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# Council Minutes

Shire of Pingelly

Ordinary Council Meeting

21 June 2023

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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chairman declared the meeting open at 2pm.

**Voting Requirements**

Simple Majority

**Council Decision:**

**13272 Moved: Cr McBurney**

**Seconded: Cr Oliveri**

**That Council adjourn the meeting.**

**CARRIED 6/0**

The meeting was re-opened at 2.28pm

**2. ACKNOWLEDGEMENT OF COUNTRY**

We acknowledge the Noongar people of this area and recognise their continuing connection to land, waters and community. We pay respect to both the Aboriginal and non-Aboriginal people past, present and emerging.

**3. ANNOUNCEMENTS BY THE PRESIDING MEMBER**

Nil

**4. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**

**Members Present**

- Cr W Mulroney President
- Cr J McBurney Deputy President
- Cr B Hotham
- Cr P Narducci
- Cr A Oliveri
- Cr K Singh

• **Staff in Attendance**

Mr A Dover Chief Executive Officer  
Mr P Burgess Executive Works Manager  
Ms Z Macdonald Executive Manager Corporate Services  
Mrs S Nyssen Governance and Executive Officer

**Members of the Public**

Nil

**5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**6. PUBLIC QUESTION TIME**

Nil

## **7. APPLICATIONS FOR LEAVE OF ABSENCE**

### **Voting Requirements**

Simple Majority

### **Council Decision:**

**13273            Moved: Cr Narducci            Seconded: Cr Oliveri**

**That Council grant Cr Wood absence for the Ordinary Council Meeting dated 21 June 2023.**

**CARRIED 6/0**

### **Voting Requirements**

Simple Majority

### **Council Decision:**

**13274            Moved: Cr Narducci            Seconded: Cr Singh**

**That Council grant Cr McBurney leave from the 29 June until the 29 July 2023, including the Ordinary Council Meeting dated 19 July 2023.**

**CARRIED 6/0**

## **8. DISCLOSURES OF INTEREST**

Nil

## **9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **9.1 Ordinary Meeting – 17 May 2023**

#### **Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

### **Voting Requirements:**

Simple Majority

### **Council Decision:**

**13275            Moved: Cr Oliveri            Seconded: Cr McBurney**

**That the Minutes of the Ordinary Meeting of the Council of the Shire of Pingelly held in the Council Chambers on 17 May 2023 be confirmed.**

**CARRIED 6/0**

**10. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

**11. ITEMS BOUGHT FORWARD DUE TO PERSONS ATTENDING**

Nil

**12. REPORTS OF COMMITTEES**

**12.1 Reports of Committees of Council**

- Audit & Risk Committee Full Council
- Bush Fire Advisory Committee Member – Cr Narducci  
Deputy – Cr Hotham
- Chief Executive Officer Performance Review Committee Member – Shire President  
Member – Deputy President  
Member – Cr Hotham

**12.2 Reports of Council Delegates on External Committee**

- Central Country Zone of WALGA Delegate – Shire President  
Delegate – Deputy President  
Deputy – Cr Wood
- Hotham-Dale Regional Road Sub-Group Delegate – Shire President  
Deputy – Cr Oliveri
- Pingelly Recreation & Cultural Centre Board Member – Shire President  
Deputy – Deputy President
- Development Assessment Panel Delegate – Shire President  
Delegate – Cr Wood  
  
Deputy – Oliveri  
Deputy – Cr Hotham
- Pingelly Tourism Group Delegate – Cr Hotham  
Deputy – Cr Narducci  
Deputy – Cr Singh
- Shires of Pingelly and Wandering Joint Local Emergency Management Committee Delegate – Shire President  
Deputy – Deputy President
- Pingelly Youth Network Delegate – Cr Narducci  
Deputy – Deputy President
- Pingelly Somerset Alliance Delegate – Shire President  
Deputy – Deputy President
- Pingelly Early Years Network Delegate – Deputy President
- Pingelly Community Wellbeing Plan Working Group Delegate – Deputy President

**Voting Requirements**

Simple Majority

**Council Decision:**

**13276            Moved: Cr Mulroney            Seconded: Cr Narducci**

**Council commends the Pingelly Sommerset Alliance on the high level of service provided to our community and on the continued success and growth of the Virtual Village.**

**CARRIED 6/0**

**Councillor comments in support of the motion:**

- The delivery of social care services is impressive within the context of a regional town.
- The level of service being received by Pingelly clients exceeds service received by other communities.

**Councillor comments in opposing the motion:**

Nil

### **13. REPORTS FROM COUNCILLORS**

#### **13.1 Cr William Mulroney (President)**

##### **MAY**

23<sup>rd</sup> Shire of Pingelly Footpath Activation Event

24<sup>th</sup> Heritage Festival Debrief

##### **JUNE**

12<sup>th</sup> Meeting with the CEO, Executives and Auditors

13<sup>th</sup> Meeting with the CEO including Deputy President

13<sup>th</sup> PSA Sommerset Alliance Meeting

14<sup>th</sup> RDA Wheatbelt Committee Board Meeting working lunch

19<sup>th</sup> Catalyse Meeting with Councillors and Executives

20<sup>th</sup> Meeting with the CEO, Lee Steel and Evan Hodges

21<sup>st</sup> June Ordinary Council Meeting

#### **13.2 Memorials**

The Chairman to ask Councillors if there are any memorials or commemorations to be noted in the minutes.

Council note:

- The passing of Mrs Louis Winmar. Mrs Winmar lived in Pingelly, her children were born and raised in Pingelly.

## **14 OFFICE OF THE CHIEF EXECUTIVE OFFICER**

### **14.1 Register of Delegations Annual Review**

<b>File Reference:</b>	<b>ADM0086</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Delegation Register</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary**

Council is requested to approve the annual review of the Register of Delegations as attached.

#### **Background**

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by relevant legislation. Local governments utilise levels of delegated authority to undertake day-to-day statutory functions, thereby allowing Council to focus on policy development, representation, strategic planning and community leadership, with the organisation focusing on the day-to-day operations of the Shire. The use of delegated authority means the large volume of routine work of a local government can be effectively managed and acted on promptly, which in turn facilitates efficient service delivery to the community.

It is a requirement of the *Local Government Act 1995*, s.5.18 and s.5.46 (1) that a local government keep a register of its delegations and review this register once every financial year.

The last review of the Delegations Register occurred at the Ordinary Council Meeting held in June 2022. The current review of delegations forms part of the annual and constant review process to ensure that the internal procedures of the organisation reflect current, efficient and compliant practices.

#### **Comment**

The delegations are based upon templates produced by WALGA and the relevant local government guideline on delegations.

These delegations reference the specific sections of legislation under which a delegation is made and detail the express function and to what extent that function is delegated.

Due to the in depth review undertaken in 2022, there are only minor changes required.

#### **Consultation**

Nil

#### **Statutory Environment**

Sections 5.18 and 5.46(1) of the *Local Government Act 1995*

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil



### Strategic Implications

Goal 5	Innovation, Leadership and Governance
Outcome 5.8	A strong corporate governance framework is maintained
Strategy 5.8.1	Maintain strategic and corporate planning documents as outlined in the Integrated Planning and Reporting Framework
Action 5.8.1.4	Undertake the annual review of delegations

### Risk Implications

Risk	Failure to adequately review the Register of Delegations will result in non-compliance with the Local Government Act and could lead to inefficient practices.
Risk Rating (Prior to Treatment or Control)	Medium (6)
Principal Risk Theme	Compliance
Risk Action Plan (Controls or Treatment Proposed)	No further action is required.

### Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

#### Voting Requirements:

Absolute Majority

#### Recommendation and Council Decision:

**13277**                      **Moved: Cr McBurney**                      **Seconded: Cr Oliveri**

**That Council approves the amendments to the Register of Delegations as contained in the attached document.**

**CARRIED 6/0**

#### Councillor comments in support of the motion:

Nil

#### Councillor comments in opposing the motion:

Nil



# SHIRE OF PINGELLY

# REGISTER OF DELEGATIONS

Adopted By Council on 21 June 2023  
Council Resolution No: 13277

# Explanatory Notes

## General

Section 5.42 of the Local Government Act 1995 allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act. The following areas are decisions that cannot be delegated to the Chief Executive Officer:

- Any power or duty that requires a decision of an absolute majority or 75% majority of the local government;
- Accepting a tender which exceeds an amount determined by the local government;
- Appointing an auditor;
- Acquiring or disposing of any property valued at an amount determined by the local government;
- Any of the local government's powers under Sections 5.98, 5.99 and 5.100 of the Act;
- Borrowing money on behalf of the local government;
- Hearing or determining an objection of a kind referred to in Section 9.5;
- Any power of duty that requires the approval of the Minister or Governor; or
- Such other duties or powers that may be prescribed by 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 for the Chief Executive Officer to place conditions on any delegations if desired. The powers cannot, however, be further sub delegated.

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 not named 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 the 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:

- 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.

## Decision to Delegate

The principal consideration for a local government when deciding if it should delegate a power or duty, is whether the delegation will improve the efficiency of the local governments operations while ensuring that its policies are consistently implemented.

### **Standard Conditions of Delegations**

All delegations are subject to the following Standard Conditions:

- In exercising a delegation, the Chief Executive Officer is to comply with any and all laws and regulations in force in Western Australia and the requirements of any and all laws and policies of the Shire of Pingelly
- In exercising a delegation the Chief Executive Officer is to exercise the delegation in accordance with any budget authority where applicable
- Delegated authority cannot be exercised where a financial interest or interest affecting impartiality is evident
- Pursuant to section 5.46 of the Local Government Act 1995 and Regulation 19 of the Local Government (Administration) Regulations 1996, the Office of the Chief Executive Officer is to keep records of exercising the delegation on any and all occasions that the delegation is exercised

<b>Document Control</b>			
<b>Shire of Pingelly Delegation of Authority Register</b>			
<b>Revision #</b>	<b>Date</b>	<b>Revision Details</b>	<b>Authorised By</b>
2022	15 June 2022	In accordance with WALGA template	Council
2023	21 June 2023	Minor changes	Council

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## Part 1 Local Government Act 1995

### 1.1 Powers of Entry

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	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> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to: <ol style="list-style-type: none"> <li>1. 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. Give notice of entry (s.3.32).</li> <li>3. Seek and execute an entry under warrant (s.3.33).</li> <li>4. Execute entry in an emergency, using such force as is reasonable (s.3.34(1) and (3)).</li> <li>5. Give notice and effect entry by opening a fence (s.3.36).</li> </ol>
<b>Council Conditions on this Delegation:</b>	Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Sub-Delegate/s:</b>	Executive Manager Works Environmental Health Officer
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub-delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## 1.2 Impounding abandoned vehicle wrecks and goods involved in certain contraventions

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.39 Power to remove and impound s.3.40A Abandoned vehicle wreck may be taken s.3.42 Impounded non-perishable goods s.3.44 Notice to collect goods if not confiscated 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> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to: 1. Declare an impounded vehicle as an abandoned wreck 2. Remove and impound a vehicle that, in his or her opinion is an abandoned vehicle wreck. 3. Remove and impound any goods that are involved in a contravention that can lead to impounding. 4. Sell or otherwise dispose of confiscated or uncollected goods. 5. Recover the expenses incurred by removing and impounding the goods and disposing of them if the goods were removed and impounded under s.3.39.
<b>Council Conditions on this Delegation:</b>	Nil
<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>	Executive Manager <b>Technical Services Works</b>
<b>CEO Conditions on this Sub-Delegation:</b>	1. Conditions on the original delegation also apply to the sub-delegation. 2. Impound abandoned vehicle wrecks in accordance with s.3.40A (1), (4).
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>



### 1.3 Disposing of Confiscated or Uncollected Goods and Sick or Injured Animals

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.47 Confiscated or uncollected goods, disposal of 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> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to: <ol style="list-style-type: none"> <li>1. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods</li> <li>2. 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</li> <li>3. Sell or otherwise dispose of confiscated or uncollected goods</li> <li>4. Humanely destroy the animal and dispose of the carcass, if an impounded animal is ill or injured to such an extent that treating it is not practicable.</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. Delegation to destroy and dispose of sick or injured animals is only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.</li> <li>2. Delegation applies to property with an estimated market value of less than \$20,000.</li> <li>3. Disposal of confiscated or uncollected goods is to be undertaken by offering them for public sale by any fair means, or to an appropriate not-for-profit community group.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b>	Executive Manager Works
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub-delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## 1.4 Close Thoroughfares to Vehicles

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	<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.</li> <li>2. Authority to determine to close a thoroughfare for a period exceeding 4 weeks and before doing so, to: <ol style="list-style-type: none"> <li>a) give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and</li> <li>b) consider submissions relevant to the road closure/s proposed.</li> </ol> </li> <li>3. Authority to revoke an order to close a thoroughfare.</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.</li> <li>5. Before doing anything to which section 3.51 applies, the Chief Executive Officer is delegated authority to 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.</li> </ol>
<b>Council Conditions on this Delegation:</b>	If a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed.
<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>	Executive Manager Works
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub-delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## 1.5 Obstruction of footpaths and thoroughfares

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

	<ul style="list-style-type: none"> <li>iii. Provided evidence of sufficient Public Liability Insurance.</li> <li>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ul>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b>	Executive Manager Works
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub-delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## 1.6 Gates across public thoroughfares

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)].</li> <li>2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)].</li> <li>3. Authority to impose conditions on granting permission [ULP r.9(4)].</li> <li>4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)].</li> <li>5. Authority to cancel permission by written notice and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Actions under this Delegation must comply with procedural requirements detailed in the <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a>.</li> <li>b. Each approval provided must be recorded in the Shire's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Sub-Delegate/s:</b>	Executive Manager Works
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub-delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## 1.7 Public Thoroughfare – Dangerous Excavation

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

<b>Sub-Delegate/s:</b>	Executive Manager Works
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub-delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## 1.8 Reserves under control of Local Government

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.54(1) Reserves under control of local government
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the <a href="#">Parks and Reserves Act 1895</a> . (s.3.54(1)).
<b>Council Conditions on this Delegation:</b>	Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets.
<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>	Executive Manager Works
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub-delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## 1.9 Certain Provisions about Land

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995</i> s.3.25 – Notices requiring certain things to be done by owner or occupier of land s.3.26 – Additional powers when notices given s.3.27 – Particular things local governments can do on land that is not local government property
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	<p>Authority to give an owner or occupier of land notice requiring them to do anything as prescribed in Schedule 3.1, Division 1 of the Local Government Act 1995.</p> <p>Following a failure to comply with the above notice, authority to take action that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given.</p> <p>Authority to recover cost of the above action as a debt due from the person who failed to comply.</p> <p>Authority to do any of the things prescribed in Schedule 3.2 to non-local government property, without consent, in the Local Government's capacity to undertake its general functions as outlined in s.3.27.</p>
<b>Council Conditions on this Delegation:</b>	As per delegation letter
<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>	Executive Manager Works
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub-delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>



## 1.10 Crossing – Construction, Repair and Removal

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.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> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	<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.</li> <li>2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government.</li> <li>3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing.</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.</li> </ol>
<b>Council Conditions on this Delegation:</b>	Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulation 1996</i> .
<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>	Executive Manager Works
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub-delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

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

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.8
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	<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.</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>	The exercise of this delegation is subject to: <ol style="list-style-type: none"> <li>a. written application being made;</li> <li>b. the applicant accepts all liability for every part and aspect of the works/infrastructure;</li> <li>c. conditions, which may be imposed including, such as: building permit, structural engineering certification, environmental assessment etc, where appropriate; any damage or interference to public assets to be made good to the satisfaction of CEO (roadway, fence, other structure etc), traffic management plan to be approved;</li> <li>d. where deemed appropriate, an insurance certificate indemnifying the Shire while works are underway, or for any structure, being provided.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Sub-Delegate/s:</b>	Executive Manager Works
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub-delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## 1.12 Tenders for Goods and Services

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 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 r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services r.23 Rejecting and accepting expressions of interest to be acceptable tenderer r.24AB Establish panels of pre-qualified suppliers r.24AC 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>	Authority to determine: <ol style="list-style-type: none"> <li>1. to call tenders for any items included in the Annual Budget (F&amp;G Reg. 11);</li> <li>2. to invite tenders though not required to do so (F&amp;G Reg. 13);</li> <li>3. the selection criteria for deciding which tender should be accepted (F&amp;G Reg. 14(2a));</li> <li>4. the information to be disclosed to those interested in submitting a tender (F&amp;G Reg. 14(4)(a));</li> <li>5. to vary tender information after public notice of invitation to tender and before the close of tenders (F&amp;G Reg. 14(5));</li> <li>6. to seek clarification from tenderers in relation to information contained in their tender submission (F&amp;G Reg. 18(4a));</li> <li>7. to evaluate tenders and decide which is the most advantageous (F&amp;G Reg. 18(4));</li> <li>8. to accept or reject tenders (F&amp;G Reg. 18(2) and (4));</li> <li>9. to decline any tender (F&amp;G Reg. 18(5));</li> <li>10. minor variations before entering into a contract (F&amp;G Reg. 20);</li> <li>11. to accept the next most advantageous tender where within 6 months of accepting a tender a contract has not been entered into, or the successful tenderer agrees to terminate the contract (F&amp;G Reg. 18 (6) and (7));</li> <li>12. appropriate circumstances for seeking and inviting expressions of interest for the supply of goods or services (F&amp;G Reg. 21);</li> <li>13. to consider expressions of interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or</li> </ol>

	<p>services, for listing as acceptable tenderers (F&amp;G Reg. 23).</p> <p>Authority to establish a panel of pre-qualified suppliers to supply particular goods or services in accordance with Part 4 Division 3 of the F&amp;G Regs.</p>
<b>Council Conditions on this Delegation:</b>	<p>a. Sole supplier arrangements may only be approved where a record is retained that evidence rationale for why the supply is unique and cannot be sourced through other suppliers.</p> <p>b. Expressions of interest 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 and where the:</p> <ul style="list-style-type: none"> <li>• proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government,</li> <li>• current supply contract expiry is imminent,</li> <li>• value of the proposed new contract has been included in the draft Annual Budget proposed for adoption.</li> </ul> <p>c. In accordance with s.5.43, tenders may only be accepted, and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$250,000 or less and the expense is included in the adopted Annual Budget.</p> <p>d. Authority to enter into a variation F&amp;G r.20(1), r.20(2) subject to:</p> <ul style="list-style-type: none"> <li>• That the variation is minor having regard to the total goods or services that tenderers were invited to supply and shall be consistent with the intended purpose of the contract.</li> </ul>
<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>	As per letter of delegation from CEO
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub-delegation.
<b>Recordkeeping:</b>	<p>A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.</p> <p>Entry in the Tender Register in accordance with regulation 17 <i>Local Government (Functions and General) Regulations 1996</i>. Documentation to be recorded to the relevant Tender file in the ECMS.</p>
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## 1.13 Disposing of Property

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.58(2) (3) Disposing of Property
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to dispose of property to: <ol style="list-style-type: none"> <li>1. the highest bidder at public auction.</li> <li>2. 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.</li> <li>3. 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.</li> <li>4. Authority to dispose of property under regulation 30(3) (a) of the Local Government (Functions and General) Regulations 1996.</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. 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>2. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$150,000 or less.</li> <li>3. When determining the method of disposal: <ol 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>• Reserve price has been set by independent valuation to be carried out not more than 6 months before the proposed disposition.</li> <li>• Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price.</li> </ul> </li> <li>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>• Negotiate the sale of the property up to a -10% variance on the valuation; and</li> <li>• Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded.</li> </ul> </li> </ol> </li> <li>4. Where the market value of the property is determined as being less than <del>\$10,000</del> <b>\$20,000</b> (F&amp;G r.30(3) excluded disposal) may be undertaken: <ul style="list-style-type: none"> <li>• Without reference to Council for resolution; and</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value, then the method of disposal must be undertaken in a manner which minimises environmental impact as far as practical.</li> </ul> <p>5. Renewal of leases and licences may only be undertaken providing the circumstances of the original lease or licence has not substantially altered.</p>
<b>Express Power to Sub- Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Sub-Delegate/s:</b>	Executive Manager Corporate Services Executive Manager Works
<b>CEO Conditions on this Sub-Delegation:</b>	<ol style="list-style-type: none"> <li>Conditions on the original delegation also apply to the sub-delegation.</li> <li>Sub delegation is restricted to materials, plant and equipment with a market value of less than \$5,000.</li> </ol>
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## 1.14 Payments from the Municipal or Trust Funds

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	The Chief Executive Officer is delegated authority to make payments from the municipal or trust funds (r.12(1)(a)).
<b>Council Conditions on this Delegation:</b>	A list of accounts paid for the month being presented to the next ordinary meeting of the Council (in accordance with Financial Management Regulation 13(2)).
<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>	Executive Manager Corporate Services Executive Manager Works
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub delegation.
<b>Recordkeeping:</b>	Records of decisions are retained in minutes of Council meetings.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## 1.15 Defer, Grant Discounts, Waive or Write off Debts

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.12 Power to defer, waive or write off debts
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	<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>1. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge.</li> <li>2. A debt may only be written off where all necessary measures have been taken to locate or contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire.</li> <li>3. Limited to individual debts below \$500.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b>	Executive Manager Corporate Services
<b>CEO Conditions on this Sub-Delegation:</b>	<ol style="list-style-type: none"> <li>1. Conditions on the original delegation also apply to the sub delegation.</li> <li>2. Sub delegation is limited to individual debts valued below \$50.</li> </ol>
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>



## 1.16 Investments

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	<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>	This delegation must be exercised in accordance with Council Policies and comply with Financial Management Regulation 19C.
<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>	Executive Manager Corporate Services
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

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

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	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>	Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
<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>	Executive Manager Corporate Services Senior Finance Officer
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## 1.18 Recovery of Rates or Service Charges

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	<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.</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</li> </ol>
<b>Council Conditions on this Delegation:</b>	Nil
<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>	Executive Manager Corporate Services Senior Finance Officer
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

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

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.64(1) & (3) 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 re-vested in Crown if rates in arrears 3 years
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	<ol style="list-style-type: none"> <li>1. Authority to take possession of land and hold the land as 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>a) lease the land, or</li> <li>b) 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 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> <li>3. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, services 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>1. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous three years attempted to recover the outstanding rates/charges through a court, under s.6.56.</li> <li>2. Council approval must be obtained prior to the commencement of proceedings to take possession of land where rates and services charges have remained unpaid for at least three years.</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>	Executive Manager Corporate Services
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub delegation.

