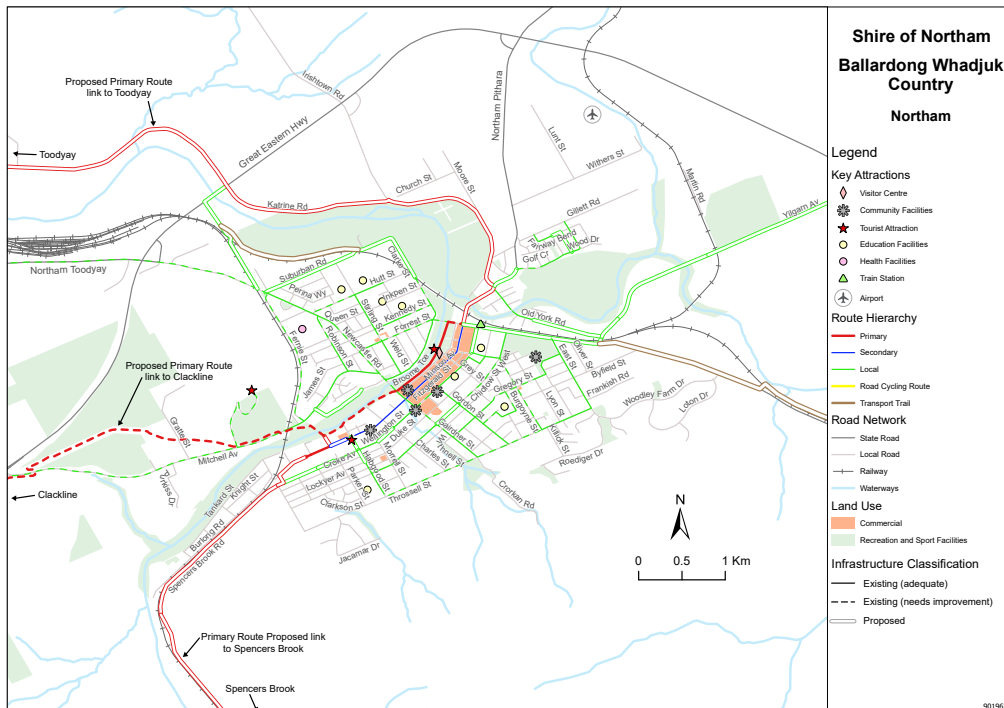


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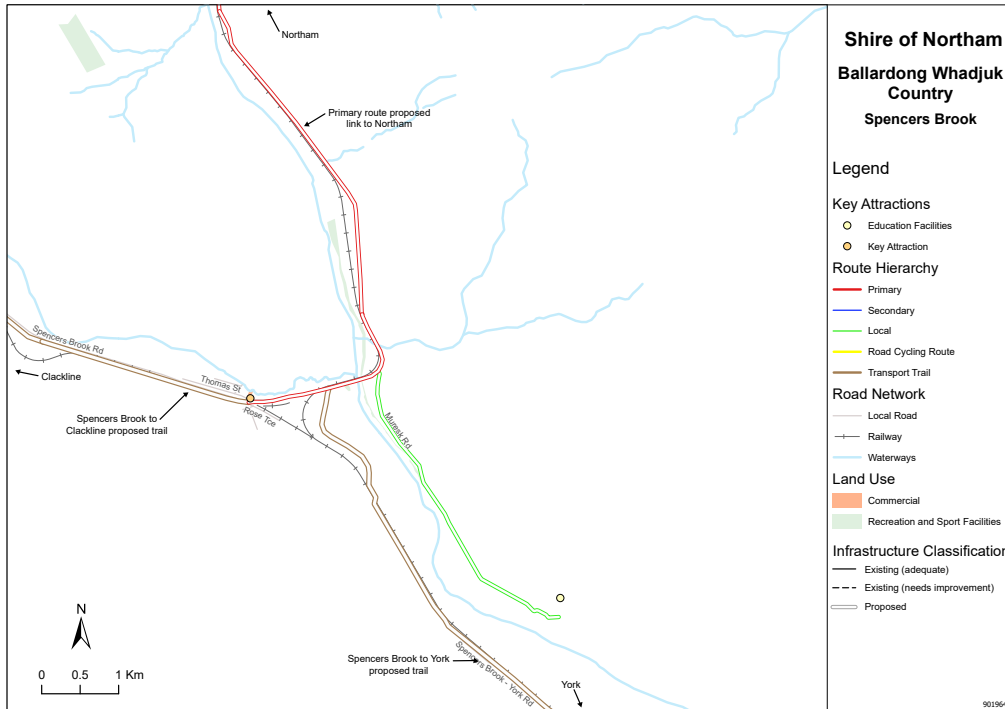
Map 28: Infrastructure Classification – Clackline (Ballardong, Whadjuk Country)



Map 29: Infrastructure Classification – Northam (Ballardong, Whadjuk Country)



Map 30: Infrastructure Classification – Spencers Brook (Ballardong, Whadjuk Country)

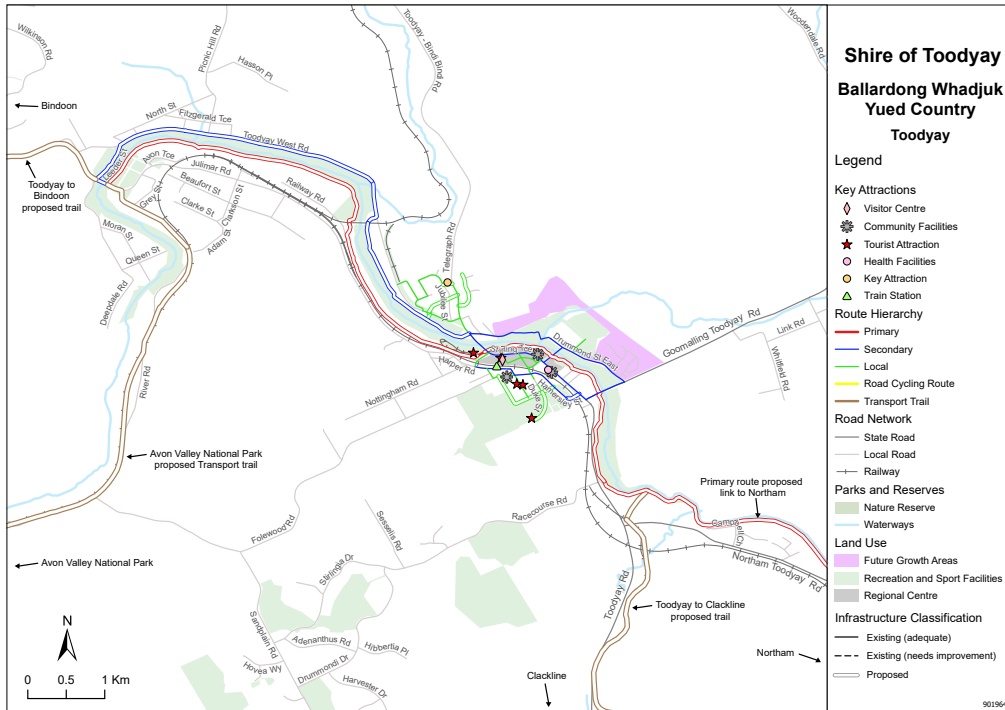


Map 31: Infrastructure Classification – Wundowie (Ballardong, Whadjuk Country)

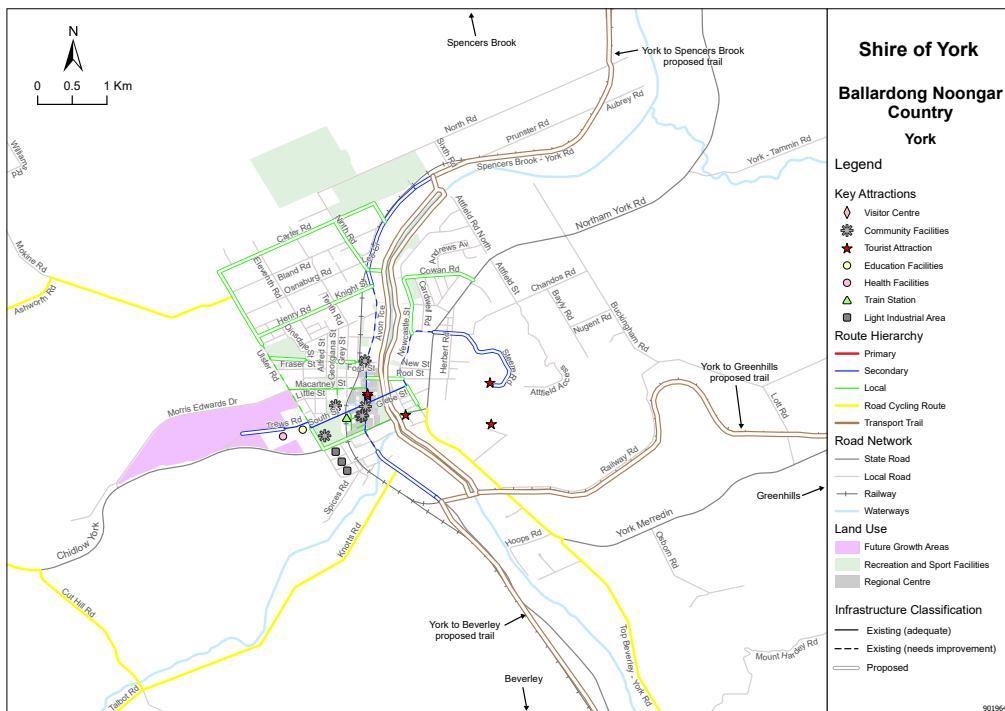


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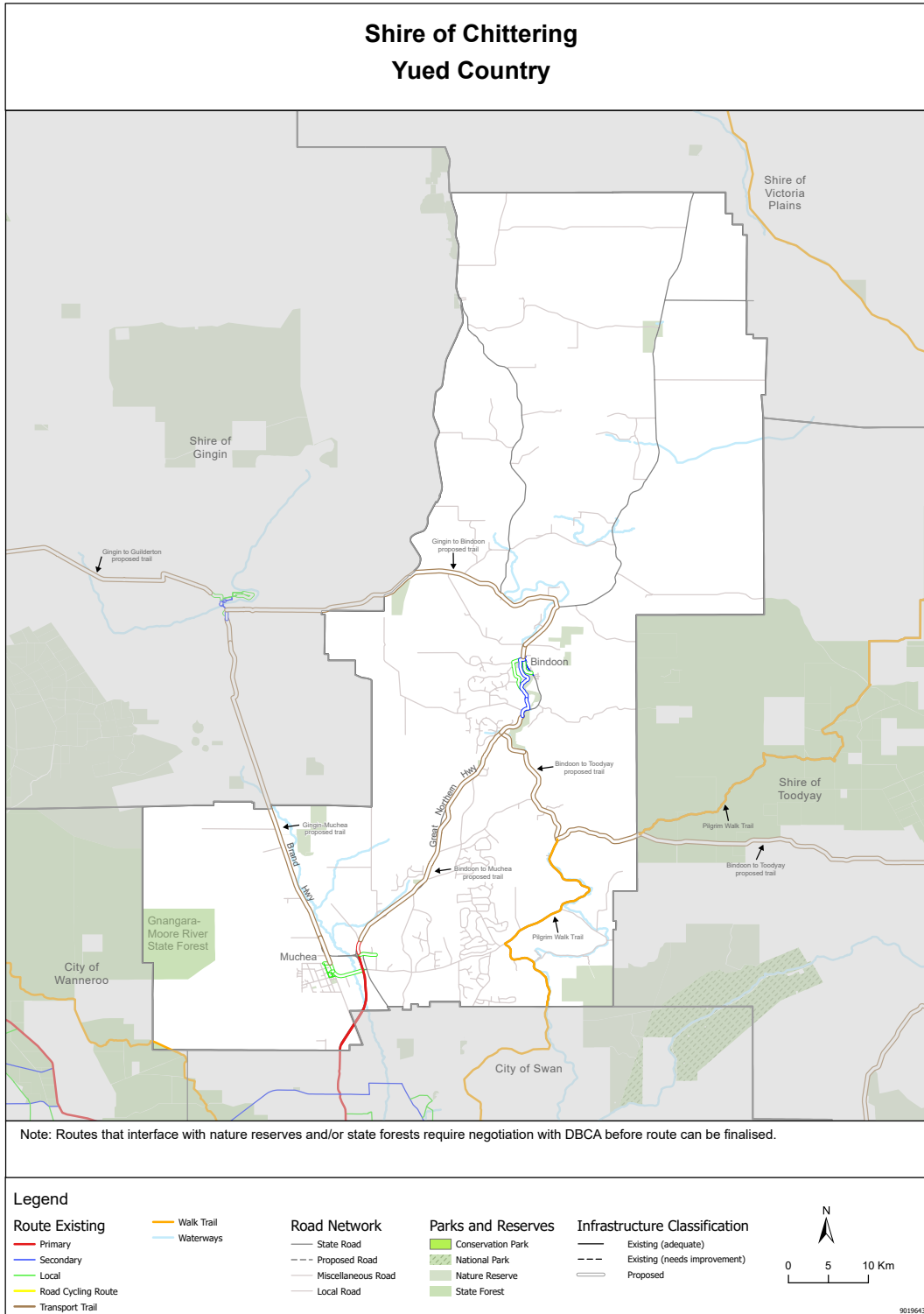
Map 32: Infrastructure Classification – Toodyay, (Ballardon, Yued, Whadjuk Country)



Map 33: Infrastructure Classification – York (Ballardong, Noongar Country)

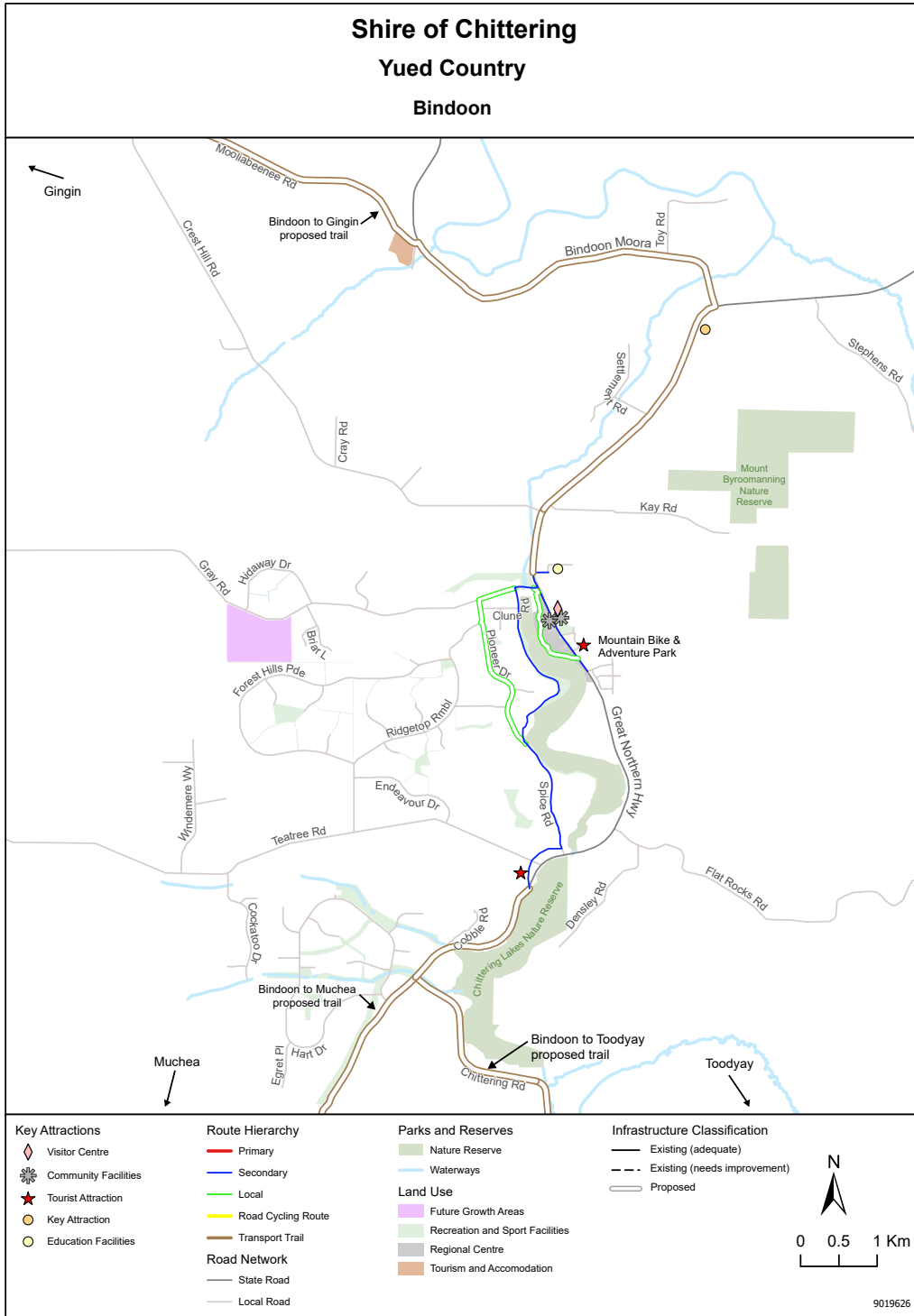


Map 34: Infrastructure Classification – Shire of Chittering (Yued Country)

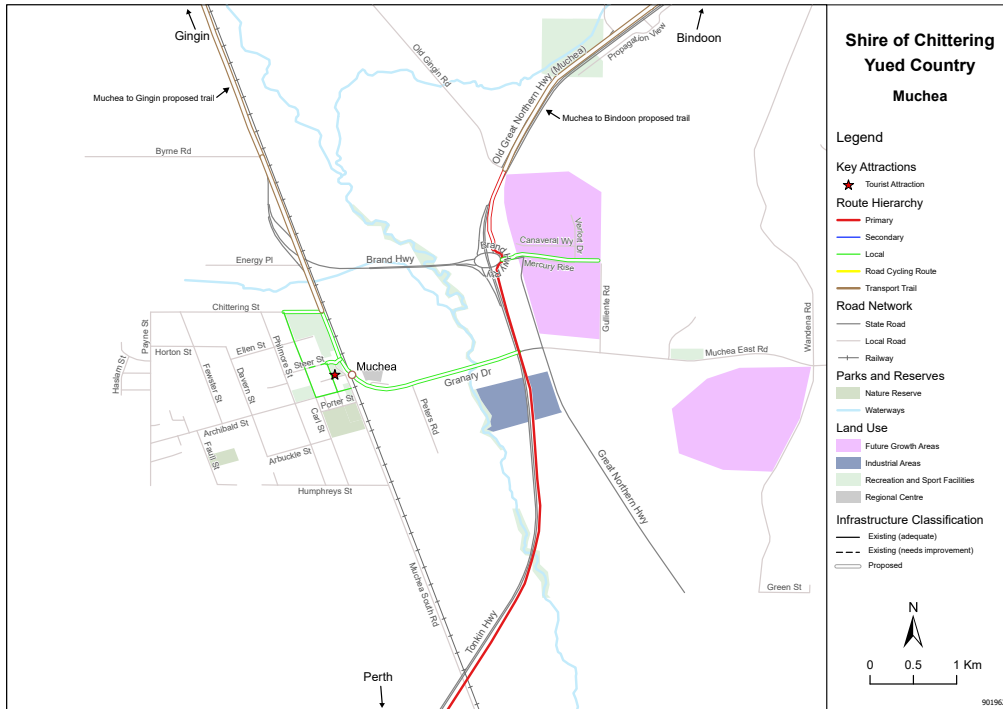


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Map 35: Infrastructure Classification – Bindoon (Yued Country)

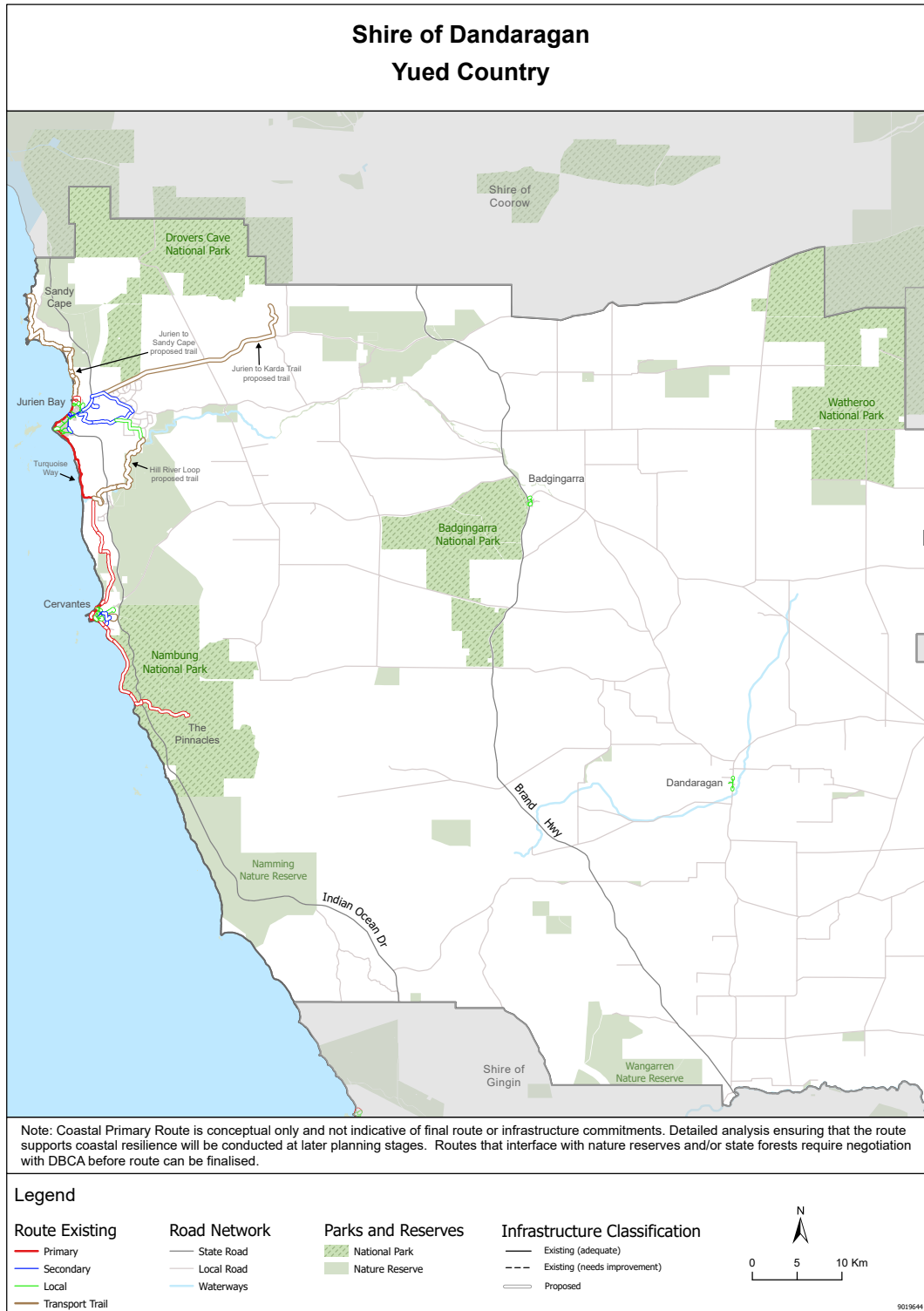


Map 36: Infrastructure Classification – Muchea (Yued Country)



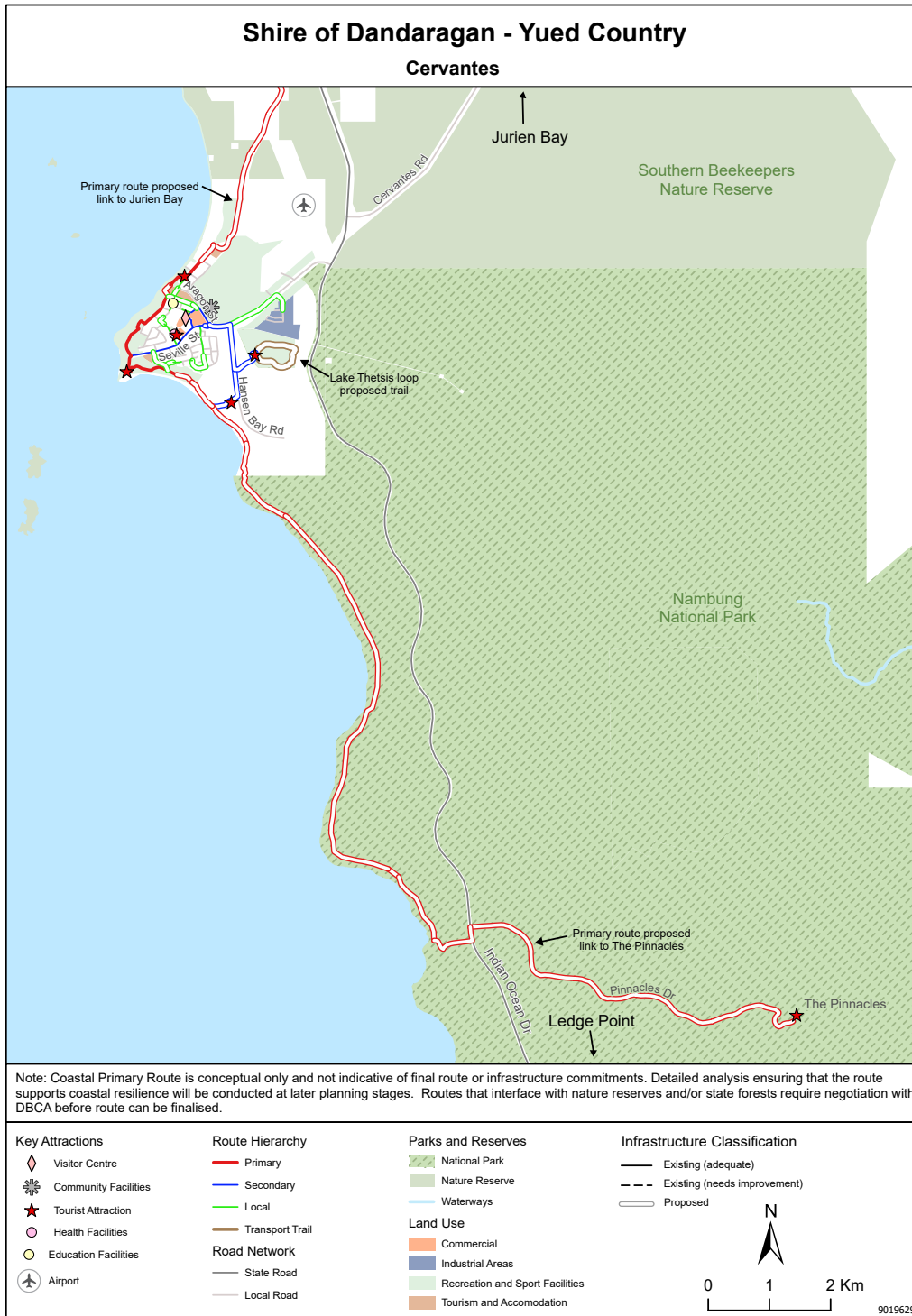
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Map 37: Infrastructure Classification – Shire of Dandaragan (Yued Country)

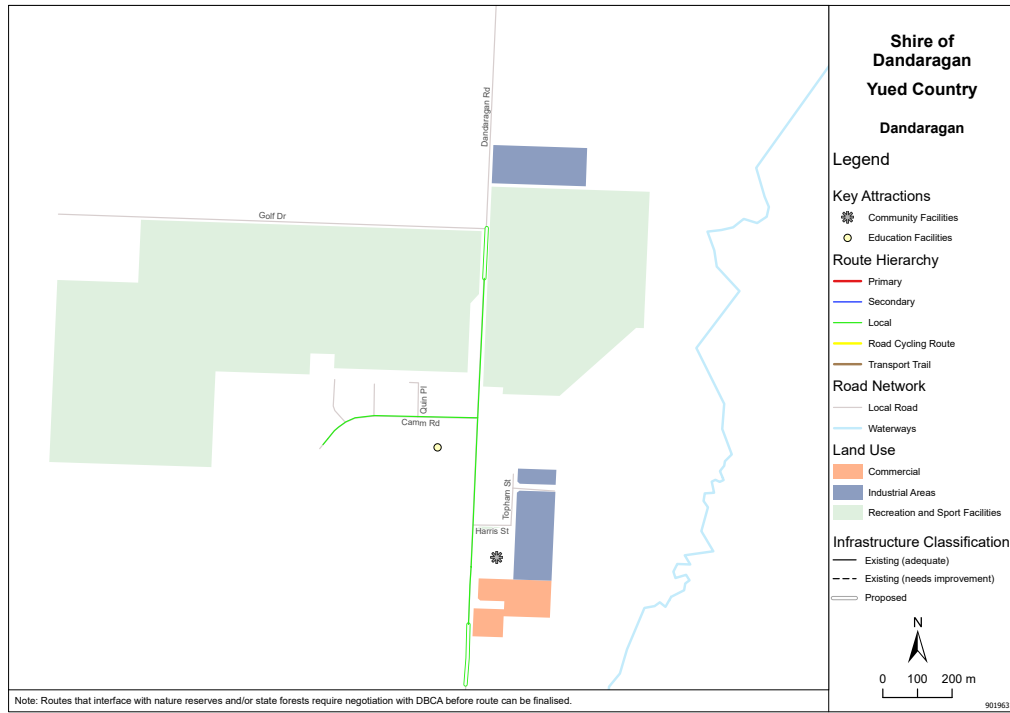




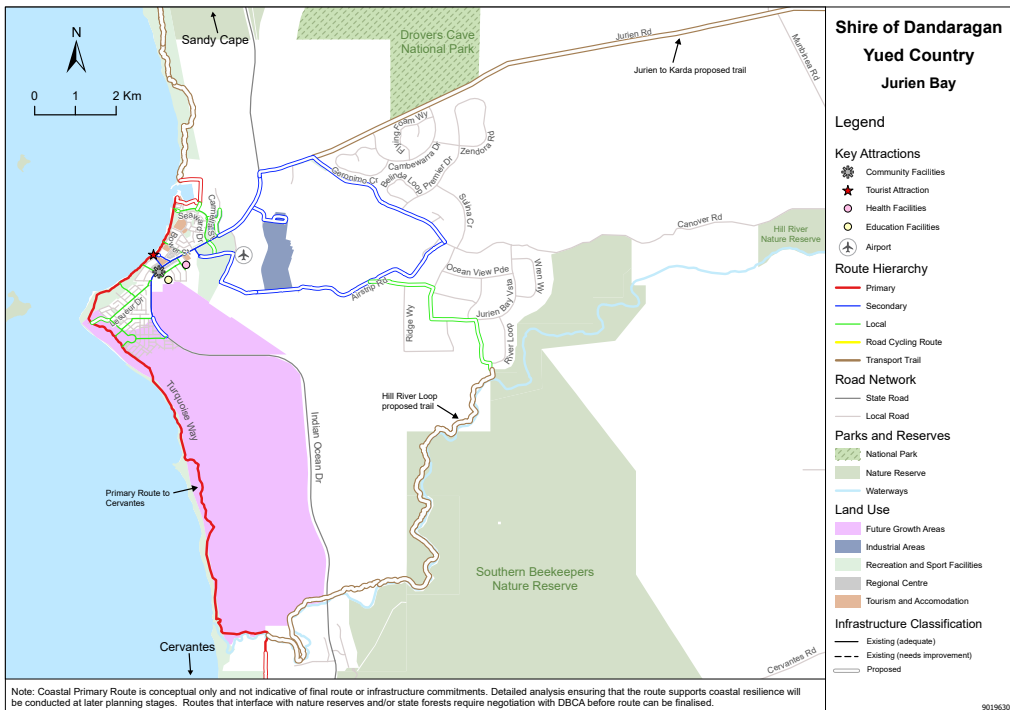
Map 38: Infrastructure Classification – Cervantes (Yued Country)



Map 39: Infrastructure Classification – Dandaragan (Yued Country)



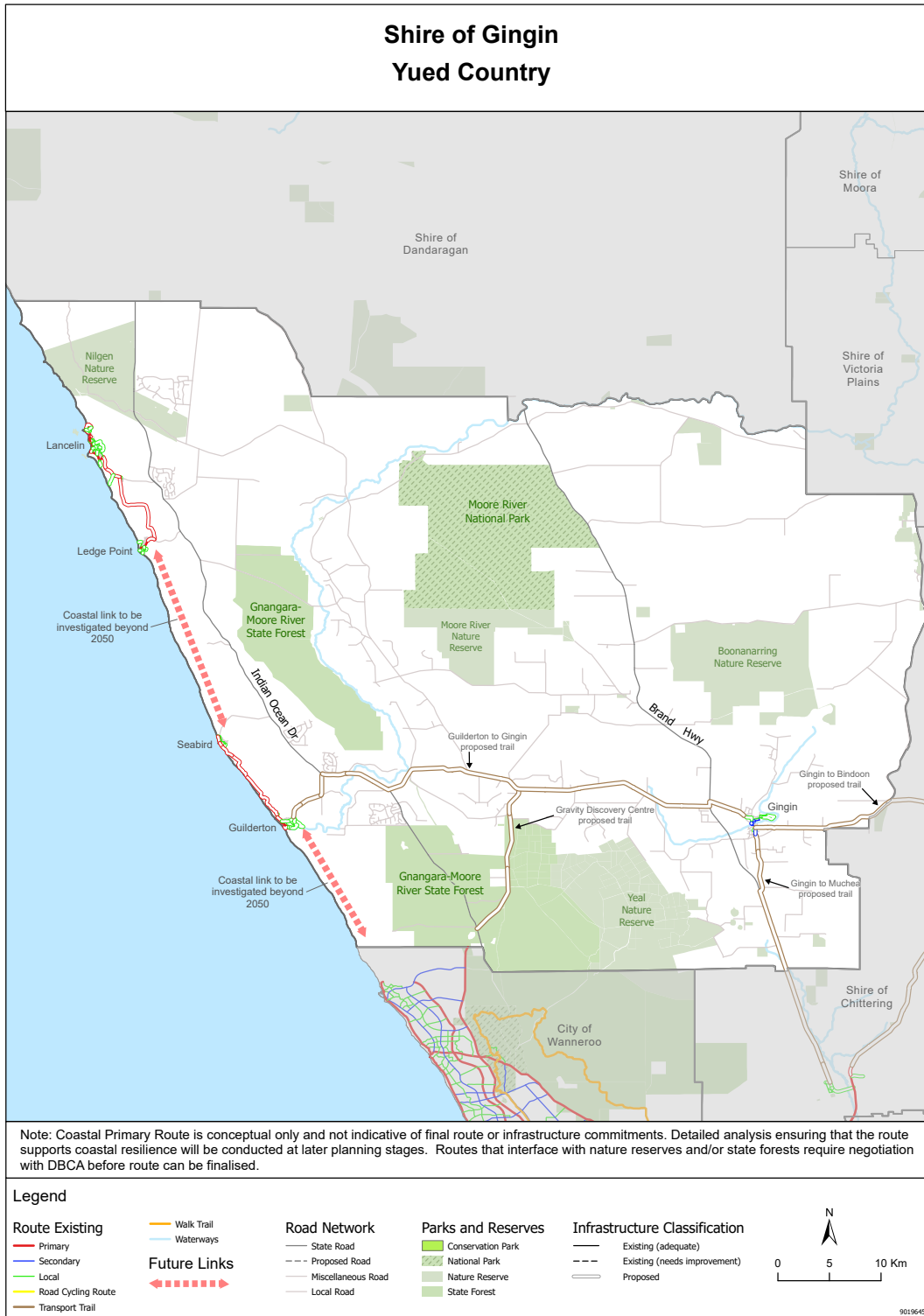
Map 40: Infrastructure Classification – Jurien Bay (Yued Country)



Map 41: Infrastructure Classification – Badgingarra (Yued Country)



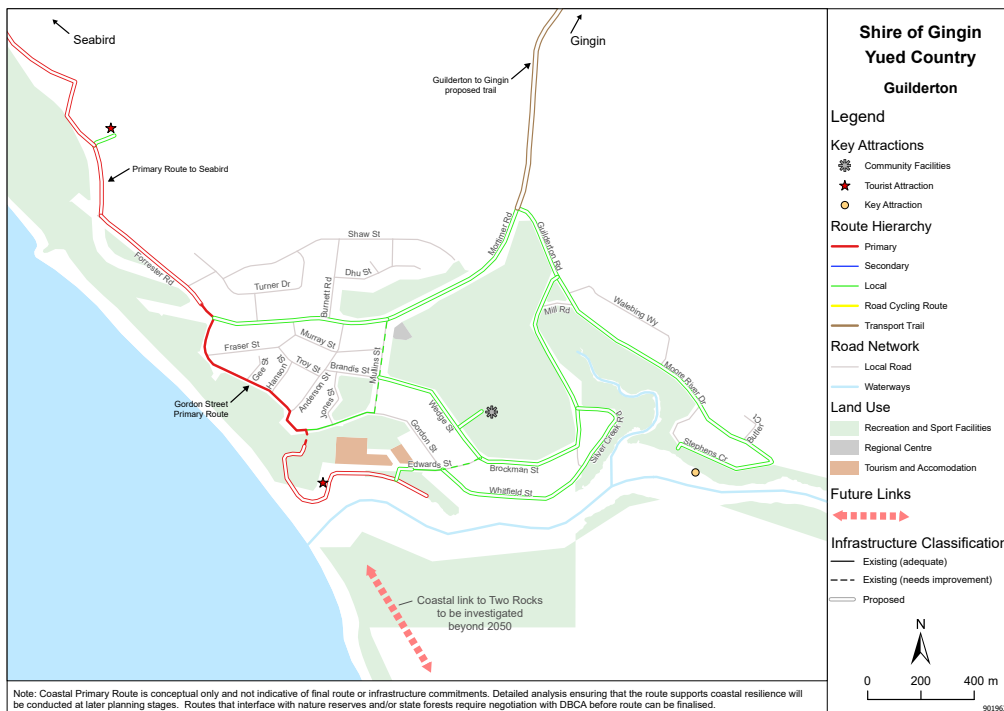
Map 42: Infrastructure Classification – Shire of Gingin (Yued Country)



Map 43: Infrastructure Classification – Gingin (Yued Country)

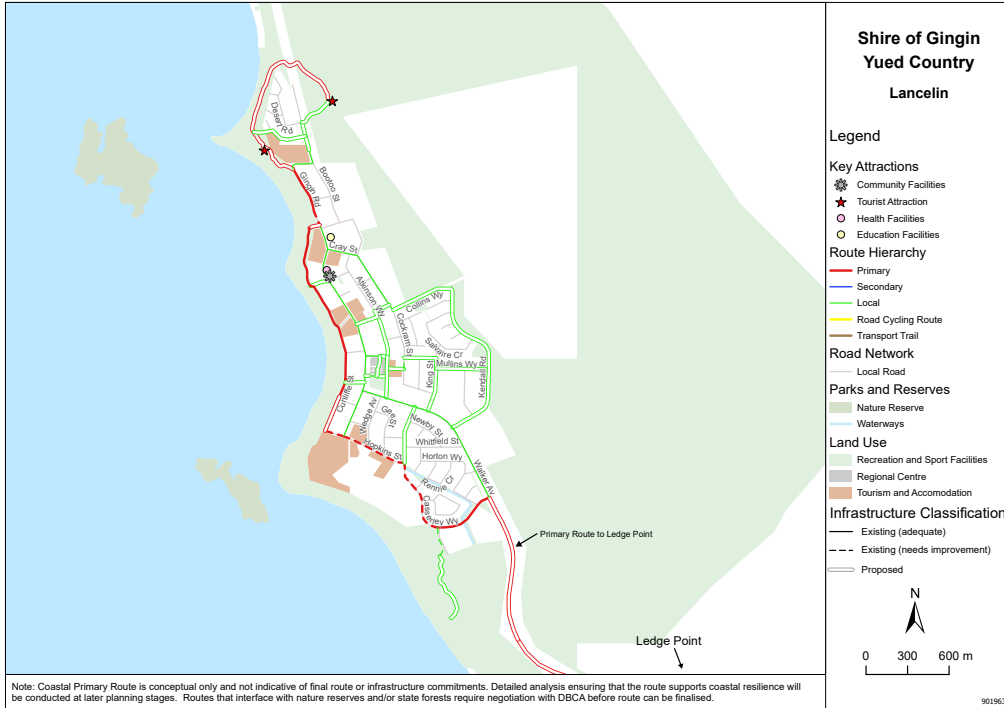


Map 44: Infrastructure Classification – Guilderton (Yued Country)



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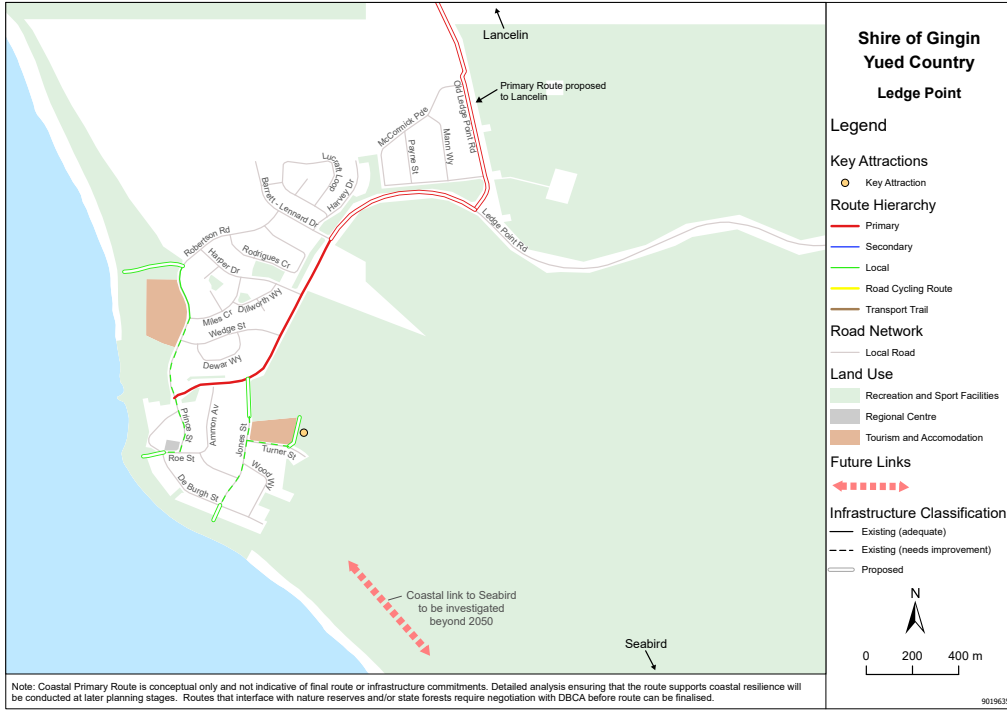
Map 45: Infrastructure Classification – Lancelin (Yued Country)



Map 46: Infrastructure Classification – Seabird (Yued Country)



Map 47: Infrastructure Classification – Ledge Point (Yued Country)



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## 6.2 Priority projects

The following tables identify the strategic priorities for bike riding in the Avon Central Coast region, if and when organisational and funding capacity permits. Broadly categorised as:

- Short term (to commence within 1-3years);
- Medium term (to commence within 4-5 years); and
- Long term (to commence in 5+ years).