<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## 1.20 Common Seal and Execution of Documents

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.9.49A(2) Affixing the common seal s.9.49A(3) Execution of documents
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authorise the affixing of the common seal of the Shire to any document that requires the Shire's Common Seal to be legally effective.  Authorise the Chief Executive Officer to sign documents on behalf of the local government in accordance with Section 9.49A (4) (5) of the Local Government Act 1995.
<b>Council Conditions on this Delegation:</b>	Where the common seal is affixed, this is to be done in accordance with s.9.49A(3) and the details are to be recorded in the common seal register.
<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>	Executive Manager Corporate Services Executive Manager Works
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub delegation.  Where a document is executed by a sub-delegate, the Chief Executive Officer is to be provided with due notice and opportunity to sight the original document, prior to execution.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## 1.21 Administer Local Laws

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	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. 3.18 Performing Executive Functions
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to exercise the powers and duties and to administer and do all things necessary to enact the Shire of Pingelly Local Laws.
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. All prosecutions are to be authorised by the Chief Executive Officer.</li> <li>2. Council is to be advised when the CEO issues instructions for the commencement of legal proceedings.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Sub-Delegate/s:</b>	As per letter of delegation from CEO
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## 1.22 Appointment of Acting CEO

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	Local Government Act 1995: s 5.52 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. 5.36 (1) (a) Local government employees
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to appoint an Acting Chief Executive Officer.
<b>Council Conditions on this Delegation:</b>	Appointment to be made in accordance with Council Policy on this matter.
<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>	As per letter of delegation from CEO
<b>CEO Conditions on this Sub-Delegation:</b>	Not Applicable
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>



## 1.23 Appointment of Person to receive complaints and withdrawals

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Local Government Act 1995:</i> s 5.52 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>	Schedule 1, Clause 11(3) of the Local Government (Model Code of Conduct) Regulations 2021.
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to appoint one or more persons to receive complaints and withdrawals of complaints in accordance with Schedule 1, Clause 11(3) of the Local Government (Model Code of Conduct) Regulations 2021.
<b>Council Conditions on this Delegation:</b>	Nil
<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>	As per letter of delegation from CEO
<b>CEO Conditions on this Sub-Delegation:</b>	Not Applicable
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## Part 2 Building Act 2011

### 2.1 Appointment of Authorised Persons

<b>Delegator:</b> Power / Duty assigned in legislation to:	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<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 - Authorised Person s.99 - Limitation on powers of authorised person
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to: 1. Designate an employee as an authorised person under the Building Act 2011; and 2. 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. 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.
<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

<b>Sub-Delegate/s:</b>	As per letter of delegation from CEO
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## 2.2 Powers pursuant to the *Building Act 2011*

<b>Delegator:</b> Power / Duty assigned in legislation to:	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<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>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	To undertake the powers of the Local Government for the following sections of the Building Act 2011. <ol style="list-style-type: none"> <li>1. s.18 Further Information</li> <li>2. s.20 Grant of building permit</li> <li>3. s.21 Grant of demolition permit</li> <li>4. s.22 Further grounds for not granting an application</li> <li>5. s.27 (1)&amp;(3) Conditions imposed by permit authority</li> <li>6. s.32 Duration of building or demolition permit (consider application to extend time)</li> <li>7. s.55 Further information</li> <li>8. s.58 Grant of occupancy permit, building approval certificate</li> <li>9. s.62(1)&amp;(3) Conditions imposed by permit authority</li> <li>10. s.65 Extension of period of duration</li> <li>11. s.88(3) Finishes of walls close to boundaries</li> <li>12. s.110 Building Orders</li> <li>13. s.111(1) Notice of proposed building order other than a building order (emergency)</li> <li>14. s.117 Revocation of building order</li> <li>15. s.118 Permit authority may give effect to building order if non-compliance s.131(2) Inspection, copies of building records</li> <li>16. s.131 Inspection, copies of building records</li> <li>17. s.133 (1) commence a prosecution for an offence</li> <li>18. s.145A Local Government functions</li> </ol>
<b>Council Conditions on this Delegation:</b>	In making any determinations under delegated authority the CEO must consider any advice and recommendations provided by external expert persons or bodies.
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments

<b>Sub-Delegate/s:</b>	Building Surveyor
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## Part 3 *Bush Fires Act 1954*

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

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	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>	NIL – Sub-delegation is prohibited by s.48(3)
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

### 3.2 Variation of Prohibited Burning Times

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<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>Shire President and Chief Bush Fire Control Officer (jointly)</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	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>	Decisions under s.17(7) must be undertaken jointly by both the Shire 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>	Nil – Sub-delegation is prohibited by s.48(3)

<b>Sub-Delegate/s:</b>	Not permitted
<b>CEO Conditions on this Sub-Delegation:</b>	Not applicable
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

### 3.3 Prohibited Burning Times – Control

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	<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 [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	NIL
<b>Express Power to Sub-Delegate:</b>	NIL – Sub-delegation is prohibited by s.48(3)

<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: 13277

### 3.4 Restricted Burning Times – Vary and Control

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



	<p>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>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>
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

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

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	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>
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire’s approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

### 3.6 Appoint Bush Fire Control Officer/s

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
<b>Delegate:</b>	Chief Executive Officer
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954.
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. An appointment made under s.38(1) shall cause a local public notice to be published.</li> <li>2. Records of names, addresses and usual occupations are to be maintained for all Bush Fire Control Officers appointed.</li> <li>3. This delegation does not extend to the appointment of Chief or Deputy Bush Fire Control Officers.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	Nil – Sub-delegation is prohibited by s.48(3)

<b>Sub-Delegate/s:</b>	Not permitted
<b>CEO Conditions on this Sub-Delegation:</b>	Not applicable
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.

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### 3.7 Institute a Prosecution or Issue an Infringement

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

<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
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### 3.8 Fire Break Maintenance

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.33 Local Government may require occupier of land to plough or clear fire-break
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to: <ol style="list-style-type: none"> <li>1. Give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire: <ol style="list-style-type: none"> <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.</li> </ol> </li> <li>2. 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.</li> <li>3. Recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice.</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)

<b>Recordkeeping:</b>	A record containing the requirements in accordance with <i>Local Government Administration Regulations (1996) Regulation 19</i> , is to be retained within the Shire's approved electronic content management system.
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## Part 4 Cat Act 2011

### 4.1 Cat Act 2011

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011</i> <i>Cat Act Regulations 2012</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	The exercise of any powers and duties of a local government pursuant to the Cat Act 2011.
<b>Council Conditions on this Delegation:</b>	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011.
<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>	As per letter of delegation from CEO
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## Part 5 Dog Act 1976

### 5.1 Dog Act 1976

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<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>
<b>Delegate:</b>	Chief Executive Officer Executive Manager Works
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Authority to exercise all powers and duties conferred by s10AA the Dog Act 1976.  Chief Executive Officer is specifically authorised to sub delegate any powers or duties delegated pursuant to s.10AA(3) Delegation of local government powers and duties Dog Act 1976:
<b>Council Conditions on this Delegation:</b>	The Chief Executive Officer cannot subdelegate: <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 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)]</li> <li>4. 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>
<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>	As per letter of delegation from CEO
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## Part 6 Food Act 2008

### 6.1 Food Act 2008

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.65 Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67 Request for re-inspection s.110 Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses s.122 Appointment of authorised officers s.125 Institution of proceedings s.126 Infringement Officers
<b>Delegate:</b>	Chief Executive Officer Environmental Health Officer
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	Chief Executive Officer is delegated: <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> <li>4. 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)).</li> <li>5. Authority to vary the conditions or cancel the registration of a food business (s.112).</li> <li>6. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 (s.122(1)).</li> <li>7. Authority to appoint a person to be an authorised officer as a meat inspector (s.122(1)).</li> <li>8. Authority to institute proceedings for an offence under the Food Act (s.125)</li> <li>9. Authority to appoint an Authorised Officer appointed under s.122(1) of this Act or s.24 (1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 (s.126(13)).</li> <li>10. 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</li> </ol>



	<p>the time for payment of modified penalties (s.126(6)) and determining withdrawal of an infringement notice (s.126(7)).</p> <p>The Environmental Health Officer is delegated:</p> <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> <li>4. Authority to grant, apply conditions, refuse, vary or cancel registration of a food business (s.110(1) and (5), s.112).</li> </ol>
<b>Council Conditions on this Delegation:</b>	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.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## Part 7 Graffiti Vandalism Act 2016

### 7.1 Graffiti Vandalism Act 2016

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>The Graffiti Vandalism Act 2016</i>
<b>Delegate:</b>	Chief Executive Officer
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	All powers and duties of a local government pursuant to the Graffiti Vandalism Act 2016
<b>Council Conditions on this Delegation:</b>	Nil
<b>Express Power to Sub-Delegate:</b>	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
<b>Sub-Delegate/s:</b>	As per letter of delegation from CEO
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub-delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## Part 8 Public Health Act 2016

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

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
<b>Express Power or Duty Delegated:</b>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	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>	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.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## 8.2 Designation of Authorised Officers

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Public Health Act 2016</i> <i>s21 Enforcement agency may delegate</i>
<b>Express Power or Duty Delegated:</b>	<i>Public Health Act 2016</i> <i>s24(1) and (3) Designation of authorised officers</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b> <b>Environmental Health Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	<ol style="list-style-type: none"> <li>1. Authority to designate a person or class of persons as authorised officers for the purposes of: <ol style="list-style-type: none"> <li>a) The Public Health Act 2016 or another specified Act</li> <li>b) Specified provisions of the Public Health Act 2016 or another specified Act</li> <li>c) Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act, including: <ol style="list-style-type: none"> <li>i. an environmental health officer or environmental health officers as a class; OR</li> <li>ii. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR</li> </ol> </li> <li>d. a mixture of the two. [s.24(1) and (3)].</li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>1. The appointment of an Environmental Health Officer must be in accordance with Section 17 (3) of the Public Health Act 2016.</li> <li>2. The delegate (CEO) will issue to each person who is an authorised person a Certificate of Authority in accordance with Section 30 and 31 of the Public Health Act 2016.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Public Health Act 2016</i> <i>s21 Enforcement agency may delegate</i>
<b>Sub-Delegate/s:</b>	As per letter of delegation from CEO
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub-delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## Part 9 Planning and Development Act 2005

### 9.1 Directions regarding unauthorised/illegal development

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Local Government Act 1995</i> s.5.42(1)(b) <i>Delegation of some powers and duties to CEO</i> s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Planning and Development Act 2005</i> s.214 (2), (3) and (5). <i>Illegal development</i> <i>Shire of Pingelly Town Planning Scheme No. 3</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	<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 requirements;</li> <li>2. Give a written direction to the owner or any other person who undertook an unauthorised development; <ol style="list-style-type: none"> <li>a) To remove, pull down, take up, or alter the development; and</li> <li>b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.</li> </ol> </li> <li>3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.</li> </ol>
<b>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>	as per letter
<b>CEO Conditions on this Sub-Delegation:</b>	<ol style="list-style-type: none"> <li>1. Conditions on the original delegation also apply to the sub delegation.</li> <li>2. A certificate of authority as an authorised officer must be issued.</li> <li>3. All prosecutions are to be authorised by the Chief Executive Officer.</li> </ol>
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## 9.2 Determination of Development Applications

<b>Delegator:</b> Power / Duty assigned in legislation to:	Local Government
<b>Express Power to Delegate:</b> Power that enables a delegation to be made	<i>Planning and Development Act 2005 s.162</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 <i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to CEO s.5.43 Limitations on delegations to CEO
<b>Express Power or Duty Delegated:</b>	<ul style="list-style-type: none"> <li>• Planning and Development Act 2005</li> <li>• Clause 82, Schedule 2, Part 10 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, Schedule 2 Deemed Provisions for Local Planning Schemes.</li> <li>• Town Planning Scheme No. 3</li> <li>• <i>Strata Titles Act 1985 s 25</i></li> </ul>
<b>Delegate:</b>	Chief Executive Officer
<b>Function:</b> This is a précis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.	<ol style="list-style-type: none"> <li>1. Authority to exercise any of the local government's powers or the discharge of any of the local government's duties under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, and <i>Town Planning Scheme No. 3</i>.</li> <li>2. Authority to make recommendations to the Western Australian Planning Commission on subdivision applications, including the imposition of subdivision conditions or the clearance of subdivision conditions including the bonding of conditions (Part 10, <i>Planning and Development Act 2005</i>).</li> </ol>
<b>Council Conditions on this Delegation:</b>	<p>Specific Land uses</p> <p>This power of delegation does not extend to determining applications for development approval relating to the following land uses:</p> <ul style="list-style-type: none"> <li>• Industry - Extractive</li> <li>• Uses of land not listed in the zoning table</li> </ul> <p>Exclusions to Delegated Authority</p> <p>This power of delegation does not extend to approving applications for development approval in the following categories:</p> <ol style="list-style-type: none"> <li>a) Non-residential development which, in the opinion of the delegated officer, is likely to have a significant impact on the Shire;</li> <li>b) Applications where objections have been received on valid planning grounds which cannot be reasonably addressed by negotiated minor variations to the application and/or conditions of approval.</li> <li>c) Applications that are not consistent with the <i>Shire of Pingelly Town Planning Scheme No. 3</i>.</li> <li>d) Applications for change of non-conforming use.</li> <li>e) Development not of the kind referred to in item a) and/or b) above, which, in the opinion of the delegated officer, is contentious.</li> <li>f) The determination of an amendment to a previous development approval that was approved by resolution of Council (including an extension to the term of the development approval, except where the</li> </ol>

	<p>variation is of a minor nature, would not substantially change the approved development, and for which no objection has been received during the advertising period of the application (where applicable).</p> <p>g) Reconsiderations of applications in accordance with Section 31 of the State Administrative Tribunal Act 2004.</p>
<b>Express Power to Sub-Delegate:</b>	Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Clause 83

<b>Sub-Delegate/s:</b>	As per letter of delegation from CEO
<b>CEO Conditions on this Sub-Delegation:</b>	Conditions on the original delegation also apply to the sub delegation.
<b>Recordkeeping:</b>	A record containing the requirements in accordance with Local Government Administration Regulations (1996) Regulation 19, is to be retained within the Shire's approved electronic content management system.
<b>Version Control:</b>	21 June 2023 Council Resolution No: <b>13277</b>

## **14.2 Proposed Cat Local Law**

<b>File Reference:</b>	<b>ADM0103</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>Nil</b>

### **Summary**

Council is requested to consider adopting a Cat Local Law in line with adjacent local governments.

### **Background**

Pet cats kill approximately 186 animals per year on average, including 110 native animals (40 reptiles, 38 birds and 32 mammals). This average includes pet cats which are contained. On average, an individual feral cat in the bush kills 748 reptiles, birds and mammals a year. Many of these animals are native animals. Foxes and cats killed more than 2.6 billion animals in Australia each year – Source [www.abc.net.au/news/science/2022-03-16/cats-foxs-feralpests-native-wildlife/100902790](http://www.abc.net.au/news/science/2022-03-16/cats-foxs-feralpests-native-wildlife/100902790)

In Western Australia, 36 mammals, 22 bird and 11 reptile species are vulnerable to predation by both feral and pet cats and a wide range of other native animals are also adversely affected by cats.

Australia-wide, cats have played a major role in the extinction of at least 27 mammal species and at present endanger 147 Australian mammals, birds, reptiles and frogs. Feral cats are recognised by the Environment and Invasives Committee as an extreme threat category for Australia (the highest threat).

The Cat Act 2011 requires cats to be desexed, microchipped and registered. In addition, it states that cats are not permitted on private land (e.g. the neighboring property), effectively requiring that cats are to be contained on their owner's land.

### **Comment**

The Cat Act provides that a Cat Local Law may be made. Adjacent local governments including the Shires of Cuballing, Narrogin and Boddington have made a local law which has effect within their local government area. These local laws combined with feral cat control have demonstrated an impact, as numbat numbers within Dryandra National Park have rebounded in recent years. However, it is estimated that there are fewer than 1,000 numbats left in the wild.

It is proposed to make a similar local law to protect native wildlife within the Shire of Pingelly. The local law is proposed to have the following effects:

- Cats not to create a nuisance.
- Prohibit cats from bushland areas greater than 500m<sup>2</sup> – whether private property or reserve land.
- Restrict the number of cats to 2 per property with approval available for an additional 2 cats if appropriate.

### **Consultation**

It is proposed that the community is consulted through a flyer in the Pingelly Times and on Facebook with the intention of creating a new Cat Local Law which incorporates their views.

This consultation is in addition to the 42 days consultation required as part of the mandatory consultation requirements.



## Statutory Environment

Section 79(3) of the Cat Act 2011 provides that a Cat Local Law may be made as to one or more of the following:

- a. the registration of cats;
- b. removing and impounding cats;
- c. keeping, transferring and disposing of cats kept at cat management facilities;
- d. the humane destruction of cats;
- e. cats creating a nuisance;
- f. specifying places where cats are prohibited absolutely;
- g. requiring that in specified areas a portion of the premises on which a cat is kept must be enclosed in a manner capable of confining cats;
- h. limiting the number of cats that may be kept at premises, or premises of a particular type;
- i. the establishment, maintenance, licensing, regulation, construction, use, record keeping and inspection of cat management facilities;
- j. the regulation of approved cat breeders, including record keeping and inspection;
- k. fees and charges payable in respect of any matter under this Act.

## Policy Implications

Nil

## Financial Implications

Nil

## Strategic Implications

Goal 4	Natural Environment
Outcome 4.3	The Shire's valued natural areas and systems are protected and enhanced
Strategy 4.3.2	Ensure proper land management practices are observed which result in protection and care of the natural environment

## Risk Implications

Risk	Failure to adequately control cats in the Shire will lead to further endangerment of native animals.
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Environment
Risk Action Plan (Controls or Treatment Proposed)	Cat Local Law

## Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

**Voting Requirements:**

Simple Majority

**Officer's Recommendation and Council Decision:**

**13278**

**Moved: Cr Narducci**

**Seconded: Cr McBurney**

**That Council advertises the proposed local law, as amended, and seeks feedback from the community and considers this feedback at a subsequent Ordinary Council Meeting.**

**CARRIED 6/0**

**Councillor comments in support of the motion:**

- The aims of the Cat Act and Cat Local Law are sound.
- Having an additional component of community consultation, beyond what is required by the Local Government Act is important to have genuine feedback from the community.

**Councillor comments in opposing the motion:**

Nil

## CAT ACT 2011

### LOCAL GOVERNMENT ACT 1995

#### Shire of Pingelly

#### CATS LOCAL LAW 2023

Under the powers conferred by the *Cat Act 2011*, the *Local Government Act 1995* and all other powers enabling it, the Council of the Shire of Pingelly hereby records having resolved on **Date Month 2023** to adopt the following local law.

#### PART 1 - PRELIMINARY

##### 1.1 Citation:

This local law may be cited as the *Shire of Pingelly Cats Local Law 2023*.

##### 1.2 Commencement

This local law comes into operation on the fourteenth day after the day on which it is published in the *Government Gazette*.

##### 1.3 Application

This local law applies throughout the district.

##### 1.4 Interpretation

(1) In this local law unless the context otherwise requires -

**Act** means the *Cat Act 2011*;

**application** means an application for a permit;

**applicant** means the occupier of the premises who makes an application for a permit under this local law;

**authorised person** means a person authorised by the local government, under section 9.10 of the *Local Government Act 1995* to perform the functions conferred on an authorised person under this local law;

**bushland** means uncultivated land that is covered with trees, shrubs, or other natural vegetation whether native or not;

**cat** has the meaning given to it in the Act;

**cat management facility** has the meaning given to it in the Act;

**cat prohibited area** means an area as outlined in Schedule 3;

**CEO** means the Chief Executive Officer of the local government;

**district** means the district of the local government;

**local government** means the Shire of Pingelly;

**nuisance** means -

- (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;
- (b) an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or
- (c) interference which causes material damage to land or other property on the land affected by the interference;

**occupier** has the meaning given to it in the *Local Government Act 1995*;

**owner** has the meaning given to it in the Act;

**permit** means a permit issued by the local government under Part 3;

**permit holder** means a person who holds a valid permit under Part 3;

**premises** has the meaning given to it in the Act;

**prescribed premises** has the meaning given to it in the *Cat (Uniform Local Provisions) Regulations 2013*;

**public place** has the meaning given to it in the Act; and

**standard number of cats** has the meaning given to it in the *Cat (Uniform Local Provisions) Regulations 2013*.

- (2) A term that is used in this local law and is not defined in subclause (1) has the same meaning given to it in the Act or, if not defined in the Act, the same meaning given to it in the *Cat Regulations 2012*, the *Cat (Uniform Local Provisions) Regulations 2013* or the *Local Government Act 1995*.

## PART 2 - CONTROL OF CATS

### 2.1 Cat not to be a nuisance

- (1) An owner shall not allow a cat to be or create a nuisance.
- (2) Where the local government receives a complaint from a person that is in accordance with the notice of complaint form as contained in Schedule 1 of this local law, and where in the opinion of an authorised person, that a cat is creating a nuisance, the local government may give a cat control notice to the owner of the cat requiring that person to abate the nuisance.
- (3) When a nuisance has occurred and a notice to abate the nuisance is given, the notice remains in force for the period specified by the local government on the notice which shall not exceed 28 days.
- (4) A person given a notice to abate the nuisance shall comply with the notice within the period specified in the notice.
- (5) A cat control notice under subclause 2.1(2) shall be in the form of Schedule 1, Form 3 of the *Cat Regulations 2012*.

## **2.2 Cats in Prohibited Areas**

- (1) A cat shall not be in an area defined as bushland, regardless of land ownership or management, greater than 5,000m<sup>2</sup>.
- (2) If a cat is at any time in a place in contravention of subclause 2.2(1) -
  - (a) the owner of the cat commits an offence; and
  - (b) an authorised person may seize and impound the cat in accordance with the Act.

## **2.3 Interference with Cat Traps**

- (1) It is an offence if a person, other than the landowner, land manager, Shire of Pingelly, or their delegates, releases a cat from a lawfully placed cat trap.
- (2) It is an offence if a person, other than the landowner, land manager, Shire of Pingelly, or their delegates, removes or causes willful damage to a lawfully placed cat trap.

## **PART 3 - NUMBER OF CATS THAT MAY BE KEPT**

### **3.1 Interpretation**

For the purposes of applying this Part, a cat does not include a cat less than 6 months old.

### **3.2 Prescribed premises**

- (1) This local law limits the number of cats that may be kept at prescribed premises within the district except -
  - (a) a cat management facility operated by a body prescribed as a cat management facility operator under the *Cat Regulations 2012*; or
  - (b) a cat management facility operated by the local government; or
  - (c) a veterinary practice business or veterinary premises as defined under section 2 of the *Veterinary Practice Act 2021*.

### **3.3 Standard number of cats**

- (1) For the purposes of the definition of *standard number of cats* in regulation 4(1) of the *Cat (Uniform Local Provisions) Regulations 2013*, no more than two (2) cats may be kept on prescribed premises.
- (2) A person who keeps more than the standard number of cats on a prescribed premises without approval commits an offence.

### **3.4 Application for additional cats**

- (1) Approval may be given for up to two (2) additional cats, where the total cats kept on the prescribed premises will not exceed four (4) cats.

- (2) An application for a permit to keep additional cats at a prescribed premises shall be-
- (a) made in writing by an occupier of the premises in relation to those premises;
  - (b) in a form approved by the local government, describing and specifying the number of cats to be kept on the premises; and
  - (c) accompanied by the consent in writing of the owner of the premises where the occupier is not the owner of the premises to which the application relates.

### **3.5 Refusal to determine application**

The local government may refuse to determine an application for a permit if it is not made in accordance with clause 3.4.

### **3.6 Factors relevant to the determination of application**

- (2) In determining an application for a permit the local government may have regard to-
- (a) the physical suitability of the premises;
  - (b) the environmental sensitivity and general nature of the location surrounding the premises;
  - (c) the likelihood of a cat causing nuisance, inconvenience, or annoyance to the occupiers of adjoining land;
  - (d) any submissions received under subclause (2) within the time specified in subclause (2); and
  - (e) such other factors which the local government may consider to be relevant in the circumstances of the particular case.
- (3) The local government may require an applicant to -
- (a) consult with nearby residents; or
  - (b) advise nearby residents that they may make submissions to the local government on the application for a permit within 14 days of receiving that advice,
- before determining the application for a permit.
- (4) The local government may specify the extent of consultation with nearby residents, as specified in subclause 3.6(2)(a) and may specify which properties should be consulted.

### **3.7 Decision on application**

- (1) The local government may-
- (a) approve an application for a permit as it was submitted, in which case it shall approve it subject to the conditions in clause
  - (b) 3.8 and may approve it subject to any other conditions it sees fit;
  - (c) approve an application but specify an alternative number of cats permitted to be housed at the premise; or
  - (d) refuse to approve an application for a permit.
- (2) If the local government approves an application under subclause (1), then it shall issue a permit to the applicant in the form determined by the CEO.

- (3) If the local government refuses to approve an application under subclause (1) then it shall advise the applicant accordingly in writing.

### **3.8 Conditions**

- (1) Every permit is issued subject to the following conditions -
- (a) each cat kept on the premises to which the permit relates shall comply with the requirements of the Act, the *Cat Regulations 2012* and the *Cat (Uniform Local Provisions) Regulations 2013*; and
  - (b) without the consent of the local government, the permit holder will not substitute or replace any cat that is the subject of a permit once that cat -
    - (i) dies; or
    - (ii) is permanently removed from the premises.
- (2) In addition to the conditions in subclause (1) of this clause, a permit may be issued subject to other conditions, as the local government considers appropriate.

### **3.9 Compliance with conditions of permit**

A permit holder shall comply with each condition of a permit.

### **3.10 Duration of a permit**

Unless otherwise specified in a condition on a permit, a permit commences on the date of issue and expires -

- (a) if it is revoked; or
- (b) if the permit holder ceases to reside at the premises to which the permit relates.

### **3.11 Revocation**

The local government may revoke a permit if the permit holder fails to observe any provision of this local law or a condition of a permit.

### **3.12 Permit not transferable**

A permit is not transferrable either in relation to the permit holder or the premises.

### **3.13 Permit to be kept at premises and available for view**

A permit issued by the local government shall be kept at the premises to which it applies and shall be provided to an authorised person on demand.

## PART 4 - MISCELLANEOUS

### 4.1 Giving of a Notice

- (1) A notice served under this local law may be given to a person: -
- (a) personally;
  - (b) by postal mail addressed to the person; or
  - (c) by leaving it for the person at her or his address.

## PART 5 - OBJECTIONS AND APPEALS

### 5.1 Objections and appeal rights

Any person who is aggrieved by the conditions imposed in relation to a permit, the revocation of a permit, or by the refusal of the local government to grant a permit may object or appeal against the decision under Division 1 of Part 9 of the *Local Government Act 1995*.

## PART 6 - OFFENCES AND PENALTIES

### 6.1 Offences

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) A person who contravenes or fails to comply with any provision of this local law is, upon conviction, liable to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding a fine of \$500 in respect of each day or part of a day during which the offence has continued.

### 6.2 Prescribed offences

- (1) An offence against any provision of this local law is a prescribed offence for the purpose of section 62(1) of the Act.
- (2) The amount appearing in the final column of Schedule 2 directly opposite an offence described in that Schedule is the modified penalty for that offence.

### 6.3 Forms

- (1) The issue of infringement notices, their withdrawal and the payment of modified penalties are dealt with in Division 4 of Part 4 of the Act.
- (2) An infringement notice in respect to an offence against this local law may be given under section 62 of the Act and is to be in the form of Schedule 1, Form 6 of the *Cat Regulations 2012*.
- (3) A notice sent under section 65 of the Act withdrawing an infringement notice is to be in the form of Schedule 1, Form 7 of the *Cat Regulations 2012*.



**Schedule 1 - Forms**  
[Cl. 2.1(2)]

**Form 1 - Nuisance Complaint Form**

**TAKE NOTICE THAT** a cat, believed to be a (1) \_\_\_\_\_  
has created a nuisance by (2) \_\_\_\_\_  
the cat is believed to belong to (3) \_\_\_\_\_  
and is kept at (4) \_\_\_\_\_  
and I (5) \_\_\_\_\_  
of .....

requests the local government to institute proceedings, if the nuisance does not stop,  
and undertake:

- (a) to give full information to the local government as to this matter; and
- (b) to appear in Court and give evidence as a witness to the truth of this complaint.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 20

(to be signed by complainant)

- (1) Insert breed or kind of cat and, where possible, its sex and identifying marks.
- (2) Describe details of the alleged nuisance, including the kind of nuisance and, where possible, the dates and time on or between which the nuisance occurred, and where the cat was at the time of the nuisance.
- (3) State name and address of the person believed to be the owner.
- (4) State, if known, where the cat is usually kept.
- (5) Insert name and address of complainant.

**Schedule 2**  
[Cl. 6.2(2)]

**Prescribed Offences and Modified Penalties**

<b>Offence</b>	<b>Description</b>	<b>Modified Penalty</b>
2.1(1)	Cat causing a nuisance	\$250
2.1(4)	Failure to comply with a cat control notice	\$250
2.2(1)	Cat in a prohibited area	\$250
2.3(1)	Release of a cat from a lawfully placed cat trap	\$250
2.3(2)	Removal or damage to a lawfully placed cat trap	\$500
3.3(1)	Keeping more than the standard number of cats without a permit	\$250
3.9	Failure to comply with a condition of a permit	\$250

Dated this xx Day of xxxx 2023

The Common Seal of the Shire of Pingelly was hereunto affixed to this document by resolution of Council in the presence of:

**William Mulroney ESM**  
Shire President

**Andrew Dover**  
Chief Executive Officer

### **14.3 Council Delegates to Various External Committees**

**File Reference:** 0000  
**Location:** Shire of Pingelly  
**Applicant:** Shire of Pingelly  
**Author:** Chief Executive Officer  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

**Summary:**

Council to consider reviewing and appointing a delegate to the Pingelly Museum Committee.

**Background:**

Council has a number of delegates on external committees. These committees and their delegates are listed in this agenda at section 13. The purpose of these delegates are to provide representation from Council on the committee and to report back to Council regarding any decisions made by the external committee. The delegates are not empowered to make decisions or commitments on behalf of Council.

The Pingelly Museum Committee, previously the Museum Group curates the Shire's Museum collection on our behalf. Following discussion with Elisabeth Trump from the Museum Group, the Shire advertised for additional volunteers to assist with the collection, including its documentation and display as well as to allow a roster of volunteers to open the museum to the public on a regular basis. A substantial number of volunteers stepped forward with an additional 10 volunteers attending the new format group. As the group has many new members, a new governance structure was established to become the Museum Committee. This committee retains all previous members and adds the new membership with an additional executive committee elected from the members. Cr Bryan Hotham was elected deputy chairperson of the Museum Committee.

As a result Cr Hotham's commitment to the Museum Committee, he has resigned from the Pingelly Tourism Group (PTG). Cr Hotham has been the Council's delegate on the PTG, therefore his resignation leave a vacancy as the Council delegate on this group.

**Comment:**

The Pingelly Museum Committee has requested that Cr Hotham be considered as the Council delegate on their committee as he already is on the Executive Committee.

Both the Pingelly Museum Committee and the Pingelly Tourism Group are valuable community organisations and it will benefit the community to have Shire involvement in these committees. However, it is not a requirement that the Shire have representation on either group.

**Consultation:**

Nil.

**Statutory Environment:**

Nil as this is not a Committee of Council.

**Policy Implications:**

Nil

**Financial Implications:**

Nil

### Strategic Implications

Goal 2	Community
Outcome 2.2	Community groups function well with strong volunteer effort and feel supported by the community
Strategy 5.8.1	Maintain strategic and corporate planning documents as outlined in the Integrated Planning and Reporting Framework
Action 5.8.1.4	Undertake the annual review of delegations

### Risk Implications

Risk	Lack of representation may lead external committees to believe that they are not valued by Council.
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	No further action is required.

### Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

#### Voting Requirements:

Simple Majority

#### Recommendation:

**13279**

**Moved: Cr Oliveri**

**Seconded: Cr McBurney**

**That Council appoints the following delegates to the following external committees:**

- **Pingelly Museum Committee** Delegate – Cr Bryan Hotham
- **Pingelly Tourism Group** Delegate – Cr Karmvir Singh

**CARRIED 6/0**

#### Councillor comments in support of the motion:

Nil

#### Councillor comments in opposing the motion:

Nil

## **15. DIRECTORATE OF CORPORATE AND COMMUNITY SERVICES**

### **15.1 Monthly Statement of Financial Activity – May 2023**

<b>File Reference:</b>	<b>ADM0075</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Executive Manager Corporate Services</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Monthly Statements of Financial Activity for the period 1 May 2023 to 31 May 2023</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary**

In Accordance with the *Local Government Act 1995* Section 5.25 (1) and *Local Government (Financial Management) Regulations 1996*, Monthly Financial Statements are required to be presented to Council, in order to ensure that income and expenditure is in keeping with budget forecasts.

The Monthly Statements of Financial Activity for the month of April 2023 are attached for Council consideration and adoption. This report incorporates Australian Accounting Standards Board (AASB) requirements effective from 1 July 2019. AASB 15 Revenue from Contracts with Customers (IFRS 15), AASB 1058 Income for Not-for Profit Entities, AASB 16 Lease replaces AASB 117 (IFRS 16).

#### **Background**

In order to prepare the monthly statements, the following reconciliations have been completed and verified:

- Reconciliation of assets, payroll and taxation services;
- Reconciliation of all Shire's bank accounts, including term deposits;
- Reconciliation of rates, including outstanding debtors;
- Reconciliation of sundry creditors and debtors;

#### **Comment**

The Monthly Financial reports have been prepared in accordance with statutory requirements and provides council with their financial position as at 31 May 2023. They incorporate the Budget Review adopted by Council on 15 February 2023.

#### **Consultation**

Nil

#### **Statutory Environment**

*Local Government Act 1995*;

*Local Government (Financial Management) Regulations 1996*

Section 34: Financial Reports to be Prepared

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail –

- (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
- (b) Budget estimates to the end of the month to which the statement relates;  
I Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c); and  
I The net current assets at the end of the month to which the statement relates.

- (2) Each statement of financial activity is to be accompanied by documents containing –
- (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
  - (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
  - (c) Such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity is shown according to nature and type classification.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be –
- (a) Presented to the council –
    - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
    - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
  - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

### Policy Implications

There are no policy implications.

### Financial Implications

There are no significant trends or issues to be reported. The report and Officer recommendation is consistent with Council’s adopted Budget 2022/23 and budget review.

### Strategic Implications

Goal 5	Innovation Leadership and Governance
Outcome 5.6	Financial systems are effectively managed
Strategy 5.6.1	Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting) and long-term financial planning requirements

### Risk Implications

Risk	Failure to monitor the Shire’s ongoing financial performance would increase the risk of a negative impact on the Shire’s financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit.
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Reputational / Legislative
Risk Action Plan (Controls or Treatment Proposed)	Nil

**Risk Matrix**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

**Voting Requirements:**

Simple Majority

**Recommendation and Council Decision:**

**13280                      Moved: Cr Oliveri                      Seconded: Cr Hotham**

**That with respect to the Monthly Statements of Financial Activity for the month ending 31 May 2023 be accepted and material variances be noted.**

**CARRIED 6/0**

**Councillor comments in support of the motion:**

Nil

**Councillor comments in opposing the motion:**

Nil

**Voting Requirements:**

Absolute Majority

**Recommendation and Council Decision:**

**13281                      Moved: Cr McBurney                      Seconded: Cr Oliveri**

**That the unbudgeted expenditure for the amount of \$16,113.34. excluding GST for the payment of the Ligna outstanding invoice be authorised. The budget amendment for \$16,113 be adopted for the capital expenditure on Memorial Park.**

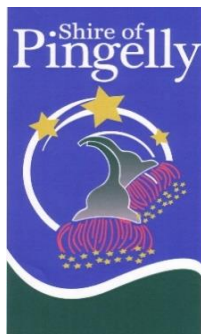
**CARRIED 6/0**

**Councillor comments in support of the motion:**

- Staff were commended for finding cost savings to fund this unbudgeted expenditure and safeguarding the Council in the event of future liability from historical unsubmitted invoices.

**Councillor comments in opposing the motion:**

Nil



**SHIRE OF PINGELLY**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 MAY 2023 TO 30 MAY 2023**

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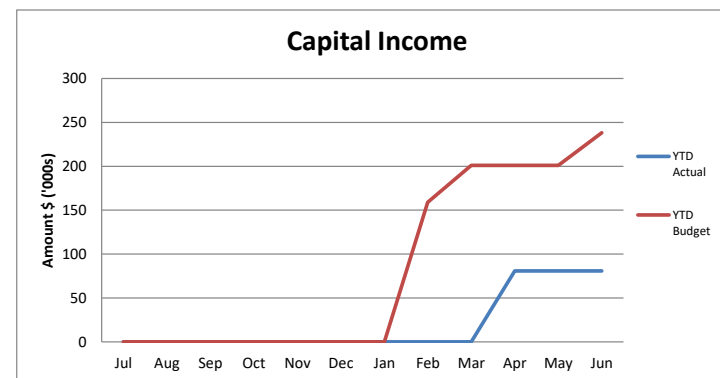
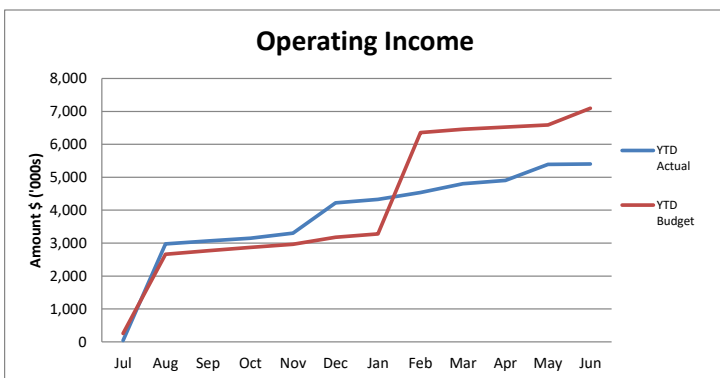
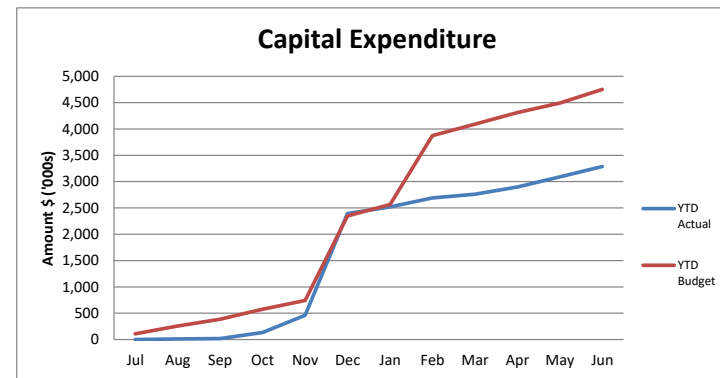
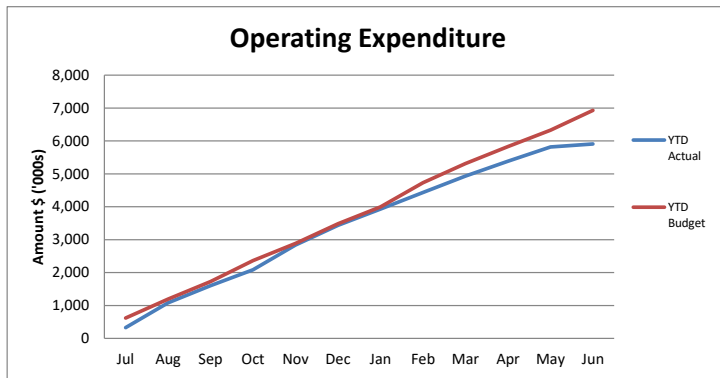
Graphical Analysis  
Statement of Financial Activity by Nature  
Report on Significant Variances

Notes to and Forming Part of the Statement

- 1 Acquisition of Assets
- 2 Disposal of Assets
- 3 Information on Borrowings
- 4 Reserves
- 5 Net Current Assets
- 6 Rating Information
- 7 Operating Statement
- 8 Statement of Financial Position
- 9 Restricted Funds Summary



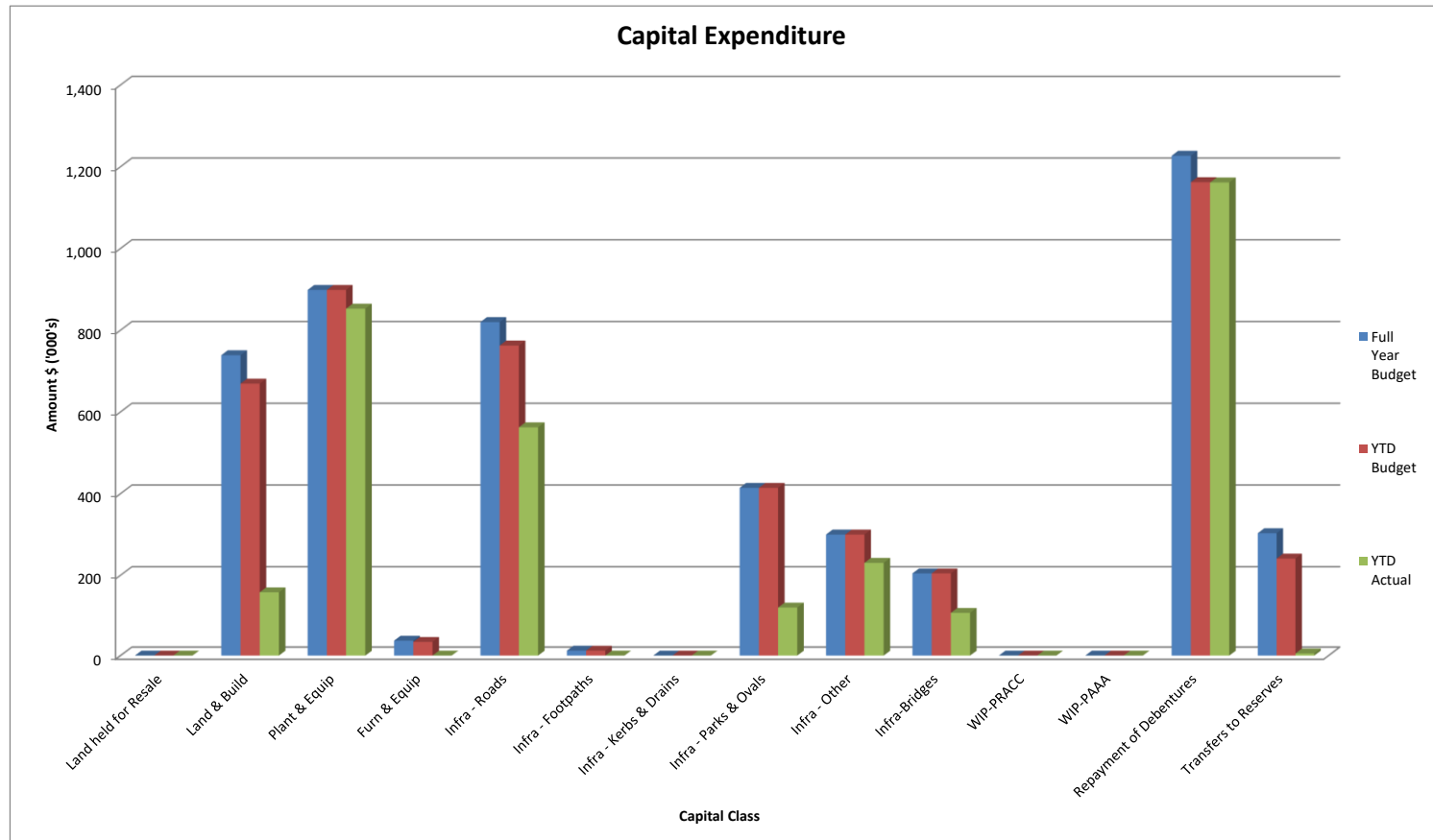
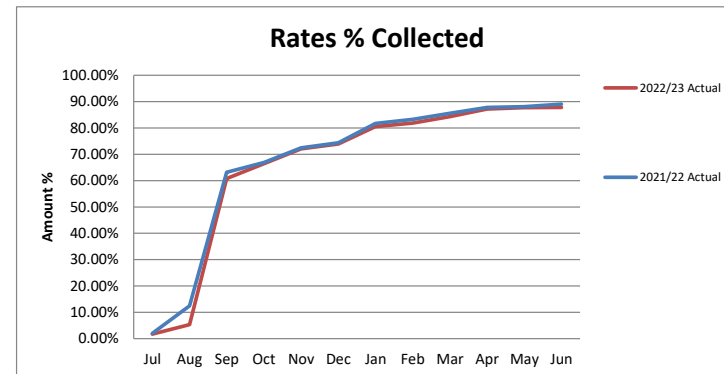
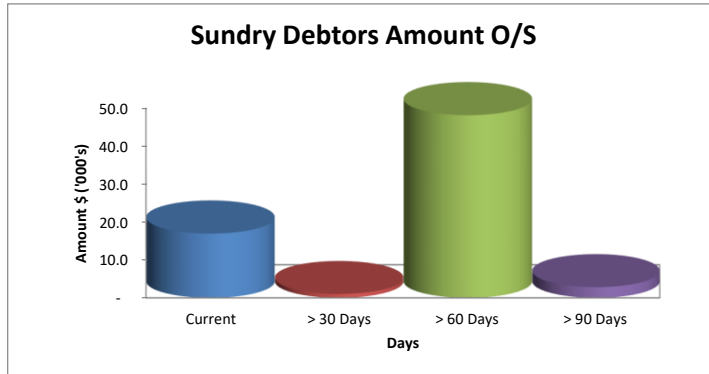
## Income and Expenditure Graphs to 31 May 2023



10

This is adjusted in line with accounting standards to capital grants expenditure  
To date no transfers have been made from reserves