### 6.2.1 Shire of Beverley (Ballardong, Noongar Country)

Year	Reference	Project	Project type	Objective / Justification	Hierarchy
Short term	B1	York – Bruce Rock Rail Trail	Feasibility	Collaborate with DoT and Shires of York, Quairading and Bruce Rock to support the feasibility study of a transport trail between York and Bruce Rock.	Transport trail
Short term	B2	Beverley Trails Study	Feasibility	Undertake a feasibility study to determine route staging and priorities across all trails in the Shire.	Transport trails
Short term	B3	Beverley Heroics Road Cycling Route	Feasibility	Collaborate with DoT and WestCycle to undertake feasibility to provide warning signage and wayfinding to show road cycling route and consider options to provide increased safety.	Road cycling route
Short term	B4	Commonage Hill Trail	Design	Design of Commonage Hill to connect historical precinct to Commonage Hill recreation trails via river side trail.	Transport trails
Short term	B5	Beverley Trails Network Stage 1	Design	Design Stage 1 of 3 of transport trails.	Transport trail
Short term	B6	Commonage Hill Trail	Construct	Construct Commonage Hill Trail.	Transport trails
Short term	B7	Beverley Trails Network Stage 1	Construct	Construct Stage 1 of 3 of transport trails.	Transport trails
Short term	B8	Beverley to Mundaring Road Cycling Route	Feasibility / Design / Construct	Collaborate with DoT to provide warning signage and wayfinding to show road cycling route along Talbot Road West and consider options to provide increased safety.	Road cycling route
Medium term	B9	Beverley Trails Network Stage 2	Design	Design Stage 2 of 3 of transport trails.	Transport trails
Medium term	B10	Beverley Trails Network Stage 2	Construct	Construct Stage 2 of 3 of transport trails.	Transport trails



**Shire of Beverley (Ballardong, Noongar Country) continued**

Year	Reference	Project	Project type	Objective / Justification	Hierarchy
<b>Long term</b>	B11	Beverley Trails Network Stage 3	Design and construct	Design and construct Stage 3 of 3 of transport trails.	Transport trails
<b>Long term</b>	B12	Toodyay to Beverley Avon River Trail	Feasibility, design and construct	Collaborate with DoT and the Shires of Northam, Toodyay and York to conduct feasibility, design and construct a transport trail between York and Beverley.	Transport trail
<b>Long term</b>	B13	Upgrading Hunt Road (John Street to Vincent Street)	Design and construct	Design and construct path infrastructure upgrades on Hunt Road between John Street and Vincent Street to improve access to shopping areas and caravan parks and accommodation.	Local
<b>Long term</b>	B14	Smith Street (Forrest Street to York to Beverley Trail)	Design and construct	Design and construct path on Smith Street between Forrest Street and Beverley Trail to improve local residential connectivity and provide access to recreational trail.	Local
<b>Long term</b>	B15	Taylor Street (Forrest Street to York to Beverley Trail)	Design and construct	Design and construct path on Taylor Street between Forrest Street to provide access to recreational trail.	Local
<b>Long term</b>	B16	Hamersley Street (Vincent Street to Beverley Racecourse)	Design and construct	Design and construct path on Hamersley Street between Vincent Street and Beverley Racecourse to provide access to recreational destination.	Secondary

6.2.2 Shire of Chittering (Yued Country)

Year	Reference	Project	Project type	Objective / Justification	Hierarchy
Short term	C1	Muchea to Bindoon	Feasibility	Conduct a feasibility study of a trail between Muchea and Bindoon.	Primary, Transport trail
Short term	C2	Muchea to Bindoon Stage 1	Design	Design Stage 1 of 3 of Muchea to Bindoon trail.	Primary, Transport trail
Short term	C3	Granary Drive (Tonkin Highway to Edwards Place)	Construct	Collaborate with Main Roads WA to construct a path on Granary Drive between Tonkin Highway and Edwards Place to improve connection and create an 'anchor' between established Muchea town commercial area and Tonkin Highway / Great Northern Highway.	Local
Short term	C4	Muchea to Bindoon Stage 1	Construct	Construct Stage 1 of 3 of Muchea to Bindoon trail.	Transport trail
Short term	C5	Muchea to Bindoon Stage 2	Design	Design Stage 2 of 3 of Muchea to Bindoon trail.	Transport trail
Short term	C6	East Lake Needoonga Path (Gray Road to Great Northern Highway after Casuarina Close)	Design and construct	Design and construct a path, east of Lake Needoonga between Gray Road and Great Northern Highway after Casuarina Close. This link will provide a link between the shopping area, health facility and Lake Needoonga.	Local
Medium term	C7	Muchea to Bindoon Stage 2	Construct	Construct Stage 2 of 3 of Muchea to Bindoon trail.	Transport trail
Medium term	C8	Muchea to Bindoon Stage 3	Design	Design Stage 3 of 3 of Muchea to Bindoon trail.	Transport trail
Medium term	C9	Great Northern Highway (Binda Place to Learners Way)	Design and construct	Design and construct a path on Great Northern Highway between Binda Place and Learners Way to complete the missing link along the route and improving access between key destinations.	Secondary
Medium term	C10	Muchea to Bindoon Stage 3	Construct	Construct Stage 3 of 3 of Muchea to Bindoon trail.	Transport trail

**Shire of Chittering (Yued Country) continued**

Year	Reference	Project	Project type	Objective / Justification	Hierarchy
<b>Long term</b>	C11	Muchea PSP to Muchea Bike Path	Design and construct	Construct a path from the PSP on Tonkin Highway / Great Northern Highway to Muchea BP stop and future growth area.	Local
<b>Long term</b>	C12	Chittering Street (Granary Drive to Carl Street)	Design and construct	Design and construct a path on Chittering Street between Granary Drive and Carl Street to improve access to recreational destination.	Local

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### 6.2.3 Shire of Dandaragan (Yued Country)

Year	Reference	Project	Project type	Objective / Justification	Hierarchy
Short term	D1	Turquoise Way Path Extension	Feasibility	Conduct feasibility study to extend coastal path from Hill River to Cervantes.	Primary
Short term	D2	Turquoise Way Path Extension Stage 1	Design	Design Stage 1 of 2 of coastal route between Jurien Bay to Cervantes.	Primary
Short term	D3	Linking Jurien Bay town centre to residential estates, Alta Mare and Jurien Heights	Design	Design paths linking Jurien Bay town centre to residential estates.	Secondary, Local
Short term	D4	Cervantes to the Pinnacles	Feasibility	Undertake feasibility study of coastal route between Cervantes and the Pinnacles.	Primary
Short term	D5	Turquoise Way Path Extension Stage 2	Design	Design Stage 2 of 2 of coastal route between Hill River to Cervantes.	Primary
Short term	D6	Dandaragan Road Path Extension	Design and construct	Design and construct path to complete missing link between last house and recreational facility.	Local
Medium term	D7	Hansen Bay Road (Cervantes Road to Hansen Bay Lookout)	Design and construct	Design and construct path to Hansen Bay Lookout and connect to proposed coastal route.	Secondary
Medium term	D8	Linking Jurien Bay town centre to residential estates, Alta Mare and Jurien Heights	Construct	Construct paths linking Jurien Bay town centre to residential estates.	Secondary, Local
Medium term	D9	Cervantes to the Pinnacles	Design	Design coastal route between Cervantes and the Pinnacles.	Primary
Long term	D10	Turquoise Way Path Extension Stage 1	Construct	Construct Stage 1 of 2 of coastal route between Hill River to Cervantes.	Primary
Long term	D11	Turquoise Way Path Extension Stage 2	Construct	Construct Stage 2 of 2 of coastal route between Hill River to Cervantes.	Primary
Long term	D12	Cervantes to the Pinnacles	Construct	Construct coastal route between Cervantes and the Pinnacles.	Primary

**Shire of Dandaragan (Yued Country) continued**

Year	Reference	Project	Project type	Objective / Justification	Hierarchy
<b>Long term</b>	D13	Jurien Bay to North Head and Sandy Cape	Feasibility	Conduct feasibility, of coastal route between Jurien Bay and Sandy Cape.	Transport trail
<b>Long term</b>	D14	Hill River Trail	Feasibility	Conduct feasibility of a transport trail along Hill River linking to Turquoise Trail and Jurien Bay residential estates.	Transport trail
<b>Long term</b>	D15	Lake Thetis loop	Feasibility, design and construct	Conduct feasibility of a tourist loop trail around Lake Thetis.	Transport trail
<b>Long term</b>	D16	Jurien Road Karda Trail	Feasibility	Conduct feasibility of route from Jurien Bay town centre to Karda	Transport trail

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#### 6.2.4 Shire of Gingin (Yued Country)

Note - the Shire of Gingin does not currently support the actions outlined below due to ongoing operational and budget constraints. They remain in this strategy to provide an indication of aspirational routes subject to changes in organisational and funding capacity.

Year	Reference	Project	Project type	Objective / Justification	Hierarchy
Short term	G1	Coastal Route Guilderton to Seabird	Feasibility	Undertake a feasibility study on coastal route between Guilderton to Seabird.	Primary
Short term	G2	Coastal Route Ledge Point to Lancelin	Feasibility	Undertake a feasibility study on coastal route between Ledge Point and Lancelin.	Primary
Short term	G3	Lancelin Town to Lancelin Recreational Centre	Feasibility	Undertake feasibility of route between Lancelin Town centre and Lancelin Recreation Centre/Lancelin South	Primary, Local
Short term	G4	Guilderton Road / Moore River Drive / Stephens Crescent Shared Path	Feasibility	Undertake feasibility of a shared path in Guilderton to improve local residential access and connection to Moore River Estuary access.	Local
Medium term	G5	Robertson Road, Ledge Point beach access	Feasibility	Undertake feasibility of path on Robertson Road to provide access to the beach.	Local
Medium term	G6	Lancelin Plaza	Feasibility	Undertake feasibility of path on Lancelin Plaza to improve access along shopping area and to recreational destinations.	Local
Long term	G7	Chalon Avenue, Seabird	Feasibility	Undertake feasibility of path on Chalon Avenue to improve connectivity to recreational facilities.	Local

**6.2.5 Shire of Northam (Ballardong, Whadjuk Country)**

Year	Reference	Project	Project type	Objective / Justification	Hierarchy
Short term	N1	Clackline to Toodyay Rail Trail	Feasibility	Collaborate with DoT and Shire of Toodyay to conduct a feasibility study of the potential to use disused Clackline to Toodyay Rail for the purposes of a tourist trail.	Transport trail
Short term	N2	Northam Recreational Shared Path	Feasibility	Conduct a feasibility study of a recreational shared path as recommended in the Long-Term Network Plan in the Shire of Northam's Local Bike Plan.	Primary, Local
Short term	N3	Mitchell Avenue between Mount Ommanney Road and Keating Street	Design and construct	Design and construct a shared path to connect the Eco Village, Lookout and mountain bike tracks on Mount Ommanney to Recreational Shared Path.	Primary, Local
Short term	N4	East Street between Frankish Road and Throssell Street	Design and construct	Design and construct a shared path to connect the suburban network.	Local
Short term	N5	Kennedy Street between Hampton Street and Clarke Street	Design and construct	Design and construct a shared path to connect the education facilities to the suburban network.	Local
Short term	N6	Avon River Trail (West Toodyay to Beverley)	Feasibility	Collaborate with DoT, DBCA and Shires of Beverley, Toodyay and York to conduct a feasibility study of trail along Avon River from West Toodyay to York.	Primary, Transport trail
Short term	N7	Northam Recreational Shared Path Design Stage 1	Design	Design Stage 1 of 3 of recreational shared path as recommended in the Long-Term Network Plan in the Shire of Northam's Local Bike Plan.	Primary, Local
Short term	N8	Clarke Street, Inkpen Street to Forrest Street.	Design and construct	Design and construct a shared path to connect the Northam residential College to the suburban network.	Local
Short term	N9	Clarke Street, Suburban Road to Inkpen Street.	Design and construct	Design and construct a shared path to connect the recreation facilities to the suburban network.	Local

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**Shire of Northam (Ballardong, Whadjuk Country) continued**

Year	Reference	Project	Project type	Objective / Justification	Hierarchy
<b>Short term</b>	N10	Suburban Road Rail Line to Clarke	Design and construct	Design and construct a shared path to connect the recreation facilities to the suburban network.	Local
<b>Short term</b>	N11	Suburban Rd, Newcastle Rd to Mudulla Rd	Design and construct	Design and construct a shared path to connect the recreation facilities to the suburban network.	Local
<b>Short term</b>	N12	Fitzgerald Street between Gordon Street and Grey Street	Design and construct	Design and construct a shared path to connect missing links.	Secondary
<b>Short term</b>	N13	Linking Wundowie to Eastlink	Design and construct	Design and construct paths on McMullen Road and Hawke Avenue to connect Wundowie townsite to Eastlink.	Secondary, Local
<b>Short term</b>	N14	Avon River Trail (West Toodyay to Beverley) – N3 Stage 1	Design	Design Stage 4 of 9 of trail along Avon River in Shire of Northam.	Primary, Transport trail
<b>Short term</b>	N15	Northam Recreational Shared Path Design Stage 1	Construct	Construct Stage 1 of 3 recreational shared path as recommended in the Long- Term Network Plan in the Shire of Northam's Local Bike Plan.	Primary, Local
<b>Short term</b>	N16	Clackline to Toodyay Rail Trail – N1	Design	Collaborate with the Shire of Toodyay to design rail trail between Clackline and Toodyay.	Transport trail
<b>Medium term</b>	N16	Northam Recreational Shared Path Design Stage 2	Design	Design Stage 2 of 3 recreational shared path as recommended in the Long- Term Network Plan in the Shire of Northam's Local Bike Plan.	Primary, Local
<b>Medium term</b>	N17	Avon River Trail (West Toodyay to Beverley) – N3 Stage 1	Construct	Construct Stage 4 of 9 of trail along Avon River in Shire of Northam.	Primary, Transport trail
<b>Medium term</b>	N20	Avon River Trail (West Toodyay to Beverley) – N3 Stage 2	Design	Design Stage 2 of 3 of trail along Avon River in Shire of Northam.	Primary, Transport trail
<b>Medium term</b>	N21	Clackline to Toodyay Rail Trail – N1	Construct	Collaborate with the Shire of Toodyay to construct the Clackline to Toodyay Rail Trail.	Transport trail



Shire of Northam (Ballardong, Whadjuk Country) continued

Year	Reference	Project	Project type	Objective / Justification	Hierarchy
Medium term	N22	Fermoy Avenue from Gregory Street to Lance Street	Design and construct	Design and construct a shared path to connect missing links.	Local
Medium term	N23	Goomalling Road, Old York Road to Wood Drive	Design and construct	Design and construct a shared path to connect missing links.	Primary, Local
Medium term	N24	East Street from Byfield Street to Frankish Road	Design and construct	Design and construct a shared path to connect missing links.	Local
Medium term	N26	Gordon Street, between Burnside Avenue and Selby Street	Design and construct	Design and construct a shared path to connect missing links.	Local
Medium term	N27	Boronia Avenue Wundowie from Banksia Avenue (West) to Banksia Avenue (East)	Design and construct	Design and construct a shared path to connect missing links.	Local
Medium term	N28	Wellington Street between Morell Street and Charles Street	Design and construct	Design and construct a shared path to connect missing links.	Local
Medium term	N30	Wellington Street, Grey Street to Peel Street	Design and construct	Design and construct a shared path to connect missing links.	Local
Medium term	N31	Wellington Street, Gordon to Gairdner	Design and construct	Design and construct a shared path to connect missing links.	Local
Medium term	N32	Wellington Street (Gairdner Street to Charles Street)	Design and construct	Design and construct recommended 'Priority Works' project listed in Northam Bike Plan on Wellington Street between Gairdner Street and Charles Street to improve access to recreation and sport facilities.	Local
Medium term	N33	Taylor Street, from Old York Road to Peel Terrace	Design and construct	Design and construct a shared path to connect missing links.	Primary

**6.2.6 Shire of Toodyay (Ballardong, Yued, Whadjuk Country)**

Year	Reference	Project	Project type	Objective / Justification	Hierarchy
Short term	T1	Clackline to Toodyay Rail Trail	Feasibility	Collaborate with the Shire of Northam to conduct a feasibility study of the potential to use the disused Clackline to Toodyay rail corridor for a transport trail.	Transport trail
Short term	T2	Jubilee Street (Reserve Street to Toodyay Old Newcastle Public Cemetery) and Connor Street Shared Path	Design and construct	Design and construct shared paths to improve local residential connectivity.	Local
Short term	T3	Avon River Trail (West Toodyay to Beverley)	Feasibility	Collaborate with DBCA, DoT and the shires of Beverley, Northam and York to conduct a feasibility study of a trail along Avon River from West Toodyay to Beverley.	Primary, Transport trail
Short term	T4	Settlers Ridge	Design and construct	Design and construct a shared path on Settlers Ridge to improve local residential connectivity.	Local
Short term	T5	Clackline to Toodyay Rail Trail – T1	Design	Collaborate with the Shire of Northam to design rail trail between Clackline and Toodyay.	Transport trail
Short term	T6	Avon River Trail (West Toodyay to Beverley) – T3 Stage 1	Design	Design Stage 1 of 9 of trail along Avon River from West Toodyay to Beverley within the Shire of Toodyay.	Primary
Medium term	T7	Avon River Trail (West Toodyay to Beverley) – T3 Stage 1	Construct	Construct Stage 1 of 9 of trail along Avon River from West Toodyay to Beverley within the Shire of Toodyay.	Primary
Medium term	T8	Avon River Trail (West Toodyay to Beverley) – T3 Stage 2	Design	Design Stage 2 of 9 of trail along Avon River from West Toodyay to Beverley within the Shire of Toodyay.	Primary

**Shire of Toodyay (Ballardong, Yued, Whadjuk Country) continued**

Year	Reference	Project	Project type	Objective / Justification	Hierarchy
Medium term	T9	Railway Crossing Hamersley Street (Hamersley Street to Stirling Terrace)	Design and construct	Design and construct a railway crossing (standard maze crossing) on Hamersley Street as recommended in Shire of Toodyay Bike Plan, to improve safety and access across railway (east – west connection).	Secondary
Medium term	T10	Clackline to Toodyay Rail Trail – T1	Construct	Collaborate with the Shire of Northam construct rail trail between Clackline and Toodyay.	Transport trail
Long term	T11	Avon River Trail (West Toodyay to Beverley) – T3 Stage 2	Construct	Construct Stage 2 of 3 of Avon River Trail within the Shire of Toodyay.	Primary
Long term	T12	Avon River Trail (West Toodyay to Beverley) – T3 Stage 3	Design and construct	Design and construct Stage 3 of 3 of Avon River Trail within the Shire of Toodyay.	Primary
Long term	T13	Avon River Trail (West Toodyay to Swan Valley)	Feasibility, design and construct	Conduct feasibility, design and construct transport trail along Avon River from West Toodyay to Swan Valley via Avon National Park.	Transport trail

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6.2.7 Shire of York (Ballardong, Noongar Country)

Year	Reference	Project	Project type	Objective / Justification	Hierarchy
Short term	Y1	Forrest Street (South Street to Great Southern Highway) and Henrietta Street (Forrest Street to Avon Terrace) Shared Use Path Project	Design	Design completing missing local links and providing access to recreational and educational facilities.	Local
Short term	Y2	Beverley Heroics Road Cycling Route	Feasibility	Collaborate with DoT and WestCycle to undertake feasibility to provide warning signage and wayfinding to show the road cycling route and consider options to provide increased safety.	Road cycling route
Short term	Y3	Avon River Trail (West Toodyay to Beverley)	Feasibility	Collaborate with DoT, DBCA and shires of Beverley, Toodyay and Northam to conduct a feasibility study of trail along Avon River from West Toodyay to York.	Primary, Transport trail
Short term	Y4	Trews Road (York District High School to Trews Court)	Design	Design shared path to complete the missing link between York town site and educational facility and future growth area.	Secondary
Short term	Y5	Suburban Road (Glebe Street to Ballardong Street)	Design and construct	Design and construct shared path to complete missing link on Suburban Road.	Local
Short term	Y6	Avon River Trail (West Toodyay to Beverley) – Y3 Stage 7	Design	Design Stage 7 of 9 of trail along Avon River from West Toodyay to York within the Shire of York.	Primary, Transport trail
Short term	Y7	Trews Road (York District High School to Trews Court)	Construct	Construct shared path to complete the missing link between York town site and educational facility and future growth area. (Designed Year 2 (Y3))	Secondary
Short term	Y8	Beverley to Mundaring Road Cycling Route	Feasibility / Design / construct	Collaborate with DoT and Shire of Beverley to provide warning signage and wayfinding to show route Road Cycling Route along Talbot Road West and consider options to provide increased safety.	Road cycling route

**Shire of York (Ballardong, Noongar Country) continued**

Year	Reference	Project	Project type	Objective / Justification	Hierarchy
<b>Short term</b>	Y9	York – Bruce Rock Rail Trail	Feasibility	Collaborate with DoT and Shires of Beverley, Quairading and Bruce Rock to conduct feasibility study of transport rail trail between York and Bruce Rock.	Transport trail
<b>Medium term</b>	Y10	Avon River Trail (West Toodyay to Beverley)	Construct	Construct Stage 7 of 9 of trail along Avon River from West Toodyay to York.	Transport trail
<b>Medium term</b>	Y11	Steere Road (Pioneer Road to Mount Brown Lookout)	Design and construct	Design and construct shared path to provide access to Mount Brown Lookout and recreational and mountain biking trails.	Secondary
<b>Medium term</b>	Y12	York – Bruce Rock Rail Trail Stage 1	Design	Design Stage 1 of the rail trail between York and Bruce Rock.	Transport trail
<b>Medium term</b>	Y13	Knight Street / Henry Road	Design and construct	Design and construct path on Knight Street / Henry Road to improve local residential connectivity.	Local
<b>Long term</b>	Y14	Avon River Trail (West Toodyay to Beverley) Stage 8 and 9	Design and construct	Design and construct Stages 8 and 9 of trail along Avon River from West Toodyay to Beverley within the Shire of York.	Transport trail
<b>Long term</b>	Y15	York to Beverley Trail	Feasibility, design and construct	Shire of York in collaboration with DoT and the Shire of Beverley to conduct feasibility, design and construct a transport trail between York and Beverley.	Transport trail
<b>Long term</b>	Y16	Christie Retreat (Avon Terrace to Avon Suspension Bridge) and Pool Street (Avon Suspension Bridge to Suburban Road) Shared Paths	Design and construct	Design and construct shared paths to provide access to the Avon Suspension Bridge and improve east-west connectivity.	Local

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**Shire of York (Ballardong, Noongar Country) continued**

Year	Reference	Project	Project type	Objective / Justification	Hierarchy
Long term	Y17	Great Southern Highway Path extension and upgrade	Feasibility, design and construct	Conduct feasibility, design and construct Great Southern Highway path extension and upgrade to connect to future York to Beverley Transport trail.	Secondary
Long term	Y18	Forrest Street (South Street to Great Southern Highway) and Henrietta Street (Forrest Street to Avon Terrace) Shared Use Path Project	Construct	Construct completing missing local links and providing access to recreational and educational facilities.	Local
Long term	Y19	York – Bruce Rock Rail Trail	Construct	Construct rail trail between York and Bruce Rock.	Transport trail

**6.3 Plan maintenance**

Progress on the priority actions identified in [Section 6](#) of this Strategy will be reported to DoT on an annual basis by the region’s local governments, using a DoT issued reporting form.

The strategic priorities will be reviewed every five years to ensure current conditions are reflected and relevant projects are prioritised. This review will include reassessing each route’s classification as either existing (adequate), existing (needs improving), or non-existent (proposed) and updating the existing network maps.

The Avon Central Coast 2050 cycling network should remain consistent over the medium term. A review of the overarching strategy document every 8-10 years will allow new opportunities to be identified and incorporated into a revised document.

## Appendix A: Route hierarchy summary

### Western Australian Cycling Network Hierarchy

The Western Australian Cycling Network Hierarchy designates routes by their function, rather than built form. Function considers the type of activities that take place along a route, and the level of demand (existing and potential). The built form of a route is based on the characteristics of the environment, including space availability, topography, traffic conditions (speed, volumes), primary users and so on.

When considering appropriate built forms for primary, secondary and local routes, an all ages and abilities design philosophy should be adopted.

	1. PRIMARY ROUTE	2. SECONDARY ROUTE	3. LOCAL ROUTE
Function	Primary routes are high demand corridors that connect major destinations of regional importance. They form the spine of the cycle network and are often located adjacent to major roads, rail corridors, rivers and ocean foreshores. Primary routes are vital to all sorts of bike riding, including medium or longdistance commuting / utility, recreational, training and tourism trips	Secondary routes have a moderate level of demand, providing connectivity between primary routes and major activity centres such as shopping precincts, industrial areas or major health, education, sporting and civic facilities.  Secondary routes support a large proportion of commuting and utility type trips, but are used by all types of bike riders, including children and novice riders.	Local routes experience a lower level of demand than primary and secondary routes, but provide critical access to higher order routes, local amenities and recreational spaces. Predominantly located in local residential areas, local routes often support the start or end of each trip, and as such need to cater for the needs of users of all ages and abilities.
Design Philosophy	An all ages and abilities design philosophy is about creating places and facilities that are safe, convenient for as many people as possible.  By planning for and designing infrastructure that caters for the youngest and most vulnerable users, we create a walking and bike riding network that everyone can use.  At the heart of this approach is fairness and enabling all people to use the network regardless of age physical ability or the wheels they use.		
Form	All routes can take a number of different forms and are designed to suit the environment in which they are located.  These forms include: <ul style="list-style-type: none"> <li>• Bicycle only, shared and/or separated paths;</li> <li>• Protected bicycle lanes (uni or bi-directional, depending on the environment); and</li> <li>• Safe active streets.</li> </ul> Principal Shared Paths (PSPs) are often built along primary routes. A PSP is a high quality shared path built to MRWA PSP standard which generally means the path will be 4 m wide, have adequate lighting and be grade separated at intersections (where possible).  In some locations, quiet residential streets incorporating signage and wayfinding may be appropriate for local routes.		

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**Road Cycling Routes and Transport Trails form part of the complementary network, supporting more select user groups, primarily for recreational, sport and/or tourism purposes.**

	ROAD CYCLING ROUTE	TRANSPORT TRAIL
Function	Road cycling routes are designated routes for bike riders undertaking long distance rides in (predominantly) on-road environments, for training, sports, or recreational purposes.	Transport trails provide long-distance, off-road (predominantly unsealed) riding experiences through natural settings, away from motorised traffic.  They often support recreational and tourism trips between towns and regions.
Form	Road cycling routes are predominantly located on lower order rural or semi-rural roads on the outskirts of cities and towns. Sections may follow busier roads, particularly as road cycling routes typically begin and end in built up areas and often follow scenic roads popular with other road users.  These routes support bike riders undertaking challenging longer distance rides by raising awareness and encouraging safe behaviour by all road users.  This is achieved through advisory signage, warning technology and other road safety initiatives.	Transport trails are typically located within underutilised transport and service corridors in rural areas. Due to their relatively gentle gradients, former railways and certain utility corridors make excellent candidates for these trails.  Transport trails should be constructed from materials appropriate to the environment and level of service required. Well drained, compacted gravel with supporting infrastructure such as wayfinding signage is a common form.  In some instances transport trails will be sealed, such as where they intersect with busy roads or run through town sites, They will often change classification to a primary or secondary route when they pass through a town, reflecting the more holistic role they perform in the transport network in these situations.



## Appendix B: Desktop analysis

### B1. Analysis of pedestrian and cyclist crash data (2018-2022)

Figure B1.1 illustrates the breakdown in severity of pedestrian and cyclist crashes occurring across the Avon and Central Coast between January 2018 and December 2022. Figure B1.1 provides a breakdown of the crashes by severity:

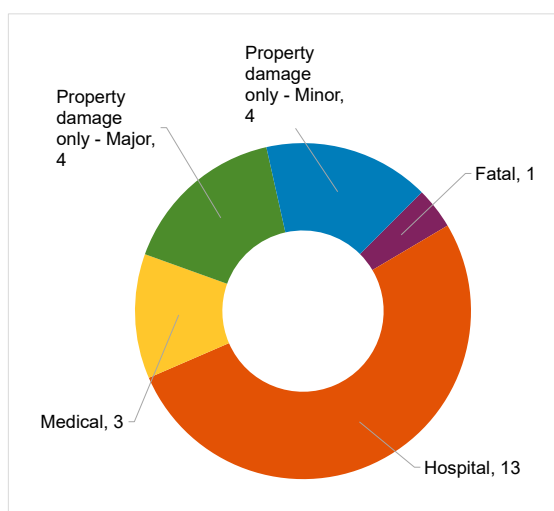
On reviewing the crash data, the following findings were noted:

- One fatal crash involving a pedestrian was recorded in Gingin over the five-year period.
- There was a higher number of recorded pedestrian crashes (20) than cyclist crashes (5).
- Northam and Gingin had the overall highest number of identified pedestrian and cyclist crashes.
- The Shires of Toodyay and York are the only two locations which had no records of crashes over the five-year period.
- Across the Avon Central Coast region the total recorded pedestrian and cyclist crashes were relatively low (25).

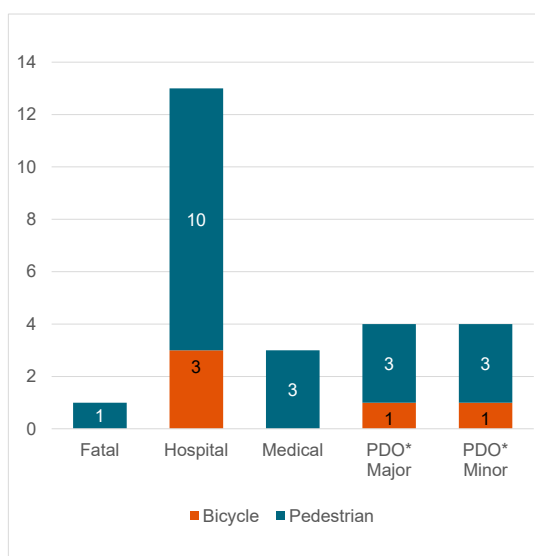
As mentioned above, the available data set covers the period between 2018 and 2022 only. It also captures reported incidents. Currently there is no reliable data available on near misses, accidents between cyclists and pedestrians, or single cyclist crashes in the Avon and Central Coast. It has been estimated that bike riding incidents reported to WA Police make up only 20 per cent of all bike riding related incidents that result in hospitalisation.

Figure 71: Avon and Central Coast cyclist and pedestrian crashes by severity (2018-2022). Note “PDO” refers to “Property Damage Only”.

Total crashes involving people walking and riding bicycles showing severity.



Crashes involving people walking and riding bicycles



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## B2. Analysis of GPS travel data

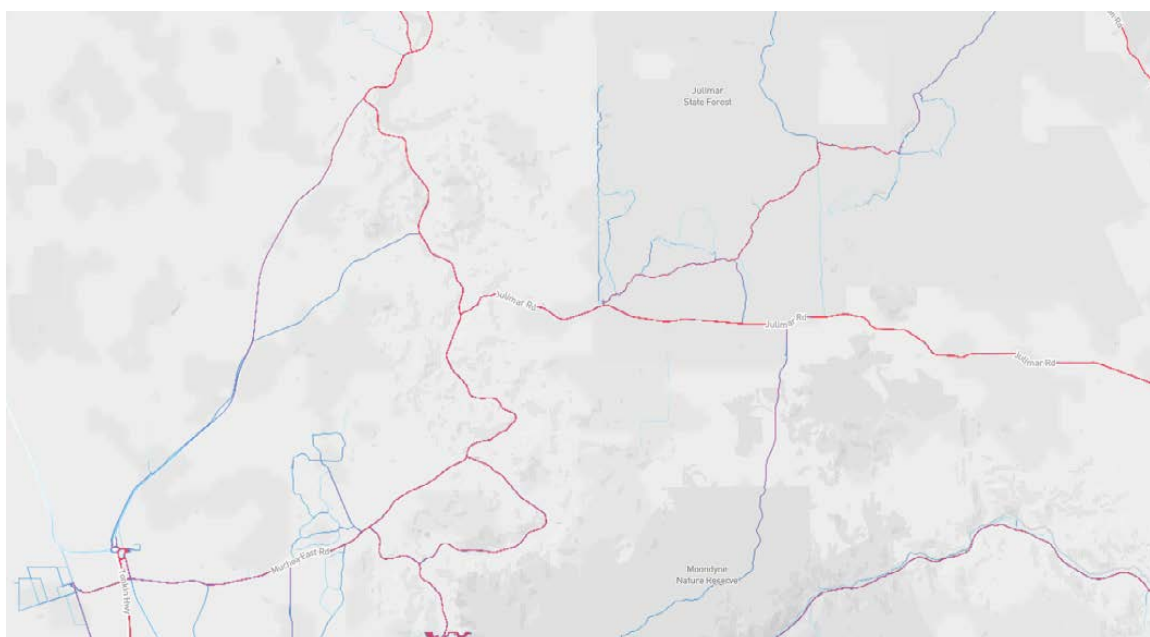
The GPS mapping tool, Strava Labs, was employed to better understand which parts of the Avon and Central Coast roads and path networks are the most heavily utilised by cyclists. The maps shown below highlight popular bike riding routes throughout the Avon Central Coast region.

Strava is a website and mobile app used to track athletic activity via GPS. Despite the usefulness of this information, it should be noted that GPS travel data is typically representative of people who cycle for training or high-intensity recreational purposes.

The following trends/generalisations were noted with respect to the GPS travel data:

- Bike riding in Gingin appeared to not be a popular choice amongst residents, with the only cycle routes used being Dewar Road and Weld Street.
- York, Dandaragan, Northam, Chittering and Toodyay were the most popular locations for long distance bike riding.
- Julimar Road, Muchea-East Road and Chittering Road in Chittering were the most used.
- Toodyay West Road, Telegraph Road, Toodyay Road and Northam-Toodyay Road in Toodyay were the most used.
- Great Eastern Highway, Yilgarn Avenue, Northam Toodyay Road and Katrines Road in Northam were the most used.
- Dandaragan Road and Midlands Road in Dandaragan were the most used.
- Spencers Brook York Road, Great Southern Highway and Knotts Road in York were the most used.
- Cycle routes were popular along the Avon River (George Street) and Steere Road, Northam Cranbrook and York Merredin.
- Northam appears to be the most popular location for in-town bike riding.
- Significant long distance travel to and from townsites is evident.

Map 48: Chittering Strava

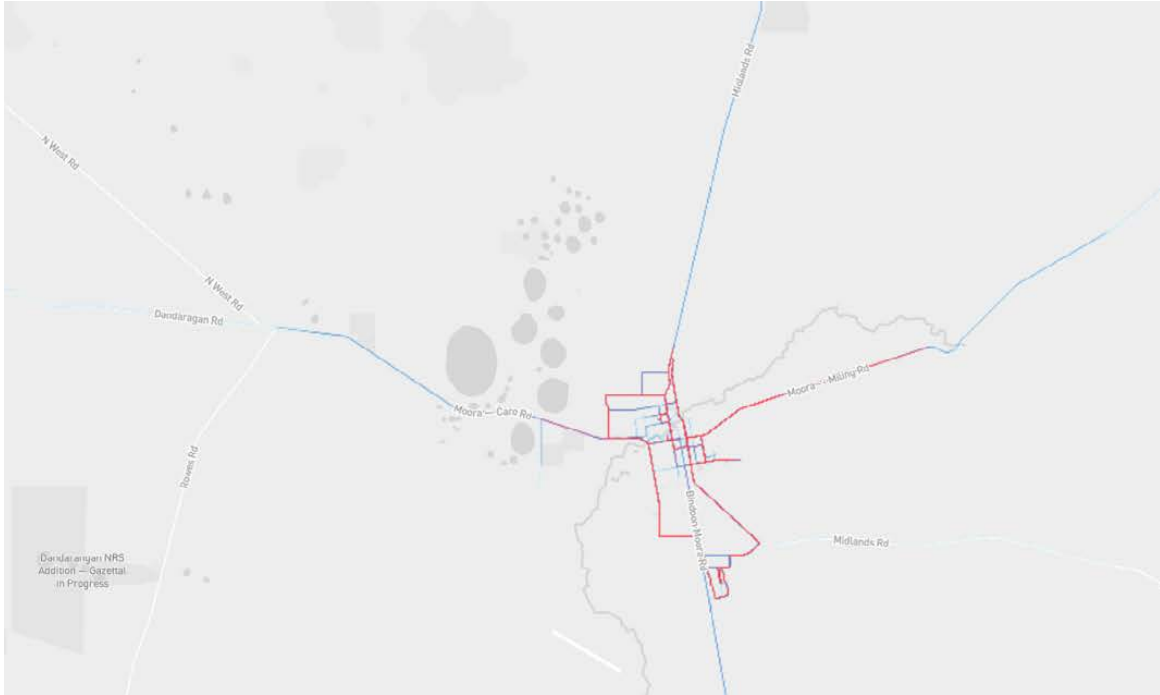


Map 49: Beverley Strava

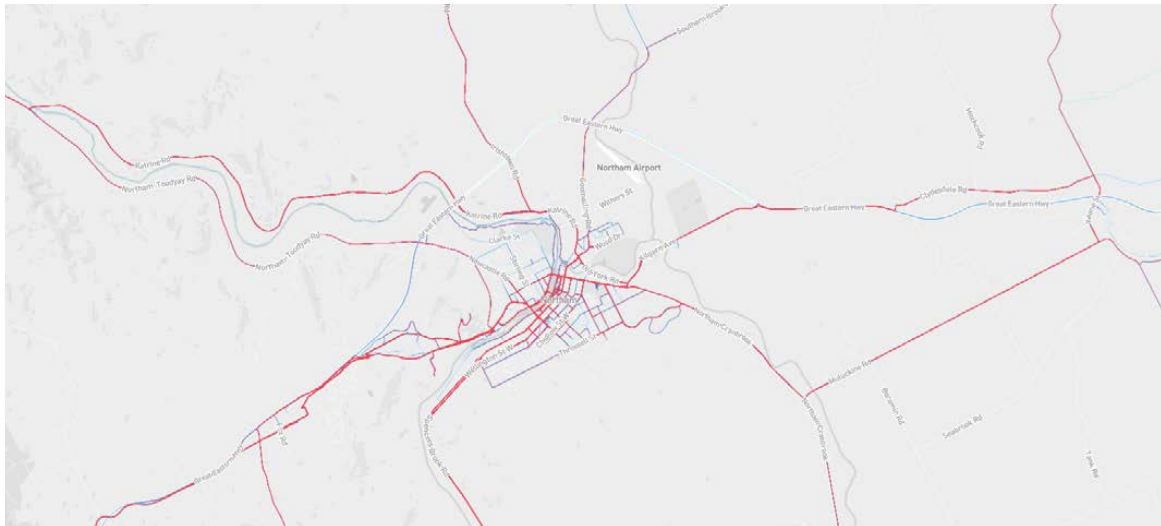


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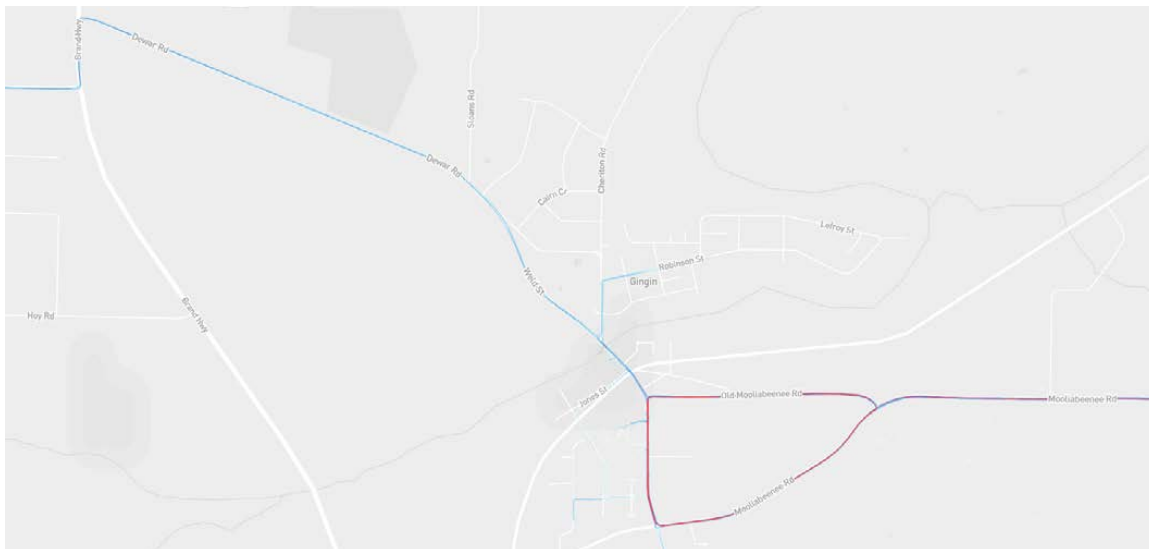
Map 50: Dandaragan Strava



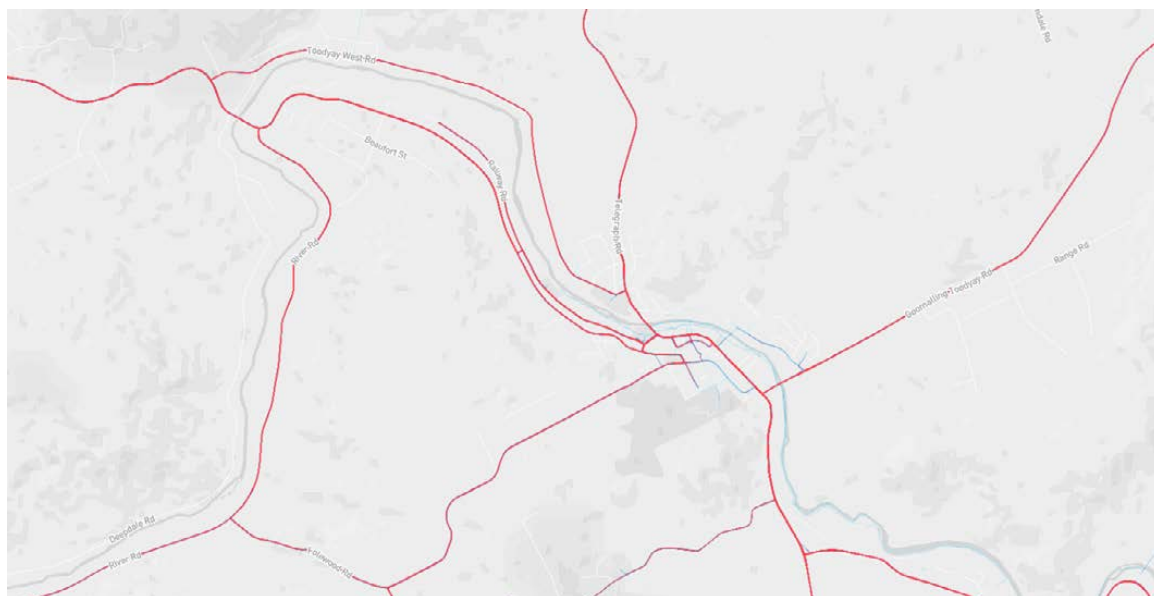
Map 51: Northam Strava



Map 52: Gingin Strava

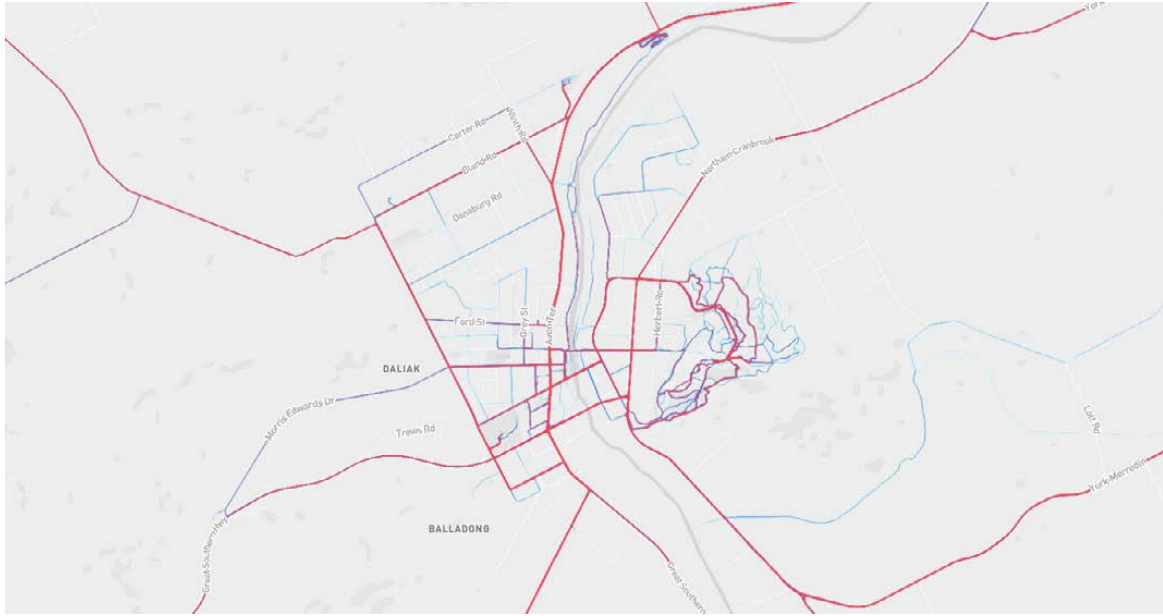


Map 53: Toodyay Strava



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Map 54: York Strava



### B3. Document review

A number of documents have been considered as part of the background review. This includes, but is not limited to the following:

#### Shire of Beverley (Ballardong, Noongar Country)

- Local Planning Strategy (2014)
- Trails Master Plan (2014)
- Tourism Plan (2016)
- Strategic Community Plan 2017-2027 (2017) (Updated 2021)

#### Shire of Chittering (Yued Country)

- Trails Network Master Plan 2013-2023 (2013)
- Mountain Bike Trials Master Plan (2016)
- Muchea Employment Node Local Structure Plan (2016)
- Strategic Community Plan 2017-2027 (2017) (Updated 2022)
- Local Planning Strategy (2019)

#### Shire of Dandaragan (Yued Country)

- Jurien Bay Regional Centre Strategy Plan (2012)
- Local Tourism Strategy (2012) (Updated 2020)
- Jurien Bay Regional Centre Growth Plan (2014)
- Bike Network Plan (2015)
- Envision 2029 Strategic Community Plan (2019) (Updated 2020)
- Local Planning Strategy (2019) (Updated 2021)

#### Shire of Gingin (Yued Country)

- Local Planning Strategy (2012)
- Strategic Community Plan 2017-2027 (2017) (Updated 2022)
- Trails Master Plan (2018)

#### Shire of Northam (Ballardong and Whadjuk Country)

- Northam Regional Growth Centre Plan (2012) (Strategy replaced in 2018)
- Local Planning Strategy (2013)
- Strategic Community Plan 2017-2019 (2017) (New Community Plans created 2020)

#### Shire of Toodyay (Ballardong, Yued and Whadjuk Country)

- Bike Plan (2013)
- Corporate Business Plan (2016) (Updated 2019)
- Strategic Community Plan – Toodyay 2028 (2018)
- Local Planning Strategy (2018)

#### Shire of York (Ballardong, Noongar Country)

- Road Development Standards 2005-2015 (2005)
- Local Planning Strategy (2007) (Updated 2020)
- Integrated Bike & Trails Master Plan Volume I (2014)
- Integrated Bike & Trails Master Plan Volume II (2014)
- Integrated Bike & Trails Master Plan Volume III (2014)
- Strategic Community Plan 2016-2026 (2016) (Updated 2020)
- Markyt Community Scorecard (2018) (Updated 2023)
- Trails Master Plan Draft (2019)

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**State and regional planning documents**

- Main Roads WA Policy for Cycling Infrastructure (2000)
- State Planning Policy 2.6 – Coastal Planning (2013)
- State Planning Strategy 2050 (2014)
- Western Australian Mountain Bike Strategy 2022-2032 (2020)
- Regional Development Strategy 2016-2025 (2016)
- Cycling Aspects of Austroads Guides (2017)
- Western Australian Strategic Trails Blueprint 2017-2021 (2017) (Updated 2022)
- Western Australian Cycle Tourism Strategy (2018)

**Wheatbelt Development Commission**

- Avon Sub-Regional Economic Strategy (2013)
- Central Midlands Sub-Regional Economic Strategy (2014)
- Central Coast Sub-Regional Economic Strategy (2014)
- Wheatbelt Snapshot Series: Land Based Transport (2014)
- Wheatbelt Snapshot Series: Tourism (2014)
- Wheatbelt Blueprint (2015)



## Appendix C: Community and stakeholder consultation

### C1 Engagement overview

An engagement strategy was developed in partnership with the seven local governments of the Avon Central Coast region.

The strategy was designed to maximise input from the local community and stakeholders and seek feedback on the preliminary cycle networks, key features, and opportunities identified through scoping.

Engagement objectives and methods:

1. Disseminate information to stakeholders, residents and visitors to raise their **awareness** of the project. Information was made available online via DoT and local government social media, DoT's My Say Transport platform, and in hard copy at shire administration offices. Promotion of the engagement was supported by local industry, community groups, schools and local advocates.
2. Increase **understanding** of the regional cycling strategy, including its context, aims, opportunities and constraints. Outreach methods included community drop-in sessions, informational materials, My Say Transport project page, social and local media articles and meetings with key stakeholders.
3. **Collect feedback** from stakeholders, residents and other impacted groups to inform project development and ensure that outcomes meet the needs of the people impacted. Feedback requested specifically sought to:
  - (a) identify any existing barriers and constraints to the uptake of bike riding as a transport mode;
  - (b) discover initiatives that would support people to cycle more frequently;
  - (c) establish the themes, opportunities and projects that are most prioritised by the community; and
  - (d) develop aspirational, big picture ideas for the future of bike riding across the region.
4. **Provide updates** about the community consultation outcomes, to keep stakeholders informed.
5. Demonstrate that the Project Team has obtained equitable **levels of feedback** from residents and organisations across the region through;
  - three drop-in sessions;
  - widespread distribution of the two consultation information sheets (Avon subregion and Central Coast subregion) and associated preliminary network maps;
  - 800 total visits to the My Say Transport project page;
  - a series of social and local media articles; and
  - a series of stakeholder meetings.

Participants were encouraged to identify their existing bike riding routes, as well as any constraints they faced bike riding in the region, and ideas for expanding or improving the existing network.

The engagement was promoted through various DoT and local government media, and via direct contact with a wide range of local stakeholder groups who promoted the sessions and online engagement platform to their internal networks. Over 800 people engaged online and in-person.

Note that initial community and stakeholder consultation was undertaken between 2019 and 2020. The impacts of COVID-19 and DoT staff resourcing resulted in a hiatus in the finalisation of the Strategy. The preparation of the Strategy was reignited with an outreach to key stakeholders, undertaken in 2022, to ensure information was still relevant and to update status of key projects.

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## C2 Community comment summary

### Survey results summary

#### How often do you ride a bike?

Frequency	Percentage of respondents
3-6 times per week	28.2%
A few times a month	24.4%
1-2 times per week	19.1%
Daily	12.2%
Less than once a month	11.5%
Rarely/never	4.6%

#### Reflections:

- A majority of respondents reported riding 2-3 times per week. This is above the average (use data from WA Participation Survey). This should inform the 'Avon Central Coast in context' / 'Need for a long-term strategy' sections. This should also inform future discussions with Main Roads WA and other agencies (to demonstrate existing demand).
- There is clearly an appetite for bike riding across the region just based on how many times respondents are cycling per week/month.

#### Why do you ride a bike?

Please select all that apply.

Reason	Percentage of respondents
Leisure/recreation	27.0%
Fitness	25.8%
Social	14.8%
Environmental sustainability	11.2%
Tourism	10.0%
Commute	8.1%
Competition	3.1%

#### Reflections/response:

- Recreation (27%), closely followed by fitness (25%) were the most selected reasons respondents selected for 'why they ride a bike'. This aligns with an overall indication that many people ride for leisure and training across the region and should inform central themes and opportunities i.e., we have altered 'Developing unique cycling tourism experiences' theme to 'Promoting a unique visitor experience by bicycle' and 'Developing multi-user trails' to 'Developing multi-user trails and recreation experiences'. Also need to highlight that many people stated postcodes outside of the area –this indicates that many people are visiting the region to participate in bike riding and will ultimately need to shape the final strategy themes and opportunities
- Almost 15% of respondents selected 'social' reasons for riding a bike, which will be supported by connecting people to where they live, work, learn and play as well encouraging healthy, active and safe communities and planning for resilient communities (focusing on the social infrastructure element also).
- Competition was selected by 3% of respondents. Consideration should be given to identifying opportunities to encourage competitive events in collaboration with WestCycle and other organisers.
- Consideration needs to be given to expanding a theme or creating a new theme to emphasise the recreation, fitness and competition elements e.g. expand 'Developing multi-user trails' to 'Developing multi-user trails and recreation experiences'.

**What type of cycle facilities do you feel most comfortable riding on?**

Type of cycle facility	Percentage of respondents
Off-road shared paths	29.2%
Off-road cycle-only paths	41.6%
On-road protected bike lanes	15.7%
On-road painted lanes	9.0%
On the road in a shared space	3.6%
Other (please specify)	0.9%

**Reflections/responses:**

- It is well reported one of the main barriers to increasing participation in cycling is lack of safe, connected, convenient cycle networks. This is reinforced by the comments received on the survey regarding factors that prevent people from riding a bike more often, and factors that would encourage them to ride a bike more often.
- Historically, marginalisation of cycling in many urban and regional centres – as well as between them – has resulted in significant challenges to governments seeking to realise increases in bike riding by different users and for different transport, recreation, and tourism purposes.
- Attitudes vary amongst experienced bike riders and inexperienced bike riders, and an individual's attitude and comfort can also vary based on the types of trips they are undertaking and/or who they are travelling with. An experienced rider may, for example, be comfortable cycling alone with traffic, but may not be comfortable riding the same route if accompanied by a friend or family member.
- The WA Cycling Network Hierarchy is based on an all ages and abilities philosophy across the primary, secondary and local routes. While these routes are function over form, in order to cater for a wide range of ages and abilities, many routes will be off-road.

**Who do you most regularly ride with?**

Who they ride with	Percentage of respondents
By myself	36.6%
As a duo with a partner/spouse, friend, or child	29.8%
In a group with friends and/or family (including children)	12.2%
In a group with friends and/or family (not including children)	11.7%
In a cycle club/group	5.4%
With a colleague or colleagues	3.9%
Other (please specify)	
(only one respondent selected 'other' and listed 'racing' as comment; covered by 'club/group')	0.5%

**Reflections:**

- Over a third of respondents indicated they most regularly ride by themselves. This can be considered in the themes and opportunities providing for people riding for recreation, fitness, etc.
- Need to ensure emphasis on 'family' is reflected in themes e.g. expand 'Safe routes to school' to 'Family friendly bicycles routes and experiences'.
- There is a clear need to support clubs – include in opportunities under 'Developing multi-user trails and recreation experiences' and 'Linking Perth metro to the Central Coast'. Could potentially ask WestCycle for input.

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Comment	Response/action
<p>Several specific links were recognised or requested by survey participants, including:</p> <ul style="list-style-type: none"> <li>- Completing the link between Jurien Bay and Cervantes, which was one of the most-mentioned specific routes.</li> <li>- Extending the Northlink PSP to connect with towns of Muchea, Lower Chittering, Bindoon and Gingin, which could support local businesses and tourism destinations in the area.</li> <li>- Linking Jurien Bay town centre and surrounding residential estates (Alta Mare and Jurien Heights).</li> <li>- Connecting Toodyay, Northam and York, as well as Spencers Brook, and connecting towns to the Avon River.</li> <li>- Utilising the Kep Track to connect Perth and Northam.</li> <li>- Developing a trail north of Jurien Bay to North Head and Sandy Cape.</li> <li>- Connecting Perth metropolitan area to Lancelin.</li> <li>- Connecting Lancelin and Sea View Park.</li> <li>- Developing the path network in Badgingarra.</li> <li>- Promoting connectivity in Bindoon by providing dedicated crossing opportunities at Great Northern Highway, and slower speeds through the town.</li> <li>- Extending the path network in Bindoon, including Gray Road.</li> </ul>	<p>Many of these locations or routes are features of the preliminary network map.</p>
<p>The bulk of comments received related to the path infrastructure throughout the region as being either non-existent, particularly off the coast, or disconnected, with existing networks having gaps that make people feel unsafe when riding or walking. Without paths, people reported discomfort when sharing the road while riding due to cramped environments, road conditions, number and frequency of heavy vehicles and driver behaviour. People also reported some discomfort at using crowded shared paths.</p>	<p>Network gap analysis Share the road campaign Keep left/respectful path usage signage on paths</p>
<p>Respondents specified the type of trip facilities that would encourage them to ride more. Suggestions included path lighting, water taps, bike parking, shelters and dedicated stopping points along routes, electric bike charging opportunities, bike repair stations, public art and incorporation of Aboriginal heritage along routes, as well as wayfinding.</p>	<p>Recommend network expansion initiatives incorporate activation principles</p>
<p>Survey respondents noted that destinations to ride to were also important, commenting that they would love to ride to cafés, pump tracks and picnic spots.</p>	<p>Local destination mapping Kids and skills building (pump track comment – pony club fire break for local kids?)</p>
<p>A number of responses highlighted the potential for cycling tourism in the region, including developing rail trails, cycling events, and connections to unique locations including agritourism locations and renewable energy farms, developing 'bed and bike' accommodation or cycle camping spots. Several participants raised the opportunity that e-bikes bring to riding generally, including for tourism.</p>	<p>Local governments to empower local business</p>

Comment	Response/action
Survey participants were enthusiastic about the potential for trails throughout the region, particularly rail trails throughout the Avon area, to support recreation and longer transport trips, as well as tourism. Some participants expressed support for gravel trails in particular.	Several trails have been identified in the Strategy
Several respondents expressed their disappointment that public transport serving the region does not adequately cater for their demand to transport their bikes via train.	Liaison with Perth Transport Authority to explore solutions.
A few responses from people riding horses, roller blading and walking highlighted the mutli-use demand for trails.	Noted and recognised that many trail opportunities cater for several mobility options.
Some people responding indicated they would be more likely to ride if there were more community-organised, social bike riding events (similar to park run), in particular women-specific events, as well as more bike education opportunities, especially for children.	Support. Your Move for schools and WestCycle opportunities recognised.
A number of responses requested more dedicated areas of mountain biking. While this is outside the scope of this Strategy, there may be opportunities to provide links to mountain biking destinations.	Icon at identified trail heads? Local/recreation destination
A few comments indicated dissatisfaction with upkeep and maintenance of existing routes, including sweeping for debris.	Noted in Strategy and encouraging the need for maintenance to be included in the lifecycle planning of projects.
Several participants expressed concern regarding coastal hazard and the planning of coastal paths.	DoT is working to ensure future planning of built assets for the cycling strategy is in alignment with both the State Planning Policy 2.6 – State Coastal Planning Policy, and Shire of Gingin’s Coastal Hazard Risk Management and Adaptation Plan.
Several respondents indicated that, in general, they were discouraged from riding by their age, and that infrastructure is needed so that seniors can keep fit and healthy.	The network is designed to support mobility for all ages and abilities.

Department of Transport

## Endnotes

- 1 National Native Title Tribunal 2014 Ballardong Native Title Claimant Applications and Determination Areas as per the Federal Court 20/08/2014). Available at: [Layout \(www.wa.gov.au\)](http://www.wa.gov.au)
- 2 National Native Title Tribunal 2014 Yued Native Title Claimant Applications and Determination Areas as per the Federal Court 29/10/2014). Available at: [Layout \(www.wa.gov.au\)](http://www.wa.gov.au)
- 3 National Native Title Tribunal 2014 Whadjuk Native Title Claimant Applications and Determination Areas as per the Federal Court 20/08/2014). Available at: [Layout \(www.wa.gov.au\)](http://www.wa.gov.au)
- 4 AIATSIS 1996 Map of Indigenous Australia Available at: <https://aiatsis.gov.au/explore/map-indigenous-australia>
- 5 [Evaluating Active Transport Benefits and Costs \(vtpi.org\)](http://vtpi.org)
- 6 Cycling RACWA <https://rac.com.au/about-rac/advocating-change/cycling>
- 7 The climate change mitigation effects of daily active travel in cities - ScienceDirect <https://www.sciencedirect.com/science/article/pii/S1361920921000687#ab010>
- 8 [Rural & remote Australians Overview - Australian Institute of Health and Welfare \(aihw.gov.au\)](http://aihw.gov.au)
- 9 [Regional and rural health is suffering - James Cook University Australia](http://jcu.edu.au)
- 10 [Evaluating Active Transport Benefits and Costs \(vtpi.org\)](http://vtpi.org)
- 11 [The \(very good\) economic case for riding a bike in 2023 | Bicycle Network](http://bicycle-network.org.au)
- 12 The Australian Cycling and e-Scooter Economy in 2022. Available at [weride.org.au](http://weride.org.au)
- 13 [Longitudinal associations of active commuting with wellbeing and sickness absence - ScienceDirect](https://www.sciencedirect.com/science/article/pii/S1361920921000687#ab010)
- 14 [The relationship between transport and disadvantage in Australia | Australian Institute of Family Studies \(aifs.gov.au\)](http://aifs.gov.au)
- 15 [Transport Disadvantage, Car Dependence and Urban Form | SpringerLink](https://www.springerlink.com)
- 16 [The climate change mitigation effects of daily active travel in cities - ScienceDirect](https://www.sciencedirect.com/science/article/pii/S1361920921000687#ab010)
- 17 Wheatbelt Development Commission Central Coast Sub Regional Economic Strategy 2014: [Report Master Template \(wheatbelt.wa.gov.au\)](http://wheatbelt.wa.gov.au)
- 18 ABS 2021 Census data [Search Census data | Australian Bureau of Statistics \(abs.gov.au\)](http://abs.gov.au).
- 19 Shire of Dandaragan Strategic Community Plan [https://www.dandaragan.wa.gov.au/Profiles/dandaragan/Assets/ClientData/Documents/Strategies\\_and\\_Plans/20220131\\_SoD\\_Community\\_Strategic\\_Plan\\_-\\_Draft\\_8pdf.pdf](https://www.dandaragan.wa.gov.au/Profiles/dandaragan/Assets/ClientData/Documents/Strategies_and_Plans/20220131_SoD_Community_Strategic_Plan_-_Draft_8pdf.pdf) accessed July 2022
- 20 Refer to the Strategic Community Plan published by each local government.
- 21 Australian Bureau of Statistics estimated residential population <https://dbr.abs.gov.au/> accessed July 2022
- 22 Shire of Dandaragan Strategic Community Plan [https://www.dandaragan.wa.gov.au/Profiles/dandaragan/Assets/ClientData/Documents/Strategies\\_and\\_Plans/20220131\\_SoD\\_Community\\_Strategic\\_Plan\\_-\\_Draft\\_8pdf.pdf](https://www.dandaragan.wa.gov.au/Profiles/dandaragan/Assets/ClientData/Documents/Strategies_and_Plans/20220131_SoD_Community_Strategic_Plan_-_Draft_8pdf.pdf) accessed July 2022
- 23 Shire of Chittering Strategic Community Plan [strategic-community-plan-2022-2032 \(chittering.wa.gov.au\)](http://chittering.wa.gov.au) accessed July 2022
- 24 [Wheatbelt Development Commission: Wheatbelt Blueprint 2015](http://wheatbelt.wa.gov.au)

- 25 [Wheatbelt Development Commission: Wheatbelt Blueprint 2015](#)
- 26 [Western Australian Bicycle Network Plan - 2017 update \(transport.wa.gov.au\)](#)
- 27 Strengthening the Human Infrastructure of Cycling: White Paper 2019, BYCS [SFGelderland\\_210929web-2.pdf \(bycs.org\)](#) accessed July 2022
- 28 Sharrows are a wayfinding tool that also assist cyclists in road positioning and alert motorists to the presence of people on bikes.
- 29 Road Traffic Code 2000 Part 11 Division 3 r124A *A driver of a motor vehicle must pass a bicycle travelling in the same direction at a safe distance (1 m on roads with a posted speed limit of ≤60 km/h and 1.5 m on roads >60 km/h.) While legislation for passing safely has always existed in WA, these amendments to the Road Traffic Code 2000 clarify the minimum distance a driver must keep between their vehicle and a bicycle when overtaking.*
- 30 Toodyay Bike Plan Priority 6/7/8
- 31 WA Mountain Bike Strategy 2022-32
- 32 2018 Westcycle - Western Australian Tourism Strategy
- 33 *Western Australian Cycle Tourism Strategy*
- 34 [Your Move: More Ways to Get There - Department of Transport](#)
- 35 Tourism WA
- 36 The Department of Water and Environment
- 37 City of Vincent staff e-bicycle Source: [www.yourmove.org.au/city-of-vincent/staff-e-bikes/](http://www.yourmove.org.au/city-of-vincent/staff-e-bikes/)
- 38 WA Bike Network Plan 2012
- 39 Tourism WA
- 40 [https://www.transport.wa.gov.au/mediaFiles/active-transport/AT\\_P\\_Declining\\_Rate\\_walking\\_cycling\\_to\\_school\\_in\\_Perth.pdf](https://www.transport.wa.gov.au/mediaFiles/active-transport/AT_P_Declining_Rate_walking_cycling_to_school_in_Perth.pdf)
- 41 Appendix B
- 42 [Welcome - Cycling Without Age](#)
- 43 Department of Transport, 2012, WA Bicycle Network Plan 2017
- 44 Cardno, Coastal Hazard Risk Management and Adaption Plan (CHARMAP) Shire of Dandaragan 21 June 2018
- 45 refer to [Section 6](#)
- 46 [https://yoursay.busselton.wa.gov.au/sharing-rural-roads/survey\\_tools/sharing-rural-roads](https://yoursay.busselton.wa.gov.au/sharing-rural-roads/survey_tools/sharing-rural-roads)



**Contact**

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### 13.3 DEVELOPMENT SERVICES

### 13.4 CORPORATE SERVICES

#### 13.4.1 Accounts & Statement of Accounts - June 2024

<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Louise Harris (Creditors Officer)
<b>Responsible Officer:</b>	Colin Young (Executive Manager Corporate Services)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to receive the accounts for the period from 1<sup>st</sup> June – 30<sup>th</sup> June 2024.

#### ATTACHMENTS

1. Accounts & Statement of Accounts - June 2024 [**13.4.1.1** - 44 pages]
2. Declaration June 2024 [**13.4.1.2** - 7 pages]

#### A. BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachment 1. In accordance with Financial Management Regulation 12, the Chief Executive Officer has delegated authority to make these payments.

#### B. CONSIDERATIONS

##### **B.1 Strategic Community / Corporate Business Plan**

Performance Area: Performance.

Outcome 12: Excellence in organisational performance and customer service.

Objective 12.3: Effectively manage the Shire's assets.  
Priority Action: Nil.

**B.2 Financial / Resource Implications**

Payments of accounts are in accordance with Council's 2023/24 Budget.

**B.3 Legislative Compliance**

Section 6.4 & 6.26(2) (g) of the Local Government Act 1995.  
Financial Management Regulations 2007, Regulation 12 & 13.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Not applicable.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

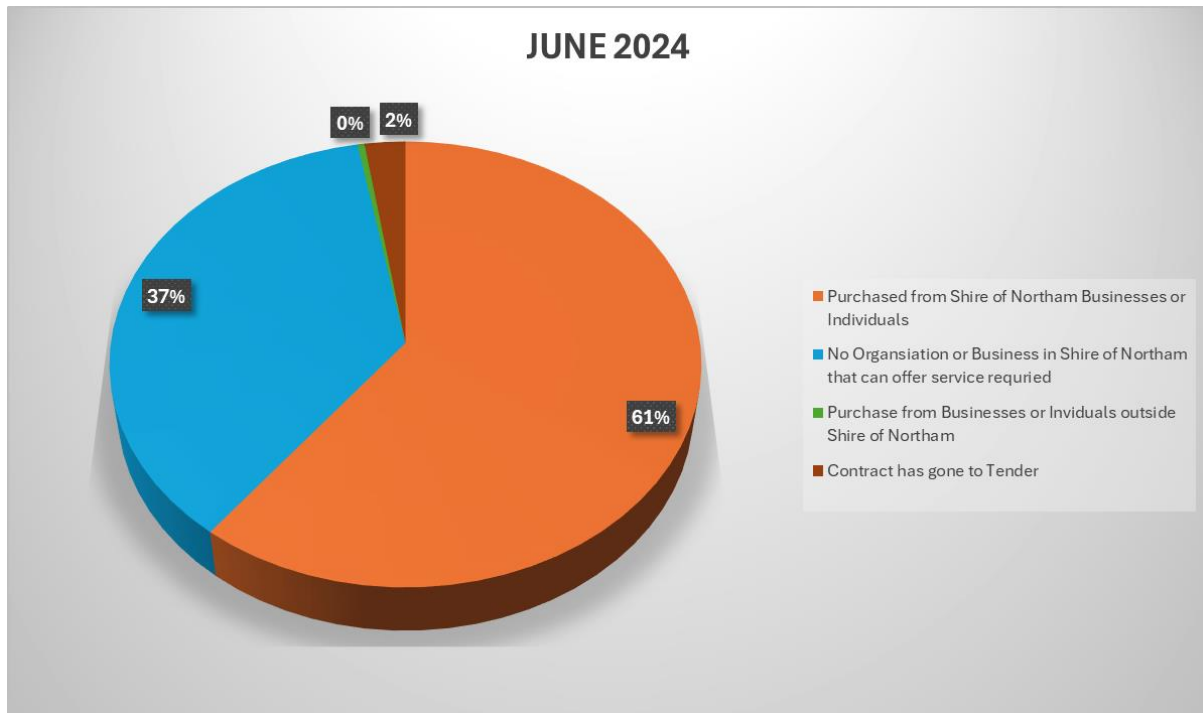
Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Rare (1) x Medium (3) = Low (3)	There are processes in place to show compliance with relevant financial standards and legislation.
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Report not being accepted by Council due to non compliance.	Rare (1) x Medium (3) = Low (3)	There are processes in place to ensure compliance with relevant Finance policy, standards and legislation.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

The matter of the Shire supporting local businesses' has been raised previously. To assist in providing a greater understanding of the purchasing patterns of the Shire of Northam, the following graph summarises the payments made locally for the month of June 2024:



### RECOMMENDATION

That Council RECEIVE the payments for the period 1<sup>st</sup> June 2024 to 30<sup>th</sup> June 2024 as listed:

- Municipal Fund payment cheque numbers 35641 to 35646 Total \$57,142.92.
- Municipal Fund EFT50757 to EFT51293 Total \$1,783,935.87.
- Direct Debits Total \$103,159.42.
- Payroll Total \$528,135.08.