## Other Graphs to 31 May 2023



## SHIRE OF PINGELLY

## STATEMENT OF FINANCIAL ACTIVITY BY NATURE

FOR THE PERIOD 1 MAY 2023 TO 30 MAY 2023

	NOTE	2022/23 Adopted Budget \$	2022/23 Revised Budget \$	May 2023 YTD Budget \$	May 2023 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
Rates		2,329,531	2,329,531	2,329,531	2,330,142	612	0%	
Grants, subsidies and contributions		851,786	762,986	762,720	663,805	(98,915)	-13%	▼
Fees and charges		392,999	349,529	337,870	340,328	2,458	1%	
Service charges		0	0	0	0	0		
Interest revenue		34,740	42,640	37,405	43,038	5,633	15%	▲
Other revenue		115,684	164,580	113,632	149,220	35,588	31%	▲
Profit on asset disposal		0	0	0	17,526	0	0%	
Gain on Fair valuation through P&L		0	0	0	0	0	0%	
		<u>3,724,739</u>	<u>3,649,265</u>	<u>3,581,158</u>	<u>3,544,059</u>	<u>(54,625)</u>	<u>-1%</u>	
<b>Expenditure from operating activities</b>								
Employee costs		(1,789,205)	(1,848,157)	(1,694,876)	(1,618,680)	76,196	4%	
Materials & Contracts		(1,876,874)	(1,771,602)	(1,605,159)	(1,191,160)	413,999	26%	▼
Utility charges		(166,869)	(165,862)	(152,042)	(137,797)	14,245	9%	
Insurance charges		(203,088)	(214,902)	(214,581)	(217,455)	(2,874)	-1%	
Finance costs		(103,355)	(103,355)	(60,586)	(95,416)	(34,830)	-57%	▲
Depreciation		(2,574,810)	(2,674,795)	(2,464,027)	(2,460,747)	3,280	0%	
Other Expenditure		(105,444)	(97,426)	(82,701)	(72,897)	9,804	12%	▼
Loss on Asset Disposal		(5,000)	(53,260)	(53,260)	(24,430)	0	54%	
Loss on Fair valuation through P&L		0	0	0	0	0	0%	
		<u>(6,824,647)</u>	<u>(6,929,361)</u>	<u>(6,327,232)</u>	<u>(5,818,582)</u>	<u>479,820</u>	<u>-8%</u>	
<b>Operating activities excluded from budget</b>								
(Profit)/Loss on Asset Disposals	2	5,000	53,260	53,260	6,904	(46,356)	87%	▼
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0	0%	
Movement in Employee Benefit Provisions		0	0	0	0	0	0%	
Movement in LG House Trust-Non Cash		0	0	0	0	0	0%	
Changes in Accounting Policy		0	0	0	0	0	0%	
Adjustments in Fixed Assets		0	0	0	0	0	0%	
Rounding		0	0	0	0	0	0%	
Add back Depreciation		2,574,810	2,674,795	2,464,027	2,460,747	(3,280)	0%	
		<u>2,579,810</u>	<u>2,728,055</u>	<u>2,517,287</u>	<u>2,467,651</u>	<u>(49,636)</u>	<u>-2%</u>	
<b>Amount attributable to operating activities</b>		<b>(520,097)</b>	<b>(552,040)</b>	<b>(228,787)</b>	<b>193,128</b>	<b>421,916</b>	<b>184%</b>	<b>▼</b>
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Capital grants, subsidies and contributions		2,885,480	3,446,417	3,007,941	1,848,325	(1,159,616)	39%	▼
Proceeds from Disposal of Assets	2	12,000	42,000	42,000	80,817	38,817	92%	▲
Proceeds from financial assets at amortised cost - self supporting loans		19,920	19,920	9,960	9,802	(158)	-2%	
		<u>2,917,400</u>	<u>3,508,337</u>	<u>3,059,901</u>	<u>1,938,943</u>	<u>(751,957)</u>	<u>-37%</u>	
<b>Outflows from investing activities</b>								
Purchase Land Held for Resale	1	0	0	0	0	0	0%	
Purchase of Land and Buildings	1	(803,782)	(738,782)	(669,201)	(157,571)	511,630	76%	▼
Purchase of Furniture & Equipment	1	(37,150)	(37,150)	(34,045)	0	34,045	100%	▼
Purchase of Right of Use Asset - Furniture & Equipment	1	0	0	0	0	0	0%	
Purchase of Right of Use Asset - Plant & Equipment	1	0	0	0	0	0	0%	
Purchase of Right of Use Asset - Buildings	1	0	0	0	0	0	0%	
Purchase of Plant & Equipment	1	(385,300)	(898,545)	(898,545)	(852,649)	45,896	5%	
Purchase of WIP - PP & E	1	0	0	0	0	0	0%	
Purchase of Infrastructure Assets - Roads	1	(827,344)	(819,941)	(762,430)	(557,996)	204,434	27%	▼
Purchase of Infrastructure Assets - Footpaths	1	(12,244)	(12,244)	(12,240)	0	12,240	100%	▼
Purchase of Infrastructure Assets - Kerbs & Drains	1	0	0	0	0	0	0%	
Purchase of Infrastructure Assets - Parks & Ovals	1	(414,194)	(414,194)	(414,190)	(119,592)	294,598	71%	▼
Purchase of Infrastructure Assets - Bridges	1	(204,650)	(204,650)	(204,640)	(106,335)	98,305	48%	▼
Purchase of Infrastructure Assets - Other	1	(320,000)	(300,000)	(300,000)	(235,069)	64,931	22%	▼
Purchase of WIP Recreation and Culture	1	0	0	0	0	0	0%	
Purchase of WIP Aged Accommodation	1	0	0	0	0	0	0%	
Payments for financial assets at amortised cost - self supporting loans		0	0	0	0	0	0%	
		<u>(3,004,664)</u>	<u>(3,425,506)</u>	<u>(3,295,291)</u>	<u>(2,029,212)</u>	<u>1,266,079</u>	<u>-38%</u>	<b>▼</b>
<b>Amount attributable to investing activities</b>		<b>(87,264)</b>	<b>82,831</b>	<b>(235,390)</b>	<b>(90,269)</b>	<b>145,121</b>	<b>-62%</b>	<b>▼</b>
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
Proceeds from new borrowings	3	0	0	0	0	0	0%	
Proceeds from new Lease Liabilities	3	0	0	0	0	0	0%	
Transfers from Restricted Asset (Reserves)	4	161,150	196,150	159,000	0	(159,000)	-100%	▼
Transfer from Restricted Asset - Unspent Loans		0	0	0	0	0	0%	
Transfers from Restricted Asset (Other)		0	0	0	0	0	0%	
		<u>161,150</u>	<u>196,150</u>	<u>159,000</u>	<u>0</u>	<u>(159,000)</u>	<u>-100%</u>	<b>▼</b>
<b>Outflows from financing activities</b>								
Repayment of Borrowings	3	(1,226,872)	(1,226,872)	(1,162,187)	(1,161,458)	729	0%	
Payments for principal portion of lease liabilities	3	(107,879)	(107,879)	(101,486)	(97,533)	3,953	-4%	
Transfers to Restricted Assets (Reserves)	4	(303,195)	(303,195)	(241,179)	(5,285)	235,894	98%	▼
Transfers to Restricted Assets (Other)		0	0	0	0	0	0%	
		<u>(1,637,946)</u>	<u>(1,637,946)</u>	<u>(1,504,852)</u>	<u>(1,264,276)</u>	<u>240,576</u>	<u>16%</u>	<b>▲</b>
<b>Amount attributable to financing activities</b>		<b>(1,476,796)</b>	<b>(1,441,796)</b>	<b>(1,345,852)</b>	<b>(1,264,276)</b>	<b>81,576</b>	<b>6%</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
<b>Surplus or deficit at the start of the financial year</b>	5	2,084,157	1,743,396	1,743,396	1,743,396	(340,761)	0%	
Amount attributable to operating activities		(520,097)	(552,040)	(228,787)	193,128	421,916	184%	▼
Amount attributable to investing activities		(87,264)	82,831	(235,390)	(90,269)	145,121	-62%	▼
Amount attributable to financing activities		(1,476,796)	(1,441,796)	(1,345,852)	(1,264,276)	81,576	6%	
<b>Surplus or deficit at the end of the financial year</b>	5	<b>(0)</b>	<b>(167,609)</b>	<b>(66,633)</b>	<b>581,980</b>	<b>648,613</b>	<b>973%</b>	<b>▲</b>

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

1. Please note that the rates were raised in August but this schedule is not date sensitive

**Material Variances Symbol**

Above Budget Expectations

Greater than 10% and \$5,000

▲

Below Budget Expectations

Less than 10% and \$5,000

▼

**SHIRE OF PINGELLY**  
**FOR THE PERIOD 1 MAY 2023 TO 30 MAY 2023**  
**Report on Significant variances Greater than 10% and \$5,000**

**Purpose**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date.  
The material variance adopted by Council for the current year is an Actual Variance exceeding 10% and a value greater than \$5,000.  
Items in bold are additions not previously included in reporting

**NATURE AND TYPE VARIATIONS**

**REPORTABLE OPERATING REVENUE VARIATIONS**

<b>Operating Grants &amp; Subsidies</b>		( 98,915)	-13% ▼
ESL BFB & SES under budget ytd (profile timing) Fire Mitigation Adjustment on acquittal	(39,150)		
Seniors week	(6,000)		
Small Grants AASB 15 accounting standard, Seniors week (Timing)	(59,586)		
PRACC reimbursement for Bulk Gas	5,819		
<b>Interest Earnings</b>		5,633	15% ▲
Term Deposit Interest received	7,209		
Rates interest	(1,584)		
<b>Other Revenue</b>		35,588	31% ▲
Workers compensation, Insurance Claims, less AASB 15 capital grant reimbursements			
<b>Capital Grants (Non Operating)</b>		(1,159,616)	39% ▼
DFES Fire shed AASB1058, LRCI, Water Supply, Roads to Recovery, Town Hall (Election Promise)LRCI , Mainroads and Department of Transport Grants			

**REPORTABLE OPERATING EXPENSE VARIATIONS**

<b>Materials and Contracts</b>		413,999	26% ▼
Fuels & oils, and parts and repairs offset by mechanic capital work	(15,300)		
Council Plans	18,663		
Consultants	27,863		
SES	16,348		
SES emergency training	14,496		
Contract Health	(7,925)		
Small Grants & Celebrations	29,319		
Parks and gardens	11,885		
Swimming Pool contract management	16,070		
Rural Road maintenance & bridges	106,690		
Area Promotion	41,271		
Community grants programs	25,442		
PWO Recovery Non Cash	80,260		
<b>Interest Expense</b>		(34,830)	-57% ▲
WATC Interest accrued monthly budgeted as payments occur			
<b>Other Expenditure</b>		9,804	12% ▼
Community Grants Expenditure	8,035		

**REPORTABLE CAPITAL EXPENDITURE VARIATIONS**

<b>Purchase of Land &amp; Buildings</b>		511,630	76% ▼
Building capex - Sulkies and buggies (profile timing)	(1,945)		
Building capex - PRACC Carpark & Drainage (profile timing)	11,453		
Building capex - Fire Shed Schedule 5	393,149		
Building capex - Caravan Park Improvements	49,998		
Building Capex - Childcare centre	33,975		
Building Capex - Town Hall Election Promise	25,000		
<b>Purchase of Furniture &amp; Equipment</b>		34,045	100% ▼
No purchases made to date. Awaiting IT assessment with new provider re servers, computers and CCTV			
<b>Purchase of Road Infrastructure Assets</b>		204,434	27% ▼
Roads program work in progress (profile timing)			
<b>Purchase of Infrastructure Assets - Parks &amp; Ovals</b>		294,598	71% ▼
The variance of park capital expenditure relates to the Youth Park, Pocket park and solar lighting yet to start			
Parks capex -Youth Park	250,194		
Park capex - Pingelly Pocket Park	7,502		
Park capex - Solar Lighting	4,998		
Park Capex Water Improvements	31,904		
<b>Purchase of Infrastructure Assets - Bridges</b>		98,305	48% ▼
Review Street Bridge is work in progress, the full budgeted amount will not be spent or claimed from Mainroads			
<b>Purchase of Infrastructure Assets - Other</b>		64,931	22% ▼
Infrastructure other capex - The signage and streetscape has partially commenced	34,293		
WA Bike Network construction is nearing completion with trees, solar lights and benches being purchased and installed	30,639		

**REPORTABLE CAPITAL REVENUE VARIATIONS**

<b>Transfers to Restricted Assets (Reserves)</b>		235,894	98% ▼
Interest was transferred at the TDA maturity, with the remainder to occur at the end of the financial year			
<b>Transfers from Restricted Assets (Reserves)</b>		(159,000)	-100%
Transfers to occur at the end of the financial year			
<b>Proceeds from Disposal of Assets</b>		38,817	92% ▲
Proceeds from the sale of plant at auction were higher than additionally budgeted.			

**SHIRE OF PINGELLY**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 MAY 2023 TO 30 MAY 2023**

1. ACQUISITION OF ASSETS	2022/23 Adopted Budget \$	2022/23 Revised Budget \$	2022/23 YTD Budget \$	May 2023 YTD Actual \$
The following assets have been acquired during the period under review:				
<b><u>By Program</u></b>				
<i>Administration</i>				
Furniture And Equipment	37,150	37,150	34,045	0
<b>Law, Order &amp; Public Safety</b>				
<i>Fire Prevention</i>				
Plant Purchase - Schedule 5 Bfb	261,300	407,844	407,844	407,844
Plant Purchase - Schedule 5 Ses	0	355,501	355,501	355,501
Building Purchase Schedule 5	463,414	463,414	397,212	4,063
<b>Education &amp; Welfare</b>				
<i>Education</i>				
Building Purchase - Education Schedule 8	50,000	50,000	49,998	16,023
<b>Recreation &amp; Culture</b>				
<i>Public Halls Civic Centres</i>				
Sulkies & Buggies	150,000	60,000	60,000	61,945
Town Hall Election promise	0	25,000	25,000	-
<i>Other Recreation &amp; Sport</i>				
Capex - Infra Parks & Ovals	128,000	128,000	127,998	96,094
Pingelly Pocket Park - Expenditure	31,000	31,000	31,000	23,498
Youth Precinct	250,194	250,194	250,194	-
Solar Lighting Rec And Culture	5,000	5,000	4,998	-
<i>Other Culture</i>				
Capex - Pracc Carpark And Drainage	40,368	40,368	36,993	25,540
Pracc Lighting Project	50,000	50,000	50,000	50,000
<b>Transport</b>				
<i>Construction - Roads, Bridges, Depots</i>				
<b>Furniture &amp; Equipment</b>				
Furniture & Equipment Purchase - Schedule 12	0	0	0	-
<b>Bridges</b>				
Capex - Review Street Bridge # 5165 0.94Slk	204,650	204,650	204,640	106,335
<b>Roads Construction</b>				
Somerset Street	137,597	130,194	130,194	(0)
Crstf Jingaring Road Gravel Resheeting	173,318	173,318	158,862	187,527
Capex - Rrg Wickepin Pingelly Slk 7.9-9.0	516,429	516,429	473,374	370,469
Wa Bicycle Network Schedule 12	260,000	260,000	260,000	229,361
<b>Footpath Construction</b>				
Footpaths - Construction	12,244	12,244	12,240	0
<i>Road Plant Purchases</i>				
Replacement Tipper Truck	70,000	45,000	45,000	-
Hallmark Side Tipper		35,000	35,000	45,807
Capex - Psm01 Upgrade 2014 Holden Colorado	34,000	25,200	25,200	25,200
Capex - Kubota Ride On Mower Decks		10,000	10,000	-
Upgrade Tipper Truck	20,000	20,000	20,000	18,298
<b>Economic Services</b>				
<i>Tourism &amp; Area Promotion</i>				
Caravan Park Improvements - Chalets	50,000	50,000	49,998	0
Signage & Streetscape	60,000	40,000	40,000	5707
	<u>3,004,664</u>	<u>3,425,506</u>	<u>3,295,291</u>	<u>2,029,212</u>
<b><u>By Class</u></b>				
Buildings	803,782	738,782	669,201	157,571
Furniture & Equipment	37,150	37,150	34,045	-
Right of Use Asset - P & E	0	0	0	-
Plant & Equipment	385,300	898,545	898,545	852,649
Infrastructure - Roads	827,344	819,941	762,430	557,996
Infrastructure - Footpaths	12,244	12,244	12,240	-
Infrastructure - Kerbs & Drains	0	0	0	0
Infrastructure - Parks & Ovals	414,194	414,194	414,190	119,592
Infrastructure - Bridges	204,650	204,650	204,640	106,335
Infrastructure - Other	320,000	300,000	300,000	235,069
	<u>3,004,664</u>	<u>3,425,506</u>	<u>3,295,291</u>	<u>2,029,212</u>

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2023 TO 30 MAY 2023

2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

Asset No	By Program	Written Down Value			Sale Proceeds			Profit(Loss)		
		2022/23		May 2023 Actual \$	2022/23		May 2023 Actual \$	2022/23		May 2023 Actual \$
		Budget \$	Revised Budget		Budget \$	Revised Budget		Budget \$	Revised Budget	
PSM01	<b>Transport</b> PSM01 - 2014 Holden Colorado 4 X 4 PN810	17,000		10,000	12,000		15,402	(5,000)	0	5,402
PT20	Tipper truck		38,830	38,291		20,000	43,179		(18,830)	4,888
PM4	Conplant Roller		15,000	15,000		10,000	22,236		(5,000)	7,236
	Right of Use Copier		24,430	24,430		0	0	0	(24,430)	(24,430)
PBF2	Isuzu Bush Fire Truck			0		0	0		0	0
		17,000	78,260	87,721	12,000	30,000	80,817	(5,000)	(48,260)	(6,904)

Asset No	By Class of Asset	Written Down Value			Sale Proceeds			Profit(Loss)		
		2022/23		May 2023 Actual \$	2022/23		May 2023 Actual \$	2022/23		May 2023 Actual \$
		Budget \$	Revised Budget		Budget \$	Revised Budget		Budget \$	Revised Budget	
PSM01	<b>Plant &amp; Equipment</b> PSM01 - 2014 Holden Colorado 4 X 4 PN810	17,000	0	10,000	12,000	0	15,402	(5,000)	0	5,402
PT20	Tipper truck		38,830	38,291		20,000	43,179		(18,830)	4,888
PM4	Conplant Roller		15,000	15,000		10,000	22,236		(5,000)	7,236
	<b>ROU Asset Plant &amp; Equipment</b> Right of Use Copier	0	24,430	24,430	0	0	0	0	(24,430)	(24,430)
PBF2	Isuzu Bush Fire Truck	0	0	0	0	0	0	0	0	0
		17,000	78,260	87,721	12,000	30,000	80,817	(5,000)	(48,260)	(6,904)

Summary

Profit on Asset Disposals  
Loss on Asset Disposals

2022/23		May 2023 Actual \$
Adopted Budget \$	Revised Budget \$	
0	0	17,526
(5,000)	(48,260)	(24,430)
(5,000)	(48,260)	(6,904)

## SHIRE OF PINGELLY

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2023 TO 30 MAY 2023

## 3. INFORMATION ON BORROWINGS

## (a) Debenture Repayments

Particulars	Principal 1-Jul-22	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2022/23 Budget \$	2022/23 Actual \$	2022/23 Budget \$	2022/23 Actual \$	2022/23 Budget \$	2022/23 Actual \$	2022/23 Budget \$	2022/23 Actual \$
<b>Education &amp; Welfare</b>									
Loan 120 - SSL Pingelly Cottage Homes *	113,589	0	0	19,920	9,802	93,669	103,787	7,032	6,475
<b>Recreation &amp; Culture</b>									
Loan 123 - Recreation and Cultural Centre	1,849,207	0	0	109,450	54,155	1,739,757	1,795,052	76,712	70,446
Loan 124 - Recreation and Cultural Centre	1,097,502	0	0	1,097,502	1,097,502	0	0	3,586	3,468
	3,060,298	0	0	1,226,872	1,161,458	1,833,426	1,898,840	87,329	80,389

(\*) Self supporting loan financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

## 3. INFORMATION ON LEASES

## (b) Lease Repayments

Particulars	Principal 1-Jul-22	New Lease		Lease Principal Repayments		Lease Principal Outstanding		Lease Interest Repayments	
		2022/23 Budget \$	2022/23 Actual \$	2022/23 Budget \$	2022/23 Actual \$	2022/23 Budget \$	2022/23 Actual \$	2022/23 Budget \$	2022/23 Actual \$
<b>Administration</b>									
Photocopier Lease	16,154	0	0	16,154	10,729	0	5,425	824	157
Solar System-Admin Office	8,914	0	0	3,442	3,422	5,472	5,491	592	413
Server Lease	32,798	0	0	8,788	8,788	24,010	24,011	1,932	1,518
CCTV Server Lease	16,201	0	0	3,971	3,971	12,230	12,230	818	888
Grader Lease	231,357	0	0	60,524	55,409	170,834	175,948	6,297	5,843
Loader Lease	86,570	0	0	15,000	15,214	71,570	71,356	5,564	6,206
	391,994	0	0	107,879	97,533	284,116	294,461	16,026	15,026

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2023 TO 30 MAY 2023

	2022/23		May 2023 Actual
	Adopted Budget \$	Revised Budget \$	\$
<b>4. RESERVES</b>			
<b>Cash Backed Reserves</b>			
<b>(a) Leave Reserve</b>			
Opening Balance	196,395	196,395	196,395
Amount Set Aside / Transfer to Reserve	185	185	1,226
Amount Used / Transfer from Reserve	0	0	0
	<u>196,580</u>	<u>196,580</u>	<u>197,621</u>
<b>(b) Plant Reserve</b>			
Opening Balance	85,124	85,125	85,125
Amount Set Aside / Transfer to Reserve	239,407	239,407	531
Amount Used / Transfer from Reserve	(124,000)	(159,000)	0
	<u>200,531</u>	<u>165,532</u>	<u>85,656</u>
<b>(c) Building and Recreation Reserve</b>			
Opening Balance	374,932	374,933	374,933
Amount Set Aside / Transfer to Reserve	2,068	2,068	2,341
Amount Used / Transfer from Reserve	0	0	0
	<u>377,000</u>	<u>377,001</u>	<u>377,274</u>
<b>(d) Electronic Equipment Reserve</b>			
Opening Balance	54,793	54,793	54,793
Amount Set Aside / Transfer to Reserve	35,249	35,249	342
Amount Used / Transfer from Reserve	(37,150)	(37,150)	0
	<u>52,892</u>	<u>52,892</u>	<u>55,135</u>
<b>(e) Community Bus Reserve</b>			
Opening Balance	43,979	43,979	43,979
Amount Set Aside / Transfer to Reserve	20,220	20,220	275
Amount Used / Transfer from Reserve	0	0	0
	<u>64,199</u>	<u>64,199</u>	<u>44,254</u>
<b>(f) Swimming Pool Reserve</b>			
Opening Balance	33,072	33,072	33,072
Amount Set Aside / Transfer to Reserve	5,166	5,166	206
Amount Used / Transfer from Reserve	0	0	0
	<u>38,238</u>	<u>38,238</u>	<u>33,278</u>
<b>(g) Refuse Site Rehab/Closure Reserve</b>			
Opening Balance	16,236	16,236	16,236
Amount Set Aside / Transfer to Reserve	82	82	101
Amount Used / Transfer from Reserve	0	0	0
	<u>16,318</u>	<u>16,318</u>	<u>16,337</u>
<b>(h) Tutanning Nature Reserve</b>			
Opening Balance	1,997	1,997	1,997
Amount Set Aside / Transfer to Reserve	18	18	12
Amount Used / Transfer from Reserve	0	0	0
	<u>2,015</u>	<u>2,015</u>	<u>2,009</u>
<b>(i) Wheatbelt Secondary Freight Network Reserve</b>			
Opening Balance	40,000	40,000	40,000
Amount Set Aside / Transfer to Reserve	800	800	250
Amount Used / Transfer from Reserve	0	0	0
	<u>40,800</u>	<u>40,800</u>	<u>40,250</u>
<b>Total Cash Backed Reserves</b>	<b><u>988,573</u></b>	<b><u>953,575</u></b>	<b><u>851,814</u></b>

All of the above reserve accounts are to be supported by money held in financial institutions.



SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2023 TO 30 MAY 2023

	2022/23		May 2023 Actual
	Adopted Budget	Revised Budget	
	\$	\$	\$
<b>4. RESERVES (Continued)</b>			
<b>Cash Backed Reserves (Continued)</b>			
<b>Summary of Transfers To Cash Backed Reserves</b>			
<b>Transfers to Reserves</b>			
Leave Reserve	185	185	1,226
Plant Reserve	239,407	239,407	531
Building and Recreation Reserve	2,068	2,068	2,341
Electronic Equipment Reserve	35,249	35,249	342
Community Bus Reserve	20,220	20,220	275
Swimming Pool Reserve	5,166	5,166	206
Refuse Site Rehab/Closure Reserve	82	82	101
Tutanning Nature Reserve	18	18	12
Wheatbelt Secondary Freight Network Reserve	800	800	250
	<b>303,195</b>	<b>303,195</b>	<b>5,284</b>
<b>Transfers from Reserves</b>			
Leave Reserve	0	0	0
Plant Reserve	(124,000)	(159,000)	0
Building Reserve	0	0	0
Electronic Equipment Reserve	(37,150)	(37,150)	0
Community Bus Reserve	0	0	0
Swimming Pool Reserve	0	0	0
Refuse Site Rehab/Closure Reserve	0	0	0
Tutanning Nature Reserve	0	0	0
Wheatbelt Secondary Freight Network Reserve	0	0	0
	<b>(161,150)</b>	<b>(196,150)</b>	<b>0</b>
<b>Total Transfer to/(from) Reserves</b>	<b>142,045</b>	<b>107,045</b>	<b>5,284</b>

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

**Leave Reserve**

- to be used to fund annual and long service leave requirements.

**Plant Reserve**

- to be used for the purchase of major plant.

**Building and Recreation Reserve**

- to be used to fund the renovation/purchase of Shire of Pingelly buildings and Recreation Infrastructure.

**Electronic Equipment Reserve**

- to be used to fund the purchase of administration computer system equipment.

**Community Bus Reserve**

- to be used to fund the change-over of the community bus.

**Swimming Pool Reserve**

- to be used to fund the upgrading of the swimming pool complex

**Joint Venture Housing Reserve**

- to be used for the future maintenance of the Joint Venture units

**Refuse Site Rehab/Closure Reserve**

- to be used to facilitate the rehabilitation/closure of the town refuse site.