**TOTAL: \$2,472,378.29.**

Which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35641	04/06/2024	SHIRE OF NORTHAM	BSL COMMISSION - APRIL 2024	1		219.50
INV T1080	21/05/2024	SHIRE OF NORTHAM	BSL COMMISSION - APRIL 2024	1	110.00	
INV T1079	21/05/2024	SHIRE OF NORTHAM	BCITF COMMISSION - APRIL 2024	1	49.50	
INV T1080	30/05/2024	SHIRE OF NORTHAM	BSL COMMISSION - JANUARY 2024	1	60.00	
35642	04/06/2024	WATER CORPORATION	9007938748 STANDPIPE - LOCKYER RD CLACKLINE - 05/02/2024 to 01/04/2024	1		21,674.63
INV 9007938902/04/2024		WATER CORPORATION	9007938967 STANDPIPE - BODEGUERO WAY WUNDOWIE - 06/02/2024 to 26/03/2024		314.36	
INV 9007938703/04/2024		WATER CORPORATION	9007938748 STANDPIPE - LOCKYER RD CLACKLINE - 05/02/2024 to 01/04/2024		12,450.24	
INV 9007892504/04/2024		WATER CORPORATION	9007892559 BAKERS HILL REC CENTRE - 08/02/2024 to 02/04/2024		1,190.70	
INV 9007913510/05/2024		WATER CORPORATION	9007913575 STANDPIPE - PEEL TCE - 14/03/2024 to 08/05/2024		1,913.53	
INV 9007916615/05/2024		WATER CORPORATION	9007916629 MORBY COTTAGE - 18/03/2024 to 13/05/2024		47.10	
INV 9007917015/05/2024		WATER CORPORATION	9007917058 CEMETERY - 18/03/2024 to 13/05/2024		750.91	
INV 9012475715/05/2024		WATER CORPORATION	9012475784 GARDEN TAYLOR ST - 18/03/2024 to 13/05/2024		50.05	
INV 9022053215/05/2024		WATER CORPORATION	9022053227 STANDPIPE - OPP 53 CLARKE ST NORTHAM - 18/03/2024 to 13/05/2024		290.39	
INV 9007926016/05/2024		WATER CORPORATION	9007926034 SPORTS GROUND AT COLEBATCH ST NORTHAM LOT 29 RES 5503 - 19/03/2024 to 14/05/2024		653.68	
INV 9007927516/05/2024		WATER CORPORATION	9007927571 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 19/03/2024 to 14/05/2024		31.54	
INV 9007925916/05/2024		WATER CORPORATION	9007925971 RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 19/03/2024 to 14/05/2024		567.67	
INV 9007918417/05/2024		WATER CORPORATION	9007918464 PERINA PARK - 20/03/2024 to 15/05/2024		888.77	
INV 9007925917/05/2024		WATER CORPORATION	9007925904 RESERVE - NEWCASTLE RD NORTHAM LOT 28472 RES 32386 - 20/03/2024 to 15/05/2024		77.41	
INV 9007923520/05/2024		WATER CORPORATION	9007923503 MEDIAN STRIP NEWCASTLE RD - 21/03/2024 to 16/05/2024		108.95	

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No	Date	Name	Invoice Description	Code	Amount	Amount
INV 9007923620/05/2024		WATER CORPORATION	9007923634 SWIMMING POOL HOUSE - 55 MITCHELL AV NORTHAM LOT 17 - 21/03/2024 to 16/05/2024		487.06	
INV 9010596320/05/2024		WATER CORPORATION	9010596320 GEORGE NUICH PARK - 25/03/2024 to 16/05/2024		1,272.95	
INV 9012562920/05/2024		WATER CORPORATION	9012562933 ROAD VERGE MITCHELL AVE - 21/03/2024 to 16/05/2024		57.34	
INV 9021499420/05/2024		WATER CORPORATION	9021499489 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 21/03/2024 to 16/05/2024		205.92	
INV 9007938923/05/2024		WATER CORPORATION	9007938967 STANDPIPE - BODEGUERO WAY WUNDOWIE - 27/03/2024 to 21/05/2024		316.06	
35643	19/06/2024	PETTY CASH	ADMIN - PETTY CASH	1		765.45
INV JJ 13.06.213/06/2024		PETTY CASH	TREE SUBSIDY - FLOAT - 20.06.2024	1	300.00	
INV KH 17.0617/06/2024		PETTY CASH	ADMIN - PETTY CASH	1	465.45	
35644	19/06/2024	SHIRE OF NORTHAM	C.202223-11 - 50% RETENTION HELD	1		5,737.96
INV RET 241630/04/2024		SHIRE OF NORTHAM	C.202223-11 - 50% RETENTION HELD	1	5,737.96	
35645	19/06/2024	WATER CORPORATION	9007938748 STANDPIPE - LOCKYER RD CLACKLINE - 02/04/2024 to 26/05/2024	1		26,213.68
INV 9007938528/05/2024		WATER CORPORATION	9007938502 CLACKLINE HALL - 02/04/2024 to 26/05/2024		20.07	
INV 9007938728/05/2024		WATER CORPORATION	9007938748 STANDPIPE - LOCKYER RD CLACKLINE - 02/04/2024 to 26/05/2024		12,977.43	
INV 9023164028/05/2024		WATER CORPORATION	9023164076 CLACKLINE POST OFFICE - 02/04/2024 to 26/05/2024		22.94	
INV 9007891730/05/2024		WATER CORPORATION	9007891775 HOOPER PARK - 03/04/2024 to 28/05/2024		349.77	
INV 9007891830/05/2024		WATER CORPORATION	9007891839 STANDPIPE - KEANE ST BAKERS HILL - 03/04/2024 to 28/05/2024		7,240.40	
INV 9007892030/05/2024		WATER CORPORATION	9007892057 BAKERS HILL OLD BFB FIRE SHED - 03/04/2024 to 28/05/2024		5.73	
INV 9007892530/05/2024		WATER CORPORATION	9007892559 BAKERS HILL REC CENTRE - 03/04/2024 to 28/05/2024		5,597.34	
35646	24/06/2024	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1DID141 - 01/07/2024-30/06/2025	1		2,536.70

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1CIG323	19/05/2024	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1CIG323 - 01/07/2024-30/06/2025		83.80	
INV 1GBO74419	05/2024	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1GBO744 - 01/07/2024-30/06/2025		227.80	
INV 1EFJ949	19/05/2024	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1EFJ949 - 01/07/2024-30/06/2025		227.80	
INV 1DJA799	19/05/2024	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1DJA799 - 01/07/2024-30/06/2025		227.80	
INV 1DID141	19/05/2024	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1DID141 - 01/07/2024-30/06/2025		423.70	
INV N.4030	19/05/2024	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4030 - 01/07/2024-30/06/2025		423.70	
INV N.4633	19/05/2024	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4633 - 01/07/2024-30/06/2025		83.80	
INV 1DWZ14	19/05/2024	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1DWZ147 - 01/07/2024-30/06/2025		83.80	
INV 1GAZ65019	05/2024	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1GAZ650 - 01/07/2024-30/06/2025		227.80	
INV N.2014	19/05/2024	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.2014 - 01/07/2024-30/06/2025		83.80	
INV N.2501	19/05/2024	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.2501 - 01/07/2024-30/06/2025		83.80	
INV N.3113	19/05/2024	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.3113 - 01/07/2024-30/06/2025		83.80	
INV N.4521	19/05/2024	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4521 - 01/07/2024-30/06/2025		227.80	
INV 1TOV60119	05/2024	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1TOV601 - 01/07/2024-30/06/2025		23.75	
INV 1TOV60219	05/2024	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1TOV602 - 01/07/2024-30/06/2025		23.75	
EFT51057	06/06/2024	GDR CIVIL CONTRACTING PTY LTD	C.202324-07 - FITZGERALD ST - CLAIM ONE	1		451,054.89
INV 2375	20/05/2024	GDR CIVIL CONTRACTING PTY LTD	C.202324-07 - FITZGERALD ST - CLAIM ONE	1	451,054.89	
EFT51058	10/06/2024	GDR CIVIL CONTRACTING PTY LTD	MITCHELL ST - CAPITAL WORKS	1		126,225.70
INV 2337	28/02/2024	GDR CIVIL CONTRACTING PTY LTD	MITCHELL ST - CAPITAL WORKS	1	112,402.99	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2337A	28/02/2024	GDR CIVIL CONTRACTING PTY LTD	MITCHELL ST - CAPITAL WORKS	1	13,822.71	
EFT51059	10/06/2024	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	C.202223-11 - INKPEN FIRE SHEDRETENTION	1		5,737.96
INV 2416	30/04/2024	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	C.202223-11 - INKPEN FIRE SHEDRETENTION	1	5,737.96	
EFT51060	13/06/2024	ABCORP AUSTRALASIA PTY LTD	LIBRARY - SUPPLIES	1		506.00
INV 36276	24/05/2024	ABCORP AUSTRALASIA PTY LTD	LIBRARY - SUPPLIES	1	506.00	
EFT51061	13/06/2024	AIRPORT ALLIANCE CONTRACTING	AIRSTRIP - PARTS	1		143.00
INV INV-303404/06/2024		AIRPORT ALLIANCE CONTRACTING	AIRSTRIP - PARTS	1	143.00	
EFT51062	13/06/2024	ALL VEHICLES PTY LTD T/AS AVON 4WD CENTRE / NORTHAM RADIATOR SPECIALISTS	ISUZU FIRE TRUCK - PLANTMTCE	1		3,044.50
INV 74342 / 7 03/10/2023		ALL VEHICLES PTY LTD T/AS AVON 4WD CENTRE / NORTHAM RADIATOR SPECIALISTS	ISUZU FIRE TRUCK - PLANTMTCE	1	1,016.00	
INV 74343 / 7 03/10/2023		ALL VEHICLES PTY LTD T/AS AVON 4WD CENTRE / NORTHAM RADIATOR SPECIALISTS	ISUZU FIRE TRUCK - PLANT MTCE	1	2,028.50	
EFT51063	13/06/2024	ALLEN NOEL BAIN	T1571 - INFRASTRUCTURE BOND REFUND	1		1,020.00
INV T1571	13/06/2024	ALLEN NOEL BAIN	T1571 - INFRASTRUCTURE BOND REFUND	1	1,020.00	
EFT51064	13/06/2024	ALLMARK & ASSOCIATES PTY LTD	BADGES	1		102.30
INV IN00427005/06/2024		ALLMARK & ASSOCIATES PTY LTD	BADGES	1	102.30	
EFT51065	13/06/2024	AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION - MAY 2024	1		627.00
INV 107372 31/05/2024		AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION - MAY 2024	1	627.00	
EFT51066	13/06/2024	ANDY'S PLUMBING SERVICE	BERT HAWKE PAVILION - REPAIRS	1		1,666.50

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INV A19785	28/05/2024	ANDY'S PLUMBING SERVICE	BERT HAWK PAVILLION - REPAIRS	1	258.50	
INV A19784	28/05/2024	ANDY'S PLUMBING SERVICE	BERT HAWKE PAVILION - REPAIRS	1	748.00	
INV A19795	05/06/2024	ANDY'S PLUMBING SERVICE	BERNARD PARK - MTCE - APRIL 2024	1	330.00	
INV A19796	07/06/2024	ANDY'S PLUMBING SERVICE	BERNARD PARK - MTCE - MAY 2024	1	330.00	
EFT51067	13/06/2024	ANN-KATHRIN SCHALL	STAFF REIMBURSEMENT	1		58.70
INV DFDA94704/06/2024		ANN-KATHRIN SCHALL	STAFF REIMBURSEMENT	1	58.70	
EFT51068	13/06/2024	ASK WASTE MANAGEMENT PTY LTD	OLD QUARRY TIP - MAINTENANCE	1		7,991.50
INV INV-013901/05/2024		ASK WASTE MANAGEMENT PTY LTD	OLD QUARRY TIP - MAINTENANCE	1	7,991.50	
EFT51069	13/06/2024	ASM PUMPS - AS MCGEOCH & SONS PL T/AS	PN2104 - PLANT PARTS	1		1,381.60
INV SO-0005506/06/2024		ASM PUMPS - AS MCGEOCH & SONS PL T/AS	PN2104 - PLANT PARTS	1	1,381.60	
EFT51070	13/06/2024	AUSTRALIA POST	AUSTRALIA POSTAL CHARGES - MAY 2024	1		718.93
INV 1013286303/06/2024		AUSTRALIA POST	AUSTRALIA POSTAL CHARGES -MAY 2024	1	718.93	
EFT51071	13/06/2024	AUSTRALIAN GEOGRAPHIC HOLDINGS PTY LTD	ADVERTISMENT - NATIONAL GEOGRAPHIC	1		15,400.00
INV INV-247220/05/2024		AUSTRALIAN GEOGRAPHIC HOLDINGS PTY LTD	ADVERTISMENT - NATIONAL GEOGRAPHIC	1	15,400.00	
EFT51072	13/06/2024	AUSTRALIAN SAFETY ENGINEERS (WA)	WWTP- MAINTENANCE	1		1,199.65
INV 0161773W20/05/2024		AUSTRALIAN SAFETY ENGINEERS (WA)	WWTP- MAINTENANCE	1	1,199.65	
EFT51073	13/06/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	1		159.00
INV DEDUCT04/06/2024		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		159.00	
EFT51074	13/06/2024	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 04/06/2024	1		151,812.00
INV PAYG 0411/06/2024		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 04/06/2024	1	79,162.00	
INV PAYG 2111/06/2024		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 21/05/2024	1	72,650.00	



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EFT51075	13/06/2024	AVON WASTE	WAFL - 02/06/2024	1		220.00
INV 0006281704/06/2024		AVON WASTE	WAFL - 02/06/2024	1	220.00	
EFT51076	13/06/2024	BATTINA RUDDY	DEPOT - TRAINING	1		159.90
INV KB 28.05 28/05/2024		BATTINA RUDDY	DEPOT - TRAINING	1	159.90	
EFT51077	13/06/2024	BDSS PTY LTD	DEPOT - OFFICE SUPPLIES	1		255.74
INV 0000789927/05/2024		BDSS PTY LTD	DEPOT - OFFICE SUPPLIES	1	255.74	
EFT51078	13/06/2024	BGC RESIDENTIAL PTY LTD	T1386 - INFRASTRUCTURE BOND REFUND	1		1,000.00
INV T1386	13/06/2024	BGC RESIDENTIAL PTY LTD	T1386 - INFRASTRUCTURE BOND REFUND	1	1,000.00	
EFT51079	13/06/2024	BLACKWELL PLUMBING AND GAS PTY LTD	BMX TRACK - REPAIRS	1		292.19
INV INV-307205/06/2024		BLACKWELL PLUMBING AND GAS PTY LTD	WELLINGTON ST - PARTS	1	32.59	
INV INV-307205/06/2024		BLACKWELL PLUMBING AND GAS PTY LTD	BMX TRACK - REPAIRS	1	259.60	
EFT51080	13/06/2024	BRIDGELEY COMMUNITY CENTRE / CHURCH OF CHRIST	COMMUNITY GRANT - CAROLS ON FITZGERALD 2023	1		1,100.00
INV 0000363410/06/2024		BRIDGELEY COMMUNITY CENTRE / CHURCH OF CHRIST	COMMUNITY GRANT - CAROLS ON FITZGERALD 2023	1	1,100.00	
EFT51081	13/06/2024	BUILDING & ENERGY	BSL PAYMENT - MAY 2024	1		3,978.45
INV T1080	13/06/2024	BUILDING & ENERGY	BSL PAYMENT - MAY 2024	1	3,978.45	
EFT51082	13/06/2024	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BCITF PAYMENT - MAY 2024	1		1,588.39
INV T1079	13/06/2024	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BCITF PAYMENT - MAY 2024	1	1,588.39	
EFT51083	13/06/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - PROGRAMS & EVENTS	1		1,803.59
INV 2182/003 21/05/2024		BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE / AQUATIC FACILITY - SUPPLIES	1	162.78	
INV 2182/003 22/05/2024		BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - PROGRAMS & EVENTS	1	327.75	
INV 2182/003 23/05/2024		BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1	46.03	

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INV 2182/003	24/05/2024	BUNNINGS BUILDING SUPPLIES P/L	AQUATIC FACILITY - SUPPLIES	1	7.14	
INV 2182/003	27/05/2024	BUNNINGS BUILDING SUPPLIES P/L	WUNDOWIE OVAL - PARTS	1	255.55	
INV 2182/003	27/05/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	22.98	
INV 2182/003	28/05/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1	48.00	
INV 2182/003	28/05/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	73.65	
INV 2182/003	29/05/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1	18.28	
INV 2182/003	29/05/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1	49.31	
INV 2182/002	29/05/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1	39.19	
INV 2182/002	30/05/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	44.08	
INV 2182/003	05/06/2024	BUNNINGS BUILDING SUPPLIES P/L	KILLARA - SUPPLIES	1	24.90	
INV 2182/002	06/06/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1	40.99	
INV 2182/003	06/06/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	105.76	
INV 2182/003	06/06/2024	BUNNINGS BUILDING SUPPLIES P/L	KILLARA - SUPPLIES	1	24.32	
INV 2182/003	07/06/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	19.98	
INV 2182/003	07/06/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1	34.05	
INV 2182/005	07/06/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - PROGRAMS & EVENTS	1	458.85	
EFT51084	13/06/2024	BURGESS RAWSON (WA) PTY LTD	DEVELOPMENT SERVICES - CHARGES	1		61.83
INV 21854	16/05/2024	BURGESS RAWSON (WA) PTY LTD	DEVELOPMENT SERVICES - CHARGES	1	61.83	
EFT51085	13/06/2024	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES - MAY 2024	1		2,143.87
INV 3704152231	05/2024	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES - MAY 2024	1	2,143.87	
EFT51086	13/06/2024	CADD'S FASHIONS	DEPOT - UNIFORMS	1		263.30
INV 24-00005	06/06/2024	CADD'S FASHIONS	DEPOT - UNIFORMS	1	200.00	
INV 24-00005	10/06/2024	CADD'S FASHIONS	DEPOT - UNIFORMS	1	63.30	

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EFT51087	13/06/2024	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES - MAY 2024	1		472.73
INV 114	31/05/2024	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES - MAY 2024	1	472.73	
EFT51088	13/06/2024	CENTRAL MOBILE MECHANICAL REPAIRS	PN1810 - PLANT MTCE	1		10,016.11
INV 0000467927/05/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - PLANT MAINTENANCE	1	1,985.72	
INV 0000468027/05/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - PLANT REPAIRS	1	644.88	
INV 0000469107/06/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN2307 - PLANT MTCE	1	1,082.29	
INV 0000469207/06/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1810 - PLANT MTCE	1	2,106.17	
INV 0000469007/06/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN2305 - PLANT MTCE	1	1,070.85	
INV 0000469507/06/2024		CENTRAL MOBILE MECHANICAL REPAIRS	P100 - PLANT MTCE	1	830.50	
INV 0000469407/06/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1703 - PLANT MTCE	1	541.75	
INV 0000469307/06/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1810 - PLANT MTCE	1	412.50	
INV 0000469607/06/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1620 - PLANT MTCE	1	181.50	
INV 0000469707/06/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN2307 - PLANT MTCE	1	797.50	
INV 0000469907/06/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN2403 - PLANT MTCE	1	362.45	
EFT51089	13/06/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		538.41
INV DEDUCT04/06/2024		CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS		538.41	
EFT51090	13/06/2024	CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT FOR MAY 2024	1		833.37
INV AE 11.06.11/06/2024		CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT FOR MAY 2024	1	833.37	
EFT51091	13/06/2024	CLACKLINE FENCING CONTRACTORS	HEATON DRIVE - REPAIRS	1		15,930.00
INV 1630	28/05/2024	CLACKLINE FENCING CONTRACTORS	DRING STREET - REPAIRS	1	7,650.00	
INV 1631	29/05/2024	CLACKLINE FENCING CONTRACTORS	HEATON DRIVE - REPAIRS	1	8,280.00	
EFT51092	13/06/2024	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK PUBLIC TOILETS - SANITATION - MAY 2024	1		907.35

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INV 2288463	31/05/2024	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL PUBLIC TOILETS - SANITATION - MAY 2024	1	209.39	
INV 2288464	31/05/2024	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS - SANITATION - MAY 2024	1	209.39	
INV 2288465	31/05/2024	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK PUBLIC TOILETS - SANITATION - MAY 2024	1	279.18	
INV 2288466	31/05/2024	CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS - SANITATION - MAY 2024	1	139.59	
INV 2288467	31/05/2024	CLEANAWAY DANIELS SERVICES PTY LTD	CLACKLINE PUBLIC TOILETS - SANITATION - MAY 2024	1	69.80	
EFT51093	13/06/2024	CLOUD COLLECTIONS PTY LTD	DEBT COLLECTION - MAY 2024	1		63,865.61
INV 5138	30/04/2024	CLOUD COLLECTIONS PTY LTD	DEBT COLLECTION - APRIL 2024	1	275.00	
INV INV-054731	05/2024	CLOUD COLLECTIONS PTY LTD	DEBT COLLECTION - MAY 2023 - FILING FEE	1	28,307.00	
INV 5221	31/05/2024	CLOUD COLLECTIONS PTY LTD	DEBT COLLECTION - MAY 2024	1	35,283.61	
EFT51094	13/06/2024	COMBINED TYRES PTY LTD	PN1706 - PLANT PARTS	1		1,609.30
INV INV-446922	02/2024	COMBINED TYRES PTY LTD	PN1902 - VEHICLE MTCE	1	55.00	
INV INV-478123	05/2024	COMBINED TYRES PTY LTD	PN1911 - VEHICLE MTCE	1	532.40	
INV INV-481105	06/2024	COMBINED TYRES PTY LTD	PN1706 - PLANT PARTS	1	1,021.90	
EFT51095	13/06/2024	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	ADMIN BUILDING - ALARM MONITORING - 10/05/2024	1		511.18
INV 134681	02/05/2024	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	VISITORS CENTRE - MTCE	1	170.00	
INV 134679	10/05/2024	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	ADMIN BUILDING - ALARM MONITORING - 10/05/2024	1	341.18	
EFT51096	13/06/2024	DAMIAN'S PLUMBING	BERT HAWKE OVAL - REPAIRS	1		6,707.94
INV 10062	26/03/2024	DAMIAN'S PLUMBING	NORTHAM HOCKEY OVAL - REPAIRS	1	1,474.00	
INV 10256	22/05/2024	DAMIAN'S PLUMBING	BERT HAWK OVAL - REPAIRS	1	561.00	
INV 10255	22/05/2024	DAMIAN'S PLUMBING	BERT HAWKE OVAL - REPAIRS	1	3,682.94	
INV 10284	30/05/2024	DAMIAN'S PLUMBING	BROOME TCE - REPAIRS	1	462.00	
INV 10282	30/05/2024	DAMIAN'S PLUMBING	CLARKE STREET - REPAIRS	1	528.00	

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EFT51097	13/06/2024	DARU SALAM	SEDA COLLEGE - PROGRAM & EVENTS	1		400.00
INV 75989	25/05/2024	DARU SALAM	SEDA COLLEGE - PROGRAM & EVENTS	1	400.00	
EFT51098	13/06/2024	DUN DIRECT PTY LTD	FUEL CHARGES - MAY 2024	1		30,475.46
INV MAY 20231/05/2024		DUN DIRECT PTY LTD	FUEL CHARGES - MAY 2024	1	30,475.46	
EFT51099	13/06/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FREIGHT CHARGES - MAY2024	1		280.00
INV 6996	31/05/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FREIGHT CHARGES - MAY2024	1	280.00	
EFT51100	13/06/2024	E FIRE & SAFETY	KILLARA - MTCE	1		1,103.85
INV 611038	27/05/2024	E FIRE & SAFETY	REC CENTRE - MTCE	1	254.65	
INV 611036	27/05/2024	E FIRE & SAFETY	NORTHAM TOWN HALL - MTCE	1	162.80	
INV 611042	27/05/2024	E FIRE & SAFETY	KILLARA - MTCE	1	422.40	
INV 611172	29/05/2024	E FIRE & SAFETY	KILLARA - SUPPLIES	1	132.00	
INV 611178	29/05/2024	E FIRE & SAFETY	NORTHAM TOWN HALL - SUPPLIES	1	66.00	
INV 611179	29/05/2024	E FIRE & SAFETY	REC CENTRE - SUPPLIES	1	66.00	
EFT51101	13/06/2024	EASIFLEET	PAYROLL DEDUCTIONS	1		605.60
INV DEDUCT04/06/2024		EASIFLEET	PAYROLL DEDUCTIONS		320.53	
INV DEDUCT04/06/2024		EASIFLEET	PAYROLL DEDUCTIONS		285.07	
EFT51102	13/06/2024	EV CHARGING SYSTEMS PTY LTD	KILLARA / ADMIN / DEPOT - CAPITAL WORKS	1		9,443.60
INV 940606	24/04/2024	EV CHARGING SYSTEMS PTY LTD	KILLARA / ADMIN / DEPOT - CAPITAL WORKS	1	9,443.60	
EFT51103	13/06/2024	FINISHING WA	COUNCILLORS - OFFICE SUPPLIES	1		1,556.50
INV INV-227828/05/2024		FINISHING WA	COUNCILLORS - OFFICE SUPPLIES	1	1,556.50	
EFT51104	13/06/2024	FIRE & SAFETY SUPPLIES WA	BFB - UNIFORMS	1		7,761.15
INV 000116	10/05/2024	FIRE & SAFETY SUPPLIES WA	BFB - UNIFORMS	1	7,761.15	

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EFT51105	13/06/2024	FRONTLINE FIRE & RESCUE EQUIPMENT	CLACKLINE 2.4 - PLANT MTCE	1		2,513.50
INV 82475	06/06/2024	FRONTLINE FIRE & RESCUE EQUIPMENT	CLACKLINE 2.4 - PLANT MTCE	1	2,513.50	
EFT51106	13/06/2024	GRAFTON ELECTRICS	HENRY ST OVAL - CAPITAL WORKS	1		2,323.09
INV A275	29/05/2024	GRAFTON ELECTRICS	YOUTH PRECINCT - REPAIRS	1	132.00	
INV A284	04/06/2024	GRAFTON ELECTRICS	WWTP - REPAIRS	1	136.29	
INV A283	04/06/2024	GRAFTON ELECTRICS	REC CENTRE - MTCE	1	514.80	
INV A282	04/06/2024	GRAFTON ELECTRICS	HENRY ST OVAL - CAPITAL WORKS	1	1,540.00	
EFT51107	13/06/2024	GREENACRES TURF GROUP	HENRY STREET OVAL - MAINTENANCE	1		4,131.60
INV 0006652221/05/2024		GREENACRES TURF GROUP	HENRY STREET OVAL - MAINTENANCE	1	4,131.60	
EFT51108	13/06/2024	IN PHASE TEST & TAG	WUNDOWIE / NORTHAM DEPOT - MTCE	1		450.00
INV 0000694305/06/2024		IN PHASE TEST & TAG	WUNDOWIE / NORTHAM DEPOT - MTCE	1	450.00	
EFT51109	13/06/2024	JCORP PTY LTD T/A HOMESTART	T1586 - INFRASTRUCTURE BOND REFUND	1		2,020.00
INV T1560	13/06/2024	JCORP PTY LTD T/A HOMESTART	T1560 - INFRASTRUCTURE BOND REFUND	1	1,000.00	
INV T1586	13/06/2024	JCORP PTY LTD T/A HOMESTART	T1586 - INFRASTRUCTURE BOND REFUND	1	1,020.00	
EFT51110	13/06/2024	JS TECHNOLOGY & DIGITAL PTY LTD	DEPOT - SUPPLIES	1		35.00
INV INV1705	17/05/2024	JS TECHNOLOGY & DIGITAL PTY LTD	DEPOT - SUPPLIES	1	35.00	
EFT51111	13/06/2024	KENNARDS HIRE PTY LTD	NORTHAM MOTOR SPORT FESTIVAL - 28TH APRIL 2024	1		640.00
INV 2617676730/04/2024		KENNARDS HIRE PTY LTD	NORTHAM MOTOR SPORT FESTIVAL - 28TH APRIL 2024	1	640.00	
EFT51112	13/06/2024	KLEENWEST	DEPOT - SUPPLIES	1		176.00
INV 0009529829/05/2024		KLEENWEST	DEPOT - SUPPLIES	1	176.00	
EFT51113	13/06/2024	LUCY'S TEAROOMS	CATERING - CITIZENSHIP CEREMONY - 19 APRIL 2024	1		1,008.00

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INV 3271	20/04/2024	LUCY'S TEAROOMS	CATERING - ORDINARY COUNCIL MEETING - 17 APRIL 2024	1	324.00	
INV 3274	20/04/2024	LUCY'S TEAROOMS	CATERING - CITIZENSHIP CEREMONY - 19 APRIL 2024	1	360.00	
INV 3267	20/04/2024	LUCY'S TEAROOMS	CATERING - COUNCIL FORUM MEETING - 10 APRIL 2024	1	324.00	
EFT51114	13/06/2024	LUKE THOMAS CUKELA	P24039 - PLANNING APP WITHDRAWN - REFUND	1		480.00
INV JJ 30.05.230/05/2024		LUKE THOMAS CUKELA	P24039 - PLANNING APP WITHDRAWN - REFUND	1	480.00	
EFT51115	13/06/2024	LUXWORKS PLANT & EQUIPMENT HIRE PTY LTD	C.202324-09 - CLAIM ONE	1		25,065.94
INV INV-037729/04/2024		LUXWORKS PLANT & EQUIPMENT HIRE PTY LTD	C.202324-09 - CLAIM ONE	1	25,065.94	
EFT51116	13/06/2024	MIDLAND CAMERA HOUSE - CAMERA TRADERS PTY LTD T/AS	BKB - SUPPLIES	1		2,973.00
INV 57528	05/06/2024	MIDLAND CAMERA HOUSE - CAMERA TRADERS PTY LTD T/AS	BKB - SUPPLIES	1	2,948.00	
INV 57307	07/06/2024	MIDLAND CAMERA HOUSE - CAMERA TRADERS PTY LTD T/AS	FREIGHT CHARGES - JUNE 2024	1	25.00	
EFT51117	13/06/2024	MM ELECTRICAL MERCHANDISING	CCTV - MAINTENANCE	1		2,381.63
INV 211238-6	31/05/2024	MM ELECTRICAL MERCHANDISING	CCTV - MAINTENANCE	1	2,381.63	
EFT51118	13/06/2024	NAVIGATOR PHOTOGRAFIX	WAFL - 02/06/2024	1		2,050.00
INV 1069	29/05/2024	NAVIGATOR PHOTOGRAFIX	ADVERTISEMENT - PHOTOS - VARIOUS SON LOCATIONS	1	800.00	
INV 1070	29/05/2024	NAVIGATOR PHOTOGRAFIX	WAFL - 02/06/2024	1	1,250.00	
EFT51119	13/06/2024	NORTHAM BETTA HOME LIVING	REC CENTRE - CAPITAL PURCHASE	1		2,999.00
INV 2001006417/05/2024		NORTHAM BETTA HOME LIVING	REC CENTRE - CAPITAL PURCHASE	1	2,999.00	
EFT51120	13/06/2024	NORTHAM BMX CLUB INC	NORTHAM BMX - INSURANCE PAYMENT	1		8,500.00
INV 2402	06/05/2024	NORTHAM BMX CLUB INC	NORTHAM BMX - INSURANCE PAYMENT	1	8,500.00	
EFT51121	13/06/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - WAFL EVENT	1		1,089.00

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INV 2475	28/05/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - WAFL EVENT	1	605.00	
INV 2465	28/05/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - JUNE EDITION	1	484.00	
EFT51122	13/06/2024	NORTHAM COUNTRY CLUB INC	COMMUNITY GRANT - TEE BOXES	1		12,378.00
INV 5331	23/11/2023	NORTHAM COUNTRY CLUB INC	CREDIT ISSUED - INVOICE PAID TWICE	1	-200.00	
INV 5657	23/04/2024	NORTHAM COUNTRY CLUB INC	COMMUNITY GRANT - TEE BOXES	1	10,870.20	
INV 5763	23/04/2024	NORTHAM COUNTRY CLUB INC	COMMUNITY GRANT - TEE BOXES	1	1,207.80	
INV 5741	15/05/2024	NORTHAM COUNTRY CLUB INC	SENIOR SPORT X 1	1	100.00	
INV 5796	03/06/2024	NORTHAM COUNTRY CLUB INC	SENIOR SPORTS X 4	1	400.00	
EFT51123	13/06/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUNE 2024	1		617.50
INV 0000542822/05/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MAY 2024	1	72.00	
INV 0000542924/05/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MAY 2024	1	73.00	
INV 0000543027/05/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MAY 2024	1	48.00	
INV 0000543129/05/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MAY 2024	1	48.00	
INV 0000543431/05/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MAY 2024	1	48.00	
INV 0000544104/06/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUNE 2024	1	48.00	
INV 0000544205/06/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUNE2024	1	64.00	
INV 0000544307/06/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUNE 2024	1	64.00	
INV 0000544410/06/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUNE 2024	1	152.50	
EFT51124	13/06/2024	NORTHAM FLORIST	KILLARA - SUPPLIES	1		50.00
INV 28886	29/05/2024	NORTHAM FLORIST	KILLARA - SUPPLIES	1	50.00	
EFT51125	13/06/2024	NORTHAM TOWING SERVICE	PN2003 - PLANT MTCE	1		660.00
INV 213421	23/05/2024	NORTHAM TOWING SERVICE	PN2003 - PLANT MTCE	1	660.00	



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EFT51126	13/06/2024	NORTHAM YORGAS GROUP	QUICK REPOSE GRANT - ART & CRAFT SUPPLIES	1		1,170.00
INV 28.03.20228/03/2024		NORTHAM YORGAS GROUP	QUICK REPOSE GRANT - ART & CRAFT SUPPLIES	1	1,170.00	
EFT51127	13/06/2024	NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1		160.05
INV 9107522706/05/2024		NUTRIEN AG SOLUTIONS LIMITED	MITCHELL AVE - MATERIALS	1	44.55	
INV 9108159716/05/2024		NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1	115.50	
EFT51128	13/06/2024	OFFICEWORKS SUPERSTORES PTY LTD	KILLARA - OFFICE SUPPLIES	1		338.95
INV 6145190728/05/2024		OFFICEWORKS SUPERSTORES PTY LTD	KILLARA - OFFICE SUPPLIES	1	338.95	
EFT51129	13/06/2024	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISEMENT - NEWSPAPER - TENDER	1		1,628.89
INV 1743719	31/05/2024	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISEMENT - NEWSPAPER - TENDER	1	898.59	
INV 1743720	31/05/2024	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISEMENT - NEWSPAPER - TENDER	1	730.30	
EFT51130	13/06/2024	PHILIPPA AYOUB	STAFF REIMBURSEMENT	1		58.70
INV 00813	10/05/2024	PHILIPPA AYOUB	STAFF REIMBURSEMENT	1	58.70	
EFT51131	13/06/2024	PLANNING INSTITUTE AUSTRALIA	DEVELOPMENT SERVICES - TRAINING	1		70.00
INV 168163	14/05/2024	PLANNING INSTITUTE AUSTRALIA	DEVELOPMENT SERVICES - TRAINING	1	70.00	
EFT51132	13/06/2024	PROFESSIONAL LOCKSERVICE	WUNDOWIE DEPOT - SUPPLIES	1		429.99
INV 0011014027/05/2024		PROFESSIONAL LOCKSERVICE	WUNDOWIE DEPOT - SUPPLIES	1	429.99	
EFT51133	13/06/2024	REGIONAL DEVELOPMENT AUSTRALIA WHEATBELT INC	COMMUNITY SERVICES - SUBSCRIPTION 2024-25	1		550.00
INV 75993	20/05/2024	REGIONAL DEVELOPMENT AUSTRALIA WHEATBELT INC	COMMUNITY SERVICES - SUBSCRIPTION 2024-25	1	550.00	
EFT51134	13/06/2024	REPCO NORTHAM	PN1906 - VEHICLE MAINTENANCE	1		86.94
INV 4980106029/05/2024		REPCO NORTHAM	PN1906 - VEHICLE MAINTENANCE	1	86.94	

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EFT51135	13/06/2024	RUDEEZ - PJ & JA MORTON T/AS	DEPOT - UNIFORMS	1		359.98
INV 76043	31/05/2024	RUDEEZ - PJ & JA MORTON T/AS	DEPOT - UNIFORMS	1	179.99	
INV 75985	31/05/2024	RUDEEZ - PJ & JA MORTON T/AS	DEPOT - UNIFORMS	1	179.99	
EFT51136	13/06/2024	RYAN WADE MOAR	T1781 - INFRASTRUCTURE BOND REFUND	1		1,080.00
INV T1781	13/06/2024	RYAN WADE MOAR	T1781 - INFRASTRUCTURE BOND REFUND	1	1,080.00	
EFT51137	13/06/2024	SAFE ROADS WA - TLCWA PL T/AS	LEEDER ROAD - CAPITAL WORKS	1		20,405.00
INV 0000027818/05/2024		SAFE ROADS WA - TLCWA PL T/AS	LEEDER ROAD - CAPITAL WORKS	1	20,405.00	
EFT51138	13/06/2024	SAMPSON ELECTRICAL CONTRACTORS PTY LTD	BKB - CAPITAL WORKS	1		5,052.63
INV 0000261508/05/2024		SAMPSON ELECTRICAL CONTRACTORS PTY LTD	BKB - CAPITAL WORKS	1	5,052.63	
EFT51139	13/06/2024	SAPIO PTY LTD	CCTV - MTCE	1		2,191.94
INV 261280	29/02/2024	SAPIO PTY LTD	CCTV - MTCE	1	2,191.94	
EFT51140	13/06/2024	SLATER-GARTRELL SPORTS	BERT HAWKE OVAL - PARTS	1		412.50
INV SG64910/21/05/2024		SLATER-GARTRELL SPORTS	BERT HAWKE OVAL - PARTS	1	412.50	
EFT51141	13/06/2024	SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT - RADIO PROMOTE NORTHAM	1		2,579.50
INV 7164431331/05/2024		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT - RADIO AROUND TOWNS	1	198.00	
INV 7164431531/05/2024		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT - RADIO WAFL GAME	1	946.00	
INV 7164431431/05/2024		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT - RADIO PROMOTE NORTHAM	1	1,435.50	
EFT51142	13/06/2024	STEWART & HEATON CLOTHING CO.PTY LTD	BFB - UNIFORMS	1		9,271.19
INV SIN-390315/05/2024		STEWART & HEATON CLOTHING CO.PTY LTD	BFB - UNIFORMS	1	9,233.51	
INV SIN-390623/05/2024		STEWART & HEATON CLOTHING CO.PTY LTD	BFB - UNIFORMS	1	37.68	

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EFT51143	13/06/2024	SYLVIA DAWN BARRAND	RATES REFUND FOR ASSESSMENT A2133 151 TAMMA ROAD BAKERS HILL WA 6562	1		799.00
INV A2133	11/06/2024	SYLVIA DAWN BARRAND	RATES REFUND FOR ASSESSMENT A2133 151 TAMMA ROAD BAKERS HILL WA 6562		799.00	
EFT51144	13/06/2024	SYNERGY	380523860 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 28/03/2024 to 29/05/2024	1		1,735.63
INV 3980651124/05/2024		SYNERGY	398065110 GRASS VALLEY HALL - 20/03/2024 to 21/05/2024		250.67	
INV 9414532324/05/2024		SYNERGY	941453230 GRASS VALLEY BFB FIRE SHED - 20/03/2024 to 21/05/2024		316.34	
INV 3613331827/05/2024		SYNERGY	361333180 SUSPENSION BRIDGE LIGHTING - 21/03/2024 to 22/05/2024		251.89	
INV 3575473327/05/2024		SYNERGY	357547330 APEX PARK TOILETS - 21/03/2024 to 22/05/2024		180.70	
INV 3577031827/05/2024		SYNERGY	357703180 STORMWATER DAM PUMP - 21/03/2024 to 22/05/2024		124.23	
INV 1578225629/05/2024		SYNERGY	157822560 IRISHTOWN BFB - 26/03/2024 to 27/05/2024		244.83	
INV 3805238631/05/2024		SYNERGY	380523860 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 28/03/2024 to 29/05/2024		366.97	
EFT51145	13/06/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - MAY 2024	1		588.01
INV 0621-S30	11/02/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - FEBRUARY 2024	1	144.94	
INV 0633-S30	19/05/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - MAY 2024	1	74.05	
INV 0634-S30	26/05/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - MAY 2024	1	369.02	
EFT51146	13/06/2024	THE PRINT SHOP BUNBURY	KILLARA - OFFICE SUPPLIES	1		264.00
INV 1649635	24/05/2024	THE PRINT SHOP BUNBURY	KILLARA - OFFICE SUPPLIES	1	264.00	
EFT51147	13/06/2024	THESAURUS (NORTHAM) PTY LTD T/AS LLOYDS EARTHMOVING AND GARDEN SUPPLIES	KILLARA - MATERIALS	1		115.00
INV INV-382006/06/2024		THESAURUS (NORTHAM) PTY LTD T/AS LLOYDS EARTHMOVING AND GARDEN SUPPLIES	KILLARA - MATERIALS	1	115.00	