**Tutanning Nature Reserve**

- to be used for the operations, improvements and promotion of the Tutanning Nature Reserve

**Wheatbelt Secondary Freight Network Reserve**

- to be used for the Shire of Pingelly's contribution for Infrastructure renewal for future Wheatbelt Secondary Freight network capital renewal

**SHIRE OF PINGELLY**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 MAY 2023 TO 30 MAY 2023**

	<b>2021/22 June Actual \$</b>	<b>May 2023 Actual \$</b>
<b>5. NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	2,595,254	352,092
Cash - Restricted Unspent Grants		774,984
Cash - Restricted Unspent Loans	0	(0)
Cash - Restricted Bonds & Deposits	14,384	12,727
Cash - Restricted Reserves	846,529	851,814
Receivables (Budget Purposes Only)	0	0
Rates Outstanding	222,839	275,796
Sundry Debtors	303,291	108,844
Provision for Doubtful Debts	(1,003)	(1,003)
Gst Receivable	0	26,114
Contract Asset	0	0
Loans - clubs/institutions	19,920	10,119
Accrued Income/Payments In Advance	4,644	0
Investments	5,000	5,000
Inventories	19,694	9,904
	4,030,553	2,426,390
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions (Budget Purposes Only)	0	-
Sundry Creditors	(308,739)	(68,577)
Accrued Interest On Loans	(369)	(34,573)
Accrued Salaries & Wages	(54,117)	-
Bonds & Deposits Held	(14,384)	(12,639)
Income In Advance	*	(66,471)
Gst Payable	0	(2,271)
Payroll Creditors	0	-
Contract Liabilities	0	-
Performance Obligation Liability	(807,235)	(708,513)
Prepaid Rates Liability	(31,549)	(42,418)
Current Lease Liability	(107,688)	(10,154)
Accrued Expenses	(59,083)	(5,534)
PAYG Liability	0	(28,386)
Other Payables	(12,871)	(8,097)
Current Employee Benefits Provision	(373,024)	(373,024)
Current Loan Liability	(1,226,872)	(65,414)
	(3,123,290)	(1,426,070)
<b>NET CURRENT ASSET POSITION</b>	<b>907,263</b>	<b>1,000,321</b>
Less: Cash - Reserves - Restricted	(846,529)	(851,814)
Less: Cash - Unspent Grants/Loans - Fully Restricted	0	0
Less: Current Loans - Clubs / Institutions	(19,920)	(10,119)
Less: Investments	(5,000)	(5,000)
Add Back : Component of Leave Liability not Required to be Funded	373,024	373,024
Add Back : Current Loan Liability	1,226,872	65,414
Add Back : Current Lease Liability	107,688	10,154
Adjustment in Accounting policies	0	0
Adjustment for Trust Transactions Within Muni	0	88
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b>1,743,396</b>	<b>581,980</b>

**SHIRE OF PINGELLY**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 MAY 2023 TO 30 MAY 2023**

**6. RATING INFORMATION**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>2022/23 Rate Revenue \$</b>	<b>2022/23 Interim Rates \$</b>	<b>2022/23 Back Rates \$</b>	<b>2022/23 Total Revenue \$</b>	<b>2022/23 Adopted Budget \$</b>
<b>General Rate</b>								
GRV - Residential	0.13417	318	3,624,452	486,293	3,122		489,415	486,282
GRV - Rural Residential	0.13417	65	807,924	108,399			108,399	108,397
GRV - Commercial/Industrial	0.13417	28	396,080	53,142			53,142	53,141
GRV - Townsites	0.13417	12	144,560	19,396			19,396	19,395
UV - Broadacre Rural	0.008550	232	173,853,000	1,486,443	(2,415)		1,484,028	1,486,791
Non Rateable								
<b>Sub-Totals</b>		655	178,826,016	2,153,673	708	0	2,154,381	2,154,006
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV - Residential	993	62	85,646	61,566			61,566	61,566
GRV - Rural Residential	993	24	56,220	23,832			23,832	23,832
GRV - Commercial/Industrial	993	14	58,080	13,902			13,902	13,902
GRV - Townsites	993	8	17,185	7,944			7,944	7,944
UV - Broadacre Rural	993	69	5,157,530	68,517			68,517	68,517
<b>Sub-Totals</b>		177	5,374,661	175,761	0	0	175,761	175,761
Ex Gratia Rates							2,330,142	2,329,767
Movement in Excess Rates							0	236
<b>Total Amount of General Rates</b>							2,330,142	2,330,003
Specified Area Rates							0	0
Ex Gratia Rates							0	0
<b>Total Rates</b>							2,330,142	2,330,003

All land except exempt land in the Shire of Pingelly is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2021/22 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

SHIRE OF PINGELLY

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 MAY 2023 TO 30 MAY 2023

7. OPERATING STATEMENT

	May 2023 Actual \$	2022/23 Revised Budget \$	2022/23 Adopted Budget \$	2021/22 Actual \$
<b>OPERATING REVENUES</b>				
Governance	60,709	57,225	57,225	119,335
General Purpose Funding	2,816,124	2,810,670	2,753,872	4,085,151
Law, Order, Public Safety	847,896	1,351,589	1,043,001	329,529
Health	2,682	2,461	2,461	2,423
Education and Welfare	27,046	70,041	23,041	14,676
Housing	0	0	0	0
Community Amenities	223,726	223,160	220,740	212,823
Recreation and Culture	272,839	687,628	628,010	998,919
Transport	1,019,236	1,649,292	1,593,395	905,168
Economic Services	77,302	209,095	229,095	76,254
Other Property and Services	44,823	34,521	59,379	146,601
<b>TOTAL OPERATING REVENUE</b>	<b>5,392,384</b>	<b>7,095,682</b>	<b>6,610,219</b>	<b>6,890,879</b>
<b>OPERATING EXPENSES</b>				
Governance	417,749	522,408	459,665	443,219
General Purpose Funding	202,342	228,752	226,770	197,522
Law, Order, Public Safety	334,294	422,886	513,836	484,666
Health	174,673	187,897	184,622	170,240
Education and Welfare	99,528	117,149	111,862	102,878
Housing	0	0	0	0
Community Amenities	338,918	407,558	406,344	356,483
Recreation & Culture	1,366,209	1,590,669	1,509,928	1,405,558
Transport	2,389,385	2,900,569	2,877,742	2,805,130
Economic Services	397,215	526,663	526,663	397,576
Other Property and Services	98,271	24,809	7,214	40,817
<b>TOTAL OPERATING EXPENSE</b>	<b>5,818,582</b>	<b>6,929,361</b>	<b>6,824,647</b>	<b>6,404,090</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>(426,198)</b>	<b>166,322</b>	<b>(214,427)</b>	<b>486,788</b>

**SHIRE OF PINGELLY**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 MAY 2023 TO 30 MAY 2023**

**8. STATEMENT OF FINANCIAL POSITION**

	<b>May 2023 Actual \$</b>	<b>2021/22 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	1,978,890	3,441,783
Investments Current	5,000	5,000
Trade and Other Receivables	419,870	549,692
Inventories	9,904	19,694
Restricted Cash - Bonds & Deposits	12,727	14,384
<b>TOTAL CURRENT ASSETS</b>	<b>2,426,391</b>	<b>4,030,553</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	168,110	168,110
Inventories	0	0
Property, Plant and Equipment	23,911,701	23,550,977
Infrastructure	65,195,843	66,075,824
Investments Non Current	58,353	58,353
<b>TOTAL NON-CURRENT ASSETS</b>	<b>89,334,007</b>	<b>89,853,264</b>
<b>TOTAL ASSETS</b>	<b>91,760,398</b>	<b>93,883,817</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	974,993	1,509,011
Long Term Borrowings	65,414	1,226,872
Provisions	373,024	373,024
Bonds & Deposits Liability	12,639	14,384
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,426,070</b>	<b>3,123,291</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	284,306	284,306
Long Term Borrowings	1,833,427	1,833,427
Provisions	23,656	23,656
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,141,389</b>	<b>2,141,389</b>
<b>TOTAL LI/</b> 10	<b>3,567,459</b>	<b>5,264,680</b>
<b>NET ASSETS</b>	<b>88,192,939</b>	<b>88,619,137</b>
<b>EQUITY</b>		
Retained Surplus	32,120,600	32,592,083
Reserves - Cash Backed	851,814	806,529
Revaluation Surplus	55,220,525	55,220,525
<b>TOTAL EQUITY</b>	<b>88,192,939</b>	<b>88,619,137</b>

**SHIRE OF PINGELLY**  
**RESTRICTED CASH RECONCILIATION**  
**31 May 2023**

9. Restricted Grants/Funds Received	Projects	GL/Job Account	Total Restricted Funds	Year to date expenditure year to 30 June 2022	Actual Expenditure current year 2022/23	Restricted Funds Remaining
Review Street Bridge Special Funding	Transport	BR005	136,000	-	106,335	29,665
PRACC Lighting, Drainage & Landscaping (LRCI 3)	Recreation & Culture	LP001	56,250	-	50,000	6,250
Sulkies and Buggies (LRCI 3)	Recreation & Culture	11ES	45,000	-	45,000	-
Youth Precinct, Memorial Park & Pump Track (LRCI 3)	Recreation & Culture	IP008	-	-	-	-
Signage Streetscape Upgrades (LRCI 3)	Tourism	SS001	30,000	-	5,707	24,293
Caravan Park Improvements (LRCI 3)	Tourism	BU046	37,500	-	-	37,500
Wickepin Pingelly Seal (LRCI 3)	Transport	RRG05	97,500	-	-	97,500
Somerset Street upgrade (LRCI 3)	Transport	CC89	97,646	-	4,357	93,289
Childcare Upgrade	Education & Welfare	0833	37,500	-	16,023	21,477
Roads to Recovery Cfwd	Transport	RRG05	7,132	-	7,132	-
WA Cycle Network All Aged shared path	Department of Transport	BIC01	39,000	-	39,000	-
Pingelly Pocket Park - RAC	Recreation & Culture	IP007	31,000	-	23,498	7,502
Roads to Recovery Installment	Transport					159,329
DFES West Pingelly Fireshed	Law Order & Public Safety	0596	231,707	-	-	231,707
Heritage Survey & Listing (Dept Planning)	Recreation & Culture	135C	20,000	-	4,559	15,441
Regional Childcare attraction and retention grant	Other Economic Services	CG027	18,250	-	-	18,250
Pingelly Youth Strategy	Other Economic Services	CG009	10,000	-	4,766	5,234
Queens Jubilee Tree Planting	Recreation & Culture	TG9	20,000	-	13,657	6,343
Live & Local Music	Recreation & Culture	CG022	13,000	4,786	7,176	1,037
Keep Australia Beautiful Butt Poles (Dept Environment)	Recreation & Culture	CD033	4,920	-	4,116	804
RACIP(Regional Arts and Cultural Investment Program) Leveraged Cultural Planning	Recreation & Culture	135C	50,000	25,000	15,000	10,000
People of Pingelly Past and Present	Other Communitites	CG026	44,895	19,000	25,468	427
Seniors Weeks	Other Communitites	0805	1,000	-	-	1,000
Age is just a number	Recreation & Culture	CD032	5,000	-	2,065	2,936
Tutanning Walk Trails	Department of Communities	EV001	5,000	-	-	5,000
Australia Day	National Australia Day Council		23,998	-	23,998	0
<b>Sub Total</b>						774,984
<b>Total Restricted Grant Funds</b>						<b>774,984</b>
<b>Available Cash</b>		<b>GL/Job Account</b>	<b>Interest Rate</b>			<b>Balance</b>
Municipal Bank	Muni Fund Bank	0111	0			591,766.04
Municipal Bank	Muni Fund Interest Bearing A/C	0111	0.05%			31,308.94
Municipal Bank - TDA	Muni Fund Bank TDA	0111	0.5%			503,450.91
Municipal Bank	Till Float SES	0112				50.00
Municipal Bank	Till Float	0113				200.00
Municipal Bank	Petty Cash on hand	0114				300.00
Total Cash						1,127,075.89
Less Restricted Cash						(774,983.68)
<b>Total Unrestricted Cash</b>						<b>352,092.21</b>

## **15.2 Accounts Paid by Authority – May 2023**

<b>File Reference:</b>	<b>ADM0066</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Finance Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>List of Accounts</b>
<b>Previous Reference:</b>	<b>Nil</b>

### **Summary**

Council is requested to receive the list of accounts paid by authority for the month of May 2023.

### **Background**

In accordance with *Local Government (Financial Management) Regulations 1996 Clause 13*

(1) schedules of all payments made through Council's bank accounts are presented to the Committee and to Council.

### **Comment**

Unless otherwise identified, all payments have been made in accordance with Council's adopted 2022/2023 Budget.

### **Consultation**

Nil

### **Statutory Environment**

Regulation 12 of the *Local Government (Financial Management) Regulations* provides that:

- (1) A payment may only be made from the municipal fund or the trust fund —
  - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
  - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

Regulation 13 of the *Local Government (Financial Management) Regulations* provides that:

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
  - (a) the payee's name;
  - (b) the amount of the payment;
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - (a) for each account which requires council authorisation in that month —
    - (i) the payee's name;
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the Council to which the list is to be presented.
- (3) A list prepared under sub regulation (1) or (2) is to be —
  - (a) presented to the Council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

### Policy Implications

There are no policy implications arising from this amendment.

### Financial Implications

There are no known financial implications upon either the Council’s current budget or long-term financial plan.

### Strategic Implications

Goal 5	Innovation Leadership and Governance
Outcome 5.6	Financial systems are effectively managed
Strategy 5.6.1	Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting) and long-term financial planning requirements

### Risk Implications

Risk	Failure to present a detailed listing of payments in the prescribed form would result in non-compliance with the Local Government (Financial Management) Regulations 1996, which may result in a qualified audit.
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	Reputational / Legislative
Risk Action Plan (Controls or Treatment Proposed)	Nil

### Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

#### Voting Requirements:

Simple Majority

#### Officer’s Recommendation and Council Decision:

**13282            Moved: Cr Oliveri                            Seconded: Cr Hotham**

**That Council receive the Accounts for Payments for May 2023 as authorised under delegated authority and in accordance with the Local Government (Financial Management) Regulations 1996:**

#### To 31 May 2023:

Municipal Account	\$348,451.27
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**CARRIED 6/0**

#### Councillor comments in support of the motion:

Nil

#### Councillor comments in opposing the motion:

Nil



## SHIRE OF PINGELLY

## ACCOUNTS PAID PRESENTED FOR ENDORSEMENT MAY 2023

EFT NUMBER	DATE	CREDITOR	INVOICE DESCRIPTION	BANK CODE	INVOICE AMOUNT	TOTAL
<b>EFT9987</b>	<b>08/05/2023</b>	<b>PINGELLY PHARMACY</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>570.00</b>
INV 68501	01/11/2022	PINGELLY PHARMACY	ITEMS TO TOP UP FIRST AID KITS		538.00	
INV 72386	14/12/2022	PINGELLY PHARMACY	4 X PHOTO FRAMES		32.00	
<b>EFT9988</b>	<b>08/05/2023</b>	<b>PINGELLY QUALITY MEATS</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>158.80</b>
INV 14	29/03/2023	PINGELLY QUALITY MEATS	CHICKEN AND BEEF PATTIES - BUSINESS BBQ		91.30	
INV 17	29/03/2023	PINGELLY QUALITY MEATS	CHICKEN AND BEEF PATTIES - YOUTH BASKETBALL		67.50	
<b>EFT9989</b>	<b>08/05/2023</b>	<b>WHEATBELT ELECTRICS</b>	<b>ELECTRICAL SERVICES</b>	<b>1</b>		<b>605.00</b>
INV 4541	28/11/2022	WHEATBELT ELECTRICS	RESTORE POWER TO MAIN PUMP - SWIMMING POOL		121.00	
INV 4542	28/11/2022	WHEATBELT ELECTRICS	FOOTINGS FOR ELECTRICAL CONNECTIONS - MEMORIAL PARK		242.00	
INV 4543	28/11/2022	WHEATBELT ELECTRICS	LEVEL ALRMS IN WASTE EXTERNAL WATER TANK - PRACC		242.00	
<b>EFT9990</b>	<b>08/05/2023</b>	<b>NUTRIEN AG SOLUTIONS</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>1,673.95</b>
INV 908538466	10/03/2023	NUTRIEN AG SOLUTIONS	EAR MUFFS - STAFF PPE		39.60	
INV 908564076	16/03/2023	NUTRIEN AG SOLUTIONS	JAYL POLY SHEET 200UM 6M PER M ORD ROLL - REVIEW STREET BRIDGE BR005		366.30	
INV 908593798	22/03/2023	NUTRIEN AG SOLUTIONS	FENCE DROPPERS - REVIEW STREET BRIDGE BR005		129.55	
INV 908603453	24/03/2023	NUTRIEN AG SOLUTIONS	TIE WIRE - REVIEW STREET BRIDGE BR005		38.50	
INV 908639695	30/03/2023	NUTRIEN AG SOLUTIONS	4 LENGTHS PIPE - REVIEW STREET BRIDGE BR005		1,100.00	
<b>EFT9991</b>	<b>08/05/2023</b>	<b>MARKETFORCE</b>	<b>ADVERTISING</b>	<b>1</b>		<b>365.92</b>
INV 41093	01/03/2023	MARKETFORCE	PUBLIC NOTICE IN THE WEST FOR BUSH FIRE BRIGADES LOCAL LAW 2023		-25.56	
INV 47259	27/03/2023	MARKETFORCE	TENDER FOR MEDICAL SERVICES - THE WEST AUSTRALIAN 23/03/23		391.48	
<b>EFT9992</b>	<b>08/05/2023</b>	<b>PINGELLY TOURISM GROUP INC</b>	<b>2022/23 COMMUNITY GRANT SCHEME</b>	<b>1</b>		<b>2,550.00</b>
INV 115	28/03/2023	PINGELLY TOURISM GROUP INC	SUCCESSFUL APPLICANT OF 2022/2023 ROUND 1 COMMUNITY GRANT SCHEME		2,550.00	

<b>EFT9993</b>	<b>08/05/2023</b>	<b>MATILDA AUTO PARTS</b>	<b>PARTS FOR VARIOUS PLANT AND CONSUMABLES</b>	<b>1</b>		<b>710.60</b>
INV 263529	03/03/2023	MATILDA AUTO PARTS	RED & TACKY GREASE, MULTIMAX GREASE - DEPOT WORKSHOP		224.40	
INV 263677	09/03/2023	MATILDA AUTO PARTS	FILTERS FOR SERVICE - CAT GRADER PG7		409.20	
INV 264009	21/03/2023	MATILDA AUTO PARTS	FILTERS - TOYOTA FORTUNER PEMT1		-101.20	
INV 264009	21/03/2023	MATILDA AUTO PARTS	FILTERS - TOYOTA FORTUNER PEMT1		101.20	
INV 264023	21/03/2023	MATILDA AUTO PARTS	FILTERS - TOYOTA FORTUNER PEMT1		77.00	
<b>EFT9994</b>	<b>08/05/2023</b>	<b>PINGELLY TYRE SERVICE</b>	<b>TYRE SERVICES</b>	<b>1</b>		<b>3,433.60</b>
INV 8763	09/03/2023	PINGELLY TYRE SERVICE	2 X 170/14 TYRES - SMALL PLANT, 2 X HYDRAULIC HOSES		259.60	
INV 8778	30/03/2023	PINGELLY TYRE SERVICE	REPAIR TYRE - HOLDEN COLORADO PSM01		44.00	
INV 8855	04/04/2023	PINGELLY TYRE SERVICE	SUPPLY AND FIT TYRE - MOTOR GRADER PG7		1,870.00	
INV 8903	14/04/2023	PINGELLY TYRE SERVICE	REPAIR WHEELBARROW TYRE		36.00	
INV 8911	14/04/2023	PINGELLY TYRE SERVICE	WHEEL ALIGNMENT - TOYOTA FORTUNER PEMT1		100.00	
INV 8947	14/04/2023	PINGELLY TYRE SERVICE	SUPPLY AND FIT 2 X TYRES - MITSUBISHI TRUCK PT16		1,124.00	
<b>EFT9995</b>	<b>08/05/2023</b>	<b>AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>1,216.35</b>
INV DI25018703	07/03/2023	AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS	PAINT ROLLER & TRAY - TOWN HALL MAINTENANCE		15.16	
INV DI25018994	17/03/2023	AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS	TOILET BRUSH - TOWN HALL PUBLIC TOILETS		8.50	
INV DI25019281	29/03/2023	AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS	SUPPLIES FOR BRIDGE UPGRADE - REVIEW STREET BR005		48.00	
INV DI25019308	29/03/2023	AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS	ROLLER KIT, WALL STUD FINDER - 4 SHIRE STREET		32.00	
INV DI25019313	30/03/2023	AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS	PLY, PINE TIMBER & SILICONE - REVIEW STREET BRIDGE BR005		1,112.69	
<b>EFT9996</b>	<b>08/05/2023</b>	<b>PINGELLY IGA EXPRESS</b>	<b>ASSORTED REFRESHMENTS, SUPPLIES AND CONSUMABLES</b>	<b>1</b>		<b>902.53</b>

INV 03/0435	03/01/2023	PINGELLY IGA EXPRESS	12/01/2023 03-3574 NARROGIN OBSERVER, 13/01/2023 03-4154 4X BAGS OF ICE, 16/01/2023 03-4933 MILK, 18/01/2023 03-5833 MILK, COFFEE, 18/01/2023 03-5833 ALUMINIUM FOIL, CLING WRAP, 19/01/2023 03-5909 NARROGIN OBSERVER, 19/01/2023 03-5940 2 X BAGS OF ICE, 19/01/2023 03-5940 MILK, 24/01/2023 03-7817 MILK, 24/01/2023 03-7817 4 X BOXES OF TISSUES, 25/01/2023 03-8190 2 X PACKS OF AA BATTERIES, 26/01/2023 03-8438 BUTTER, 26/01/2023 03-8438 2 X BAGS OF ICE, 27/01/2023 03-8724 SUGAR, 27/01/2023 03-8724 PACK OF AAA BATTERIES, 03/01/2023 03-0640 COFFEE, TEA BAGS, MILK, 05/01/2023 03-1421 PACK OF AA BATTERIES, 09/01/2023 03-2768 SUGAR, 31/01/2023 03-0316 MILK, 03/01/2023 03-0435 MILK, 03/01/2023 03-0678 3 X BOXES OF TISSUES, 09/01/2023 03-2781 MILK		273.26
INV 03/3672	12/01/2023	PINGELLY IGA EXPRESS	PAINT SCRAPER - SULKIES AND BUGGIES		3.35
INV 03/8262	25/01/2023	PINGELLY IGA EXPRESS	6 X 15 PACK OF PAPER CUPS - AUSTRALIA DAY		29.34
INV 03/1139	02/02/2023	PINGELLY IGA EXPRESS	07/02/2023 03-2860 MILK, COFFEE, 09/02/2023 03-3317 NARROGIN OBSERVER, 13/02/2023 03-4686 MILK, 16/02/2023 03-5842 NARROGIN OBSERVER, 16/02/2023 03-5940 MILK, 20/02/2023 03-7528 MILK, 23/02/2023 03-8407 NARROGIN OBSERVER, 27/02/2023 03-0115 MILK, 28/02/2023 03-0329 MILK, NAPKINS, 28/02/2023 03-0329 BISCUITS, 2 X 9V BATTERIES, PAPER PLATES, 02/02/2023 03-1139 NARROGIN OBSERVER		101.74
INV 03/3986	10/02/2023	PINGELLY IGA EXPRESS	BUBBLE BATH & DISHWASHING LIQUID - AUSTRALIA DAY		10.60
INV 03/4697	13/02/2023	PINGELLY IGA EXPRESS	9L HEAVY DUTY BUCKET - TOWN HALL		4.25
INV 03/7741	21/03/2023	PINGELLY IGA EXPRESS	NAILS - PRACC		6.00
INV 03/8096	22/03/2023	PINGELLY IGA EXPRESS	SURFACE SPRAY - CEMETERY TOILETS, SURFACE SPRAY - MEMORIAL PARK TOILETS		8.00
INV 03/0108	27/03/2023	PINGELLY IGA EXPRESS	BIN LINERS - MEMORIAL PARK GROUNDS		6.35
INV 03/0110	27/03/2023	PINGELLY IGA EXPRESS	SAUSAGES AND BREAD - YOUTH BASKETBALL 27/03/2023		47.55
INV 03/0880	29/03/2023	PINGELLY IGA EXPRESS	ROLLS, ONIONS,MUSTARD, RELISH, CARROTS, CUCUMBER, BUTTER, CHEESE - BUSINESS BBQ		82.54
INV 03/2602	03/04/2023	PINGELLY IGA EXPRESS	SUPPLIES AND CONSUMABLES - AGE IS JUST A NUMBER AFTERNOON TEA FINALE		106.36
INV 03/2603	03/04/2023	PINGELLY IGA EXPRESS	SALAD, BREAD ROLLS, BREAD, SAUSAGES - YOUTH BASKETBALL		75.95
INV 03/2604	03/04/2023	PINGELLY IGA EXPRESS	WATER BOTTLES - YOUTH BASKETBALL		51.57
INV 03/7151	17/04/2023	PINGELLY IGA EXPRESS	BIN LINERS - MEMORIAL PARK		6.35
INV 03/7162	17/04/2023	PINGELLY IGA EXPRESS	POPCORN, DRINKS & CHOCOLATE - PINGELLY YOUTH WEEK 17/04/2023, POPCORN, DRINKS & CHOCOLATE - PINGELLY YOUTH WEEK 17/04/2023		59.32
INV 03/7282	17/04/2023	PINGELLY IGA EXPRESS	LIGHT BULBS - TOWN HALL		30.00
<b>EFT9997</b>	<b>08/05/2023</b>	<b>TOLL TRANSPORT PTY LTD</b>	<b>FREIGHT CHARGES</b>	<b>1</b>	<b>15.75</b>
INV 0494	26/03/2023	TOLL TRANSPORT PTY LTD	15/03/2023 TO WATER EXAMINERS		15.75
<b>EFT9998</b>	<b>08/05/2023</b>	<b>DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY</b>	<b>BSL COLLECTIONS</b>	<b>1</b>	<b>299.07</b>

INV BSLMAR23	12/04/2023	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	MARCH 2023, 11-22/23, 15.22/23, 17.22/23, 16.22/23		299.07	
EFT9999	08/05/2023	SNAP MANDURAH	PRINTING SERVICES	1		187.68
INV F140-16317	31/03/2023	SNAP MANDURAH	BUSINESS CARDS - EMW		187.68	
EFT10000	08/05/2023	INNOVATIVE CARPENTRY & MAINTENANCE PTY LTD AS TRUSTEE FOR THE LOUGHTON FAMILY TRUST, T/A ALLWOOD TIMBER SUPPLIES	CONSUMABLES	1		1,272.56
INV 45545SB-2	15/03/2023	INNOVATIVE CARPENTRY & MAINTENANCE PTY LTD AS TRUSTEE FOR THE LOUGHTON FAMILY TRUST, T/A ALLWOOD TIMBER SUPPLIES	EASY VJ 100 - MR MDF PANELLING 3600 X 1200 X 9MM, CUT TO ACHIEVE 12/1800 X 1200MM, 38 X 10 CCA PINE 3.6M - SULKIES & BUGGIES, FREIGHT		1,272.56	
EFT10001	08/05/2023	SAPIO PTY LTD	TECHNICAL SERVICES	1		343.75
INV 232090	31/03/2023	SAPIO PTY LTD	POLICE CCTV ASSISTANCE 03 & 14.03.2023 INTERNET SETTINGS CORRUPTED BY USER		343.75	
EFT10003	08/05/2023	EDWARDS ISUZU UTE	PART FOR PLANT	1		278.95
INV 28961	02/02/2023	EDWARDS ISUZU UTE	HOUSING & COVER - HOLDEN COLORADO PBM01		278.95	
EFT10004	12/05/2023	PINGELLY GARAGE	CLEANING CHARGES	1		350.00
INV 3853/3740	27/04/2023	PINGELLY GARAGE	DETAIL HOLDEN COLORADO - PDTS01 prior to NEW EMW COMMENCED		350.00	
EFT10005	12/05/2023	THE WEST AUSTRALIAN	ADVERTISING	1		597.13
INV 102803512023	30/04/2023	THE WEST AUSTRALIAN	REQUEST FOR TENDER - BUSH FIRE BRIGADE BUILDING, RECRUITMENT - ECONOMIC COORDINATOR POSITION		597.13	
EFT10006	12/05/2023	UNITED FASTENERS WA P/L	CONSUMABLES	1		51.10
INV 616601	03/04/2023	UNITED FASTENERS WA P/L	CUTTING DISCS - PINGELLY POCKET PARK IP007		47.70	
INV 618623	19/04/2023	UNITED FASTENERS WA P/L	NYLOCK NUTS - PLANT CONSUMABLES		3.40	
EFT10007	12/05/2023	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD CHARGES - APRIL 2023	1		1,775.93
INV 30042023	30/04/2023	GREAT SOUTHERN FUEL SUPPLIES	0PN, PN01, PN761, P100, PN523, BUSH FIRE TRUCK		1,775.93	
EFT10008	12/05/2023	BEST OFFICE SYSTEMS	PRINTING CHARGES	1		565.89
INV 615925	27/04/2023	BEST OFFICE SYSTEMS	ADMIN COPIER CHARGES - 20/03/2023 TO 20/04/2023, BLACK PRINTS - 3427 @ \$0.0110, COLOUR PRINTS - 3925 @ \$0.110, CESM COPIER CHARGES - 20/03/2023 TO 20/04/2023, MINIMUM CHARGES		565.89	
EFT10009	12/05/2023	KEITH THE MAINTENANCE MAN PTY LTD	HIRE OF EQUIPMENT	1		704.00

INV B0839	27/04/2023	KEITH THE MAINTENANCE MAN PTY LTD	SCAFFOLDING - TOWN HALL MAINTENANCE		704.00	
<b>EFT10010</b>	<b>12/05/2023</b>	<b>RURAL TRAFFIC SERVICES</b>	<b>TRAFFIC MANAGEMENT</b>	<b>1</b>		<b>7,623.77</b>
INV 4309	26/04/2023	RURAL TRAFFIC SERVICES	TRAFFIC CONTROL FOR WICKEPIN PINGELLY RD SEALING 24 & 25 APRIL, TRAFFIC CONTROL FOR SOMERSET ST SEALING 23 APRIL		7,623.77	
<b>EFT10011</b>	<b>12/05/2023</b>	<b>WA CONTRACT RANGER SERVICES</b>	<b>RANGER SERVICES</b>	<b>1</b>		<b>1,254.00</b>
INV 4619	01/04/2023	WA CONTRACT RANGER SERVICES	22 & 30 MARCH 2023		627.00	
INV 4670	27/04/2023	WA CONTRACT RANGER SERVICES	20 & 26 APRIL 2023		627.00	
<b>EFT10012</b>	<b>12/05/2023</b>	<b>INGAL CIVIL PRODUCTS</b>	<b>BARRIER PRODUCTS</b>	<b>1</b>		<b>33,506.00</b>
INV 69704	03/05/2023	INGAL CIVIL PRODUCTS	BARRIER PRODUCTS - REVIEW STREET BRIDGE BR005		33,506.00	
<b>EFT10013</b>	<b>12/05/2023</b>	<b>GENTRONICS</b>	<b>SMALL PLANT</b>	<b>1</b>		<b>223.63</b>
INV W5043393	02/03/2023	GENTRONICS	TOPGUN TORCH		223.63	
<b>EFT10014</b>	<b>12/05/2023</b>	<b>LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA</b>	<b>STAFF TRAINING</b>	<b>1</b>		<b>445.00</b>
INV 35452	28/04/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	INDUCTION TO LOCAL GOVERNMENT WORKSHOP EGO - 18/05/2023		445.00	
<b>EFT10015</b>	<b>12/05/2023</b>	<b>NARROGIN HARDWARE AND BUILDING SUPPLIES</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>671.20</b>
INV 115122	04/04/2023	NARROGIN HARDWARE AND BUILDING SUPPLIES	SHEETS OF FORM PLY & 50 X 80MM TECH SCREWS - REVIEW STREET BRIDGE BR005		671.20	
<b>EFT10016</b>	<b>12/05/2023</b>	<b>WESTERN STABILISERS PTY LTD</b>	<b>PAVEMENT REHABILITATION</b>	<b>1</b>		<b>132,255.87</b>
INV WS-2688	28/02/2023	WESTERN STABILISERS PTY LTD	WICKEPIN PINGELLY ROAD RRG05		132,255.87	
<b>EFT10017</b>	<b>12/05/2023</b>	<b>MYSTICAL PRESENTS</b>	<b>WREATHS</b>	<b>1</b>		<b>350.00</b>
INV 82	24/04/2023	MYSTICAL PRESENTS	4 X WREATH FOR ANZAC DAY 2023, FREIGHT		350.00	
<b>EFT10018</b>	<b>12/05/2023</b>	<b>MARKETFORCE</b>	<b>ADVERTISING</b>	<b>1</b>		<b>416.85</b>
INV 47560	26/04/2023	MARKETFORCE	THE WEST AUSTRALIAN 12/04/2023 - RFT PINGELLY BUSH FIRE BRIGADE BUILDING		416.85	
<b>EFT10019</b>	<b>12/05/2023</b>	<b>MATILDA AUTO PARTS</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>224.40</b>
INV 264411	05/04/2023	MATILDA AUTO PARTS	RED & TACKY GREASE, MULTI MAX GREASE - DEPOT WORKSHOP		224.40	
<b>EFT10020</b>	<b>12/05/2023</b>	<b>DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION</b>	<b>ANNUAL LICENCE FEE</b>	<b>1</b>		<b>1,042.80</b>

INV WL7104/2023 AF	01/05/2023	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	PINGELLY WASTE MANAGEMENT FACILITY - LICENCE NUMBER L7104/1997/12		1,042.80	
<b>EFT10021</b>	<b>12/05/2023</b>	<b>PINGELLY HOTEL</b>	<b>CATERING</b>	<b>1</b>		<b>1,476.83</b>
INV 0087	28/04/2023	PINGELLY HOTEL	BUSH FIRE MEETING WEDNESDAY 26 APRIL 2023		188.91	
INV 0088	28/04/2023	PINGELLY HOTEL	BUFFET DINNER - HERITAGE FESTIVAL DINNER 19TH APRIL 2023		1,020.00	
INV 0089	28/04/2023	PINGELLY HOTEL	REFRESHMENTS FOR COUNCIL KITCHEN		267.92	
<b>EFT10022</b>	<b>12/05/2023</b>	<b>AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>459.19</b>
INV DI25019738	17/04/2023	AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS	WALL PLUGS - SULKIES AND BUGGIES		9.20	
INV DI25019787	19/04/2023	AGQUIRE RURAL HOLDINGS T/A BROOKTON RURAL TRADERS	6 X 6M LENGTHS 90 X 45 PINE - REVIEW STREET BRIDGE BR005		449.99	
<b>EFT10023</b>	<b>12/05/2023</b>	<b>TOLL TRANSPORT PTY LTD</b>	<b>FREIGHT CHARGES</b>	<b>1</b>		<b>31.37</b>
INV 0496	09/04/2023	TOLL TRANSPORT PTY LTD	30/03/2023 FROM EASTERN HILLS SAWS AND MOWERS, 30/03/2023 FROM HERSEY'S SAFETY, 30/03/2023 FROM HERSEY'S SAFETY		31.37	
<b>EFT10024</b>	<b>12/05/2023</b>	<b>PINGELLY SOMERSET ALLIANCE INC</b>	<b>COMMUNITY GRANT</b>	<b>1</b>		<b>2,597.65</b>
INV 1357	01/05/2023	PINGELLY SOMERSET ALLIANCE INC	2022/2023 SHIRE OF PINGELLY COMMUNITY GRANT ROUND 2		2,597.65	
<b>EFT10025</b>	<b>12/05/2023</b>	<b>MARKET CREATIONS AGENCY PTY LTD</b>	<b>COMMUNITY ENGAGEMENT</b>	<b>1</b>		<b>1,034.00</b>
INV IX24-2	31/03/2023	MARKET CREATIONS AGENCY PTY LTD	IMPLEMENTATION OF THE COMMUNITY ENGAGEMENT MODULE ON THE WEBSITE - PROPOSAL #1126		1,034.00	
<b>EFT10027</b>	<b>12/05/2023</b>	<b>TELSTRA</b>	<b>TELEPHONE, INTERNET AND MOBILE CHARGES</b>	<b>1</b>		<b>1,203.72</b>
INV 990000003111	12/04/2023	TELSTRA	MOBILE CHARGES PLUS NEW DEVICE: WORKS - EMW, WS, ADMIN - CEO, CG, CDO, EMCS, NEW DEVICE - CEO		418.74	
INV K492801421-2	18/04/2023	TELSTRA	ADMIN CHARGES - 11/04/2023 TO 10/05/2023		784.98	
<b>EFT10028</b>	<b>12/05/2023</b>	<b>H RUSHTON &amp; CO</b>	<b>PART FOR PLANT</b>	<b>1</b>		<b>336.74</b>
INV 113656	07/03/2023	H RUSHTON & CO	2X HYDRAULIC HOSES MADE - SIDE TIPPER PT23		319.92	
INV 114167	28/03/2023	H RUSHTON & CO	HEATER HOSE - CASE LOADER PL6		16.82	
<b>EFT10029</b>	<b>12/05/2023</b>	<b>SHERIDAN'S FOR BADGES</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>122.87</b>
INV 1857	17/03/2023	SHERIDAN'S FOR BADGES	NAME BADGE & PLATE - PHIL BURGESS, NAME PLATE - GEO		122.87	
<b>EFT10030</b>	<b>12/05/2023</b>	<b>HERSEY'S SAFETY PTY LTD</b>	<b>ASSORTED SUPPLIES AND CONSUMABLES</b>	<b>1</b>		<b>944.61</b>

INV 48018	28/03/2023	HERSEY'S SAFETY PTY LTD	VARIOUS WORKSHOP SUPPLIES, PPE		638.00	
INV 48041	29/03/2023	HERSEY'S SAFETY PTY LTD	ROUNDSLINGS, SHACKLE - CASE LOADER PL8, ROUNDSLING - BACKHOE LOADER PBH3, SHOVEL AND KEYLESS CHUCK - REVIEW STREET BRIDGE BR005		306.61	
<b>EFT10031</b>	<b>12/05/2023</b>	<b>SULLIVAN LOGISTICS PTY LTD</b>	<b>FREIGHT CHARGES</b>	<b>1</b>		<b>1,118.73</b>
INV 30203	07/03/2023	SULLIVAN LOGISTICS PTY LTD	24/02/2023 FROM MAXI PARTS, 23/02/2023 FROM HOIST SALES, 22/02/2023 FROM MAXI PARTS, 22/02/2023 FROM WA RETICULATION SUPPLIES		177.30	
INV 30946	10/03/2023	SULLIVAN LOGISTICS PTY LTD	03/03/2023 FROM GENTRONICS, 03/03/2023 FROM MATILDA AUTO, 03/03/2023 FROM GALVINS PLUMBING, 02/03/2023 FROM MCINTOSH AND SON, 28/02/2023 FROM CORSIGN, 27/02/2023 FROM UNITED FASTNERS		432.96	
INV 32093	24/03/2023	SULLIVAN LOGISTICS PTY LTD	15/03/2023 - FROM CORSIGN, 15/03/2023 FROM ITR PACIFIC, 14/03/2023 FROM GARPEN		508.47	
<b>EFT10032</b>	<b>12/05/2023</b>	<b>CONSTRUCTION TRAINING FUND</b>	<b>BCITF COLLECTIONS</b>	<b>1</b>		<b>91.75</b>
INV 176975 - H3C7W2	18/04/2023	CONSTRUCTION TRAINING FUND	COLLECTIONS FOR PERMIT 18.22/23		91.75	
<b>EFT10033</b>	<b>12/05/2023</b>	<b>GREAT SOUTHERN FUEL SUPPLIES</b>	<b>FUEL CARD CHARGES - MARCH 2023</b>	<b>1</b>		<b>1,432.80</b>
INV 31032023	31/03/2023	GREAT SOUTHERN FUEL SUPPLIES	0PN, PN761, PN523, PN322		1,432.80	
<b>EFT10034</b>	<b>12/05/2023</b>	<b>SECURITY &amp; KEY DISTRIBUTORS</b>	<b>COMPLETE KEY AND KNOB SETS</b>	<b>1</b>		<b>372.88</b>
INV 93241	22/03/2023	SECURITY & KEY DISTRIBUTORS	2 X KEY IN KNOB COMPLETE SETS KEYED TO - 349 - GMK, TH1, TH2 & CLB - TOWN HALL		372.88	
<b>EFT10035</b>	<b>12/05/2023</b>	<b>OFFICEWORKS LTD</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>255.10</b>
INV 606786795	28/03/2023	OFFICEWORKS LTD	COFFEE CUP HOLDERS & COFFEE WHITENER - DRIVER REVIVER		153.27	
INV 606786813	28/03/2023	OFFICEWORKS LTD	CORRUGATED CUPS - DRIVER REVIVER		101.83	
<b>EFT10036</b>	<b>12/05/2023</b>	<b>NARROGIN AUTO ELECTRICS</b>	<b>ON-SITE REPAIRS TO PLANT</b>	<b>1</b>		<b>436.75</b>
INV 265027	03/04/2023	NARROGIN AUTO ELECTRICS	AIR CONDITIONER REPAIRS PLUS TRAVEL - BACKHOE LOADER PN797		436.75	
<b>EFT10037</b>	<b>12/05/2023</b>	<b>GREAT SOUTHERN WASTE DISPOSAL</b>	<b>WASTE AND RECYCLING COLLECTION INCLUDING SITE MANAGEMENT - 22/02/2023 TO 29/03/2023</b>	<b>1</b>		<b>16,484.92</b>
INV 2437	05/04/2023	GREAT SOUTHERN WASTE DISPOSAL	DOMESTIC REFUSE COLLECTION 22/02/2023 - 29/03/2023, RECYCLING COLLECTION 14 & 28 MARCH, LANDFILL SITE LABOUR 27/02/2023 - 27/03/2023, LANDFILL SITE MACHINE HOURS 27/02/2023 - 27/03/2023, BULK WASTE & RECYCLING, REPLACEMENT BIN FOR EXCHANGE TAVERN		16,484.92	
<b>EFT10038</b>	<b>12/05/2023</b>	<b>PINGELLY COMMUNITY RESOURCE CENTRE</b>	<b>WHATS ON SIGNAGE</b>	<b>1</b>		<b>62.50</b>
INV 3824	30/03/2023	PINGELLY COMMUNITY RESOURCE CENTRE	WHATS ON SIGNAGE , CHRISTMAS VILLAGE, PARTY ONT HE OVAL, AUSTRALIA DAY , ASTRO TOURS		62.50	
<b>EFT10039</b>	<b>12/05/2023</b>	<b>BRIAN WILLIAMS CARTAGE CONTRACTOR</b>	<b>HIRE OF PLANT</b>	<b>1</b>		<b>3,085.50</b>
INV 530	24/04/2023	BRIAN WILLIAMS CARTAGE CONTRACTOR	WATER TRUCK HIRE 3 DAYS - WICKEPIN PINGELLY ROAD RRG05		3,085.50	
<b>EFT10040</b>	<b>12/05/2023</b>	<b>AMPAC DEBT RECOVERY PTY LTD</b>	<b>DEBT RECOVERY COSTS - ON CHARGED TO RATEPAYERS</b>	<b>1</b>		<b>525.25</b>
INV 94580	31/03/2023	AMPAC DEBT RECOVERY PTY LTD	MARCH 2023		525.25	

<b>EFT10041</b>	<b>12/05/2023</b>	<b>WA CONTRACT RANGER SERVICES</b>	<b>RANGER SERVICES</b>	<b>1</b>		<b>627.00</b>
INV 4649	18/04/2023	WA CONTRACT RANGER SERVICES	4 & 14 APRIL 2023		627.00	
<b>EFT10042</b>	<b>12/05/2023</b>	<b>MIDALIA STEEL (INFRABUILD)</b>	<b>CONSUMABLES</b>	<b>1</b>		<b>4,189.99</b>
INV 64101506	17/03/2023	MIDALIA STEEL (INFRABUILD)	STEEL & COLOUR BOND SHEETING - PINGELLY POCKET PARK		4,189.99	
<b>EFT10043</b>	<b>12/05/2023</b>	<b>NARROGIN EARTHMOVING AND CONCRETE</b>	<b>CONCRETE</b>	<b>1</b>		<b>3,663.00</b>
INV 2224	31/03/2023	NARROGIN EARTHMOVING AND CONCRETE	40 MPA QTY 5 DKT#003613 - REVIEW STREET BRIDGE, CONCRETE - 40 MPA QTY 4 DKT#003614 - REVIEW STREET BRIDGE		3,663.00	
<b>EFT10044</b>	<b>12/05/2023</b>	<b>C&amp;B SOUTHERN RUN TRANSPORT</b>	<b>FREIGHT CHARGES</b>	<b>1</b>		<b>88.00</b>
INV 18015	31/03/2023	C&B SOUTHERN RUN TRANSPORT	24/03/2023 FROM ALLWOOD TIMBER		88.00	
<b>EFT10045</b>	<b>12/05/2023</b>	<b>MATILDA AUTO PARTS</b>	<b>PARTS FOR PLANT</b>	<b>1</b>		<b>48.40</b>
INV 264231	29/03/2023	MATILDA AUTO PARTS	FILTER - KUBOTA MOWER PROM8, ENGINE BREATHER - CAT GRADER PG7		48.40	
<b>EFT10046</b>	<b>12/05/2023</b>	<b>EASTERN HILLS SAWS &amp; MOWERS PTY LTD</b>	<b>PART FOR SMALL PLANT</b>	<b>1</b>		<b>134.10</b>
INV 50184#4	30/03/2023	EASTERN HILLS SAWS & MOWERS PTY LTD	CONTROL HANDLE - BACKPACK BLOWER		134.10	
<b>EFT10047</b>	<b>12/05/2023</b>	<b>ITR PACIFIC PTY LTD</b>	<b>PARTS FOR PLANT</b>	<b>1</b>		<b>2,565.97</b>
INV 578370	08/03/2023	ITR PACIFIC PTY LTD	WEAR STRIPS - CAT GRADER PG7		387.97	
INV 580465	15/03/2023	ITR PACIFIC PTY LTD	10 X 6FT X6X 5/8 HT GRADER BLADES - PG7, 10 X 6FT X6X 5/8 HT GRADER BLADES - PG8		2,178.00	
<b>EFT10048</b>	<b>12/05/2023</b>	<b>PINGELLY IGA EXPRESS</b>	<b>ASSORTED SUPPLIES AND REFRESHMENTS - APRIL 2023</b>	<b>1</b>		<b>248.83</b>
INV 03/5805	15/03/2023	PINGELLY IGA EXPRESS	15/03/2023 03/5805 - BREAD, 15/03/2023 03/5830 - BUTTER, SAUCE, 15/03/2023 03/5836 - WOODEN KNIVES AND SPOONS, PAPER PLATES		45.87	
INV 03/0062	01/04/2023	PINGELLY IGA EXPRESS	24/04/2023 03/0062 - MILK, 26/04/2023 03/0506 - MILK, 27/04/2023 03/0919 - NARROGIN OBSERVER, 27/04/2023 03/0938 - MILK, 06/04/2023 03/3892 - REFRESHMENTS FOR COUNCIL KITCHEN, 11/04/2023 03/5121 - MILK, 13/04/2023 03/5752 - NARROGIN OBSERVER, 13/04/2023 03/5788 - TEA BAGS, SUGAR, 13/04/2023 03/6014 - TISSUES, 13/04/2023 03/6083 - SUPPLIES FOR COUNCIL KITCHEN, 13/04/2023 03/6083 - SUPPLIES FOR COUNCIL KITCHEN, 17/04/2023 03/7386 - MILK, 18/04/2023 03/7815 - MILK, 18/04/2023 03/7830 - SUPPLIES FOR HERITAGE FESTIVAL DINNER, 18/04/2023 03/7830 - SUPPLIES FOR HERITAGE FESTIVAL DINNER, 20/04/2023 03/8300 - NARROGIN OBSERVER, 15/04/2023 03/6579 - HOT CROSS BUNS FOR APRIL COUNCIL MEETING		155.79	
INV 03/3997	06/04/2023	PINGELLY IGA EXPRESS	06/04/2023 03/3997 - CARTON OF COKE, WOODEN KNIVES, BAKERY ITEMS, 06/04/2023 03/3997 - BUTTER		47.17	
<b>EFT10049</b>	<b>12/05/2023</b>	<b>TOLL TRANSPORT PTY LTD</b>	<b>FREIGHT CHARGES</b>	<b>1</b>		<b>45.53</b>
INV 0495	02/04/2023	TOLL TRANSPORT PTY LTD	16/03/2023 FROM STATE LIBRARY, 24/03/2023 FROM INTERFIRE		45.53	
<b>EFT10050</b>	<b>12/05/2023</b>	<b>SNAP MANDURAH</b>	<b>PRINTING SERVICES</b>	<b>1</b>		<b>563.04</b>
INV F140-16287	24/03/2023	SNAP MANDURAH	PRINTING OF BUSINESS CARDS - SFO		187.68	