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EFT51148	13/06/2024	VINCELEC	AIRPORT - REPAIRS	1		4,755.07
INV IV2186	30/05/2024	VINCELEC	AIRPORT - REPAIRS	1	1,330.32	
INV IV2185	30/05/2024	VINCELEC	AIRPORT - REPAIRS	1	1,521.46	
INV IV2188	31/05/2024	VINCELEC	DEPOT - MTCE	1	1,281.35	
INV IV2196	09/06/2024	VINCELEC	CLACKLINE HALL - REPAIRS	1	621.94	
EFT51149	13/06/2024	WA CONTRACT RANGER SERVICES	C.202324-01- POUND MANAGEMENT 06/05/2024 - 26/05/2024	1		1,980.00
INV 0000553628/05/2024		WA CONTRACT RANGER SERVICES	C.202324-01- POUND MANAGEMENT 06/05/2024 - 26/05/2024	1	1,155.00	
INV 0000554506/06/2024		WA CONTRACT RANGER SERVICES	CAT MANAGEMENT - MAY 2024	1	825.00	
EFT51150	13/06/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	DEVELOPMENT SERVICES - TRAINING	1		1,276.00
INV SI-01015123/04/2024		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	DEVELOPMENT SERVICES - TRAINING	1	638.00	
INV SI-01014923/04/2024		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	DEVELOPMENT SERVICES - TRAINING	1	638.00	
EFT51151	13/06/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1611 - PLANT MTCE	1		3,359.00
INV INV-178309/01/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1005 - PLANT MTCE	1	710.00	
INV INV-175024/04/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1909 - VEHICLE MTCE	1	649.00	
INV INV-177427/05/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1611 - PLANT MTCE	1	2,000.00	
EFT51152	13/06/2024	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MAINTENANCE 08/05/2024 - 15/05/2024	1		6,913.23
INV 0030160217/05/2024		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MAINTENANCE 08/05/2024 - 15/05/2024	1	6,913.23	
EFT51153	13/06/2024	WHEATBELT COVERTEK	NORTHAM POOL KIOSK - REPAIRS	1		550.00
INV IV00000027/05/2024		WHEATBELT COVERTEK	NORTHAM POOL KIOSK - REPAIRS	1	550.00	

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EFT51154	13/06/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	CREATE 298 - COPIER SERVICE/METER READING	1		33.41
INV 219883	03/04/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	CREATE 298 - COPIER SERVICE/METER READING	1	25.91	
INV 31639	29/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	PLANNING - OFFICE SUPPLIES	1	7.50	
EFT51155	13/06/2024	WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	CLACKLINE 2.4 - PLANT MTCE	1		9,463.49
INV INV-039705/06/2024		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	BAKERS HILL 3.4 - PLANT MTCE	1	2,503.49	
INV INV-039805/06/2024		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	CLACKLINE 2.4 - PLANT MTCE	1	2,871.46	
INV INV-039605/06/2024		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	CLACKLINE LT - VEHICLE MTCE	1	1,585.05	
INV INV-039406/06/2024		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	INKPEN 3.4 - PLANT MTCE	1	2,503.49	
EFT51156	13/06/2024	WINPRO ELECTRICAL	CCTV - MTCE	1		1,265.00
INV INV-288927/04/2024		WINPRO ELECTRICAL	CCTV - MTCE	1	1,265.00	
EFT51157	13/06/2024	WOODLANDS DISTRIBUTORS PTY LTD	DEPOT - SUPPLIES	1		917.40
INV INV-019630/05/2024		WOODLANDS DISTRIBUTORS PTY LTD	DEPOT - SUPPLIES	1	917.40	
EFT51158	19/06/2024	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR MAY 2024	1		3,306.47
INV MAY 20231/05/2024		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR MAY 2024	1	3,306.47	
EFT51159	19/06/2024	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR MAY 2024	1		500.00
INV MAY 20231/05/2024		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR MAY 2024	1	500.00	
EFT51160	19/06/2024	CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR MAY 2024	1		6,223.97
INV MAY 20231/05/2024		CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR MAY 2024	1	6,223.97	
EFT51161	19/06/2024	CHRISTOPHER POULTON	COUNCILLOR PAYMENTS FOR MAY 2024	1		1,905.73
INV MAY 20231/05/2024		CHRISTOPHER POULTON	COUNCILLOR PAYMENTS FOR MAY 2024	1	1,905.73	

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EFT51162	19/06/2024	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR MAY 2024	1		1,905.73
INV MAY 20231/05/2024		DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR MAY 2024	1	1,905.73	
EFT51163	19/06/2024	HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR MAY 2024	1		1,905.73
INV MAY 20231/05/2024		HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR MAY 2024	1	1,905.73	
EFT51164	19/06/2024	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR MAY 2024	1		1,905.73
INV MAY 20231/05/2024		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR MAY 2024	1	1,905.73	
EFT51165	19/06/2024	LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS FOR MAY 2024	1		2,289.05
INV MAY 20231/05/2024		LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS FOR MAY 2024	1	2,289.05	
EFT51166	19/06/2024	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR MAY 2024	1		1,905.73
INV MAY 20231/05/2024		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR MAY 2024	1	1,905.73	
EFT51167	19/06/2024	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR MAY 2024	1		1,905.73
INV MAY 20231/05/2024		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR MAY 2024	1	1,905.73	
EFT51168	24/06/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	PN1904 - PLANT MTCE	1		2,108.25
INV 374547	27/05/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	PN1904 - PLANT MTCE	1	1,461.94	
INV 374816	30/05/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	PN2040 - PLANT MTCE	1	646.31	
EFT51169	24/06/2024	ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN1703 - PLANT PARTS	1		157.95
INV SI-00019816/05/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	DEPOT SUPPLIES	1	68.00	
INV SI-00020417/06/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN1703 - PLANT PARTS	1	89.95	
EFT51170	24/06/2024	ALLAN JONES	STAFF - REIMBURSEMENT	1		25.78
INV KB 17.06 31/05/2024		ALLAN JONES	STAFF - REIMBURSEMENT	1	25.78	

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EFT51171	24/06/2024	ANDY'S PLUMBING SERVICE	MEMORIAL HALL - REPAIRS	1		138.60
INV A19732	01/03/2024	ANDY'S PLUMBING SERVICE	MEMORIAL HALL - REPAIRS	1	138.60	
EFT51172	24/06/2024	ANGLO AMERICAN EXPLORATION (AUSTRALIA) PTY LIMITED	RATES CREDIT REFUND FOR ASSESSMENT A16696	1		439.39
INV A16696	17/06/2024	ANGLO AMERICAN EXPLORATION (AUSTRALIA) PTY LIMITED	RATES CREDIT REFUND FOR ASSESSMENT A16696		439.39	
EFT51173	24/06/2024	AUSSPORT SCOREBOARDS - FUEL 4 BUSINESS PTY LTD	HENRY ST OVAL - CAPITAL WORKS	1		13,762.65
INV INV-538730/05/2024		AUSSPORT SCOREBOARDS - FUEL 4 BUSINESS PTY LTD	HENRY ST OVAL - CAPITAL WORKS	1	13,762.65	
EFT51174	24/06/2024	AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA	COMMUNITY SERVICES - MEMBERSHIP 2024-2025	1		762.00
INV INV-210530/05/2024		AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA	COMMUNITY SERVICES - MEMBERSHIP 2024-2025	1	762.00	
EFT51175	24/06/2024	AUSTRALIAN GROWN	VISITORS CENTRE - STOCK	1		1,339.80
INV SI46009	10/05/2024	AUSTRALIAN GROWN	VISITORS CENTRE - STOCK	1	1,339.80	
EFT51176	24/06/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	1		159.00
INV DEDUCT18/06/2024		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		159.00	
EFT51177	24/06/2024	AUTOPRO NORTHAM	PN1414 - PLANT PARTS	1		85.24
INV 1145110	13/06/2024	AUTOPRO NORTHAM	PN1414 - PLANT PARTS	1	45.26	
INV 1145042	13/06/2024	AUTOPRO NORTHAM	PN1305 - PLANT PARTS	1	39.98	
EFT51178	24/06/2024	BOC LIMITED	SON VARIOUS LOCATIONS - MEDICAL SUPPLIES	1		149.70
INV 4036510828/04/2024		BOC LIMITED	SON VARIOUS LOCATIONS - MEDICAL SUPPLIES	1	73.62	
INV 4036748829/05/2024		BOC LIMITED	SON VARIOUS LOCATIONS - MEDICAL SUPPLIES	1	76.08	
EFT51179	24/06/2024	BRETT HEADY (EXECUTOR FOR THE G DEMAMIEL ESTATE)	CREDIT RATES REFUND FOR ASSESSMENT A15861	1		248.45

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INV A15861	24/06/2024	BRETT HEADY (EXECUTOR FOR THE G DEMAMIEL ESTATE)	CREDIT RATES REFUND FOR ASSESSMENT A15861		248.45	
EFT51180	24/06/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT SUPPLIES	1		2,881.06
INV 2182/998	05/06/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT SUPPLIES	1	1,950.00	
INV 2182/002	06/06/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE SUPPLIES	1	21.32	
INV 2182/003	11/06/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE SUPPLIES	1	40.24	
INV 2440-008	12/06/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE SUPPLIES	1	425.06	
INV 2182/003	12/06/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT SUPPLIES	1	100.79	
INV 2182/003	12/06/2024	BUNNINGS BUILDING SUPPLIES P/L	CBD - MATERIALS	1	66.74	
INV 2182/003	12/06/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT SUPPLIES	1	11.99	
INV 2182/003	13/06/2024	BUNNINGS BUILDING SUPPLIES P/L	PN1305 - PLANT PARTS	1	21.85	
INV 2182/003	14/06/2024	BUNNINGS BUILDING SUPPLIES P/L	JENNAPULLIN AVE - CAPITAL WORKS	1	227.80	
INV 2182/004	15/06/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE SUPPLIES	1	15.27	
EFT51181	24/06/2024	CADD'S FASHIONS	KILLARA - UNIFORMS	1		1,875.29
INV 23-00008	11/08/2023	CADD'S FASHIONS	ENGINEERING SERVICES - UNIFORMS	1	199.99	
INV 23-00009	28/08/2023	CADD'S FASHIONS	DEVELOPMENT SERVCIES - UNIFORMS	1	374.70	
INV 23-00009	28/08/2023	CADD'S FASHIONS	CORPERATE SERVICES - UNIFORMS	1	108.90	
INV 23-00009	28/08/2023	CADD'S FASHIONS	CORPORATE SERVICES - UNIFORMS	1	279.85	
INV 24-00005	06/06/2024	CADD'S FASHIONS	KILLARA - UNIFORMS	1	402.70	
INV 24-00005	06/06/2024	CADD'S FASHIONS	KILLARA - UNIFORMS	1	309.15	
INV 24-00006	17/06/2024	CADD'S FASHIONS	ENGINEERING SERVCIES - UNIFORMS	1	200.00	
EFT51182	24/06/2024	CAROL FRANCES WHITEHEAD	CREDIT RATES REFUND FOR ASSESSMENT A10282	1		714.71
INV A10282	24/06/2024	CAROL FRANCES WHITEHEAD	CREDIT RATES REFUND FOR ASSESSMENT A10282		714.71	
EFT51183	24/06/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		538.41



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INV DEDUCT18/06/2024		CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS		538.41	
EFT51184	24/06/2024	COMMON GROUND TRAILS PTY LTD	C.202223-12 - CLAIM 9	1		11,424.16
INV INV-181221/02/2024		COMMON GROUND TRAILS PTY LTD	REVERSE INVOICE - DUPLICATE ENTRY	1	-2,942.39	
INV INV-181321/05/2024		COMMON GROUND TRAILS PTY LTD	C.202223-12 - CLAIM 9	1	14,366.55	
EFT51185	24/06/2024	DAVID LUCAS	DEVELOPMENT SERVICES - STAFF REIMBURSEMENT	1		99.00
INV INV-477927/05/2024		DAVID LUCAS	DEVELOPMENT SERVICES - STAFF REIMBURSEMENT	1	99.00	
EFT51186	24/06/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	WUNDOWIE POOL - MTCE	1		1,464.10
INV 1144	09/06/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	REC CENTRE - REPAIRS	1	110.00	
INV 1142	09/06/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	WUNDOWIE POOL - MTCE	1	985.60	
INV 1143	09/06/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	REC CENTRE - REPAIRS	1	368.50	
EFT51187	24/06/2024	DELYS MARY RICHARDS	CREDIT RATES REFUND FOR ASSESSMENT A15861	1		100.58
INV A15861	24/06/2024	DELYS MARY RICHARDS	CREDIT RATES REFUND FOR ASSESSMENT A15861		100.58	
EFT51188	24/06/2024	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	EMERGENCY SERVICES LEVY - QUARTER 4	1		66,919.18
INV 157430	23/05/2024	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	EMERGENCY SERVICES LEVY - QUARTER 4	1	66,919.18	
EFT51189	24/06/2024	DIAMANDIA PTY LTD	CREDIT RATES REFUND FOR ASSESSMENT A16694	1		567.42
INV A16694	24/06/2024	DIAMANDIA PTY LTD	CREDIT RATES REFUND FOR ASSESSMENT A16694		567.42	
EFT51190	24/06/2024	DNA TYRE RECOVERY	WASTE COLLECTION - MAY 2024	1		1,395.30
INV 0373	28/05/2024	DNA TYRE RECOVERY	WASTE COLLECTION - MAY 2024	1	1,395.30	
EFT51191	24/06/2024	FIRE MITIGATION SERVICES	C.202324-04 - CLAIM 6	1		9,856.00
INV 0000088806/06/2024		FIRE MITIGATION SERVICES	C.202324-04 - CLAIM 6	1	9,856.00	

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EFT51192	24/06/2024	FOOD SAFETY WA - LAUBER FAMILY TRUST	KILLARA - FEES	1		935.00
INV 001162	06/06/2024	FOOD SAFETY WA - LAUBER FAMILY TRUST	KILLARA - FEES	1	935.00	
EFT51193	24/06/2024	FULTON HOGAN INDUSTRIES PTY LTD	DEPOT - MATERIALS	1		3,124.00
INV 1909379930/05/2024		FULTON HOGAN INDUSTRIES PTY LTD	DEPOT - MATERIALS	1	3,124.00	
EFT51194	24/06/2024	G.S. BEVERIDGE & L.P. NOTTLE	REC CENTRE - REPAIRS	1		8,685.00
INV 524	07/05/2024	G.S. BEVERIDGE & L.P. NOTTLE	ADMIN BUILDING - MTCE	1	352.00	
INV 522	14/05/2024	G.S. BEVERIDGE & L.P. NOTTLE	BAKERS HILL PAVILION - REPAIRS	1	1,144.00	
INV 520	22/05/2024	G.S. BEVERIDGE & L.P. NOTTLE	TOWN/LESSER HALL - REPAIRS	1	385.00	
INV 525	22/05/2024	G.S. BEVERIDGE & L.P. NOTTLE	ADMIN BUILDING - REPAIRS	1	154.00	
INV 521	22/05/2024	G.S. BEVERIDGE & L.P. NOTTLE	SON VARIOUS LOCATIONS - REPAIRS	1	352.00	
INV 519	22/05/2024	G.S. BEVERIDGE & L.P. NOTTLE	BERNARD PARK - REPAIRS	1	264.00	
INV 526	26/05/2024	G.S. BEVERIDGE & L.P. NOTTLE	MEMORIAL HALL - REPAIRS	1	1,700.00	
INV 528	26/05/2024	G.S. BEVERIDGE & L.P. NOTTLE	REC CENTRE - REPAIRS	1	132.00	
INV 532	26/05/2024	G.S. BEVERIDGE & L.P. NOTTLE	RAILWAY MUSEUM - REPAIRS	1	330.00	
INV 527	26/05/2024	G.S. BEVERIDGE & L.P. NOTTLE	MEMORIAL HALL - MTCE	1	363.00	
INV 533	26/05/2024	G.S. BEVERIDGE & L.P. NOTTLE	OLD POST OFFICE/FAMILY PRACTICE - REPAIRS	1	462.00	
INV 534	26/05/2024	G.S. BEVERIDGE & L.P. NOTTLE	WUNDOWIE SPORTS PAVILION - REPAIRS	1	594.00	
INV 539	05/06/2024	G.S. BEVERIDGE & L.P. NOTTLE	REC CENTRE - REPAIRS	1	1,980.00	
INV 535	05/06/2024	G.S. BEVERIDGE & L.P. NOTTLE	ADMIN BUILDING - REPAIRS	1	176.00	
INV 537	05/06/2024	G.S. BEVERIDGE & L.P. NOTTLE	QUARRY TIPPING GATEHOUSE - REPAIRS	1	176.00	
INV 536	05/06/2024	G.S. BEVERIDGE & L.P. NOTTLE	APEX PARK - REPAIRS	1	121.00	
EFT51195	24/06/2024	JAIME ELIZABETH HAWKINS	BKB - STAFF REIMBURSEMENT	1		88.98
INV 1604807021/05/2024		JAIME ELIZABETH HAWKINS	BKB - STAFF REIMBURSEMENT	1	88.98	

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EFT51196	24/06/2024	JAXON ROBERTS (PHOTOGRAPHY)	MITCHELL AVE CYCLE PATHWAY OPENING - 14TH MAY 2024.	1		2,200.00
INV INV-070928/05/2024		JAXON ROBERTS (PHOTOGRAPHY)	MITCHELL AVE CYCLE PATHWAY OPENING - 14TH MAY 2024.	1	2,200.00	
EFT51197	24/06/2024	JIM MCKENZIE PTY LTD	ENGINEERING - EQUIPMENT HIRE	1		616.00
INV Q413	12/06/2024	JIM MCKENZIE PTY LTD	ENGINEERING - EQUIPMENT HIRE	1	616.00	
EFT51198	24/06/2024	JOHN GILL	CREDIT RATES REFUND FOR ASSESSMENT A15861	1		100.58
INV A15861	24/06/2024	JOHN GILL	CREDIT RATES REFUND FOR ASSESSMENT A15861		100.58	
EFT51199	24/06/2024	JULIE WYNNE	BKB - PROGRAMS & EVENTS	1		300.00
INV 76069	31/05/2024	JULIE WYNNE	BKB - PROGRAMS & EVENTS	1	300.00	
EFT51200	24/06/2024	KATHY DAVIS	BKB - PROGRAM & EVENTS	1		800.00
INV 76219	13/06/2024	KATHY DAVIS	BKB - PROGRAM & EVENTS	1	800.00	
EFT51201	24/06/2024	LINDA MARGARET EPTON	RATES CREDIT REFUND FOR ASSESSMENT A11441	1		1,028.01
INV A11441	17/06/2024	LINDA MARGARET EPTON	RATES CREDIT REFUND FOR ASSESSMENT A11441		1,028.01	
EFT51202	24/06/2024	LOUISE MICHELLE FORD	RATES CREDIT REFUND FOR ASSESSMENT A931	1		598.54
INV A931	17/06/2024	LOUISE MICHELLE FORD	RATES CREDIT REFUND FOR ASSESSMENT A931		598.54	
EFT51203	24/06/2024	LYCAON RESOURCES LTD	CREDIT RATES REFUND FOR ASSESSMENT A16699	1		152.07
INV A16699	24/06/2024	LYCAON RESOURCES LTD	CREDIT RATES REFUND FOR ASSESSMENT A16699		152.07	
EFT51204	24/06/2024	MORRIS PEST & WEED CONTROL	HENRY ST OVAL - MTCE	1		602.80
INV INV-382710/06/2024		MORRIS PEST & WEED CONTROL	HENRY ST OVAL - MTCE	1	602.80	
EFT51205	24/06/2024	MWB CONTRACTING T/AS BRICKMART WA	OLIVER ST - MATERIALS	1		186.12
INV INV-195123/02/2024		MWB CONTRACTING T/AS BRICKMART WA	OLIVER ST - MATERIALS	1	186.12	

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EFT51206	24/06/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - JULY EDITION	1		844.00
INV 1594	05/07/2023	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	VISITORS CENTRE - STOCK	1	360.00	
INV 2536	13/06/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - JULY EDITION	1	484.00	
EFT51207	24/06/2024	NORTHAM MOTORS PTY LTD	PN2407 - VEHICLE MTCE	1		95.70
INV 1438262	30/05/2024	NORTHAM MOTORS PTY LTD	PN2407 - VEHICLE MTCE	1	95.70	
EFT51208	24/06/2024	NORTHAM TOWING SERVICE	PN2003 - PLANT MTCE	1		660.00
INV 213477	11/06/2024	NORTHAM TOWING SERVICE	PN2003 - PLANT MTCE	1	660.00	
EFT51209	24/06/2024	NUTRIEN AG SOLUTIONS LIMITED	WUNDOWIE OVAL - CAPITAL WORKS	1		1,180.19
INV 9108086515/05/2024		NUTRIEN AG SOLUTIONS LIMITED	WUNDOWIE OVAL - CAPITAL WORKS	1	1,180.19	
EFT51210	24/06/2024	NUTRIEN WATER	WWTP - MTCE	1		2,798.35
INV 4131848030/05/2024		NUTRIEN WATER	WWTP - MTCE	1	2,798.35	
EFT51211	24/06/2024	OFFICEWORKS SUPERSTORES PTY LTD	REC CENTRE - SUPPLIES	1		418.95
INV 6147629311/06/2024		OFFICEWORKS SUPERSTORES PTY LTD	REC CENTRE - SUPPLIES	1	418.95	
EFT51212	24/06/2024	OXTER SERVICES	KITCHEN SUPPLIES	1		113.30
INV 28858	21/05/2024	OXTER SERVICES	KITCHEN SUPPLIES	1	113.30	
EFT51213	24/06/2024	PICTURE WINDOW (WA) PTY LTD	VISITORS CENTRE - STOCK	1		350.00
INV 1204202409/05/2024		PICTURE WINDOW (WA) PTY LTD	VISITORS CENTRE - STOCK	1	350.00	
EFT51214	24/06/2024	RAC BUSINESSWISE	SON VEHICLE / PLANT - MEMBERSHIP	1		1,512.00
INV PHH200929/05/2024		RAC BUSINESSWISE	SON VEHICLE / PLANT - MEMBERSHIP	1	1,512.00	
EFT51215	24/06/2024	RAYMOND LESLIE CLOTHIER	CREDIT RATES REFUND FOR ASSESSMENT A1058	1		777.14
INV A1058	24/06/2024	RAYMOND LESLIE CLOTHIER	CREDIT RATES REFUND FOR ASSESSMENT A1058		777.14	

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EFT51216	24/06/2024	SHEILA HICKS	CREDIT RATES REFUND FOR ASSESSMENT A15861	1		248.45
INV A15861	24/06/2024	SHEILA HICKS	CREDIT RATES REFUND FOR ASSESSMENT A15861		248.45	
EFT51217	24/06/2024	SLATER-GARTRELL SPORTS	HENRY ST OVAL - MATERIALS	1		825.00
INV SG64242/18/04/2024		SLATER-GARTRELL SPORTS	HENRY ST OVAL - MATERIALS	1	412.50	
INV SG64250/31/05/2024		SLATER-GARTRELL SPORTS	HENRY ST OVAL - MATERIALS	1	412.50	
EFT51218	24/06/2024	SMOKE & MIRRORS AUDIO VISUAL	WASTE FACILITY EVENT - 29/05/2024	1		2,179.60
INV INV-319305/06/2024		SMOKE & MIRRORS AUDIO VISUAL	WASTE FACILITY EVENT - 29/05/2024	1	2,179.60	
EFT51219	24/06/2024	SPECIALIZED CLEANING GROUP PTY LTD	ENGINEERING - EQUIPMENT HIRE	1		2,698.74
INV INV-203223/05/2024		SPECIALIZED CLEANING GROUP PTY LTD	ENGINEERING - EQUIPMENT HIRE	1	2,698.74	
EFT51220	24/06/2024	SPORTSPOWER NORTHAM H & H JOUBERT	REC CENTRE - SUPPLIES	1		559.98
INV 24-00007	11/06/2024	SPORTSPOWER NORTHAM H & H JOUBERT	REC CENTRE - SUPPLIES	1	559.98	
EFT51221	24/06/2024	SYNERGY	168614990 STREETLIGHTING - 25/04/2024 to 24/05/2024	1		56,594.82
INV 9152416404/06/2024		SYNERGY	915241640 AUXILLARY LIGHTING - 28/04/2024 to 27/05/2024	1	150.14	
INV 1686149904/06/2024		SYNERGY	168614990 STREETLIGHTING - 25/04/2024 to 24/05/2024		25,771.09	
INV 3575491206/06/2024		SYNERGY	357549120 OLD NORTHAM DEPOT - PEEL ST - 05/04/2024 to 05/06/2024		499.21	
INV 3616695007/06/2024		SYNERGY	361669500 OXIDATION PONDS - 16/04/2024 to 31/05/2024		2,949.34	
INV 3614739607/06/2024		SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 13/03/2024 to 06/06/2024		552.17	
INV 3355969207/06/2024		SYNERGY	335596920 NORTHAM VISITORS CENTRE - 06/04/2024 to 06/06/2024		435.86	
INV 7968413407/06/2024		SYNERGY	796841340 SHIRE ADMINISTRATION BUILDING - 21/03/2024 to 06/06/2024		1,649.07	
INV 3575475207/06/2024		SYNERGY	357547520 BERNARD PARK BBQ PUMP LIGHTS - 06/04/2024 to 06/06/2024		1,032.29	
INV 3577000207/06/2024		SYNERGY	357700020 KILLARA DAYCARE CENTRE - 06/04/2024 to 06/06/2024		919.26	

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INV 3749669510/06/2024		SYNERGY	374966950 BEAVIS PLACE OPEN SPACE - 09/04/2024 to 07/06/2024		185.30	
INV 3577050611/06/2024		SYNERGY	357705060 GREY ST AVON DESCENT POOL AERATORS - 09/04/2024 to 06/06/2024		2,693.49	
INV 3575483211/06/2024		SYNERGY	357548320 BERNARD PARK TOILETS - 09/04/2024 to 06/06/2024		216.39	
INV 3577047911/06/2024		SYNERGY	357704790 STAGE LIGHTS - SOUNDSHELL - 09/04/2024 to 06/06/2024		1,007.82	
INV 3575487011/06/2024		SYNERGY	357548700 TOWN HALL & LESSER HALL - 10/04/2024 to 10/06/2024		716.07	
INV 9356001411/06/2024		SYNERGY	935600140 NORTHAM VISITORS CENTRE - 09/04/2024 to 06/06/2024		361.54	
INV 3575476612/06/2024		SYNERGY	357547660 RUSHTON PARK - 23/03/2024 to 20/05/2024		186.01	
INV 3575481312/06/2024		SYNERGY	357548130 MEMORIAL HALL - 09/04/2024 to 07/06/2024		869.04	
INV 3577039912/06/2024		SYNERGY	357703990 BERT HAWKE PAVILION & LIGHTS - 08/05/2024 to 11/06/2024		1,195.38	
INV 3577034212/06/2024		SYNERGY	357703420 PURSLOWE PARK - 09/04/2024 to 06/06/2024		116.66	
INV 2931107312/06/2024		SYNERGY	293110730 BILYA KOORT BOODJA - 08/05/2024 to 11/06/2024		1,048.36	
INV 1127695012/06/2024		SYNERGY	112769500 MEN'S SHED / OLD FIRE STATION - 09/04/2024 to 07/06/2024		378.11	
INV 1539025112/06/2024		SYNERGY	153902510 NORTHAM DEPOT - 08/05/2024 to 11/06/2024		1,335.70	
INV 3616693112/06/2024		SYNERGY	361669310 RECREATION PRECINCT - 08/05/2024 to 11/06/2024		12,206.22	
INV 2361098013/06/2024		SYNERGY	236109800 RAP PARK - 11/04/2024 to 10/06/2024		120.30	
EFT51222	24/06/2024	T-QUIP	PN2003 - PLANT MTCE	1		625.15
INV 129921	07/06/2024	T-QUIP	PN2003 - PLANT MTCE	1	625.15	
EFT51223	24/06/2024	THE PRINT SHOP BUNBURY	VISITORS CENTRE - SUPPLIES	1		3,950.10
INV 1651474	05/06/2024	THE PRINT SHOP BUNBURY	VISITORS CENTRE - SUPPLIES	1	3,950.10	
EFT51224	24/06/2024	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	DEPOT - MATERIALS	1		2,513.50

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INV INV-468931/05/2024		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	DEPOT - MATERIALS	1	2,513.50	
EFT51225	24/06/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - 23/05/2024	1		100.00
INV 38	23/05/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - 23/05/2024	1	50.00	
INV 39	13/06/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - 13/06/2024	1	50.00	
EFT51226	24/06/2024	VINCELEC	BKB - MTCE	1		3,521.02
INV IV2201	10/06/2024	VINCELEC	BKB - MTCE	1	3,162.72	
INV IV2200	10/06/2024	VINCELEC	CREATE 298 - REPAIRS	1	358.30	
EFT51227	24/06/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1805 - PLANT MTCE	1		2,363.10
INV INV-178205/06/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1805 - PLANT MTCE	1	585.00	
INV INV-178811/06/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2315 - PLANT MTCE	1	419.50	
INV INV-178912/06/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1513 - PLANT MTCE	1	300.00	
INV INV-176512/06/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2303 - PLANT MTCE	1	471.70	
INV INV-178912/06/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2307 - PLANT REPAIRS	1	187.90	
INV INV-175417/06/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2304 - VEHICLE PARTS	1	399.00	
EFT51228	24/06/2024	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MTCE 21/05/2024 -31/5/2024	1		5,590.70
INV 0030160931/05/2024		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MTCE 21/05/2024 -31/5/2024	1	5,590.70	
EFT51229	24/06/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - COPIER SERVICE/METER READING	1		1,190.53
INV 16378	29/05/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	BKB - OFFICE SUPPLIES	1	11.60	
INV 220839	04/06/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - COPIER SERVICE/METER READING	1	120.67	

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INV 220841	04/06/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - COPIER SERVICE/METER READING	1	723.86	
INV 220834	04/06/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	DEPOT - COPIER SERVICE/METER READING	1	235.76	
INV 220832	04/06/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN DONGA - COPIER SERVICE/METER READING	1	55.74	
INV 16654	11/06/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - OFFICE SUPPLIES	1	42.90	
EFT51230	24/06/2024	WOODLANDS DISTRIBUTORS PTY LTD	BROOME TCE - PARTS	1		623.70
INV INV-021412/06/2024		WOODLANDS DISTRIBUTORS PTY LTD	BROOME TCE - PARTS	1	623.70	
EFT51231	25/06/2024	COLES - WEX AUSTRALIA PTY LTD	COLES CHARGES - MAY 2024	1		831.80
INV 203	31/05/2024	COLES - WEX AUSTRALIA PTY LTD	COLES CHARGES - MAY 2024	1	831.80	
EFT51232	25/06/2024	OFFICEWORKS SUPERSTORES PTY LTD	SES - CAPITAL PURCHASES	1		3,680.91
INV 6147646611/06/2024		OFFICEWORKS SUPERSTORES PTY LTD	REC CENTRE - CAPITAL PURCHASE	1	1,563.00	
INV 6147857913/06/2024		OFFICEWORKS SUPERSTORES PTY LTD	SES - CAPITAL PURCHASES	1	2,117.91	
EFT51233	25/06/2024	TELSTRA LIMITED	TELSTRA - MAY 2024	1		3,977.47
INV 2726008910/06/2024		TELSTRA LIMITED	TELSTRA - MAY 2024	1	3,023.69	
INV 2726009010/06/2024		TELSTRA LIMITED	TELSTRA - MAY 2024	1	249.42	
INV 2726008910/06/2024		TELSTRA LIMITED	TELSTRA - MAY 2024	1	612.84	
INV 9026075017/06/2024		TELSTRA LIMITED	TELSTRA - MAY 2024	1	91.52	
EFT51234	25/06/2024	TPG NETWORK PTY LTD	TPG - MAY 2024	1		372.64
INV 1000945431/05/2024		TPG NETWORK PTY LTD	TPG - MAY 2024	1	372.64	
EFT51235	25/06/2024	TPG TELECOM - ACCOUNT 2000050690	TPG - MAY 2024	1		5,963.59
INV 2057688701/06/2024		TPG TELECOM - ACCOUNT 2000050690	TPG - MAY 2024	1	5,963.59	
EFT51236	25/06/2024	TPG TELECOM - ACCOUNT 2000054211	TPG - MAY 2024	1		705.52



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INV 2058335801/06/2024		TPG TELECOM - ACCOUNT 2000054211	TPG - MAY 2024	1	705.52	
EFT51237	25/06/2024	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS CHARGES - MAY 2024	1		3,704.22
INV ST-0413101/06/2024		WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS CHARGES - MAY 2024	1	3,704.22	
EFT51238	27/06/2024	AIRPORT ALLIANCE CONTRACTING	AIRSTRIP - SUPPLIES	1		1,138.50
INV INV-303507/06/2024		AIRPORT ALLIANCE CONTRACTING	AIRSTRIP - SUPPLIES	1	1,138.50	
EFT51239	27/06/2024	ALLMARK & ASSOCIATES PTY LTD	BADGES AND NAME PLAQUES	1		102.30
INV IN00427911/06/2024		ALLMARK & ASSOCIATES PTY LTD	BADGES AND NAME PLAQUES	1	102.30	
EFT51240	27/06/2024	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	PN2305A - PLANTPARTS	1		15.68
INV 7366224	25/06/2024	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	PN2305A - PLANTPARTS	1	15.68	
EFT51241	27/06/2024	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 18/06/2024	1		72,502.00
INV PAYG 1826/06/2024		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 18/06/2024	1	72,502.00	
EFT51242	27/06/2024	AVON VALLEY ARTS SOCIETY (INC)	VISITORS CENTRE - STOCK	1		430.82
INV 1094	12/06/2024	AVON VALLEY ARTS SOCIETY (INC)	VISITORS CENTRE - STOCK	1	430.82	
EFT51243	27/06/2024	AVON VALLEY TOYOTA	PN2311 - VEHICLE MTCE	1		278.14
INV JC14016505/06/2024		AVON VALLEY TOYOTA	PN2311 - VEHICLE MTCE	1	278.14	
EFT51244	27/06/2024	AVON WASTE	C.2020-01 - WASTE COLLECTION 31/05/2024	1		40,351.67
INV 62903	31/05/2024	AVON WASTE	C.2020-01 - WASTE COLLECTION 31/05/2024	1	40,351.67	
EFT51245	27/06/2024	BUNNINGS BUILDING SUPPLIES P/L	RUSHTON PARK - MATERIALS	1		855.21
INV 2182/003	21/05/2024	BUNNINGS BUILDING SUPPLIES P/L	RUSHTON PARK - MATERIALS	1	545.72	
INV 2182/003	05/06/2024	BUNNINGS BUILDING SUPPLIES P/L	VISITORS CENTRE - SUPPLIES	1	109.97	

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INV 2182/998	10/06/2024	BUNNINGS BUILDING SUPPLIES P/L	PN2107 - PLANT PARTS	1	67.74	
INV 2182/003	14/06/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1	131.78	
EFT51246	27/06/2024	CLACKLINE FENCING CONTRACTORS	WUNDOWIE PLAYGROUND - MTCE	1		10,240.00
INV 1641	24/06/2024	CLACKLINE FENCING CONTRACTORS	WUNDOWIE PLAYGROUND - MTCE	1	10,240.00	
EFT51247	27/06/2024	COMMERCIAL AQUATICS AUSTRALIA	JUBILEE OVAL - MATERIALS	1		929.50
INV 32193	12/06/2024	COMMERCIAL AQUATICS AUSTRALIA	JUBILEE OVAL - MATERIALS	1	929.50	
EFT51248	27/06/2024	COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	WASTE COLLECTION - MAY 2024	1		2,175.50
INV INV8642	31/05/2024	COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	WASTE COLLECTION - MAY 2024	1	2,175.50	
EFT51249	27/06/2024	COUNTRYWIDE MAINTENANCE AND CLEANING SERVICE PTY LTD	CLACKLINE FIRE SHED - MTCE	1		712.80
INV INV-050908/05/2024		COUNTRYWIDE MAINTENANCE AND CLEANING SERVICE PTY LTD	CLACKLINE FIRE SHED - MTCE	1	712.80	
EFT51250	27/06/2024	D & BTL INVESTMENTS PTY LTD T/AS WALKABOUT FASHION ACCESSORIES	VISITORS CENTRE - STOCK	1		150.06
INV 5680	15/05/2024	D & BTL INVESTMENTS PTY LTD T/AS WALKABOUT FASHION ACCESSORIES	VISITORS CENTRE - STOCK	1	150.06	
EFT51251	27/06/2024	DANIEL REILLY	RAC GRANT REFUND	1		539.00
INV INV-326228/12/2023		DANIEL REILLY	RAC GRANT REFUND	1	539.00	
EFT51252	27/06/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	BAKERS HILL PARK - CAPITAL WORKS	1		9,702.00
INV 1139	09/06/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	BAKERS HILL PARK - CAPITAL WORKS	1	9,702.00	
EFT51253	27/06/2024	DOWNER EDI WORKS PTY LTD	SUSPENSION BRIDGE - MTCE	1		65,092.91
INV 810923	29/05/2024	DOWNER EDI WORKS PTY LTD	SUSPENSION BRIDGE - MTCE	1	28,374.67	
INV 810923A	29/05/2024	DOWNER EDI WORKS PTY LTD	SUSPENSION BRIDGE - MTCE	1	25,553.24	