INV F140-16288	24/03/2023	SNAP MANDURAH	PRINTING OF BUSINESS CARDS - ADMIN		187.68	
INV F140-16289	24/03/2023	SNAP MANDURAH	PRINTING OF BUSINESS CARDS - AOT		187.68	
<b>EFT10051</b>	<b>12/05/2023</b>	<b>CORSIGN WA</b>	<b>VARIOUS SIGNAGE</b>	<b>1</b>		<b>237.60</b>
INV 73481	31/03/2023	CORSIGN WA	NEW STREET BLADE SIGN - LEONS ROAD, PARADE STREET, QUARTZ STREET & STONE STREET		237.60	
<b>EFT10052</b>	<b>12/05/2023</b>	<b>EDGE PLANNING &amp; PROPERTY</b>	<b>PLANNING SERVICES</b>	<b>1</b>		<b>572.00</b>
INV 2286	10/04/2023	EDGE PLANNING & PROPERTY	TOWN PLANNING SERVICES - MARCH 2023		572.00	
<b>EFT10053</b>	<b>12/05/2023</b>	<b>STATEWIDE TRAFFIC WA</b>	<b>TRAFFIC MANAGEMENT PLAN</b>	<b>1</b>		<b>610.50</b>
INV 372	30/03/2023	STATEWIDE TRAFFIC WA	SUPPLY AND DEPLOY TRAFFIC MANAGEMENT - ANZAC DAY 2023		610.50	
<b>EFT10054</b>	<b>12/05/2023</b>	<b>3E ADVANTAGE PTY LTD</b>	<b>PHOTOCOPIER LEASE</b>	<b>1</b>		<b>367.40</b>
INV 87718-J9T0V6	23/03/2023	3E ADVANTAGE PTY LTD	MONTHLY PAYMENT - APRIL 2023		367.40	
<b>EFT10055</b>	<b>12/05/2023</b>	<b>PINGELLY COMMUNITY CRAFT CENTRE</b>	<b>CARAVAN PARK TAKINGS</b>	<b>1</b>		<b>963.82</b>
INV 135	02/05/2023	PINGELLY COMMUNITY CRAFT CENTRE	APRIL 2023		963.82	
<b>EFT10056</b>	<b>22/05/2023</b>	<b>PINGELLY PRIMARY SCHOOL</b>	<b>CONTRIBUTION</b>	<b>1</b>		<b>1,000.00</b>
INV 0145	09/05/2023	PINGELLY PRIMARY SCHOOL	DONATION TOWARDS INTERGENERATIONAL GARDEN AGE IS JUST A NUMBER		1,000.00	
<b>EFT10057</b>	<b>22/05/2023</b>	<b>AUSTRALIAN TAXATION OFFICE</b>	<b>BAS APRIL</b>	<b>1</b>		<b>9,232.00</b>
INV 18/05/2023	18/05/2023	AUSTRALIAN TAXATION OFFICE	APRIL 2023		9,232.00	
<b>EFT10058</b>	<b>22/05/2023</b>	<b>PINGELLY GP UNITY TRUST</b>	<b>MEDICAL SERVICE CHARGES - APRIL TO JUNE 2023</b>	<b>1</b>		<b>26,149.74</b>
INV 70650	30/04/2023	PINGELLY GP UNITY TRUST	DR'S VEHICLE ALLOWANCE, MEDICAL SERVICES CONTRACT FEE		26,149.74	
<b>EFT10059</b>	<b>22/05/2023</b>	<b>STEVE DAVIS</b>	<b>BUILDING SERVICES</b>	<b>1</b>		<b>4,600.00</b>
INV 1099	19/05/2023	STEVE DAVIS	REMOVE GLASS WINDOWS AND INSTALL NEW GLASS ALUMINIUM SLIDING DOOR - CHILDCARE BUILDING		4,600.00	
<b>EFT10060</b>	<b>22/05/2023</b>	<b>WA CONTRACT RANGER SERVICES</b>	<b>RANGER SERVICES</b>	<b>1</b>		<b>627.00</b>
INV 4688	10/05/2023	WA CONTRACT RANGER SERVICES	3 & 10 MAY 2023		627.00	
<b>EFT10061</b>	<b>22/05/2023</b>	<b>FUEL DISTRIBUTORS OF WA PTY LTD</b>	<b>BULK FUEL</b>	<b>1</b>		<b>17,014.00</b>
INV 53103587	03/05/2023	FUEL DISTRIBUTORS OF WA PTY LTD	10,000L DIESEL DELIVERED TO SHIRE DEPOT		17,014.00	
<b>EFT10062</b>	<b>22/05/2023</b>	<b>PINGELLY RECREATION &amp; CULTURAL CENTRE ASSOCIATION</b>	<b>CATERING, HIRE OF EQUIPMENT, REIMBURSEMENT</b>	<b>1</b>		<b>4,486.00</b>

INV 1812	18/04/2023	PINGELLY RECREATION & CULTURAL CENTRE ASSOCIATION	INFLATABLE HIRE, BUS DRIVER AND MORNING TEA - YOUTH WEEK ACTIVITIES		3,375.00	
INV 1821	27/04/2023	PINGELLY RECREATION & CULTURAL CENTRE ASSOCIATION	UNION REPRESENTATIVE MEETING		132.00	
INV 1828	02/05/2023	PINGELLY RECREATION & CULTURAL CENTRE ASSOCIATION	REIMBURSEMENT - SUPPLY OF NEW HOT WATER SYSTEM		979.00	
<b>EFT10063</b>	<b>22/05/2023</b>	<b>DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY</b>	<b>BSL COLLECTIONS FOR APRIL 2023</b>	<b>1</b>		<b>120.15</b>
INV BSLAPR23	30/04/2023	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	COLLECTIONS FOR PERMIT NUMBERS 18-22/23 & 19-22/23		120.15	
<b>EFT10064</b>	<b>22/05/2023</b>	<b>KOV &amp; CO</b>	<b>SUPPLY OF GRAVEL</b>	<b>1</b>		<b>8,250.00</b>
INV 202031	16/03/2023	KOV & CO	3000M GRAVEL - WICKEPIN PINGELLY ROAD RRG05		8,250.00	
<b>EFT10065</b>	<b>22/05/2023</b>	<b>PHILIP BURGESS</b>	<b>REIMBURSEMENT</b>	<b>1</b>		<b>3,607.46</b>
INV 17042023	17/04/2023	PHILIP BURGESS	RELOCATION COSTS PER CONTRACT		3,520.00	
INV 12052023	12/05/2023	PHILIP BURGESS	PARKING		87.46	
<b>TOTAL EFT</b>						<b>318,726.77</b>
<b>CHEQUE NUMBER</b>	<b>DATE</b>	<b>CREDITOR</b>	<b>INVOICE DESCRIPTION</b>	<b>BANK CODE</b>	<b>INVOICE AMOUNT</b>	<b>TOTAL</b>
<b>24931</b>	<b>12/05/2023</b>	<b>SHIRE OF PINGELLY</b>	<b>VEHICLE REGISTRATION RENEWAL</b>	<b>1</b>		<b>209.00</b>
INV 2023PN483	08/04/2023	SHIRE OF PINGELLY	RENEWAL OF VEHICLE PN483 REGISTRATION TO 01/11/2023		209.00	
<b>24932</b>	<b>12/05/2023</b>	<b>SYNERGY</b>	<b>SYNERGY CHARGES</b>	<b>1</b>		<b>3,932.41</b>
INV 2029807734	20/04/2023	SYNERGY	BILL PERIOD - 22/04/2022 TO 30/06/2022, CONSUMPTION - 23.08, SUPPLY CHARGE - \$131.38, BILL PERIOD - 01/07/2022 TO 20/03/2023, CONSUMPTION - \$34.73, SUPPLY CHARGE - \$505.99, BILL PERIOD - 22/04/2022 TO 20/03/2023, ACCOUNT ESTABLISHMENT FEE - \$37.20		732.38	
INV 2025821387	02/05/2023	SYNERGY	198 LIGHTS - 25/03/2023 TO 24/04/2023		3,200.03	
<b>24933</b>	<b>12/05/2023</b>	<b>SHIRE OF PINGELLY - PETTY CASH</b>	<b>PETTY CASH RECOUP - MARCH 2023</b>	<b>1</b>		<b>27.00</b>
INV 01042023	01/04/2023	SHIRE OF PINGELLY - PETTY CASH	17/03/2023 KMART - 3X SPECKLED BREAD PLATES FOR COUNCIL KITCHEN \$5.25, 17/03/2023 PINGELLY PHARMACY - ENERGIZER LITHIUM BATTERY \$5.85, 23/03/2023 BUNNINGS WAREHOUSE - COCKROACH BAIT \$10.90, 29/03/2023 PINGELLY IGA - BABY COS TWIN PACK \$5.00		27.00	
<b>TOTAL CHEQUE</b>						<b>4,168.41</b>

PAYROLL	DATE	CREDITOR	INVOICE DESCRIPTION	BANK CODE	INVOICE AMOUNT	TOTAL
EFT10002	08/05/2023	WEST AUSTRALIAN SHIRE COUNCILS & MUNICIPAL ROAD BOARDS AND PARKS LGRCEU	PAYROLL DEDUCTIONS	1		132.00
DD13602.1	09/05/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1		7,075.71
DD13602.2	09/05/2023	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	1		515.33
DD13602.3	09/05/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1		1,156.33
DD13602.4	09/05/2023	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1		244.43
DD13602.5	09/05/2023	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1		411.73
DD13602.6	09/05/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		213.61
DD13602.7	09/05/2023	MLC	SUPERANNUATION CONTRIBUTIONS	1		249.61
DD13602.8	09/05/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		67.05
EFT10026	12/05/2023	WEST AUSTRALIAN SHIRE COUNCILS & MUNICIPAL ROAD BOARDS AND PARKS LGRCEU	PAYROLL DEDUCTIONS	1		132.00
DD13615.1	23/05/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1		6,823.16
DD13615.2	23/05/2023	COLONIAL FIRSTSTATE FIRSTCHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	1		515.33
DD13615.3	23/05/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1		1,166.61
DD13615.4	23/05/2023	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1		240.01
DD13615.5	23/05/2023	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1		370.58
DD13615.6	23/05/2023	AMP SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		213.61
DD13615.7	23/05/2023	MLC	SUPERANNUATION CONTRIBUTIONS	1		254.49
DD13615.8	23/05/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		90.26
<b>TOTAL PAYROLL</b>						<b>19,871.85</b>
DIRECT DEBIT	DATE	CREDITOR	INVOICE DESCRIPTION	BANK CODE	INVOICE AMOUNT	TOTAL
DD13607.1	14/05/2023	BENDIGO BANK CREDIT CARDS	EMW CREDIT CARD RECONCILIATION - APRIL 2023	1	107	4.00

INV 14052023	14/05/2023	BENDIGO BANK CREDIT CARDS	29/04/2023 BENDIGO BANK - CREDIT CARD FEE \$4.00	1	4.00	
<b>DD13608.1</b>	<b>14/05/2023</b>	<b>BENDIGO BANK CREDIT CARDS</b>	<b>EMCS CREDIT CARD RECONCILIATION - APRIL 2023</b>	<b>1</b>		<b>100.58</b>
INV 14052023	14/05/2023	BENDIGO BANK CREDIT CARDS	06/04/2023 PINGELLY POST OFFICE - PADDED ENVELOPE PLUS EXPRESS POSTAGE \$13.99 26/04/2023 DUNNINGS - FUEL FOR EMCS CAR \$82.59 29/04/2023 BENDIGO BANK - CREDIT CARD FEE \$4.00	1	100.58	
<b>DD13609.1</b>	<b>14/05/2023</b>	<b>BENDIGO BANK CREDIT CARDS</b>	<b>CEO CREDIT CARD RECONCILIATION - APRIL 2023</b>	<b>1</b>		<b>5,579.66</b>
INV 14052023	14/05/2023	BENDIGO BANK CREDIT CARDS	03/04/2023 COLES - SUPPLIES, AGE IS JUST A NUMBER \$45.25 03/04/2023 COLES - SUPPLIES, AGE IS JUST A NUMBER \$7.60 06/04/2023 JELCOBINE FARMS - FLOWERS, CR MCBURNEY \$90.00 14/04/2023 FACEBOOK - ADVERTISING, YOUTH BASKETBALL \$161.04 14/04/2023 FACEBOOK - PERSONAL CHARGES TO BE RECOUPED \$26.44 14/04/2023 FACEBOOK - PERSONAL CHARGES TO BE RECOUPED \$27.50 14/04/2023 FACEBOOK - INTERNATIONAL TRANSACTION FEE \$6.45 14/04/2023 METAL DECOR AUSTRALIA - 8X AUSTRALIAN DESIGN PANELS \$3,528.00 18/04/2023 SEEK - RECRUITMENT ADVERTISING, DEVELOPMENT AND ECONOMIC COORDINATOR \$825.00 20/04/2023 COLES - SUPPLIES AND REFRESHMENTS, COUNCIL HERITAGE MEETING 19/04/2023 \$23.64 20/04/2023 COLES - SUPPLIES AND REFRESHMENTS, COUNCIL HERITAGE MEETING 19/04/2023 \$23.38 20/04/2023 BILL AND BENS HOT BREAD SHOP - CAKE, COUNCIL HERITAGE MEETING 19/04/2023 \$61.00 21/04/2023 SHEFFIELD METAL FABRICATION - 4X SMALL PEST TRAPS \$750.36 29/04/2023 BENDIGO BANK - CREDIT CARD FEE \$4.00	1	5,579.66	
<b>TOTAL</b>						<b>5,684.24</b>
<b>GRAND TOTAL</b>						<b>348,451.27</b>

## **16. DIRECTORATE OF WORKS**

### **16.1 Disaster Recovery Funding Arrangements Western Australia (DRFAWA) – Road Asset Condition Assessment System (RACAS)**

<b>File Reference:</b>	<b>ADM0322</b>
<b>Location:</b>	<b>Not Applicable</b>
<b>Applicant:</b>	<b>Not Applicable</b>
<b>Author:</b>	<b>Executive Manager Works</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Pingelly RACAS Visual Road Data Collection 2022-23</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary**

To brief Council on evidential requirements for the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and the use of the Road Asset Condition Assessment System (RACAS) use across the road network to capture that evidence within the Shire of Pingelly.

#### **Background**

The Disaster Recovery Funding Arrangements (known as DRFAWA) commenced as of 1 November 2018. The new arrangements replace the Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA).

To qualify for DRFAWA eligibility the event must be one of 10 natural disasters, including: bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, or tornado.

The DRFAWA process requires far greater information to be provided by local governments for the repair of their essential public assets than the WANDRRA process. A damage report, cost estimate and the supporting claim information must be provided.

Damage reports require evidence of the damage to the asset and must include pre-disaster condition and asset function information. The estimates must be verified by an engineer or quantity surveyor with the appropriate level of expertise and experience.

#### **Comment**

The photography captured by Road Asset Condition Assessment System (RACAS) has every detail required by the Department of Fire and Emergency Services (DFES) as the key department administering the DRFAWA process.

In addition RACAS provides a condition survey of our roads which will be used to identify priority roads, verges and kerbing for maintenance and replacement.

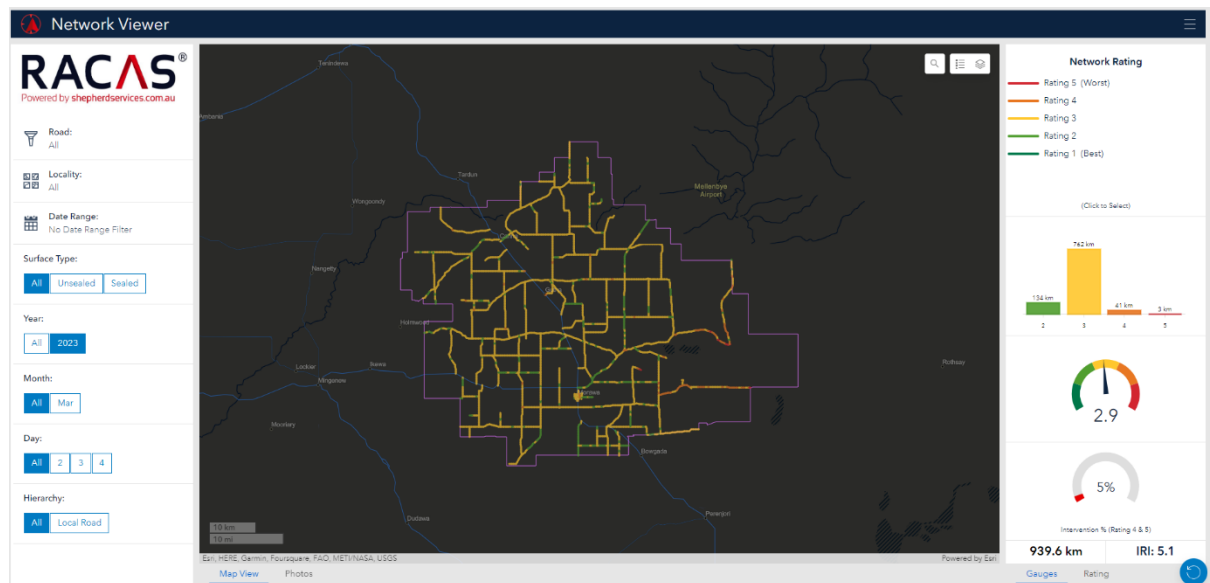
Other key aspects of the RACAS process are as follows:

- Comprehensive visual evidence of the road network collected in an efficient and cost-effective manner.
- Data collected includes:
  - Road name
  - Road number
  - Date / time
  - GPS coordinates
  - Elevation
  - Road Roughness
  - Road width
- Data is stored on secured, web-based server that can be always accessed. Data is backed up and controlled eliminating the risk of data being compromised or lost.
- Data can be used for:

- Disaster Recovery Funding Arrangements WA (DRFA-WA) funding submissions
- Works planning
- Road condition assessments
- Verge condition assessments
- Road width measurements
- Other elements can be overlaid onto web data including:
  - Shire boundaries
  - Private property boundaries
  - Signs
  - Culverts
  - Defects
  - Points of interest

Some typical photos are attached for purposes of introduction prior to the presentation from Josh Kirk from Greenfield Technical Services.





### Consultation

No external consultation is required for this item.

### Statutory Environment

Nil

### Policy Implications

Nil

### Financial Implications

The net cost to Council for the RACAS capture and resulting evidence and other tools is approximately \$28,950.00. There are no ongoing subscription costs. This cost can be accommodated within the Rural Roads Maintenance budget.

### Strategic Implications

Goal 3	Built Environment
Outcome 3.4	It is easy and safe to move around and in and out of the district.
Strategy 3.4.1	Provision of a road network with service levels that meet the needs of industry and residents

### Risk Implications

Risk	Should the Shire of Pingelly suffer a natural disaster, without the assistance provided under DRFAWA, there could be significant financial hardship plus the loss of essential public assets, notwithstanding the cost of undertaking the restoration of those assets.
Risk Rating (Prior to Treatment or Control)	High (16)
Principal Risk Theme	Financial
Risk Action Plan (Controls or Treatment Proposed)	Nil

**Risk Matrix**

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

**Voting Requirements**

Simple Majority

**Officer’s Recommendation and Council Decision:**

**13283**

**Moved: Cr Narducci**

**Seconded: Cr Hotham**

**That Council approves the funding of the Road Asset Condition Assessment System application of the road network for the Shire of Pingelly for approximately \$28,950 from within the current 2022-2023 budget.**

**CARRIED 6/0**

**Councillor comments in support of the motion:**

- This expenditure will improve our Council’s systems and decision making.
- Executive Manager Works Phil Burgess was thanked for this initiative.
- Mr Josh Kirk, who presented to Council on this system was commended as very articulate, and the presentation was very informative.

**Councillor comments in opposing the motion:**

Nil



26 April 2023

GTSPROP-000467

MR PHIL BURGESS  
EXECUTIVE MANAGER WORKS  
SHIRE OF PINGELLY

Dear Phil

**RE: REQUEST FOR QUOTATION – RACAS VISUAL ROAD DATA COLLECTION 2022-23**

Thank you for considering Greenfield Technical Services (Greenfield) to assist the Shire of Pingelly (Shire) complete the aforementioned scope of work. Please find our proposal to complete the scope of work.

**Scope of Work**

Greenfield understands that the Shire would like to collect visual road asset data of the full length of the Shire's road network using RACAS, our Road Asset Condition Assessment System automatic camera technology. RACAS is a mobile visual road data collection tool that collects still images of the road at intervals of approx. 10 – 15m and allows the Client to view these images using the Virtual RACAS web-based platform.