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INV 812825	31/05/2024	DOWNER EDI WORKS PTY LTD	SON BRIDGES - MTCE	1	11,165.00	
EFT51254	27/06/2024	ENVIRONMENTAL HEALTH AUSTRALIA	DEVELOPMENT SERVICES - TRAINING	1		429.00
INV 3781215823/04/2024		ENVIRONMENTAL HEALTH AUSTRALIA	DEVELOPMENT SERVICES - TRAINING	1	429.00	
EFT51255	27/06/2024	FIRE & SAFETY SUPPLIES WA	BFB - SUPPLIES	1		287.45
INV 000298	17/06/2024	FIRE & SAFETY SUPPLIES WA	BFB - SUPPLIES	1	287.45	
EFT51256	27/06/2024	GARWOOD INTERNATIONAL PTY LTD	ENGINEERING - HEAVY FLEET PURCHASE	1		57,266.00
INV 0001338214/06/2024		GARWOOD INTERNATIONAL PTY LTD	ENGINEERING - HEAVY FLEET PURCHASE	1	57,266.00	
EFT51257	27/06/2024	GEVEKO MARKINGS AUSTRALIA PTY LTD	DEPOT - SUPPLIES	1		3,890.70
INV 1060500318/06/2024		GEVEKO MARKINGS AUSTRALIA PTY LTD	DEPOT - SUPPLIES	1	3,890.70	
EFT51258	27/06/2024	GRAFTON ELECTRICS	REC CENTRE - REPAIRS	1		275.72
INV A314	24/06/2024	GRAFTON ELECTRICS	REC CENTRE - REPAIRS	1	275.72	
EFT51259	27/06/2024	IXOM OPERATIONS PTY LTD	WWTP & NORTHAM POOL - SUPPLIES	1		522.75
INV 6822273	31/05/2024	IXOM OPERATIONS PTY LTD	WWTP & NORTHAM POOL - SUPPLIES	1	522.75	
EFT51260	27/06/2024	JCORP PTY LTD T/A HOMESTART	INFRASTRUCTURE BOND REFUND - T1254	1		1,000.00
INV T1254	27/06/2024	JCORP PTY LTD T/A HOMESTART	INFRASTRUCTURE BOND REFUND - T1254	1	1,000.00	
EFT51261	27/06/2024	JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION	1		8,304.45
INV 002477-D29/02/2024		JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION	1	8,304.45	
EFT51262	27/06/2024	JLT RISK SOLUTIONS PTY LTD - (LGIS)	ADMIN - INSURANCE PREMIUM - 2ND INSTALLMENT 2024	1		8,498.22
INV 062-2159	10/06/2024	JLT RISK SOLUTIONS PTY LTD - (LGIS)	ADMIN - INSURANCE PREMIUM - 2ND INSTALLMENT 2024	1	8,498.22	
EFT51263	27/06/2024	JPG HOMES PTY LTD	INFRASTRUCTURE BOND REFUND - T1734	1		1,530.00
INV T1734	27/06/2024	JPG HOMES PTY LTD	INFRASTRUCTURE BOND REFUND - T1734	1	1,530.00	

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EFT51264	27/06/2024	JS TECHNOLOGY & DIGITAL PTY LTD	DEVELOPMENT SERVICES - OFFICE SUPPLIES	1		20.00
INV INV1906	19/06/2024	JS TECHNOLOGY & DIGITAL PTY LTD	DEVELOPMENT SERVICES - OFFICE SUPPLIES	1	20.00	
EFT51265	27/06/2024	KEEDAC	WITHDRAWN BUILDING APPLICATION BA2466 - REFUND	1		1,160.85
INV GT 19.06	19/06/2024	KEEDAC	WITHDRAWN BUILDING APPLICATION BA2466 - REFUND	1	674.50	
INV T1080	27/06/2024	KEEDAC	INFRASTRUCTURE BOND REFUND - T1080	1	486.35	
EFT51266	27/06/2024	KLEENWEST	KILLARA - SUPPLIES	1		313.39
INV 0009577012	06/2024	KLEENWEST	KILLARA - SUPPLIES	1	313.39	
EFT51267	27/06/2024	KRISTY HOPKINS	STAFF - REIMBURSEMENT	1		141.90
INV CY 24.06	24/06/2024	KRISTY HOPKINS	STAFF - REIMBURSEMENT	1	141.90	
EFT51268	27/06/2024	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1		16,232.91
INV 393171	03/05/2024	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1	472.15	
INV 393375	21/05/2024	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1	172.95	
INV 393519	24/05/2024	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1	15,403.14	
INV 393578	29/05/2024	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1	184.67	
EFT51269	27/06/2024	MALINOWSKI HOLDINGS PTY LTD	AVON MALL - RENT - JUNE 2024	1		1,237.50
INV 0000090330	05/2024	MALINOWSKI HOLDINGS PTY LTD	AVON MALL - RENT - JUNE 2024	1	1,237.50	
EFT51270	27/06/2024	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	ENGINEERING - EQUIPMENT HIRE	1		10,120.00
INV 85194	31/05/2024	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	ENGINEERING - EQUIPMENT HIRE	1	10,120.00	
EFT51271	27/06/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS - MAY 2024	1		3,958.35
INV 135878	31/05/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS - MAY 2024	1	2,028.40	
INV 135877	31/05/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS - MAY 2024	1	1,929.95	

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EFT51272	27/06/2024	METTLER-TOLEDO LIMITED	OLD QUARRY WASTE FACILTY - MTCE	1		4,561.12
INV 8154106617/06/2024		METTLER-TOLEDO LIMITED	OLD QUARRY WASTE FACILTY - MTCE	1	4,561.12	
EFT51273	27/06/2024	NAKITA ARCHER	STAFF - REIMBURSEMENT	1		159.90
INV KB 24.06 24/06/2024		NAKITA ARCHER	STAFF - REIMBURSEMENT	1	159.90	
EFT51274	27/06/2024	NORTHAM BETTA HOME LIVING	DEPOT - OFFICE SUPPLIES	1		39.95
INV 2001006520/06/2024		NORTHAM BETTA HOME LIVING	DEPOT - OFFICE SUPPLIES	1	39.95	
EFT51275	27/06/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - BILYA FESTIVAL	1		1,254.00
INV 2537	13/06/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - BILYA FESTIVAL	1	605.00	
INV 2542	13/06/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - AVON DESCENT	1	324.50	
INV 2547	18/06/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - NAIDOC WEEK	1	324.50	
EFT51276	27/06/2024	NORTHAM MOTORS PTY LTD	PN2101 - VEHICLE MTCE	1		785.00
INV 1438342 04/06/2024		NORTHAM MOTORS PTY LTD	PN2101 - VEHICLE MTCE	1	785.00	
EFT51277	27/06/2024	OXTER SERVICES	C.202223-13 - BURIAL	1		2,059.54
INV 28874	27/05/2024	OXTER SERVICES	DEPOT - SUPPLIES	1	128.54	
INV 28909	04/06/2024	OXTER SERVICES	C.202223-13 - BURIAL	1	1,931.00	
EFT51278	27/06/2024	POOL AND PUMP SERVICE AND REPAIRS	NORTHAM POOL - PARTS	1		673.20
INV PPS0133926/06/2024		POOL AND PUMP SERVICE AND REPAIRS	NORTHAM POOL - PARTS	1	673.20	
EFT51279	27/06/2024	RED DOT STORE	REC CENTRE - SUPPLIES	1		218.98
INV 1424432907/06/2024		RED DOT STORE	REC CENTRE - SUPPLIES	1	5.00	
INV 1438745719/06/2024		RED DOT STORE	REC CENTRE - SUPPLIES	1	81.00	
INV 1438693619/06/2024		RED DOT STORE	REC CENTRE - SUPPLIES	1	48.00	

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INV 1439156320/06/2024		RED DOT STORE	REC CENTRE - SUPPLIES	1	11.99	
INV 1441412621/06/2024		RED DOT STORE	REC CENTRE - SUPPLIES	1	30.00	
INV 1444665624/06/2024		RED DOT STORE	BKB - SUPPLIES	1	42.99	
EFT51280	27/06/2024	RUDEEZ - PJ & JA MORTON T/AS	ENGINEERING SERVCIES - UNIFORMS	1		179.99
INV 76353	24/06/2024	RUDEEZ - PJ & JA MORTON T/AS	ENGINEERING SERVCIES - UNIFORMS	1	179.99	
EFT51281	27/06/2024	SHIRE OF TOODYAY	AROC - MAY 2024	1		3,204.70
INV T957	27/06/2024	SHIRE OF TOODYAY	AROC - MAY 2024	1	1,551.80	
INV T957	27/06/2024	SHIRE OF TOODYAY	AROC - FEBRUARY 2024	1	180.00	
INV T957	27/06/2024	SHIRE OF TOODYAY	AROC - FEBRUARY 2024	1	1,472.90	
EFT51282	27/06/2024	SHRED-X PTY LTD	ADMIN - OFFICE SUPPLIES	1		210.96
INV 0222642231/05/2024		SHRED-X PTY LTD	ADMIN - OFFICE SUPPLIES	1	210.96	
EFT51283	27/06/2024	SPECIALE SMASH REPAIRS	PN2015 - INSURANCE EXCESS	1		1,000.00
INV 22411/2 07/06/2024		SPECIALE SMASH REPAIRS	PN2015 - INSURANCE EXCESS	1	1,000.00	
EFT51284	27/06/2024	TALITHA HUSTON	VISITORS CENTRE - STOCK	1		192.00
INV 0000078225/06/2024		TALITHA HUSTON	VISITORS CENTRE - STOCK	1	192.00	
EFT51285	27/06/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - MAY 2024	1		173.96
INV 0635-S30 02/06/2024		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - MAY 2024	1	32.96	
INV 0636-S30 09/06/2024		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - MAY 2024	1	141.00	
EFT51286	27/06/2024	THE WATERSHED	PERINA PARK - PARTS	1		412.44
INV 1025032618/06/2024		THE WATERSHED	PERINA PARK - PARTS	1	412.44	
EFT51287	27/06/2024	TIM HARTEN	STAFF - REIMBURSEMENT	1		59.90
INV KB 24.06 24/06/2024		TIM HARTEN	STAFF - REIMBURSEMENT	1	59.90	

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EFT51288	27/06/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 229 INTEREST PAYMENT -	1		80,114.94
INV 229	27/06/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 229 INTEREST PAYMENT -		80,114.94	
EFT51289	27/06/2024	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MTCE - 01/06/2024 TO 14/06/2024	1		841.61
INV 0030161214/06/2024		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MTCE - 01/06/2024 TO 14/06/2024	1	841.61	
EFT51290	27/06/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	SES - COPIER SERVICE/METER READING	1		1,298.83
INV 220840	04/06/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	KILLARA - COPIER SERVICE/METER READING	1	284.89	
INV 220838	04/06/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	NORTHAM LIBRARY - COPIER SERVICE/METER READING	1	89.90	
INV 220837	04/06/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	VISITORS CENTRE - COPIER SERVICE/METER READING	1	69.89	
INV 220836	04/06/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	BKB - COPIER SERVICE/METER READING	1	89.44	
INV 220833	04/06/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	WUNDOWIE LIBRARY - COPIER SERVICE/METER READING	1	18.24	
INV 220835	04/06/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	SES - COPIER SERVICE/METER READING	1	723.27	
INV 16651	11/06/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	BKB - OFFICE SUPPLIES	1	23.20	
EFT51291	27/06/2024	WOODHAMM PTY LTD T/A HAMMOND WOODHOUSE ADVISORY	GOVERNANCE - CONSULTING SERVICES - JUNE 2024	1		6,050.00
INV 1098	14/06/2024	WOODHAMM PTY LTD T/A HAMMOND WOODHOUSE ADVISORY	GOVERNANCE - CONSULTING SERVICES - JUNE 2024	1	6,050.00	
EFT51292	27/06/2024	WUNDOWIE & DISTRICTS MENS SHED INC	WUNDOWIE COMMUNITY GARDEN	1		600.00
INV 75158	01/06/2024	WUNDOWIE & DISTRICTS MENS SHED INC	WUNDOWIE COMMUNITY GARDEN	1	600.00	
EFT51293	27/06/2024	YVONNE KICKETT	MOUNT HELENA PRIMARY SCHOOL - PROGRAM & EVENTS	1		350.00
INV 76368	25/06/2024	YVONNE KICKETT	MOUNT HELENA PRIMARY SCHOOL - PROGRAM & EVENTS	1	350.00	

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DD20714.1	03/06/2024	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT JUNE 2024	1		573.75
INV RECREA03/06/2024		TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT JUNE 2024	1	573.75	
DD20722.1	04/06/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1		26,829.38
INV SUPER 04/06/2024		AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	22,796.49	
INV DEDUCT04/06/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	2,903.99	
INV DEDUCT04/06/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	40.29	
INV DEDUCT04/06/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	40.29	
INV DEDUCT04/06/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	700.00	
INV DEDUCT04/06/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	248.32	
INV DEDUCT04/06/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	100.00	
DD20722.2	04/06/2024	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		129.71
INV SUPER 04/06/2024		THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	129.71	
DD20722.3	04/06/2024	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1		590.85
INV SUPER 04/06/2024		PLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	450.17	
INV DEDUCT04/06/2024		PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1	140.68	
DD20722.4	04/06/2024	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		629.41
INV SUPER 04/06/2024		COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	629.41	
DD20722.5	04/06/2024	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		1,191.66
INV SUPER 04/06/2024		HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	1,191.66	
DD20722.6	04/06/2024	QSUPER	PAYROLL DEDUCTIONS	1		868.60
INV SUPER 04/06/2024		QSUPER	SUPERANNUATION CONTRIBUTIONS	1	674.16	



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INV DEDUCT04/06/2024		QSUPER	PAYROLL DEDUCTIONS	1	194.44	
DD20722.7	04/06/2024	LGIASUPER T/A BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	1		242.78
INV SUPER 04/06/2024		LGIASUPER T/A BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	1	242.78	
DD20722.8	04/06/2024	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1		1,256.36
INV SUPER 04/06/2024		HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	970.98	
INV DEDUCT04/06/2024		HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	50.00	
INV DEDUCT04/06/2024		HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	235.38	
DD20722.9	04/06/2024	YKC SUPERFUND	PAYROLL DEDUCTIONS	1		1,672.32
INV SUPER 04/06/2024		YKC SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	700.40	
INV DEDUCT04/06/2024		YKC SUPERFUND	PAYROLL DEDUCTIONS	1	247.20	
INV DEDUCT04/06/2024		YKC SUPERFUND	PAYROLL DEDUCTIONS	1	724.72	
DD20754.1	12/06/2024	BANKWEST	DEBBIE TEREINCK MASTERCARD -20/04/2024-23/05/2024	1		6,392.64
INV ALEX ES12/06/2024		BANKWEST	ALEX ESPEY MASTERCARD-20/04/2024-23/05/2024	1	243.22	
INV COLIN Y12/06/2024		BANKWEST	COLIN YOUNG MASTERCARD-20/04/2024-23/05/2024	1	1,676.20	
INV DEBBIE 12/06/2024		BANKWEST	DEBBIE TEREINCK MASTERCARD -20/04/2024-23/05/2024	1	4,473.22	
DD20767.1	18/06/2024	AWARE SUPER	PAYROLL DEDUCTIONS	1		25,852.22
INV SUPER 18/06/2024		AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	22,071.47	
INV DEDUCT18/06/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	2,785.63	
INV DEDUCT18/06/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	35.03	
INV DEDUCT18/06/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	35.03	
INV DEDUCT18/06/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	700.00	
INV DEDUCT18/06/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	125.06	
INV DEDUCT18/06/2024		AWARE SUPER	PAYROLL DEDUCTIONS	1	100.00	

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DD20767.2	18/06/2024	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		129.71
INV SUPER	18/06/2024	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	129.71	
DD20767.3	18/06/2024	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1		683.46
INV SUPER	18/06/2024	PLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	520.73	
INV DEDUCT	18/06/2024	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1	162.73	
DD20767.4	18/06/2024	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		344.93
INV SUPER	18/06/2024	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	344.93	
DD20767.5	18/06/2024	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		891.14
INV SUPER	18/06/2024	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	891.14	
DD20767.6	18/06/2024	QSUPER	PAYROLL DEDUCTIONS	1		868.60
INV SUPER	18/06/2024	QSUPER	SUPERANNUATION CONTRIBUTIONS	1	674.16	
INV DEDUCT	18/06/2024	QSUPER	PAYROLL DEDUCTIONS	1	194.44	
DD20767.7	18/06/2024	LGIASUPER T/A BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	1		296.51
INV SUPER	18/06/2024	LGIASUPER T/A BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	1	296.51	
DD20767.8	18/06/2024	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1		1,261.79
INV SUPER	18/06/2024	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	976.41	
INV DEDUCT	18/06/2024	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	50.00	
INV DEDUCT	18/06/2024	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	235.38	
DD20767.9	18/06/2024	YKC SUPERFUND	PAYROLL DEDUCTIONS	1		1,672.32
INV SUPER	18/06/2024	YKC SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	700.40	
INV DEDUCT	18/06/2024	YKC SUPERFUND	PAYROLL DEDUCTIONS	1	247.20	
INV DEDUCT	18/06/2024	YKC SUPERFUND	PAYROLL DEDUCTIONS	1	724.72	

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DD20787.1	18/06/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS WE 18/06/2024 FOR PHILLIP COLIN WHITE 712118064 \$59.02,SUPER FOR PHILLIP COLIN WHITE WE 18/06/2024 712118064 \$32.19	1		91.21
INV SUPER	18/06/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS WE 18/06/2024 FOR PHILLIP COLIN WHITE 712118064 FOR PHILLIP COLIN WHITE WE 18/06/2024 712118064	1	91.21	
DD20722.10	04/06/2024	MACQUARIE SUPER CONSOLIDATOR	PAYROLL DEDUCTIONS	1		594.82
INV SUPER	04/06/2024	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1	439.65	
INV DEDUCT04/06/2024	04/06/2024	MACQUARIE SUPER CONSOLIDATOR	PAYROLL DEDUCTIONS	1	155.17	
DD20722.11	04/06/2024	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1		242.75
INV SUPER	04/06/2024	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	242.75	
DD20722.12	04/06/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1		5,286.14
INV SUPER	04/06/2024	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	4,896.61	
INV DEDUCT04/06/2024	04/06/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	150.00	
INV DEDUCT04/06/2024	04/06/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	239.53	
DD20722.13	04/06/2024	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1		350.82
INV SUPER	04/06/2024	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1	350.82	
DD20722.14	04/06/2024	FIRST SUPER	SUPERANNUATION CONTRIBUTIONS	1		41.41
INV SUPER	04/06/2024	FIRST SUPER	SUPERANNUATION CONTRIBUTIONS	1	41.41	
DD20722.15	04/06/2024	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	1		413.10
INV SUPER	04/06/2024	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	1	413.10	
DD20722.16	04/06/2024	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	1		350.82
INV SUPER	04/06/2024	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	350.82	
DD20722.17	04/06/2024	SLATE SUPER	SUPERANNUATION CONTRIBUTIONS	1		211.16

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INV SUPER	04/06/2024	SLATE SUPER	SUPERANNUATION CONTRIBUTIONS	1	211.16	
DD20722.18	04/06/2024	CBUS	PAYROLL DEDUCTIONS	1		655.32
INV SUPER	04/06/2024	CBUS	SUPERANNUATION CONTRIBUTIONS	1	484.37	
INV DEDUCT04/06/2024	04/06/2024	CBUS	PAYROLL DEDUCTIONS	1	170.95	
DD20722.19	04/06/2024	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	1		44.41
INV SUPER	04/06/2024	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	1	44.41	
DD20722.20	04/06/2024	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1		698.13
INV SUPER	04/06/2024	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1	516.01	
INV DEDUCT04/06/2024	04/06/2024	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1	182.12	
DD20722.21	04/06/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1		3,103.06
INV DEDUCT04/06/2024	04/06/2024	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	1	332.55	
INV SUPER	04/06/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1	2,770.51	
DD20722.22	04/06/2024	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1		208.64
INV DEDUCT04/06/2024	04/06/2024	UNISUPER	PAYROLL DEDUCTIONS	1	19.58	
INV SUPER	04/06/2024	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1	189.06	
DD20722.23	04/06/2024	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1		51.80
INV SUPER	04/06/2024	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	51.80	
DD20722.24	04/06/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		1,008.62
INV DEDUCT04/06/2024	04/06/2024	AUSTRALIAN RETIREMENT TRUST	PAYROLL DEDUCTIONS	1	139.36	
INV SUPER	04/06/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1	869.26	
DD20722.25	04/06/2024	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1		258.44

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INV SUPER	04/06/2024	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1	258.44	
DD20722.26	04/06/2024	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1		349.35
INV SUPER	04/06/2024	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1	349.35	
DD20767.10	18/06/2024	MACQUARIE SUPER CONSOLIDATOR	PAYROLL DEDUCTIONS	1		594.82
INV SUPER	18/06/2024	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1	439.65	
INV DEDUCT	18/06/2024	MACQUARIE SUPER CONSOLIDATOR	PAYROLL DEDUCTIONS	1	155.17	
DD20767.11	18/06/2024	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1		212.76
INV SUPER	18/06/2024	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	212.76	
DD20767.12	18/06/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1		7,052.21
INV SUPER	18/06/2024	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	6,662.68	
INV DEDUCT	18/06/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	150.00	
INV DEDUCT	18/06/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	239.53	
DD20767.13	18/06/2024	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1		350.82
INV SUPER	18/06/2024	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1	350.82	
DD20767.14	18/06/2024	FIRST SUPER	SUPERANNUATION CONTRIBUTIONS	1		74.00
INV SUPER	18/06/2024	FIRST SUPER	SUPERANNUATION CONTRIBUTIONS	1	74.00	
DD20767.15	18/06/2024	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	1		523.97
INV SUPER	18/06/2024	TWUSUPER	SUPERANNUATION CONTRIBUTIONS	1	523.97	
DD20767.16	18/06/2024	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	1		350.82
INV SUPER	18/06/2024	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	350.82	
DD20767.17	18/06/2024	SLATE SUPER	SUPERANNUATION CONTRIBUTIONS	1		241.16

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INV SUPER	18/06/2024	SLATE SUPER	SUPERANNUATION CONTRIBUTIONS	1	241.16	
DD20767.18	18/06/2024	CBUS	PAYROLL DEDUCTIONS	1		797.88
INV SUPER	18/06/2024	CBUS	SUPERANNUATION CONTRIBUTIONS	1	589.74	
INV DEDUCT	18/06/2024	CBUS	PAYROLL DEDUCTIONS	1	208.14	
DD20767.19	18/06/2024	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	1		96.20
INV SUPER	18/06/2024	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	1	96.20	
DD20767.20	18/06/2024	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1		698.13
INV SUPER	18/06/2024	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1	516.01	
INV DEDUCT	18/06/2024	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1	182.12	
DD20767.21	18/06/2024	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1		949.66
INV DEDUCT	18/06/2024	UNISUPER	PAYROLL DEDUCTIONS	1	97.90	
INV DEDUCT	18/06/2024	UNISUPER	PAYROLL DEDUCTIONS	1	460.00	
INV SUPER	18/06/2024	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1	391.76	
DD20767.22	18/06/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1		3,242.29
INV DEDUCT	18/06/2024	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	1	275.20	
INV DEDUCT	18/06/2024	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	1	50.00	
INV SUPER	18/06/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1	2,917.09	
DD20767.23	18/06/2024	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1		44.41
INV SUPER	18/06/2024	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	44.41	
DD20767.24	18/06/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		1,013.84
INV DEDUCT	18/06/2024	AUSTRALIAN RETIREMENT TRUST	PAYROLL DEDUCTIONS	1	139.36	
INV SUPER	18/06/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1	874.48	

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
DD20767.25	18/06/2024	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1		258.44
INV SUPER	18/06/2024	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1	258.44	
DD20767.26	18/06/2024	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1		319.87
INV SUPER	18/06/2024	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1	319.87	

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
1	MUNI FUND	<b>1,944,243.21</b>
<b>TOTAL</b>		<b>1,944,243.21</b>

**Payment dates 1<sup>st</sup> June 2024 – 30<sup>th</sup> June 2024**

- Municipal Fund payment cheque numbers 35641 to 35646 Total \$57,147.92.

Electronic Funds Transfer

- Municipal Fund EFT50757 to EFT51293 Total \$1,783,935.87.
- Direct Debits Total \$103,159.42.

All have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Month	Cheques 2023/2024	EFT Payments 2023/2024	Direct Debits 2023/2024	Payroll 2023/2024	Total Payments 2023/2024
July	\$ 31,823.37	\$ 1,139,770.48	\$ 88,946.08	\$ 472,296.12	\$ 1,732,836.05
August	\$ 21,279.17	\$ 2,223,525.24	\$ 148,550.54	\$ 758,309.11	\$ 3,151,664.06
September	\$ 12,934.99	\$ 1,993,268.12	\$ 102,751.41	\$ 583,310.22	\$ 2,692,264.74
October	\$ 174,102.94	\$ 2,106,936.68	\$ 107,815.93	\$ 557,118.03	\$ 2,945,973.58
November	\$ 48,195.42	\$ 2,507,365.26	\$ 106,162.63	\$ 570,488.72	\$ 3,232,212.03
December	\$ 42,666.80	\$ 1,213,764.33	\$ 109,576.57	\$ 532,089.10	\$ 1,898,096.80
January	\$ 31,374.58	\$ 1,523,645.99	\$ 102,574.96	\$ 526,785.60	\$ 2,184,381.13
February	\$ 26,343.13	\$ 2,199,787.75	\$ 101,158.05	\$ 798,809.10	\$ 3,126,098.03
March	\$ 88,957.52	\$ 1,498,485.18	\$ 106,590.97	\$ 527,928.18	\$ 2,221,961.85
April	\$ 44,401.62	\$ 1,997,440.24	\$ 107,122.20	\$ 549,361.95	\$ 2,698,326.01
May	\$ 47,236.07	\$ 2,230,732.28	\$ 101,304.94	\$ 526,233.59	\$ 2,905,506.88
June	\$ 57,147.92	\$ 1,783,935.87	\$ 103,159.42	\$ 528,135.08	\$ 2,472,378.29
<b>Total</b>	<b>\$ 626,463.53</b>	<b>\$ 22,418,657.42</b>	<b>\$ 1,285,713.70</b>	<b>\$ 6,930,864.80</b>	<b>\$ 31,261,699.45</b>

The following table presents all payments made for the month from Council credit cards paid by direct debit on DD20754.1 - \$6,392.64

Summary Credit Card Payments	\$	Total
<b>Chief Executive Officer</b>		
19/04/2024 - IMPROVED LANDFILL MANAGEMENT TRAINING COURSE - ACCOMODATION	162.40	
27/04/2024-COMMUNITY SERVICES DROPBOX SUBSCRIPTION 2024/2025	184.67	
7/05/2024-NATIONAL GENERAL ASSEMBLY - ACCOMODATION	1176.00	
7/05/2024 -NATIONAL GENERAL ASSEMBLY - FLIGHTS	1382.88	
7/05/2024 -NATIONAL GENERAL ASSEMBLY - FLIGHTS	1382.88	
8/05/2024 - WATERWISE AWARDS - PARKING	21.20	



9/05/2024 -FACEBOOK ADVERTISING	7.19	
21/05/2024-DOMINOS ESTORE NORTHAM-COUNCIL MEETING	156.00	
		<b>\$ 4,473.22</b>
<b>Executive Manager of Corporate Services</b>		
22/04/2024-BIGW ONLINE-KILLARA SUPPLIES	378.00	
23/04/2024-HONE YOUR NEGOTIATION TECHNIQUES - TRAINING	95.00	
23/04/2024-DOT PLATE SWAP	31.10	
23/04/2024-DOT PLATE SWAP	31.10	
23/04/2024-DOT PLATE SWAP	31.10	
23/04/2024-HONE YOUR NEGOTIATION TECHNIQUES - TRAINING	95.00	
23/04/2024-DOT PLATE SWAP	31.10	
23/04/2024-DOT REGISTRATION RENEWAL	144.25	
29/04/2024-DOT REGISTRATION RENEWAL	138.75	
29/04/2024-DOT REGISTRATION RENEWAL	138.75	
29/04/2024-DOT REGISTRATION RENEWAL	138.75	
03/05/2024-AMAYSIM MOBILE-LICENCE	15.00	
11/05/2024-STARLINK AUSTRALIA-LICENCE	174.00	
14/05/2024-ADOBE-LICENCE	225.96	
09/05/2024-FOREIGN TRANS FEE	8.34	
		<b>\$ 1,676.20</b>
<b>Community Emergency Services Manager</b>		
19/04/2024-BUNNINGS-BFB SUPPLIES	66.23	
01/05/2024-FORMSTACK-SOFTWARE SUBSCRIPTION	90.99	
02/05/2024-BUNNINGS-BFB SUPPLIES	86.00	
		<b>\$ 243.22</b>
<b>Total Credit Card Expenditure</b>		<b>\$ 6,392.64</b>

The following table presents payment made by Council for the Coles Card Account – May 2024. Paid on 25<sup>th</sup> June 2024 by EFT51231 - \$831.80

DATE	SUMMARY COLES CARD PAYMENTS	\$	TOTAL
	<b>GOVERNANCE OFFICER</b>		
8/05/2024	COUNCIL SUPPLIES	121.35	
			<b>\$ 121.35</b>

<b>ENGINEERING - ADMIN OFFICER</b>		
8/05/2024	OFFICE SUPPLIES	19.50
10/05/2024	KITCHEN SUPPLIES	10.85
20/05/2024	KITCHEN SUPPLIES	17.40
28/05/2024	KITCHEN SUPPLIES	15.50
		<b>\$ 63.25</b>
<b>ENGINEERING - ADMIN COORDINATOR</b>		
1/05/2024	DEPOT BBQ - CATERING	90.85
2/05/2024	DEPOT BBQ - CATERING	132.60
		<b>\$ 223.45</b>
<b>RECREATION - SERVICES COORDINATOR</b>		
15/05/2024	END OF POOL SEASON NIGHT - CATERING	284.25
15/05/2024	KITCHEN SUPPLIES	18.00
		<b>\$ 302.25</b>
<b>COMMUNITY SERVICES - DEVELOPMENT &amp; TOURISM MANAGER</b>		
	COMMUNITY SAFETY COMMITTEE -	40.00
21/05/2024	CATERING	
		<b>\$ 40.00</b>
<b>COMMUNITY SERVICES - ADMINISTRATION &amp; PROJECTS</b>		
7/05/2024	KITCHEN SUPPLIES	38.55
23/05/2024	KITCHEN SUPPLIES	15.35
30/05/2024	KITCHEN SUPPLIES	27.60
		<b>\$ 81.50</b>
<b>Total Coles Card Expenditure</b>		<b>\$ 831.80</b>

The following table presents payment made by Council for the Woolworths Card Account – May 2024. Paid on 25<sup>th</sup> June 2024 by EFT51237 - \$3,704.22

DATE	SUMMARY WOOLWORTHS CARD	\$	TOTAL
	<b>MANAGER COMMUNITY DEVELOPMENT &amp; TOURISM</b>		
1/05/2024	VISITORS CENTRE - KITCHEN SUPPLIES	4.65	
20/05/2024	VISITORS CENTRE - KITCHEN SUPPLIES	2.95	
20/05/2024	VISITORS CENTRE - KITCHEN SUPPLIES	6.50	
22/05/2024	VISITORS CENTRE - KITCHEN SUPPLIES	56.40	
23/05/2024	VISITORS CENTRE - KITCHEN SUPPLIES	3.90	
			<b>\$ 74.40</b>

<b>BKB TOURISM OFFICER</b>		
1/05/2024	VISITORS CENTRE - KITCHEN SUPPLIES	14.50
7/05/2024	VISITORS CENTRE - KITCHEN SUPPLIES	10.15
8/05/2024	VISITORS CENTRE - KITCHEN SUPPLIES	6.00
10/05/2024	VISITORS CENTRE - KITCHEN SUPPLIES	4.50
13/05/2024	VISITORS CENTRE - KITCHEN SUPPLIES	4.50
14/05/2024	VISITORS CENTRE - KITCHEN SUPPLIES	13.50
14/05/2024	VISITORS CENTRE - KITCHEN SUPPLIES	9.75
17/05/2024	VISITORS CENTRE - KITCHEN SUPPLIES	24.50
23/05/2024	VISITORS CENTRE - KITCHEN SUPPLIES	10.75
26/05/2024	BKB - PROGRAMS & EVENTS	104.75
26/05/2024	BKB - PROGRAMS & EVENTS	27.00
28/05/2024	VISITORS CENTRE - KITCHEN SUPPLIES	9.25
31/05/2024	VISITORS CENTRE - KITCHEN SUPPLIES	9.50
		<b>\$ 248.65</b>
<b>DEVELOPMENT SERVICES OFFICER</b>		
8/05/2024	ANIMAL SUPPLIES	19.15
		<b>\$ 19.15</b>
<b>KILLARA CLIENT CARE OFFICER</b>		
8/05/2024	MEALS FOR CLIENTS	106.94
9/05/2024	MEALS FOR CLIENTS	25.70
22/05/2024	MEALS FOR CLIENTS	284.56
24/05/2024	MEALS FOR CLIENTS	27.31
28/05/2024	MEALS FOR CLIENTS	18.45
30/05/2024	MEALS FOR CLIENTS	24.00
30/05/2024	MEALS FOR CLIENTS	10.30
		<b>\$ 497.26</b>
<b>KILLARA ADMIN OFFICER</b>		
1/05/2024	MEALS FOR CLIENTS	68.10
7/05/2024	MEALS FOR CLIENTS	409.66
14/05/2024	MEALS FOR CLIENTS	421.29
15/05/2024	MEALS FOR CLIENTS	83.90
21/05/2024	MEALS FOR CLIENTS	305.09
21/05/2024	MEALS FOR CLIENTS	115.15
23/05/2024	MEALS FOR CLIENTS	135.42
28/05/2024	MEALS FOR CLIENTS	443.46
29/05/2024	MEALS FOR CLIENTS	9.18
		<b>\$ 1,991.25</b>

<b>RECREATION SERVICES COORDINATOR</b>		
	REC CENTRE - PROGRAMS & EVENTS / KITCHEN SUPPLIES	113.44
1/05/2024		
2/05/2024	REC CENTRE - OFFICE SUPPLIES	32.75
	REC CENTRE - PROGRAMS & EVENTS / KITCHEN SUPPLIES	244.17
8/05/2024		
	REC CENTRE - PROGRAMS & EVENTS / OFFICE SUPPLIES	27.25
8/05/2024		
	REC CENTRE - KITCHEN & OFFICE SUPPLIES / KIOSK STOCK	81.00
11/05/2024		
15/05/2024	REC CENTRE - PROGRAMS & EVENTS	4.50
20/05/2024	REC CENTRE - OFFICE SUPPLIES	59.80
28/05/2024	REC CENTRE - KITCHEN SUPPLIES	58.20
		<b>\$ 621.11</b>
<b>ADMINISTRATION COORDINATOR</b>		
2/05/2024	KITCHEN SUPPLIES	9.00
7/05/2024	KITCHEN / OFFICE SUPPLIES	193.90
17/05/2024	KITCHEN SUPPLIES	9.00
21/05/2024	KITCHEN SUPPLIES	9.00
29/05/2024	KITCHEN SUPPLIES	9.00
		<b>\$ 229.90</b>
<b>LIBRARY MANAGER</b>		
9/05/2024	KITCHEN SUPPLIES	14.95
27/05/2024	KITCHEN SUPPLIES	1.60
31/05/2024	KITCHEN SUPPLIES	5.95
		<b>\$ 22.50</b>
<b>Total Woolworths Card Expenditure</b>		<b>\$ 3,704.22</b>

The following table presents payment made by Council for Fuel Purchases / Products – May 2024.

DATE	SUMMARY OF FUEL PURCHASES / PRODUCTS	TYPE	\$
<b>NON OPERATIONAL - LIGHT VEHICLES</b>			
May-24	PN1905	FUEL PURCHASES	\$83.87
May-24	PN1907	FUEL PURCHASES	\$82.08
May-24	PN2004	FUEL PURCHASES	\$441.92
May-24	PN2005	FUEL PURCHASES	\$110.90
May-24	PN2006	FUEL PURCHASES	\$313.65
May-24	PN2013	FUEL PURCHASES	\$227.34

May-24	PN2015	FUEL PURCHASES	\$447.34
May-24	PN2016	FUEL PURCHASES	\$525.64
May-24	PN2019	FUEL PURCHASES	\$149.28
May-24	PN2101	FUEL PURCHASES	\$1,280.92
May-24	PN2205	FUEL PURCHASES	\$314.77
May-24	PN2309	FUEL PURCHASES	\$598.18
May-24	PN2311	FUEL PURCHASES	\$416.94
May-24	PN2312	FUEL PURCHASES	\$349.03
May-24	PN2313	FUEL PURCHASES	\$309.63
May-24		CARD FEES ONLY	\$19.25
		<b>TOTAL</b>	<b>\$5,670.74</b>
<b>OPERATIONAL - LIGHT VEHICLES / MACHINERY / PLANT</b>			
<b>DEPOT VEHICLES</b>			
May-24	LIGHT VEHICLES	FUEL PURCHASES	\$4,829.43
May-24	MACHINERY / PLANT	FUEL PURCHASES	\$17,949.50
May-24	CONSUMABLES	OTHER PURCHASES	\$650.00
		<b>TOTAL</b>	<b>\$22,778.93</b>
<b>CESM / BFB</b>			
May-24	CESM / BFB	FUEL PURCHASES	\$3,460.50
		<b>TOTAL</b>	<b>\$3,460.50</b>
<b>RANGERS</b>			
May-24	RANGERS	FUEL PURCHASES	\$856.89
		<b>TOTAL</b>	<b>\$856.89</b>
<b>TOTAL FUEL PURCHASES</b>			<b>\$33,092.06</b>

Payment to Dun Direct on 13<sup>th</sup> June 2024 by EFT51098- \$30,475.46  
 Payment to Caltex Starcard on 13<sup>th</sup> June 2024 by EFT51087 - \$472.73  
 Payment to Business Fuel Card on 13<sup>th</sup> June 2024 by EFT51085 - \$2,143.87  
 Total Fuel Payment - \$33,092.06.

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,472,378.29 was submitted to the Ordinary Meeting of Council on Wednesday, 17<sup>th</sup> July 2024.

\_\_\_\_\_ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,472,378.29 was submitted to each member of the Council on Wednesday, 17<sup>th</sup> July 2024, has been checked and is fully supported by vouchers and invoices which are submitted herewith, and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.

\_\_\_\_\_ CHIEF EXECUTIVE OFFICER

### 13.4.2 Monthly Financial Report For The Period Ending 30 June 2024

<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Kudzai Matanga (Finance Manager)
<b>Responsible Officer:</b>	Colin Young (Executive Manager Corporate Services)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to receive the Financial Statement for the period ending 30 June 2024.

#### ATTACHMENTS

1. 12. Statement of Financial Activity - June [**13.4.2.1** - 13 pages]

#### A. BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

The Statement of Financial Activity for the period ending 30 June 2024 is included as Attachment 1 to this agenda and includes the following reports:

- Statement of Financial Activity
- Operating Statements
- Balance Sheet
- Acquisition of Assets
- Disposal of Assets
- Information on Borrowings
- Reserves
- Net Current Assets
- Cash Position
- Rating Information
- Cash Flow Information
- Investment Register

The report includes a summary of the financial position along with comments relating to the statements.

**Notes to the Financial Statements (items in bold represent new notes)**

**Operating Revenue**

- 1. Operating grants are over budget by \$ 3,063,092 due to Financial Assistance Grants received in advance for the year 2024/2025.**
2. Interest revenue over budget 14% due favourable interest rates received during the year.
- 3. Other revenue over budget due to Insurance claims reimbursements.**

**Operating Expenses**

- 4. Finance costs over budget due to treasury guarantee fees for loan 229.**

**Capital Revenue**

5. Non-operating grants are under budget due to grant income sitting in contract liability pending completion of works for Old York bridge and the Railway platform.

**Asset Disposal**

6. Loss and profit on asset disposal are under budget due to timing of the disposal. This is non-cash and has no impact on the budget bottom line.

**B. CONSIDERATIONS**

**B.1 Strategic Community / Corporate Business Plan**

Performance Area: Performance. Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action: Nil.

**B.2 Financial / Resource Implications**

The Financial Statements have been prepared in accordance with Council's 2023/2024 Revised Budget.

**B.3 Legislative Compliance**

Section 6.4 and 6.26(2)(g) of the Local Government Act.

Local Government (Financial Management) Regulations 1996.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

N/A

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).



Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Unlikely (2) x Medium (3) = Low (6)	There are processes in place to show compliance with relevant financial standards and legislation.
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Report not being accepted by Council	Unlikely (2) x Medium (3) = Low (6)	There are processes in place to ensure compliance with relevant Finance policy, standards and legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

### B.7 Natural Environment Considerations

Nil.

### C. OFFICER'S COMMENT

Nil.

### RECOMMENDATION

**That Council RECEIVES the Financial Statements, prepared in accordance with the *Local Government (Financial Management) Regulations*, for the period ending 30 June 2024.**



Shire of Northam

## SHIRE OF NORTHAM

### MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2024

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	Page
Statement of Financial Activity	2 to 4
Notes to and forming part of the statement	
Acquisition of Assets	5
Disposal of Assets	6
Information on Borrowings	8
Reserves	9
Net Current Assets	10
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Cash Flow Information	12
Investment Schedule	13



SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 JUNE 2024

	NOTE	2023/24 Revised Budget	Ytd Budget	2023/24 Ytd Actual	Variances Actuals to Budget	Variances Actuals to Budget
<b>OPERATING REVENUE</b>						
Rates		11,945,146	11,945,146	11,905,400	(39,746)	0%
Operating Grants Subsidies and Contributions	1	2,689,455	2,689,455	5,752,547	3,063,092	114%
Fees and Charges		4,581,312	4,581,312	4,703,408	122,096	3%
Interest Revenue	2	572,035	572,035	650,429	78,394	14%
Other Revenue	3	1,115,053	1,115,053	1,735,948	620,895	56%
<b>TOTAL OPERATING REVENUE</b>		<b>20,903,001</b>	<b>20,903,001</b>	<b>24,747,732</b>	<b>3,844,731</b>	<b>18%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs		(10,677,504)	(10,677,504)	(10,453,484)	224,020	-2%
Materials and Contracts		(8,242,975)	(8,242,975)	(7,690,762)	552,213	-7%
Utility Charges		(938,637)	(938,637)	(1,033,708)	(95,071)	10%
Depreciation of Non Current Assets		(5,164,280)	(5,164,280)	(5,074,148)	90,132	-2%
Finance Costs	4	(279,554)	(279,554)	(316,088)	(36,534)	13%
Insurance Expenses		(652,838)	(652,838)	(605,064)	47,774	-7%
Other Expenditure		(385,413)	(385,413)	(418,960)	(33,547)	9%
<b>TOTAL OPERATING EXPENSE</b>		<b>(26,341,201)</b>	<b>(26,341,201)</b>	<b>(25,592,214)</b>	<b>748,987</b>	<b>-3%</b>
Capital Grants Subsidies and Contributions	5	4,693,101	4,693,101	2,220,558	(2,472,543)	-53%
Profit on Asset Disposals		867,450	867,450	66,255	(801,195)	-92%
Loss on Asset Disposals	6	(213,764)	(213,764)	(129,802)	83,962	-39%
<b>RESULTING FROM OPERATIONS</b>		<b>(91,413)</b>	<b>(91,413)</b>	<b>1,312,528</b>	<b>1,403,941</b>	<b>-1535.83%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		(653,686)	(653,686)	(63,547)	590,139	
Movement Provisions		0	0	0	0	
Depreciation on Assets		5,164,280	5,164,280	5,074,148	(90,132)	
<b>Non Operating Items</b>						
Purchase Land and Buildings		(2,753,163)	(2,550,172)	(1,387,311)	1,162,861	
Purchase Plant and Equipment		(1,676,932)	(1,676,932)	(1,335,022)	341,910	
Purchase Furniture and Equipment		(381,756)	(381,756)	0	381,756	
Purchase Infrastructure Assets - Roads		(4,145,323)	(4,145,323)	(2,632,573)	1,512,750	
Purchase Infrastructure Assets - Bridges		(400,000)	(400,000)	(43,392)	356,608	
Purchase Infrastructure Assets - Footpaths		(1,007,665)	(1,007,665)	(679,411)	328,254	
Purchase Infrastructure Assets - Drainage		(960,031)	(960,031)	(122,800)	837,231	
Purchase Infrastructure Assets - Parks & Ovals		(2,128,919)	(2,128,919)	(592,964)	1,535,955	
Purchase Infrastructure Assets - Other		(779,220)	(779,220)	(209,896)	569,324	
Proceeds from Disposal of Assets		1,595,882	1,595,882	369,620	(1,226,262)	
Repayment of Debentures		(460,849)	(460,880)	(460,880)	0	
Self-Supporting Loan Principal Income		22,208	22,208	22,208	(0)	
Transfers to Restricted Assets (Reserves)		(1,448,605)	(1,497,960)	(1,497,960)	0	
Transfers from Restricted Asset (Reserves)		638,288	520,703	638,288	117,585	
Net Current Assets July 1 B/Fwd		9,466,904	9,466,903	9,466,903	0	
Net Current Assets Year to Date		-	36,019	7,910,963	7,874,944	
<b>Surplus/Deficit</b>		<b>0</b>	<b>(0)</b>	<b>(53,023)</b>	<b>(53,023)</b>	

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



**SHIRE OF NORTHAM  
STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM  
FOR THE PERIOD ENDING 30 JUNE 2024**

	NOTE			Variances	Variances
	23/24 Revised Budget \$	Ytd Budget \$	23/24 Ytd Actual \$	Actuals to Budget \$	Actuals to Budget %
<b>Operating</b>					
<b>Revenues</b>					
Governance	33,096	33,096	32,258	(838)	(3%)
General Purpose Funding Other	12,855,230	12,855,230	16,524,593	3,669,363	29%
Law, Order, Public Safety	1,392,381	1,392,381	856,516	(535,865)	(38%)
Health	61,000	61,000	56,461	(4,539)	(7%)
Education and Welfare	1,486,699	1,486,699	1,279,073	(207,626)	(14%)
Housing	128,176	128,176	50,366	(77,810)	(61%)
Community Amenities	3,420,667	3,420,667	3,402,203	(18,464)	(1%)
Recreation and Culture	2,032,749	2,032,749	686,022	(1,346,727)	(66%)
Transport	3,439,932	3,439,932	2,828,660	(611,272)	(18%)
Economic Services	1,531,422	1,531,422	581,454	(949,968)	(62%)
Other Property and Services	82,200	82,200	736,938	654,738	797%
<b>Total Operating Revenue</b>	<b>26,463,552</b>	<b>26,463,552</b>	<b>27,034,544</b>	<b>570,992</b>	<b>2%</b>
<b>Expenses</b>					0.00%
Governance	(1,707,912)	(1,707,912)	(1,580,999)	126,913	7%
General Purpose Funding	(381,627)	(381,627)	(414,962)	(33,335)	(9%)
Law, Order, Public Safety	(2,157,357)	(2,157,357)	(2,091,434)	65,923	3%
Health	(502,120)	(502,120)	(515,378)	(13,258)	(3%)
Education and Welfare	(1,392,513)	(1,392,513)	(1,265,198)	127,315	9%
Housing	(117,312)	(117,312)	(65,744)	51,568	44%
Community Amenities	(4,420,760)	(4,420,760)	(3,959,510)	461,250	10%
Recreation & Culture	(5,941,898)	(5,941,898)	(5,442,890)	499,008	8%
Transport	(7,461,378)	(7,461,378)	(7,315,918)	145,460	2%
Economic Services	(2,410,179)	(2,410,179)	(2,208,948)	201,231	8%
Other Property and Services	(61,909)	(61,909)	(861,035)	(799,126)	(1291%)
<b>Total Operating Expenses</b>	<b>(26,554,965)</b>	<b>(26,554,965)</b>	<b>(25,722,016)</b>	<b>832,949</b>	<b>3.14%</b>
<b>NET RESULT</b>	<b>-91,413</b>	<b>-91,413</b>	<b>1,312,529</b>	<b>1,403,942</b>	<b>-1535.82%</b>

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2024

2. BALANCE SHEET

	23/24 YTD Actual \$	22/23 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	7,426,926	7,438,135
Receivables	3,062,806	2,882,499
Inventories & Other Assets	4,028,379	5,804,676
<b>TOTAL CURRENT ASSETS</b>	<b>14,518,111</b>	<b>16,125,310</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	576,545	476,940
Inventories	0	0
Land and Buildings	59,547,779	59,015,974
Property, Plant and Equipment	5,990,314	6,101,034
Infrastructure	328,826,261	327,810,305
Financial & Other Assets	244,469	345,155
<b>TOTAL NON-CURRENT ASSETS</b>	<b>395,185,369</b>	<b>393,749,408</b>
<b>TOTAL ASSETS</b>	<b>409,703,479</b>	<b>409,874,718</b>
<b>CURRENT LIABILITIES</b>		
Payables	2,181,102	2,073,911
Interest-bearing Liabilities	112,840	1,690,236
Provisions	1,454,704	1,454,704
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,748,646</b>	<b>5,218,851</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	6,597,517	6,597,518
Provisions	276,326	276,326
Payables	0	0
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>6,873,843</b>	<b>6,873,844</b>
<b>TOTAL LIABILITIES</b>	<b>10,622,489</b>	<b>12,092,695</b>
<b>NET ASSETS</b>	<b>399,080,990</b>	<b>397,782,023</b>
<b>EQUITY</b>		
Retained Surplus	118,329,337	117,890,042
Reserves - Cash Backed	3,892,682	3,033,010
Reserves - Asset Revaluation	276,858,971	276,858,971
<b>TOTAL EQUITY</b>	<b>399,080,990</b>	<b>397,782,023</b>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2024

3. ACQUISITION OF ASSETS (Continued)	Note	23/24 Budget \$	23/24 Ytd Actual \$
<b><u>By Class</u></b>			
Land Held for Resale		0	0
Land and Buildings		2,753,163	1,387,311
Plant and Equipment		1,629,382	1,335,022
Furniture and Equipment		381,756	0
Infrastructure Assets - Roads		4,145,323	2,632,573
Infrastructure Assets - Footpaths		1,007,665	679,411
Infrastructure Assets - Bridges & Culverts		400,000	43,392
Infrastructure Assets - Drainage		960,031	122,800
Infrastructure Assets - Parks & Ovals		2,128,919	592,964
Infrastructure Assets - Other		779,220	209,896
		14,185,459	7,003,368



SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 JUNE 2024

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Program	Note	Written Down Value		Sale Proceeds		Profit(Loss)	
		23/24 Budget \$	Ytd Actual \$	23/24 Budget \$	Ytd Actual \$	23/24 Budget \$	Ytd Actual \$
<b>Governance</b>							
PN1915 Ford Ranger Ute 4X4		12,949.00	8,404.25	44,545.00	40,000.00	31,596.00	31,595.75
<b>Law Order &amp; Public Safety</b>							
CESM Vehicle PN1710 c/fwd		7,356.00	15,000.00	27,273.00	13,636.36	19,917.00	(1,363.64)
PN 2012 Ford ranger N11n54 MV2007 C/fwd		27,552.00	24,870.00	16,700.00	20,909.09	(10,852.00)	(3,960.91)
PN1902 Mitsubishi Triton		27,860.46	15,397.88	10,909.00	17,272.73	(16,951.46)	1,874.85
<b>Welfare</b>							
Hyundai VF2 I40 2.0 Auto Wagon		15,000	15,000.00	9,091	11,481.45	(5,909.00)	(3,518.55)
<b>Community Amenities</b>							
PN1907 Ford Escape		20,219.02		10,000.00		(10,219.02)	-
<b>Transport</b>							
N.002 volvo G930 2014 Grader c/fwd		139,845.00	119,608.53	80,000.00	67,545.45	(59,845.00)	(52,063.08)
John Deere Z-track Ride on Mower-Z997 c/fwd		10,960.00	6,000.00	1,500.00	7,090.91	(9,460.00)	1,090.91
Hino Dual Cab Truck 300 Series 921 Crew Diesel (N.003) c/fwd		39,617.00	35,501.39	40,455.00	40,454.55	838.00	4,953.16
Holden Colorado Crew Cab 4X4 LT2 Auto 2.8L c/fwd		28,233.00	23,804.06	32,727.00	27,272.73	4,494.00	3,468.67
PN1905 Mitsubishi Outlander		19,017.00	-	20,000.00	-	983.00	-
PN1005 Kubota F3680 Mower GP1001		20,011.36	-	6,500.00	-	(13,511.36)	-
MV1405 Forklift		6,909.00	6,748.19	6,000.00	6,000.00	(909.00)	(748.19)
PN1502 Bomag Road Roller (N.4174)		87,400.00	82,569.55	35,000.00	40,000.00	(52,400.00)	(42,569.55)
PN1518 Flail Mower Trimax WS205		5,372.00	4,713.54	1,000.00	1,455.45	(4,372.00)	(3,258.09)
PN1603 MV1603 Sewell Road Broom		20,011.00	17,512.77	1,000.00	182.73	(19,011.00)	(17,330.04)
PN1622 - Fieldquip Major 3 Point Linkage Roller Mower		7,474.00	6,989.92	1,000.00	2,000.00	(6,474.00)	(4,989.92)
PN1804 Hino 500 Series Tipper (N10759)		82,942.00	-	80,182.00	-	(2,760.00)	-
Vermeer Stump Grinder MV1508		-	8,684.50	10,000.00	12,181.82	10,000.00	3,497.32
PN1623 Mitsubishi Triton Single Cab		10,000.00	10,000.00	12,000.00	11,818.18	2,000.00	1,818.18
PN1602 Mitsubishi Triton Ute GLX		10,000.00	10,000.00	12,000.00	10,909.09	2,000.00	909.09
MV1909 Mazda BT50 (N.4487)		13,378.00	7,299.13	19,000.00	18,181.82	5,622.00	10,882.69
PN2007 Mazda BT50 (N11084)		20,090.00	13,627.49	19,000.00	19,545.45	(1,090.00)	5,917.96
Slattery Auction Various			1,435.76		1,681.82	-	246.06
<b>Other Property and Services</b>							
Northam Depot Land Peel Terrace		310,000.00		1,100,000.00		790,000.00	-
		942,196	433,166.96	1,595,882.00	369,619.63	653,686.16	(63,547.33)



SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 JUNE 2024

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

4. DISPOSALS OF ASSETS CONTINUED

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	23/24 Budget \$	Ytd Actual \$	23/24 Budget \$	Ytd Actual \$	23/24 Budget \$	Ytd Actual \$
<b>Plant &amp; Equipment</b>						
PN1915 Ford Ranger Ute 4X4	12,949.00	8,404.25	44,545.00	40,000.00	31,596	31,595.75
CESM Vehicle PN1710 c/fwd	7,356.00	15,000.00	27,273.00	13,636.36	19,917	(1,363.64)
PN 2012 Ford ranger N11n54 MV2007 C/fwd	27,552.00	24,870.00	16,700.00	20,909.09	(10,852)	(3,960.91)
PN1902 Mitsubishi Triton	27,860.46	15,397.88	10,909.00	17,272.73	(16,951)	1,874.85
Hyundai VF2 I40 2.O Auto Wagon	15,000.00	15,000.00	9,091.00	11,481.45	(5,909)	(3,518.55)
PN1907 Ford Escape	20,219.02		10,000.00		(10,219)	-
N.002 volvo G930 2014 Grader c/fwd	139,845.00	119,608.53	80,000.00	67,545.45	(59,845)	(52,063.08)
John Deere Z-track Ride on Mower-Z997 c/fwd	10,960.00	6,000.00	1,500.00	7,090.91	(9,460)	1,090.91
(N.003) c/fwd	39,617.00	35,501.39	40,455.00	40,454.55	838	4,953.16
Holden Colorado Crew Cab 4X4 LT2 Auto 2.8L c/fwd	28,233.00	23,804.06	32,727.00	27,272.73	4,494	3,468.67
PN1905 Mitsubishi Outlander	19,017.00	-	20,000.00	-	983	-
PN1005 Kubota F3680 Mower GP1001	20,011.36	-	6,500.00	-	(13,511)	-
MV1405 Forklift	6,909.00	6,748.19	6,000.00	6,000.00	(909)	(748.19)
PN1502 Bomag Road Roller (N.4174)	87,400.00	82,569.55	35,000.00	40,000.00	(52,400)	(42,569.55)
PN1518 Flail Mower Trimax WS205	5,372.00	4,713.54	1,000.00	1,455.45	(4,372)	(3,258.09)
PN1603 MV1603 Sewell Road Broom	20,011.00	17,512.77	1,000.00	182.73	(19,011)	(17,330.04)
Mower	7,474.00	6,989.92	1,000.00	2,000.00	(6,474)	(4,989.92)
PN1804 Hino 500 Series Tipper (N10759)	82,942.00	-	80,182.00	-	(2,760)	-
Vermeer Stump Grinder MV1508	-	8,684.50	10,000.00	12,181.82	10,000	3,497.32
PN1623 Mitsubishi Triton Single Cab	10,000.00	10,000.00	12,000.00	11,818.18	2,000	1,818.18
PN1602 Mitsubishi Triton Ute GLX	10,000.00	10,000.00	12,000.00	10,909.09	2,000	909.09
MV1909 Mazda BT50 (N.4487)	13,378.00	7,299.13	19,000.00	18,181.82	5,622	10,882.69
PN2007 Mazda BT50 (N11084)	20,090.00	13,627.49	19,000.00	19,545.45	(1,090)	5,917.96
Slattery Auctions Various		1,435.76		1,681.82		246.06
<b>Land/Buildings</b>						
Northam Depot Land Peel Terrace	310,000.00		1,100,000.00		790,000	
	942,195.84	433,166.96	1,595,882.00	369,619.63	653,686.16	(63,547.33)

**Summary**

Profit on Asset Disposals  
Loss on Asset Disposals

22/23 Budget \$	Ytd Actual \$
867,450	66,255
(213,764)	(129,802)
653,686	(63,547)





SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2024

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-22	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		23/24 Budget	23/24 Ytd Actual	23/24 Budget	23/24 Ytd Actual	23/24 Budget	23/24 Ytd Actual	23/24 Budget	23/24 Ytd Actual
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation &amp; Culture</b>									
Loan 219A - Northam Bowling Club **	3.18%	80,894	0	22,208	22,208	58,686	58,686	2,955	2,865
Loan 224 - Recreation Facilities	6.48%	610,035	0	60,354	60,353	549,681	549,682	42,777	42,104
Loan 227 - Youth Space	2.26%	313,370	0	49,338	49,338	264,032	264,032	8,967	8,676
Loan 228 - Swimming Pool	1.88%	3,828,654	0	199,939	199,939	3,628,715	3,628,715	97,469	95,841
loan 229- Depot	4.74%	1,700,000	0	79,630	79,662	1,620,370	1,620,338	92,386	132,152
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase	6.48%	499,120	0	49,380	49,380	449,740	449,740	35,000	34,449
		7,032,073	0	460,849	460,880	6,571,224	6,571,193	279,554	316,087

Note: \*\* indicates self - supporting loans

All other debenture repayments are to be financed by general purpose revenue.



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2024

	23/24 Budget			23/24 Ytd Actual				
	Opening Bal	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Tfr To Reserve	Tfr From Reserve	Total
<b>6. RESERVES - CASH BACKED</b>								
Employee Liability Reserve	815,323	20,978	(159,775)	<b>676,526</b>	796,706	33,174	(159,775)	<b>670,105</b>
Office Equipment Reserve	104,632	2,757	(100,000)	<b>7,389</b>	102,365	1,463	(100,000)	<b>3,828</b>
Plant & Equipment Reserve	124,738	103,287	(100,000)	<b>128,025</b>	122,035	102,313	(100,000)	<b>124,348</b>
Road & Bridgeworks Reserve	209,265	318,551		<b>527,816</b>	204,731	331,274		<b>536,005</b>
Refuse Site Reserve	300,694	124,029	-	<b>424,723</b>	293,334	126,612		<b>419,946</b>
Speedway Reserve	157,554	4,244		<b>161,798</b>	154,140	6,660		<b>160,800</b>
Community Bus Replacement Reserve	104,734	2,699		<b>107,433</b>	102,465	4,427		<b>106,892</b>
Septage Pond Reserve	207,809	5,422	(118,513)	<b>94,718</b>	201,395	5,194	(118,513)	<b>88,075</b>
Killara Reserve	409,874	26,432	-	<b>436,306</b>	399,788	33,122		<b>432,910</b>
Recreation and Community Facilities Reserve	231,820	660,597	-	<b>892,417</b>	228,578	677,340		<b>905,918</b>
Council Buildings & Amenities Reserve	86,846	170,326		<b>257,172</b>	80,505	166,126		<b>246,631</b>
Parking Facilities Construction Reserve	104,632	2,696		<b>107,328</b>	102,365	4,423		<b>106,788</b>
Reticulation Scheme Reserve	247,245	6,515	(160,000)	<b>93,760</b>	241,888	5,715	(160,000)	<b>87,603</b>
Revaluation Reserve	2,846	73	-	<b>2,919</b>	2,716	117		<b>2,834</b>
Unspent Grants Reserve		-		<b>-</b>	-			<b>-</b>
<b>Total Cash Backed Reserves</b>	<b>3,108,010</b>	<b>1,448,606</b>	<b>(638,288)</b>	<b>3,918,328</b>	<b>3,033,010</b>	<b>1,497,960</b>	<b>(638,288)</b>	<b>3,892,682</b>

**Total Interest & Transfers**

All of the above reserve accounts are to be supported by money held in financial institutions.



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

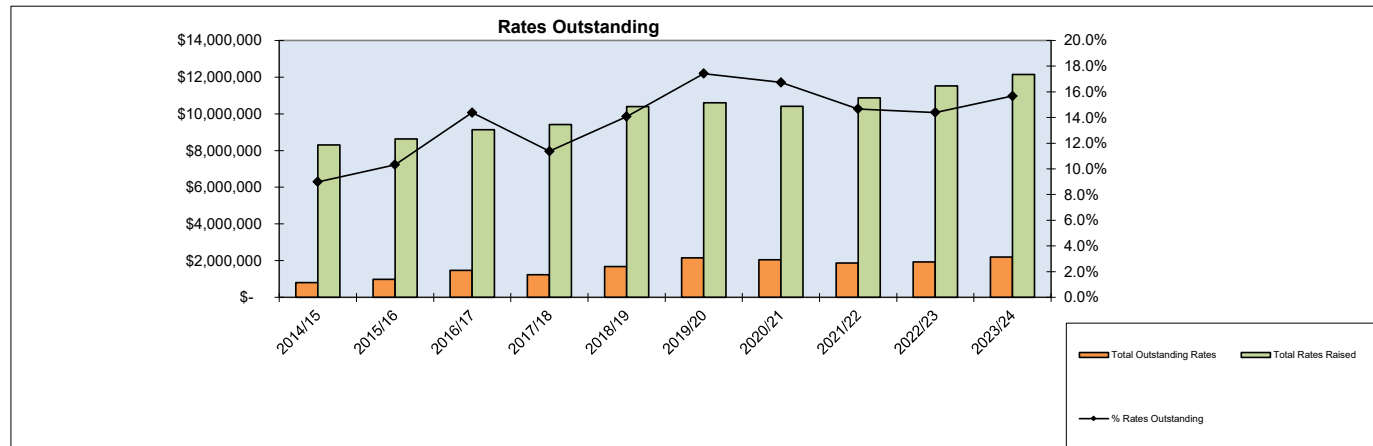
FOR THE PERIOD ENDING 30 JUNE 2024

	23/24 Budget	23/24 Ytd Actual	22/23 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	200,000	7,426,926	9,678,088
Cash - Restricted Reserves	3,773,263	3,892,682	3,033,010
Self Supporting Loan	0	0	28,208
Receivables	2,766,113	340,922	943,969
Rates - Current	0	2,801,459	2,403,661
Pensioners Rates Rebate	0	0	0
Provision for Doubtful Debts	0	(63,837)	(63,837)
GST Receivables	0	119,958	186,562
Inventories	0	0	0
	6,739,376	14,518,109	16,209,660
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(1,238,130)	(217,000)	(780,143)
Rates Income in Advance	(469,461)	(464,156)	(391,910)
GST Payable	0	(39,338)	(48,772)
Accrued Salaries & Wages	0	0	(174,269)
Accrued Interest on Debentures	0	(98,766)	(57,106)
Accrued Expenditure	0	0	0
Bond Liability	(945,724)	(600,003)	(768,121)
Payg Payable	0	(454)	0
Loan Liability	(463,054)	(2,172)	(463,054)
Provision for Annual Leave	(709,390)	(709,390)	(709,390)
Provision for Long Service Leave	(745,314)	(745,314)	(745,314)
Other Payables	0	(872,052)	(1,165,121)
	(4,571,073)	(3,748,645)	(5,303,200)
<b>NET CURRENT ASSET POSITION</b>	2,168,303	10,769,465	10,906,460
Less: Cash - Reserves - Restricted	(3,773,263)	(3,892,682)	(3,033,010)
Current Portion of Lease Liabilities	0	11,903	11,902
Less: Loans receivable - clubs/institutions	0	0	(28,208)
Add: Current Loan Liability	460,849	2,172	463,054
Add: Leave Liability Reserve	794,111	670,105	796,705
Add: Budgeted Leave	350,000	350,000	350,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	0	7,910,963	9,466,903

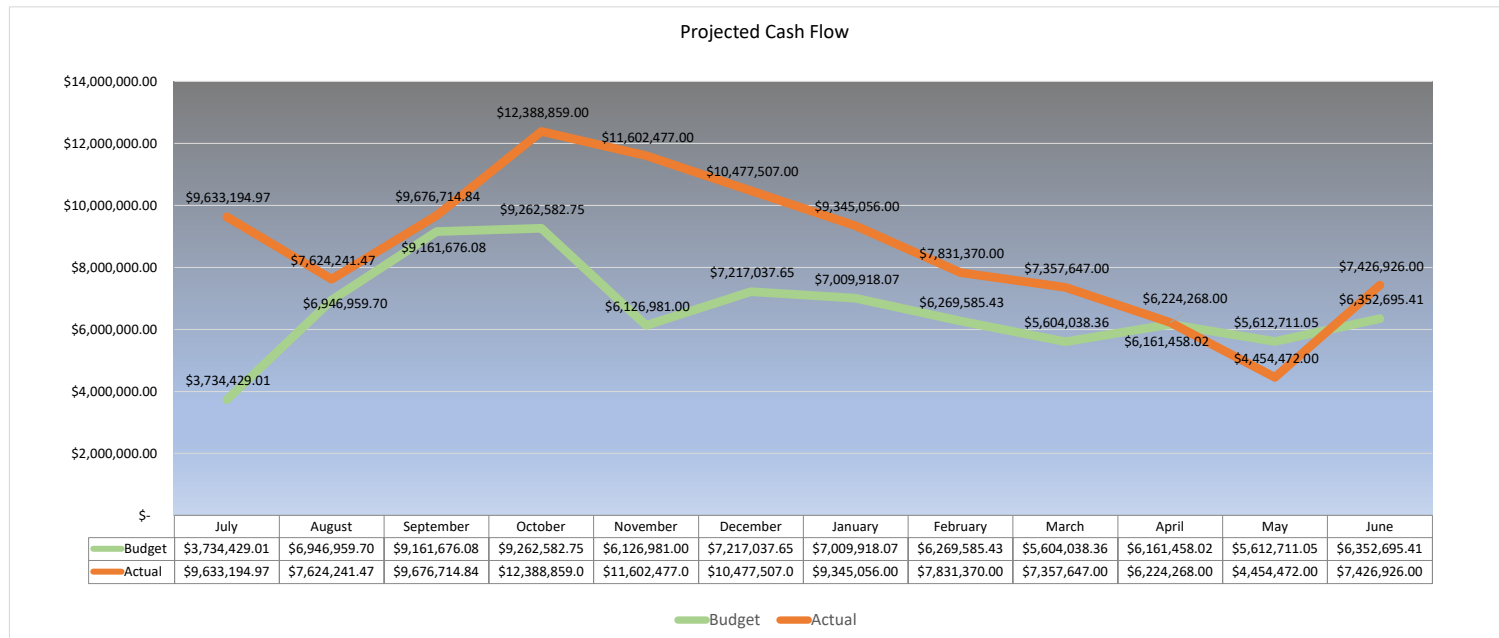
SHIRE OF NORTHAM  
RATING REPORT  
FOR THE PERIOD ENDED 30 JUNE 2024

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
<b>Key Rating Dates</b>										
RATES ISSUED	14/08/14	14/08/15	19/08/2016	1/08/2017	15/08/2018	4/09/2019	7/08/2020	23/08/2021	2/09/2022	25/08/2023
RATES DUE	8/10/2014	25/09/2015	30/09/2016	14/09/2017	19/09/2018	9/10/2019	11/09/2020	29/09/2021	7/10/2022	2/10/2023
2nd INSTALMENT DUE	8/12/2014	25/11/2015	30/11/2016	14/11/2017	19/11/2018	9/12/2019	11/11/2020	29/11/2021	7/12/2022	4/12/2023
3rd INSTALMENT DUE	9/02/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018	10/02/2020	11/01/2021	31/01/2022	7/02/2023	5/02/2024
4th INSTALMENT DUE	9/04/2015	28/03/2016	30/03/2017	15/03/2018	21/03/2018	14/04/2020	11/03/2021	31/03/2022	12/04/2023	8/04/2024
Outstanding 1st July	\$716,120	\$873,686	\$1,116,220	\$1,483,688	\$1,535,793	\$1,737,187	\$1,842,862	\$1,911,223	\$1,882,648	\$1,883,329
Rates Levied	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551	\$9,925,046	\$10,342,585	\$10,381,252	\$10,676,737	\$11,272,726	\$11,856,419
Interest, Ex gratia, interim and back rates less writeoffs	\$80,154	\$83,173	\$208,077	-\$155,280	\$474,784	\$251,025	\$29,990	\$190,654	\$242,052	\$284,033
<b>Rates paid by month</b>										
1 July	62,554	29,105	43,333	60,002	94,638	87,543	307,979	94,808	90,363	67,295
2 August	119,840	700,198	367,776	2,054,983	1,856,869	213,195	2,343,849	462,892	397,332	371,229
3 September	2,650,420	4,519,842	4,243,288	3,764,731	4,014,835	2,829,221	4,326,537	5,819,112	3,666,388	4,272,603
4 October	2,550,091	630,886	1,166,136	484,607	590,724	3,255,037	208,486	756,888	3,478,258	2,925,852
5 November	506,022	842,856	908,844	1,036,340	952,902	574,138	580,253	1,041,532	720,389	495,891
6 December	654,900	214,507	336,154	189,794	239,893	724,440	437,028	465,088	655,106	934,587
7 January	295,629	441,681	464,526	637,664	861,146	427,789	643,946	794,760	570,266	401,031
8 February	508,828	148,327	260,963	258,355	174,143	576,493	323,242	316,347	713,091	724,593
9 March	256,379	601,416	589,684	670,462	821,970	476,994	558,147	674,247	314,494	527,711
10 April	484,165	166,567	182,282	164,940	230,157	680,168	127,599	218,728	619,363	751,500
11 May	59,527	115,947	109,069	165,995	209,350	199,792	184,893	131,689	150,194	199,703
12 June	59,527	115,947	109,069	165,995	209,350	138,298	162,996	129,065	95,174	155,012
Total YTD	8,207,882	8,527,280	8,781,122	9,653,867	10,255,977	10,183,109	10,204,956	10,905,156	11,470,418	11,827,008
<b>% Ytd Rates Outstanding</b>	<b>9.0%</b>	<b>10.3%</b>	<b>14.4%</b>	<b>11.4%</b>	<b>14.1%</b>	<b>17.4%</b>	<b>16.7%</b>	<b>14.7%</b>	<b>14.4%</b>	<b>15.7%</b>

Ytd Outstanding	811,008	981,767	1,474,433	1,239,093	1,679,646	2,147,687	2,049,147	1,873,459	1,927,008	2,196,773
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SHIRE OF NORTHAM  
CASH FLOW REPORT  
FOR THE PERIOD ENDED 30 JUNE 2024



# INVESTMENT REGISTER

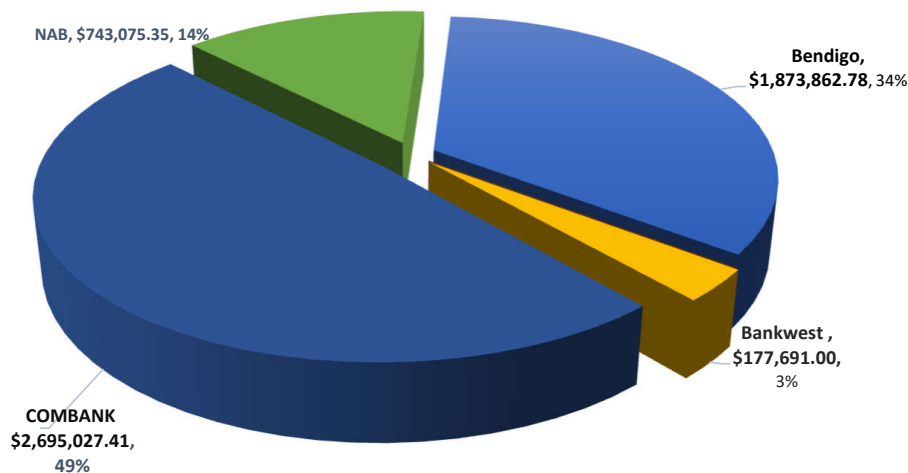
Investor: SHIRE OF NORTHAM

Starting Log Date: 01/07/23

Current Date: 30/06/24

Bank	INVESTING TERM		AMOUNT INVESTED	INTEREST RATE P.A	TERM TO MATURITY MONTHS
	Start	End			
Bendigo- Ref 3834911	28/02/24	28/11/24	\$1,300,278.84	5.03%	9
Bendigo	04/04/24	04/01/25	\$573,583.94	4.81%	9
Bankwest TRUST AROC	13/06/24	13/07/24	\$177,691.00	4.25%	1
Combank	26/06/24	24/12/24	\$1,049,964.41	4.88%	6
Combank	26/06/24	24/12/24	\$145,063.00	4.88%	6
Combank	01/04/24	01/07/24	\$1,500,000.00	4.73%	3
Nab	13/03/24	13/09/24	\$743,075.35	5.00%	6
<b>Total</b>			<b>\$5,489,656.54</b>		

DISTRIBUTION OF INVESTMENTS 30/06/2024



President C R Antonio declared an "Impartiality" interest in item 13.4.3 – Rates Exemption Application – 375 Fitzgerald Street, Northam, as operators of the business are known to President Antonio and have discussed this request in the past.

### 13.4.3 Rates Exemption Application - 375 Fitzgerald Street Northam

<b>File Reference:</b>	A11174
<b>Reporting Officer:</b>	Mia Miller (Management Accountant)
<b>Responsible Officer:</b>	Colin Young (Executive Manager Corporate Services)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

Seeking Council to approve a rate exemption application on A11174 in accordance with section 6.26(2)(g) of the Local Government Act 1995 provides a rates exemption for 'land used exclusively for charitable purposes.'

#### ATTACHMENTS

1. CONFIDENTIAL REDACTED - I 126949 - APPLICATION FOR EXEMPTION [13.4.3.1 - 19 pages]
2. CONFIDENTIAL REDACTED - DBCA Letter to Shire supporting rate exemption [13.4.3.2 - 1 page]

#### A. BACKGROUND / DETAILS

An application for rate exemption from the president of Comfort Quilts Against Cancer Inc (Comfort Quilts) for the property at 375 Fitzgerald Street, Northam has been submitted to the Shire. Comfort Quilts are requesting a rate exemption on the basis that the property is used exclusively for charitable purpose. This property is being leased by Comfort Quilts from Department of Biodiversity, Conservation and Attractions (DBCA). Comfort Quilts are responsible for payment of rates under the lease agreement. The lease of the property commenced 1 September 2022 and the Shire was not notified of the lease until January 2024.

Comfort Quilts is a not-for-profit charity that provides care packages to support cancer sufferers across Australia. Comfort Quilts operates on a voluntary basis and relies on grants, sponsorship and fundraising to provide this service.

They have provided the following documentation;

- Application for rates exemption
- Statutory Declaration supporting application
- Certificate of Incorporation
- Notice of endorsement as a deductible gift recipient
- Charitable Collection Licence
- Registration with Australian Charities and Not-for-profits Commission
- Lease agreement

The above documentation supports the request that the property is used exclusively for charitable purpose, as required by the Local Government Act 1995.

## **B. CONSIDERATIONS**

### **B.1 Strategic Community / Corporate Business Plan**

Performance Area: Performance. Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action: Nil.

### **B.2 Financial / Resource Implications**

Nil.

### **B.3 Legislative Compliance**

The *Local Government Act 1995* Section 6.26(2) defines land that is not rateable, allowing Council to grant an exemption of rates.

#### *6.26. Rateable land*

*(2) The following land is not rateable land —*

*(d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and*

*(e) land used exclusively by a religious body as a school for the religious instruction of children; and*

*(g) land used exclusively for charitable purposes;*

### **B.4 Policy Implications**

Nil.

### **B.5 Stakeholder Engagement / Consultation**

The Shire consulted with the owner, Department of Biodiversity, Conservation and Attractions (DBCA) to confirm that Comfort Quilts



Against Cancer Inc were responsible for the rates and that they were recognised by DBCA as a charity organisation.

### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Loss of yearly rates revenue	Likely (4) x Insignificant (1) = Low (4)	Ensure the rateable status of the property is correct.
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	<i>Local Government Act 1995</i> not complied with.	Possible (3) x Minor (2) = Moderate (6)	Ensure consideration is given to the <i>Local Government Act 1995</i> .
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

### B.7 Natural Environment Considerations

Nil.

## C. OFFICER'S COMMENT

Comfort Quilts Against Cancer Inc has provided the relevant documentation showing it meets the criteria for a rate exemption as per s6.26(2)(g) of the *Local Government Act 1995*. It is recommended that rates exemption is granted for the entirety of their lease of the property.

### RECOMMENDATION

**That Council APPROVES a rate exemption for charitable purpose to Comfort Quilts Against Cancer Inc, commencing 1 July 2024, for the duration of their lease of 375 Fitzgerald Street, Northam.**

### 13.4.4 Rates Exemption Application - 131 & 133 Duke Street Northam

<b>File Reference:</b>	A15303, A15304
<b>Reporting Officer:</b>	Ann-Kathrin Schall (Rates Officer), Mia Miller (Management Accountant)
<b>Responsible Officer:</b>	Colin Young (Executive Manager Corporate Services)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

Seeking Council direction for a rate exemption application on A15303 and A15304 in accordance with section 6.26(2)(g) of the Local Government Act 1995 provides a rates exemption for 'land used exclusively for charitable purposes.'

#### ATTACHMENTS

1. CONFIDENTIAL REDACTED - Charitable Purpose Letter [**13.4.4.1** - 6 pages]
2. CONFIDENTIAL REDACTED - ACNC Charity Register Summary [**13.4.4.2** - 4 pages]
3. CONFIDENTIAL REDACTED - Certificate of Registration [**13.4.4.3** - 1 page]
4. CONFIDENTIAL REDACTED - ATO Endorsement [**13.4.4.4** - 1 page]
5. CONFIDENTIAL REDACTED - CH Agreement Extract [**13.4.4.5** - 4 pages]
6. CONFIDENTIAL REDACTED - COMS FHL Constitution 2017 Extract [**13.4.4.6** - 3 pages]
7. CONFIDENTIAL REDACTED - Lease Agreement Extract [**13.4.4.7** - 5 pages]

#### A. BACKGROUND / DETAILS

An application for rate exemption from Foundation Housing Ltd for the properties at 131 & 133 Duke Street, Northam. Foundation Housing are requesting a rate exemption on the basis that the property is used exclusively for charitable purpose.

Foundation Housing was established in 2005. It is a registered tier-1 community housing provider, registered charity and public benevolent institution. One of its objectives is to acquire, construct and provide low cost and affordable housing stock for people in poverty, with low income, who are homeless, socially marginalised, inadequately housed or otherwise disadvantaged.

They have provided the following documentation;

- Exemption Request Letter
- Charitable Purpose Letter
- Registration with Australian Charities and Not-for-profits Commission
- Notice of endorsement for charity tax concessions
- Certificate of Company registration
- Community Housing Agreement with the Department of Housing
- Constitution of Foundation Housing Ltd
- Sample Lease agreement
- Signed Financial Reports for 2021/22 and 2022/23

The above documentation does not support the request that the property is used exclusively for charitable purpose, as required by the Local Government Act 1995.

## **B. CONSIDERATIONS**

### **B.1 Strategic Community / Corporate Business Plan**

Performance Area: Place.

Outcome 7: Urban and rural communities are sensibly planned and developed.

Objective 7.2: Ensure community access to safe and diverse housing options.

Priority Action: Nil.

### **B.2 Financial / Resource Implications**

Nil.

### **B.3 Legislative Compliance**

The *Local Government Act 1995* Section 6.26(2) defines land that is not rateable, allowing Council to grant an exemption of rates.

*(2) The following land is not rateable land —*

*(d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and*

*(e) land used exclusively by a religious body as a school for the religious instruction of children; and*

*(g) land used exclusively for charitable purposes;*

### **B.4 Policy Implications**

Nil.

### **B.5 Stakeholder Engagement / Consultation**

Foundation Housing Ltd

### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Loss of yearly rates revenue	Likely (4) x Insignificant (1) = Low (4)	Ensure the rateable status of the property is correct.
Health & Safety	N/A	N/A	N/A
Reputation	Negative perception of Council by Community.	Minor (2) x Unlikely (2) = Low (4)	Ensure proper processes are followed in compliance with the Local Government Act 1995.
Service Interruption	N/A	N/A	N/A
Compliance	Local Government Act 1995 not complied with.	Possible (3) x Minor (2) = Moderate (6)	Ensure consideration is given to the Local Government Act 1995.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

### B.7 Natural Environment Considerations

Nil.

## C. OFFICER'S COMMENT

The documentation provided by Foundation Housing does not meet the criteria for a rate exemption under s6.26(2)(g) of the Local Government Act 1995, as both of the properties are being used for residential housing purposes rather than exclusively for charitable purposes.

It is therefore recommended that Council does not support the rates exemption application for the reasons outlined.

### RECOMMENDATION

**That Council does NOT SUPPORT a rate exemption for charitable purpose to Foundation Housing Ltd for their properties at 131 & 133 Duke Street, Northam.**

## 13.5 COMMUNITY SERVICES

### 13.5.1 Access and Inclusion Plan

<b>File Reference:</b>	1.6.21.1
<b>Reporting Officer:</b>	Janice Byers (Acting Executive Manager Community Services)
<b>Responsible Officer:</b>	Janice Byers (Acting Executive Manager Community Services)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

The purpose of this item for Council to endorse the Shire of Northam Access and Inclusion Plan 2024 -28.

#### ATTACHMENTS

1. Access and Inclusion Plan - 2024-2028 [**13.5.1.1** - 16 pages]

#### A. BACKGROUND / DETAILS

The *Disability Services Act 1993* and the *Equal Opportunity Act 1984 (WA)*, legislates Western Australian local governments to develop and implement an employment diversity and equal opportunity plan and a disability, access, and inclusion plan. The Shire of Northam have combined the two into one 'Access and Inclusion Plan.'

The Access and Inclusion Plan 2024/28 (the Plan) provides a framework for Shire of Northam to create an accessible and inclusive community for all people regardless of their ability, age, culture, sex, gender, or sexual orientation.

A challenge to the Shire is the capacity to meet increasing community expectations and at the same time, respond to other challenges such as legislative changes, tightened external funding opportunities, rising costs (e.g. materials, contractor services and utilities) and community emergencies. Other factors influencing the capacity include workforce demographic profile (including an ageing workforce) and intensified competition in the labour market.

## B. CONSIDERATIONS

### B.1 Strategic Community / Corporate Business Plan

Performance Area: People.

Outcome 2: A caring and inclusive community.

Objective 2.3: Showcase and celebrate diversity.

Priority Action: Nil.

### B.2 Financial / Resource Implications

Items listed in the 'Implementation Plan' will require financial resources. Some expenditure is captured through the capital works program, other more specific items may require additional funding.

### B.3 Legislative Compliance

This Plan is informed by the following legislation:

- *The Disability Services Act 1993* (amended 2004) (WA);
- *The Equal Opportunity Act 1984* (WA);
- *The Disability Discrimination Act 1992* (DDA) (Cth); and
- The Disability (Access to Premises Buildings) Standards 2010 (under the DDA).

### B.4 Policy Implications

Nil

### B.5 Stakeholder Engagement / Consultation

The Shire has established a working relationship with APM Communities Northam who deliver the NDIS for our community. APM advocate for people who are experiencing access and inclusion barriers with a key focus on building a truly inclusive community. Quarterly meetings provide a fantastic opportunity to engage, promote and celebrate the achievements of people with disability. They also conduct regular surveys to identify areas for improvement within the community, which has been used to inform the outcomes listed in the Action Plan.

The Shire undertook public consultation and feedback was sought from internal and external stakeholders during the consultation period, which commenced 24 May 2024 and concluded 10 June 2024. Four members of the public responded, highlighting ACROD parking, inadequate lighting, subtitled movies for the deaf and accessibility (quiet time) for people with disabilities to use the slides at the Northam Recreation & Aquatic Centre. All feedback assisted in the preparation of the action plan.

### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	The recommended options will be identified within the annual budget cycle and long-term financial plan	Minor (2) x Possible (3) = Moderate (6)	Ensure action plan items are captured during the budget review cycle.
Health & Safety	All areas will adhere to the relevant Work Health and Safety Legislation	Minor (2) x Possible (3) = Moderate (6)	Specifications of any upgrades or purchases will adhere to the AS/NZS2890.6-2009.
Reputation	Council has undertaken a review and endorsed the Access and Inclusion Plan	Low (1) x Rare (2) = Minor (3)	Ensure an annual review is conducted.
Service Interruption	Nil		
Compliance	The plan is in accordance with the outcomes and standards as stated by the relevant legislative requirements	Minor (2) x Possible (3) = Moderate (6)	Work with the Public Service Commission and Disability Services to ensure latest standards are applied
Property	Nil		
Environment	Nil		

### B.7 Natural Environment Considerations

Nil.

### C. OFFICER'S COMMENT

The Shire of Northam is committed to ensuring that the community is accessible for and inclusive of people with disability, their families, and carers.

The Shire of Northam interprets an accessible and inclusive community as one in which all Council functions, facilities, and services (both in-house and contracted) are open, available, and accessible to people with disability, providing them with the same opportunities, rights, and responsibilities as other people in the community.

The Shire of Northam is also committed to building an inclusive and diverse workforce that is reflective of the community the Shire of Northam serve. This is achieved by incorporating Equal Employment Opportunity, diversity and inclusion principles through employment policies and practices, and

delivering on the initiatives and targets in both the Access and Inclusion Plan and Reconciliation Action Plan.

The strategies included in this plan focus on building a community and organisational culture that enhances our ability to attract, develop and retain an inclusive workforce that reflects the diversity in our local community.

The aim to ensure that the community and work environment is free from racial and sexual harassment and that practices are not biased or discriminate unlawfully against community, employees, or potential employees.

The Shire of Northam has found that the planned approach to progressively addressing barriers to access and inclusion across all areas of Council responsibility has resulted in many initiatives and has assisted the Shire to make considerable progress towards better access.

The 2024 -28 plan continues to build on work already achieved and provides a pathway for progression over the next five years.

**RECOMMENDATION**

**That Council ENDORSES the Shire of Northam Access and Inclusion Plan 2024-28 (Attachment 13.5.1.1).**





Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Access and Inclusion Plan 2024 - 2028



## Acknowledgement of Country

*The Shire of Northam acknowledges the Traditional Custodians of this country and wishes to pay respect to Ballardong and Whadjuk Elders past and present and extend this to all Aboriginal people seeing this message.*



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## Source Material

Australian Bureau of Statistics: 2022 Census of Population and Housing  
Department of Social Service. NDIS Demand Map  
Australian Human Rights Commission 2014



## Introduction

The Shire of Northam (the Shire) recognises that the needs of specific population groups are diverse. As part of the process in creating this Plan, demographic information and data from within the Shire and externally was reviewed. It is important to note that the groups to which the Plan applies are not mutually exclusive and may be intersecting, resulting in compounding barriers to access and inclusion. For example, diversity within the target groups could include LGBTIQ+ people with a disability, or people with a mental health condition and disability. The data found shows that as a Shire, we must proactively commit to supporting diverse identities and providing opportunities for access and inclusion within the community.

The Shire undertakes a review of the Access and Inclusion Plan together with its Workforce Plan annually as part of the corporate planning process. This includes identification of our major challenges in relation to People, Planet, Place, Prosperity and Performance.

A challenge to the Shire is the capacity to meet increasing community expectations and at the same time, respond to other challenges such as legislative changes, tightened external funding opportunities, rising costs (e.g. materials, contractor services and utilities) and community emergencies. Other factors influencing our capacity include our workforce demographic profile (including an ageing workforce) and intensified competition in the labour market.

## Executive Summary

The Access and Inclusion Informing Plan 2024/28 (the Plan) provides a framework for Shire of Northam to create an accessible and inclusive community for all people regardless of their ability, age, culture, sex, gender or sexual orientation.

The associated Action Plan sets out what actions will be implemented over the next four years to deliver on our commitments. The Shire's *Plan for the Future* (Council Plan 2022 – 2032) outlines the community's long-term vision for the Shire to be a vibrant growing community that is safe, caring and inclusive.

## Legislative Framework

The development and implementation of this Plan demonstrates the Shire's commitment to plan for people with diverse needs.

This Plan is informed by the following legislation:

- *The Disability Services Act 1993* (amended 2004) (WA);
- *The Equal Opportunity Act 1984* (WA);
- *The Disability Discrimination Act 1992* (DDA) (Cth); and
- The Disability (Access to Premises Buildings) Standards 2010 (under the DDA).

As a public authority in Western Australia, the Shire is required to plan for people with disability under the *Disability Services Act 1993* (the Act).



Under the Act the Shire is required to:

- Lodge a plan that covers a period of maximum five years with the Department of Communities and maintain a current plan;
- Include actions that address the outcome areas listed below;
- Consult with internal and external stakeholders during the review of the objectives and actions within the plan; and
- Report annually to Department of Communities on progress of the plan.

The *Disability Services Act 1993 and the Equal Opportunity Act 1984 (WA)*, legislates Western Australian local governments to develop and implement an employment diversity and equal opportunity plan and a disability, access, and inclusion plan. The Shire of Northam have combined the two into one 'Access and Inclusion Plan'. The plan assists the Shire of Northam to plan and implement improvements to access and inclusion across the following outcome areas:

1. Diverse people have the same opportunities as other people to access the services of, and attend any events organised by the Shire of Northam.
2. Diverse people have the same opportunities as other people to access buildings and other facilities of the Shire of Northam.
3. Diverse people will receive information from the Shire of Northam in a format that will enable them to access the information as readily as other people are able to access it.
4. Both internal and external diverse people are treated equally and receive the same level and quality of service.
5. Both internal and external diverse people have the same opportunities as other people to make complaints to the Shire of Northam.
6. Both internal and external diverse people have the same opportunities as other people to participate in any public consultation (unless specified by local governance), conducted by the Shire of Northam.
7. People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Northam.
8. The organisation values EEO and diversity and the work environment remain free from racial and sexual harassment and /or discrimination.
9. Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees.
10. Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity.

## Commitment

The Shire of Northam is committed to ensuring that the community is accessible for and inclusive of people with disability, their families, and carers.



The Shire of Northam interprets an accessible and inclusive community as one in which all Council functions, facilities, and services (both in-house and contracted) are open, available, and accessible to people with disability, providing them with the same opportunities, rights and responsibilities as other people in the community.

The Shire of Northam is also committed to building an inclusive and diverse workforce that is reflective of the community we serve. We do this by incorporating Equal Employment Opportunity, diversity and inclusion principles through employment policies and practices, and delivering on the initiatives and targets in both our Access and Inclusion Plan and Reconciliation Action Plan.

The strategies included in this plan focus on building a community and organisational culture that enhances our ability to attract, develop and retain an inclusive workforce that reflects the diversity in our local community.

The aim to ensure that the community and work environment is free from racial and sexual harassment and that our practices are not biased or discriminate unlawfully against community, employees, or potential employees.

## Statistics

### People with a disability or requiring assistance, their families and carers:

**2,269** people (**31.3%** of the population) in Shire of Northam reported needing help in their day-to-day lives due to disability.

**11.3%** carers across Shire of Northam were providing unpaid assistance to a person with a disability, long-term illness or old age in 2021.

### People from culturally and linguistically diverse (CaLD) backgrounds:

The Australian Bureau of Statistics (ABS) defines the CaLD population mainly by country of birth, language spoken at home, English proficiency, parents' country of birth and religious affiliation.

In 2021, **23.9%** of people in Shire of Northam were born overseas. **192** people who spoke a language other than English at home reported difficulty speaking English.

Note: Language barriers can lead to an under-representation of CaLD people where English is used in surveys or is required for self-reported information.

### People from the LGBTIQ+ community:

It is now widely recognised that there are disparities in health and wellbeing for LGBTIQ+ communities compared to the general population. Negative experiences have contributed to barriers in accessing community services due to actual or anticipated experiences of stigma and discrimination. The Shire commits to providing inclusive opportunities for the LGBTIQ+ community.



The Australian Human Rights Commission conclude that up to **11 in 100** Australians may have a diverse sexual orientation, sex, or gender identity (2014).

In the ABS General Social Survey 2020, **4%** of Australians identified as gay, lesbian, or bisexual, and were more likely to report experiencing discrimination than people who described themselves as heterosexual (**30%** compared to **13%**).

**People with mental health conditions:**

Within Shire of Northam, **9.7%** have a long-term mental health condition, including depression and anxiety.

The NDIS recognises psychosocial disability, which may arise from a mental health condition, and its impacts upon social interaction, self-management, self-care, communication, learning and mobility. These factors can all impose upon a person's capacity to receive equal opportunities for access and inclusion. Therefore, the Shire is committing to plan for all people with mental health conditions within the Plan.

## Consultation

The Shire has established a working relationship with APM Communities Northam who deliver the NDIS for our community. APM advocate for people who are experiencing access and inclusion barriers with a key focus on building a truly inclusive community. Quarterly meetings provide a great opportunity to engage, promote and celebrate the achievements of people with disability. They also conduct regular surveys to identify areas for improvement within the community, which has been used to inform the outcomes listed in the Action Plan.

The Shire undertook public consultation and feedback was sought from internal and external stakeholders during the consultation period, which commenced 24 May 2024 and concluded 10 June 2024. All feedback assisted in the preparation of the action plan.



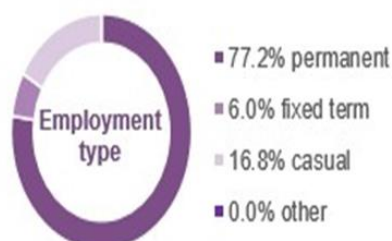
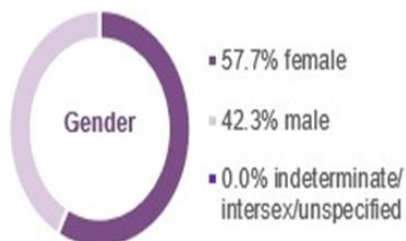
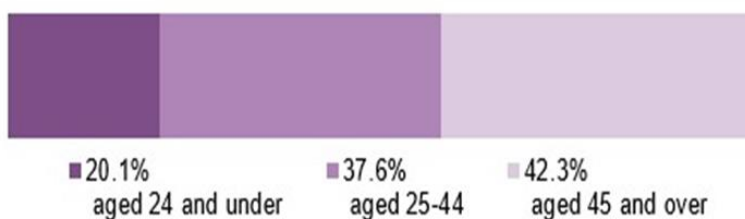
## Workforce Profile

149 employees (96 full-time equivalent)

### Diversity



### Age profile



Work type





## Action Plans

**Outcome 1:** Diverse people have the same opportunities as other people to access the services of, and any events organised by the Shire of Northam.

Actions	Who	When
Promote and celebrate significant days that acknowledge inclusion, e.g. International Day of People with Disability, Harmony Day (celebrate cultural diversity).	Activation & Communications	Ongoing
Communicate the definition of access and inclusion via the Community Grant Guidelines, employee inductions and provide examples to deliver accessible and inclusive events and programs.	Community Development	Ongoing
Deliver accessible, safe and inclusive services, events, meetings and engagement activities through the provision of the following, where possible: <ul style="list-style-type: none"> <li>• Quiet areas for people with sensory requirements</li> <li>• Safe and inclusive spaces</li> <li>• Adequate accessible parking</li> <li>• Adequate accessible toilet facilities</li> <li>• Clear event/activity and directional signage</li> <li>• Monitor social media comments.</li> </ul>	Organisation wide	Ongoing
Review the Shire's Event Access Checklist and update to include actions to assist with planning events that are accessible and inclusive.	Activation & Communications	Ongoing
Provide clarity on promotional material around why and/or how a service and/or event is accessible and inclusive, e.g. access ramp available, quiet space available.	Organisational wide	Ongoing
Display significant symbols on promotional material to inform if a service and/or event is accessible and inclusive, e.g. assistance dog symbol, Aboriginal and Torres Strait Islander flags.	Organisational wide	Ongoing
Investigate opportunities for funding towards the installation of a Changing Places facility in the Shire of Northam.	Community Services	2024/25



**Outcome 2:** Diverse people have the same opportunities as other people to access buildings and other facilities of the Shire of Northam.

Actions	Who	When
Investigate accessible design options when planning new Shire facilities, to create roadway and pathway connectivity to Shire buildings and facilities.	Engineering Services	Ongoing
Display significant symbols on Shire buildings and facilities that promote an inclusive and safe space.	Engineering Services	Ongoing
Investigate the use of visual cues that provide information about available amenities within Shire buildings and facilities, when planning new Shire facilities and/or when upgrading existing Shire buildings and facilities	Engineering Services	Ongoing
Investigate the feasibility and best location within the Shire for a liberty swing (swing suitable for a person who uses a wheelchair).	Engineering Services	As per Capital Works Program

**Outcome 3:** Diverse people will receive information from the Shire of Northam in a format that will enable them to access the information as readily as other people are able to access it.

Actions	Who	When
Review and update the Shire's writing style guide to include information about the use of correct terminology and inclusive language in terms of disability, gender and sexual diversity and cultural and linguistic diversity.	Activation & Communications	Ongoing

**Outcome 4:** Both internal and external people are treated equally and receive the same level and quality of service.

Actions	Who	When
Provide training for customer service staff in inclusion, diversity, disability awareness and mental health first aid training using specialist providers and people with lived experience.	HR	Ongoing



**Outcome 5:** Both internal and external diverse people have the same opportunities as other people to make complaints to the Shire of Northam.

Actions	Who	When
Review the Shire's Complaints Management Procedure for recording complaints to include a section on access and inclusion related complaints.	Governance	Ongoing
Support those making a complaint as required, e.g. provide information in an alternative format on request, provide an interpreter on request.	Organisational wide	Ongoing
Collate compliments, complaints and general feedback and analyse trends and patterns to inform future actions in the Shire's Access and Inclusion Plan.	Governance	Ongoing

**Outcome 6:** Both internal and external diverse people have the same opportunities as other people to participate in any public consultation (unless specified by governance) conducted by the Shire of Northam.

Actions	Who	When
Maintain a relevant Customer Service Charter and Information Statement to promote increased participation in request, consultation and decision-making processes.	Organisation wide	Ongoing
Provide consultation material in alternative formats and/or other support on request to enable participation in community consultation.	Organisation wide	Ongoing
Promote the Shire's Access and Inclusion Plan to consultants contracted to deliver community engagement for the Shire.	Organisation wide	Ongoing

**Outcome 7:** People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Northam.

Actions	Who	When
Develop strategies to achieve the Shire's commitment to increase the representation of people with disability employed by the Shire and support inclusive work environments.	HR	Ongoing
Develop strategies to increase gender diversity to increase the representation of women in leadership positions and support inclusive work environments.	HR	Ongoing



Provide training in inclusion, diversity and disability awareness and associated statutory obligations for all personnel involved in the recruitment, selection, retention, and ongoing management of Shire employees.	HR	Ongoing
Incorporate gender equality, diversity and inclusion in plans, frameworks, strategies, policies, procedures, and guidelines as these documents are reviewed and updated.	Organisational wide	Ongoing



## EEO and Diversity Plan Initiatives

**Outcome 8:** The organisation values EEO and diversity and the work environment remain free from racial and sexual harassment and/or discrimination.

Initiative	Existing	For Review	Proposed
EEO and Diversity values are incorporated into the corporate values, business planning processes and workforce plans.	√		
A positive, inclusive and harassment free workplace culture is communicated and promoted within the organisation.	√		
Performance management criteria for managers includes an ability to recruit a diverse workforce and promote an inclusive work culture.	√		
There is an effective grievance resolution process where staff can raise concerns and issues.	√		
Workplace culture is monitored and assessed to determine that it is inclusive and free from harassment and unlawful discrimination	√		

**Outcome 9:** Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees.

Initiative	Existing	For Review	Proposed
Organisational structure and job design provide career paths for all diversity groups.		√	
Recruitment and selection practices provide appropriate flexibility for all diversity groups.	√		
Mechanisms are in place to identify the needs of diversity groups to operate effectively in the workplace (e.g. staff surveys, review of exit interview feedback).		√	
Retention practices are in place to identify, develop and retain staff from all diversity groups (e.g. induction processes, training and development opportunities, working hours and conditions, flexible work options and performance management).	√		



The organisation monitors and assesses employment practices to ensure they contribute positively to attracting and retaining a diverse workforce	√		
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**Outcome 10:** Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity.

Initiative	Existing	For Review	Proposed
Demographic data is collected to monitor and report on progress of all diversity groups.		√	
Diversity objectives are identified to reflect the Shire's business needs.		√	
Strategies have been developed to improve employment outcomes for the following diversity groups:			
Women in Management	√		
Indigenous Australians	√		
People from Culturally Diverse Backgrounds	√		
Youth and mature workers	√		
People with Disabilities			√



## Key Successes 2023 - 2024

- Outcome 1:** Diverse people have the same opportunities as other people to access the services of, and any events organised by the Shire of Northam.
- Upgraded and increased number of ACROD parking bays in Northam Town Centre.
  - When planning community events, the Shire of Northam considered elements of access in the planning stages of each event including the Bilya Festival, Australia Day event.
- Outcome 2:** Diverse people have the same opportunities as other people to access buildings and other facilities of the Shire of Northam.
- Upgrading of buildings through planned maintenance.
  - All development applications adhered to the new legislation.
  - Wheelchair access points to get onto the footpath have been installed in the Northam Town Centre.
  - Undesirable growth in footpath crevices have been eradicated via a regular maintenance program.
  - Paths and ramps continue to be upgraded.
- Outcome 3:** Diverse people will receive information from the Shire of Northam in a format that will enable them to access the information as readily as other people are able to access it.
- The Shire's website includes a range of documents available to the public and has the functionality which allows the user to alter the text size.
  - The Shire's marketing material is consistent with the accessibility standards for information.
  - The Shire undertook a review in October 2023 of its Information Statement that is available on our website. The Information Statement outlines our commitment to Public Participation and Community Consultation.
- Outcome 4:** Both internal and external people are treated equally and receive the same level and quality of service.
- Ensure that all elected members and employees are aware of access needs and can provide appropriate services.
  - Improve community awareness about disability and access issues.
- Outcome 5:** Both internal and external diverse people have the same opportunities as other people to make complaints to the Shire of Northam.
- The Shire has a defined grievance process accessible on its website and the process can be made available in other formats on request.



- Outcome 6:** Both internal and external diverse people have the same opportunities as other people to participate in any public consultation (unless specified by governance) conducted by the Shire of Northam.
- Opportunities have been provided to people with disabilities and other diverse needs to contribute to the development of the Shire's new Access and Inclusion Plan for 2024 to 2028.
  - The Shire has identified the need to develop a Community Engagement Charter in 2024/25 to guide an inclusive consultation and engagement approach.
- Outcome 7:** Diverse people have the same opportunities as other people to obtain and maintain employment with the Shire of Northam.
- Changes have been made to the Shire's recruitment policies that support equal opportunity of employment, particularly supporting the employment of First Nations peoples.
  - The Shire has introduced an Aboriginal trainee Ranger position to enhance employment opportunities for First Nations peoples.
  - The Shire has undertaken training that supports positive mental health and wellbeing including Mental Health First Aid training, managing challenging behaviours and understanding psycho-social risks.
- Outcome 8:** The organisation values EEO and diversity and the work environment remain free from racial and sexual harassment and/or discrimination.
- The Shire has commenced a review and update of its Bullying and Harassment Policy.
  - An audit of the Shire's work health and safety policies and procedures has been undertaken by Local Government Insurance Services to identify opportunities for improvement, including enhancing initiatives that support physical and mental health and wellbeing of our workforce.
- Outcome 9:** Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees.
- The Shire has commenced a review and update of its Bullying and Harassment Policy.
- Outcome 10:** Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity.
- The Shire has introduced an Aboriginal trainee Ranger position to enhance employment opportunities for First Nations peoples.
  - The Shire maintains data to understand the profile of our workforce in terms of gender, age, ability, etc. to inform workforce planning and opportunities to increase diversity.



### 13.5.2 Consideration of the Community Safety Committee becoming an Advisory Group

<b>File Reference:</b>	2.1.3.1
<b>Reporting Officer:</b>	Tamika Van Beek (Governance Officer)
<b>Responsible Officer:</b>	Janice Byers (Acting Executive Manager Community Services)
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Absolute Majority
<b>Press release to be issued:</b>	No

#### BRIEF

The objective of this report is for Council to consider disbanding the Community Safety Committee as a formal Committee of Council, and reforming as an advisory committee to Council.

#### ATTACHMENTS

1. COMM S- T R-01 Community Safety Committee Terms of Reference 2024 ( ADVISORY GROU P ) \_ V 1 [13.5.2.1 - 4 pages]

#### A. BACKGROUND / DETAILS

The Shire of Northam currently designates the Community Safety Committee as a formal Committee of Council.

On 18 June 2024 the Community Safety Committee resolved a motion (CSC.130) to disband the Committee as a formal Committee of Council and re-form as an Advisory Group.

#### COMMITTEE DECISION:

Minute No: CSC.130

Moved: Elizabeth Hoek

Seconded: Kim Sharpe

That the Community Safety Committee supports a recommendation to Council to disband the Committee as a Committee of Council and change to an Advisory Group.

**CARRIED 7/0**

On 25 October 2023 Council resolved to disband a similar multi-agency Committee of Council, the Local Emergency Management Committee (LEMC), and reform it as an advisory committee to Council after it was identified that an advisory committee would provide the below benefits:

1. Shorter, more focused agendas that are better suited to multi-agency meeting attendance.
2. Less administrative burden.

It has also been identified that, due to the Community Safety Committee consisting of multiple external agencies, it struggles to remain compliant with the Shire of Northam Standing Orders, which is a requirement of a Committee of Council to follow. The Standing Orders restrict the Committees ability to hold meaningful discussions with all agencies in attendance, without first voting on a procedural motion to allow members to speak more than once.

Officers are requesting Council consider disbanding the Community Safety Committee as a formal Committee of Council and reconvening as an advisory committee as per the Terms of Reference in Attachment 13.5.2.1.

## **B. CONSIDERATIONS**

### **B.1 Strategic Community / Corporate Business Plan**

Performance Area: Performance. Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action: Nil.

### **B.2 Financial / Resource Implications**

N/A

### **B.3 Legislative Compliance**

Local Government Act 1995 – Subdivision 2 s.5.8

Establishment of committees

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* *Absolute majority required.*

It is noted the process to disband a committee is the same process to establish a committee.

### **B.4 Policy Implications**

Community Safety Committee Terms of Reference.

The Terms of Reference have been through a review. The Terms of Reference have been provided for Council consideration in Attachment 13.5.2.1.

### B.5 Stakeholder Engagement / Consultation

The Community Safety Committee provides for multiple agencies to be involved in the meetings given the collaborative approach required for maintaining a safe community.

The Community Safety Committee was consulted at their meeting held on 18 June 2024 and supported the proposed change.

### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A		
Health & Safety	Restrictions on discussions through the Shire of Northam Standing Orders results in the inability to have meaningful discussions.	Insignificant (1) x Likely (4) = Low (4)	Establishment of a Community Safety Advisory Committee.
Reputation	Long/Formal agendas resulting in low attendance at meetings and hindering the committee's ability to work towards a safer community.	Insignificant (1) x Likely (4) = Low (4)	Establishment of a Community Safety Advisory Committee.
Service Interruption	N/A		
Compliance	Non-compliance with Shire of Northam Standing Orders.	Medium (3) x Almost Certain (5) = High (15)	Establishment of a Community Safety Advisory Committee.
Property	N/A		
Environment	N/A		

### B.7 Natural Environment Considerations

N/A

## C. OFFICER'S COMMENT

The Community Safety Committee is an important committee for the community and provides opportunity for multiple agencies to contribute to discussions that aim to enhance community safety and reduce criminal and anti-social behaviour.

### PART A:

#### RECOMMENDATION

That Council, by **ABSOLUTE MAJORITY**;

1. **DISBANDS** the Community Safety Committee as a formal Committee of Council.
2. **ENDORSES** the updated Community Safety Committee Terms of Reference as per Attachment 13.5.2.1.
3. **CONVENES** the Community Safety Committee as an advisory group to Council as per the Terms of Reference provided in Attachment 13.5.2.1.

**ABSOLUTE MAJORITY OF 6 REQUIRED**

### PART B:

#### RECOMMENDATION

That Council **CONFIRMS** the minutes of the Community Safety Committee held on Tuesday 18 June 2024 as a true and correct record of that meeting.

### Background:

If Council resolve to disband the Community Safety Committee in Part A of the recommendations, then Council is required to confirm the final Minutes of the Community Safety Committee as a Committee of Council, because the Committee is no longer able to do so.

WALGA has advised that adoption of Minutes is a record-keeping obligation and that there is not a statutory requirement for attendees of the previous meeting of the Community Safety Committee to be present when the Minutes are adopted.

*Community Safety Committee Terms of Reference 2024 (ADVISORY GROUP)*

## TERMS OF REFERENCE

### SHIRE OF NORTHAM COMMUNITY SAFETY COMMITTEE

#### 1. Objectives of the Shire of Northam Community Safety Committee

The objective of the Shire of Northam Community Safety Committee (hereto referred to as the Committee) is to enhance community safety and reduce criminal and anti-social behaviour through a collaboration of key agency stakeholders and community representatives.

#### 2. Powers of the Shire of Northam Community Safety Committee

The Committee is an advisory group, appointed to support Council and Shire Officers through the provision of specialist advice and local knowledge in matters pertaining to the safety and wellbeing of people within the Shire of Northam. The Committee does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated responsibility. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

Council and Shire Officers may consider the advice and recommendations provided by the Committee in order to facilitate informed decision making; however, the Committee has no power to make decisions or direct staff.

The Committee does not have the authority or power to commit the Council or Shire of Northam or an association, organisation, group or individual to expenditure without the Shire's endorsement.

#### 3. Membership

The Committee shall consist of representatives from government, non-government, Western Australian Police Force and community agencies, who share a collective commitment and expertise in relation to community safety and perceptions of safety. The Committees voting membership may include the following:

- Two (2) Elected Members:
- Officer In Charge of the Northam Police Station or nominated representative
- Officer In Charge of the Wundowie Police Station or nominated representative
- One (1) representative of the WALGA Road Wise
- One (1) representative of the Northam Chamber of Commerce
- One (1) representative of the Department of Education
- One (1) representative of the Department Local Government, Sport and Cultural Industries
- One (1) representative of Holyoake
- One (1) representative of the local youth services
- One (1) representative of Nyoongar Culture
- Up to two (2) community representatives

Community Safety Committee Terms of Reference 2024 (ADVISORY GROUP)

- One (1) representative of the Department of Health (Health Promotion)
- One (1) representative of the Department of Communities - Housing
- One (1) representative of the Department of Communities - Child Protection and Family Support
- One (1) representative of the Department of Justice
- ~~One (1) representative of Bridgeley Church of Christ~~
- Department of Main Roads (by invitation as required)
- Department Fire and Emergency Services (by invitation as required)

Shire Officers will attend meetings to act as the Secretary and to provide technical advice, support and respond to enquiries. These staff may include:

- Chief Executive Officer
- Executive Manager Community Services
- Manager Community Development
- Senior Ranger
- Community Development Administration Officer

Council staff are not members and hold no voting rights.

**4. Meetings**

The committee shall meet at least quarterly, with additional meetings convened at the discretion of the Chairperson.

The schedule of meetings will be advised by the Shire of Northam Secretary.

**5. Reporting**

Any Committee actions or outcomes that require Council endorsement will be included in a report to Council at the next available Council meeting.

**6. Duties and Responsibilities**

The Committee will:

- Develop, review and oversee the implementation of the Shire of Northam Community Safety and Crime Prevention Plan.
- Develop effective partnerships with local State Government agencies through local service agreements to support the coordination and integration of community safety and crime prevention activities within the Shire of Northam.
- Identify and coordinate funding opportunities to address priority issues that have been identified in the Community Safety and Crime Prevention Plan.

**7. Working Parties**

Working parties may be established at the edict of this Committee to address specific issues in relation to community safety and appoint people with the necessary knowledge and skills to contribute to those working parties.

Community Safety Committee Terms of Reference 2024 (ADVISORY GROUP)

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All auxiliary working parties shall report back to the Community Safety Committee on progress and outcomes with any recommendations.

**8. Tenure of Membership**

Tenure of membership shall be for a period of two years, aligning with the schedule of local government ordinary elections.

Members representing agencies and organisations who can no longer participate in the Committee should advise the Chairperson and the Shire of Northam Secretary of their resignation and nominate an alternative representative for membership.

**9. Committee**

**9.1 Chairperson & Deputy Chairperson**

The members shall appoint a Chairperson and Deputy Chairperson.

**9.2 Secretary**

A Shire of Northam employee will fulfil the role of non-voting minute taker.

**9.3 Quorum**

The quorum at any meeting shall be at least 50% of the number of members of the committee. Where a quorum is not present an informal meeting to discuss the agenda shall take place; however, voting on recommendations cannot occur.

**9.4 Voting**

A motion is required to be moved and seconded prior to a recommendation being put to a vote of the Committee. Each voting member present shall have one vote by way of show of hands. In the event of a tied vote, the Chairperson shall have a casting vote. Where the resolution is a recommendation to Council, Council staff shall convey the recommendation to Council by inclusion in the next ordinary meeting of Council. The final decision on the recommendation lays with Council and voting does not mean that the recommendation will be endorsed and implemented by Council.

**9.5 Agendas/Minutes**

The Secretary is responsible for preparing agendas and minutes of all business transacted at each meeting.

An agenda will be provided to members prior to the meeting. If members wish to raise an item to be included in the meeting, they must provide the information to the Secretary at least two weeks prior to the day of the meeting.

Meeting minutes will be forwarded to Committee members at least two weeks after the meeting. Committee members will have two weeks to advise of any corrections that may be required to the minutes.

Copies of the finalised meeting minutes will be made available to Council by way of information at least one month after the Committee meeting.

*Community Safety Committee Terms of Reference 2024 (ADVISORY GROUP)*

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**9.6 Who Acts If No Chairperson**

If the Chairperson and the Deputy Chairperson are unavailable, then the committee members present at the meeting shall choose one of themselves to preside at the meeting.

**9.7 Meetings**

Meetings shall not be generally open to the public. Other persons with relevant expertise and skills may be invited to attend the meetings to make a presentation or provide advice and assistance where necessary. These invited guests shall not have voting rights.

**9.8 Members Interests to be Disclosed**

All Members of the Committee will be given the opportunity to declare any conflicts of interest pertaining to any items on the agenda.

**9.9 Code of Conduct**

Members of the Committee are bound by Council's Code of Conduct.



## 14 MATTERS BEHIND CLOSED DOORS

### RECOMMENDATION

That Council, in accordance with section 11.1(i) of the Shire of Northam Standing Orders Local Law 2018 and Section 5.23 (2) (A) of the Local Government Act 1995, meet behind closed doors to consider agenda item 14.1 Application under F4.8 Rates Hardship – A11595, as it relates to the personal affairs of any person.

*Cr Hughes declared an "Impartiality" interest in item 14.1 – Application under F4.8 rates Hardship – A11595, as the applicant is known to Cr Hughes.*

### 14.1 APPLICATION UNDER F4.8 RATES HARDSHIP - A11595

### RECOMMENDATION

That Council move out from behind closed doors.

## 15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

## 16 URGENT BUSINESS APPROVED BY DECISION

Nil.

## 17 DECLARATION OF CLOSURE