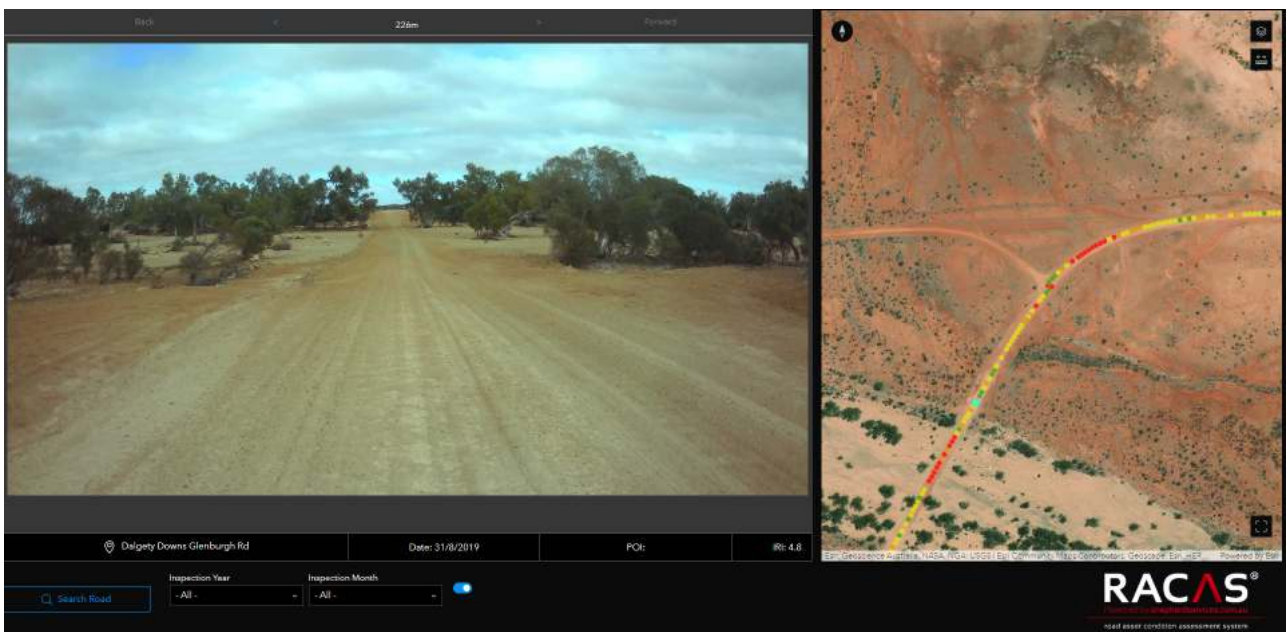
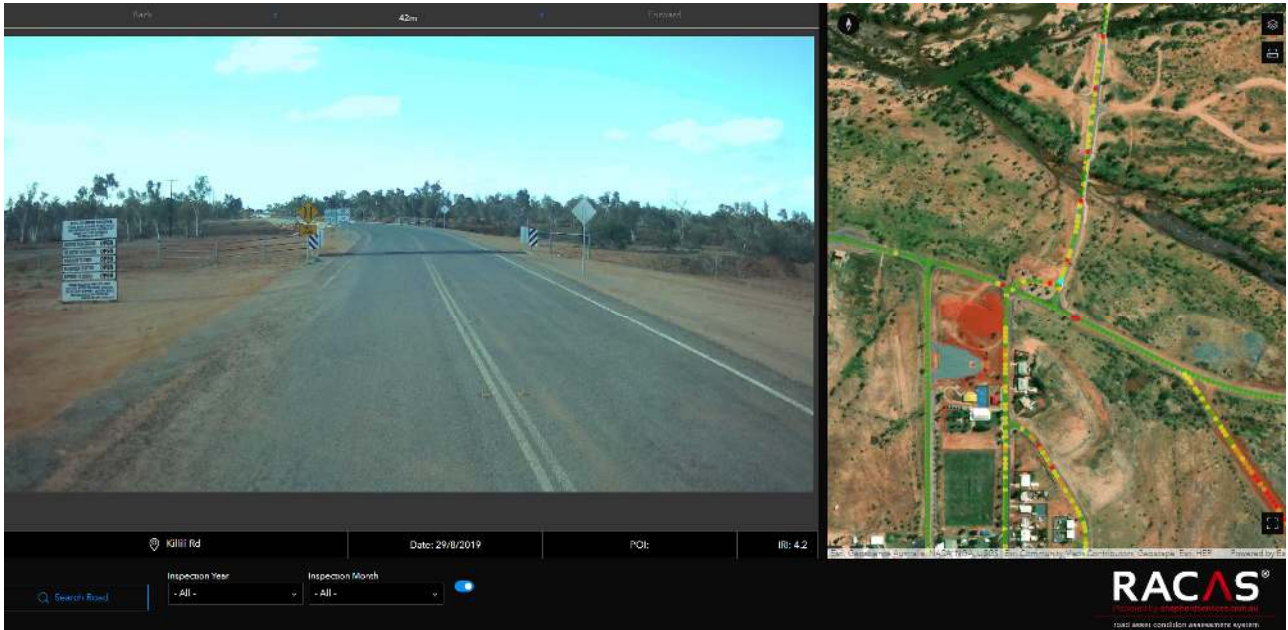
Additionally, the RACAS camera also captures the surfacing type (sealed/unsealed), roughness (using the international roughness index) and road width all of which can be visible to the end user (Client) via the web-based portal.

RACAS is used widely by many local governments across WA for Disaster Recovery Funding Arrangements (DRFAWA), works planning and scoping and road asset management including updating and maintaining the Shire's RAMM database.

Greenfield's proposed scope of work will comprise:

- Drive each of the Shire's roads from start SLK to end SLK to collect the visual road imagery (approx. 575km)
- Process the data from the physical RACAS pickup suitable for presentation on a web-based portal using Virtual RACAS
- Provide read access to the Shire's staff to the web-based portal for 12 months (Virtual RACAS Hub)
- Provide the Shire with watermarked still images for each road containing the following information:
  - Road Name
  - Road Number
  - SLK
  - Date
  - Time
  - Latitude
  - Longitude
- Provide the Shire with a shapefile (.SHP format) of the true centreline of each of the Shire's roads.

*Examples of the web-portal to view RACAS data*



## **ASSUMPTIONS AND LIMITATIONS**

*The following assumptions and limitations have the potential to impact the fee proposed for this scope of work. In accepting this proposal, the Client accepts that these assumptions are correct, relevant and applicable to the works. Where these assumptions are incorrect or changes are required post-acceptance of this proposal, there is potential for additional cost to the Client.*

### **General**

- As each road needs to be driven from start to end, there are inevitably additional kilometres required to be travelled to back-track to the start of each road. Greenfield has planned out the works as efficiently as possible however this still results in the RACAS inspector needing to travel approx. 1,200km to complete the full network.
- The RACAS inspector can travel at a speed of approx. 100km per hour (depending on the road speed zone and where safe to do so) whilst collecting RACAS data.
- Note that the RACAS camera captures data that can be seen from road level only. It does not capture assets that may require an inspection from off the road (e.g. culverts/substructure of bridges etc).
- RACAS data can also be processed such that all defects on the road are captured and documented. This has currently not been allowed for in this proposal. If the Shire was interested, Greenfield can complete the defect logging on each road for an additional fee of \$4,500 + GST.
- The deliverables from the defect logging are a series of reports (.PDF format) documenting the location (map, GPS coordinates and SLK) and extent of each defect with a photo of each defect. These reports are a useful tool to assist the Shire with forward works planning.
- The defects that would be captured as part of the defect logging process are:
  - Unsealed roads
    - Corrugations
    - Potholes
    - Roughness
    - Looseness
    - Silting / debris
  - Sealed roads
    - Potholes
    - Rutting
    - Cracking
    - Drain scouring / silting
- At the end of the 12 months of providing the Shire access to the web-based portal to view the RACAS data via Virtual RACAS, the Shire may choose to extend their access for an additional period which will attract an additional fee. This fee would be confirmed towards the end of the initial 12-month period.

**FEE PROPOSAL**

Greenfield’s fee proposal to complete the scope of work outlined above is outlined below.

Activity	Sub Total (ex-GST)
Job setup and establishment	\$1,200
RACAS Site Inspection	\$18,300
RACAS Data Processing	\$1,850
Setup Web-Based RACAS Portal	\$5,100
Virtual RACAS Website Portal (12-month access)	\$2,500
<b>Total</b>	<b>\$28,950</b>
<i>Option 1: RACAS defect logging and assessment (not included in the above total)</i>	<b>Additional \$4,500</b>

Note, the fee for the RACAS Virtual Hub Setup and Establishment is a one-off fee only. Once the hub is established, any additional RACAS inspections that the CGG chooses to undertake will also be captured on this hub. The hub allows historical data of the CGG’s roads to be compared against the current standard and condition of the roads which is an invaluable tool for the CGG in works planning and asset management.

**SCHEDULE**

Greenfield is available to commence this work in May 2023 and estimates having the full scope of work complete by June 2023. This timing may be able to be adjusted depending on Client requirements.

**SUMMARY**

Our payment terms are as per our panel contract on the WALGA Preferred Supplier Panel for Engineering Services. If you wish to proceed, please forward a purchase order in the amount of the services required.

This proposal is valid for 30 days from the date of issue.

If you would like a demonstration of the technology before deciding to proceed with this proposal, please let me know and I would be happy to arrange this either virtually or face-to-face.

Yours sincerely



**Joshua Kirk**

Principal Civil Engineer

E: [josh.kirk@greenfieldtech.com.au](mailto:josh.kirk@greenfieldtech.com.au)

M: 0498 999 484

## **16.2 Proposed Shed**

**File Reference:** A3161  
**Location:** Lot 356 – 25 Somerset Street  
**Applicant:** Susan Heazlewood  
**Author:** Administration Officer Technical  
**Disclosure of Interest:** Susan Heazlewood is an employee for the Shire of Pingelly  
**Attachments:** Nil  
**Previous Reference:** Nil

### **Summary**

Council to consider an application for an additional shed at Lot 356 – 25 Somerset Street, Pingelly.

### **Background**

The applicant has submitted an application for development consent for proposed shed with an area of 96m<sup>2</sup> at Lot 356 – 25 Somerset Street. There is an existing shed on the property which has an area of 45m<sup>2</sup>.

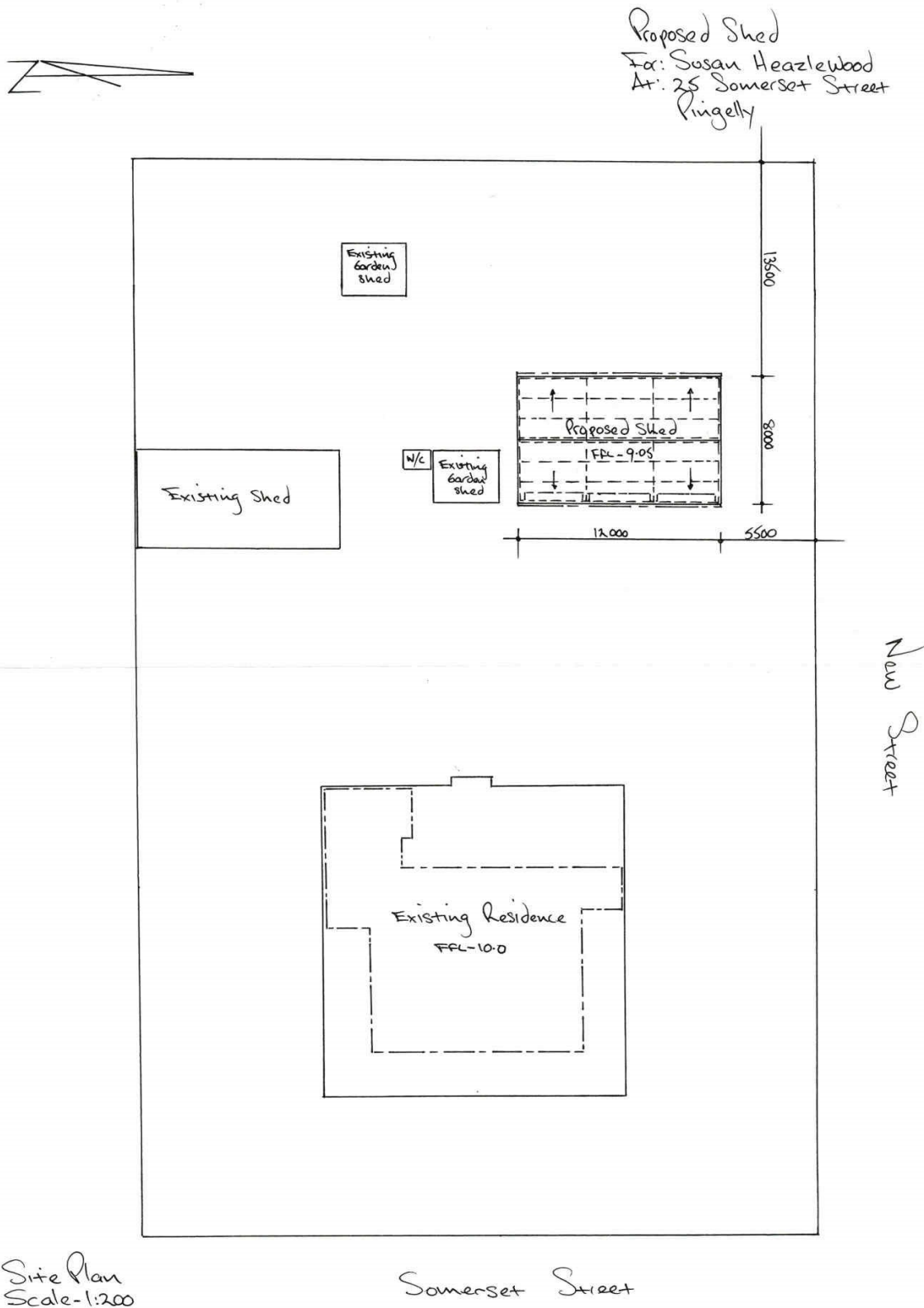
This application is required to be referred to Council as the new shed will further increase the existing outbuilding area bringing it over the requirements of 75m<sup>2</sup> for the residential zoning of R10/R20as referenced in the Shire of Pingelly's Policy 13.2 Outbuildings.

### **Comment**

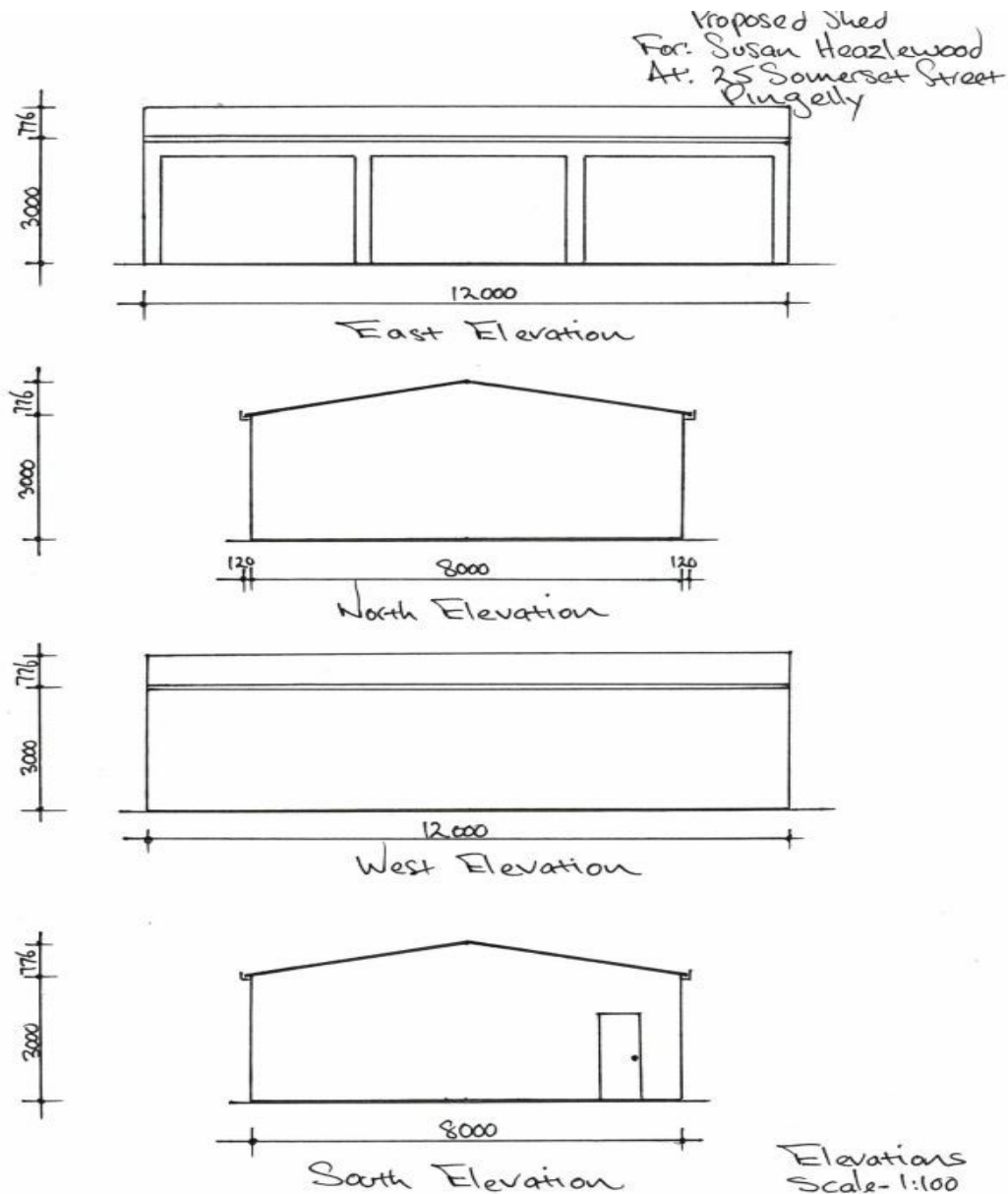
The shed is proposed to be located at Lot 356 – 25 Somerset Street, Pingelly, which is zoned residential with an R10/R20 code and a total lot area of 2711m<sup>2</sup>. The shed will be constructed in colorbond materials and be located in from the northern boundary of the property setback 13.6m from the boundary of Shannon Street to the west and 5.5m from New Street to the north.

The shed will have a total area of 96m<sup>2</sup> with a gable height of 3.776m and a wall height of 3m and will be used to garage vehicles. With the existing shed on the property an area of 45m<sup>2</sup> this will create a total outbuilding area of 141m<sup>2</sup>. there are existing birdcages in the location which will be removed to make way for the new shed.

There will be no over shadowing issues with neighbouring properties because of the setback distances from the boundaries.







### Consultation

Letters for comment have been sent to two neighbouring property owners. With no response received.

### Statutory Environment

*Shire of Pingelly's Local Planning Scheme No.3*

### Policy Implications

*"Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties."*

Buildings are to comply with any local planning policy made under the Scheme in respect of the design of carports and garages, including the colour, scale, materials and roof pitch of buildings. This policy provides design requirements for carports and garages; however it does not interfere with any other requirement of the Residential Design Codes relating to carports and garages.

This policy does not alter or change in any way the acceptable development criteria of the *Residential Design Codes currently in force*.

Within all "Residential" and "Rural Residential" zoned areas of the Shire and on Farming zoned lots with an area of 2ha or less except as otherwise stated, planning consent for all outbuildings is required. If planning consent is granted, building approval will be issued for outbuildings which



are appurtenant to a dwelling, provided all boundary setbacks and building separation requirements have been complied with, the building is of single storey construction, located behind any residence on-site and provided the proposed development complies with the following:

1. In any residential zone with an R10 code or above in the Shire:
  - a. Non-masonry construction, where the total non-masonry outbuilding area does not exceed 60m<sup>2</sup> and the total outbuilding area does not exceed 75m<sup>2</sup>;
  - b. Masonry or other approved construction, where the total outbuilding area has walls constructed of the same materials and appearance as the house and does not exceed 75m<sup>2</sup> and no parapet wall is greater in length than 8m;
  - c. Wall height of any outbuildings not to exceed 3m. This height limitation also applies to parapet walls. In the case of gable roof construction, the maximum building height is not to exceed 4.2m;
  - d. Prior to considering a parapet wall construction over 8m in length, the applicant will present Council with written agreement to the same by any affected adjoining landowner;
  - e. No planning consent or building licence approval will be granted or issued for any outbuildings, on any Residential zoned lot, which does not contain a residence;
  - f. The applicant providing the Shire with a written undertaking that the outbuilding constructed, will only be used for the purpose permitted within the zone in which it is located, under the provisions of the Shire’s operative Local Planning Scheme;
  - g. Any development application which does not comply with the above, shall be referred to Council for consideration.

### Financial Implications

There are no known financial implications.

### Strategic Implications

Goal 3	Built Environment
Outcome 3.2	New development (including commercial) is of a high quality and contributes positively to the character and appearance of the town
Strategy 3.2.1	Encourage new developments to be designed and built in a way that reduces pressure on and demand for resources (e.g. energy efficiency and water conservation) and gives priority to development/ infill of currently zoned land.

### Risk Implications

Risk	The key risk arises from the failure to consult with neighbouring properties resulting in complaints.
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

### Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

**Voting Requirements:**

Simple Majority

**Council Decision:**

**13284**

**Moved: Cr Oliveri**

**Seconded: Cr Singh**

**That Council grant planning approval for the proposed shed to be used for garaging vehicles at Lot 356 – 25 Somerset Street, Pingelly this shed to be used ancillary to the dwelling and not for commercial purposes.**

**CARRIED 6/0**

**Councillor comments in support of the motion:**

Nil

**Councillor comments in opposing the motion:**

Nil

### **16.3 Proposed Shed**

**File Reference:** A2622  
**Location:** Lot 514 – 9 Shire Street  
**Applicant:** Roy & Raelene Keeble  
**Author:** Administration Officer Technical  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Previous Reference:** Nil

#### **Summary**

Council to consider an application for an additional shed at Lot 514 – 9 Shire Street, Pingelly.

#### **Background**

The applicant has submitted an application for development consent for proposed shed with an area of 72m<sup>2</sup> at Lot 514 – 9 Shire Street. There is an existing shed of 36m<sup>2</sup> on the property which will bring the total outbuilding area to 108m<sup>2</sup> for the lot.

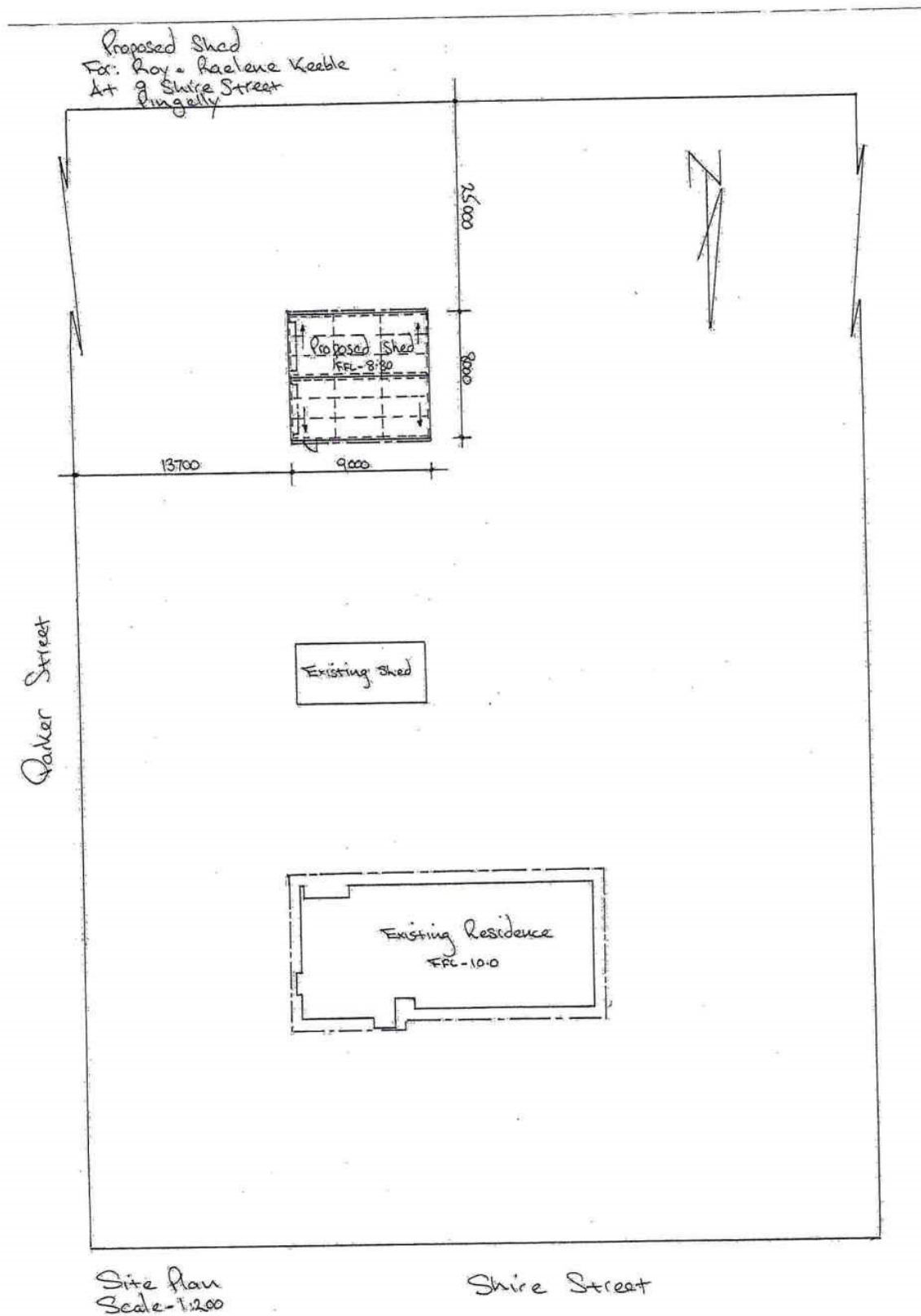
This application is required to be referred to Council as the new shed will further increase the existing outbuilding area bringing it over the requirements of 75m<sup>2</sup> for the residential zoning of R10/R20 as referenced in the Shire of Pingelly's Policy 13.2 Outbuildings.

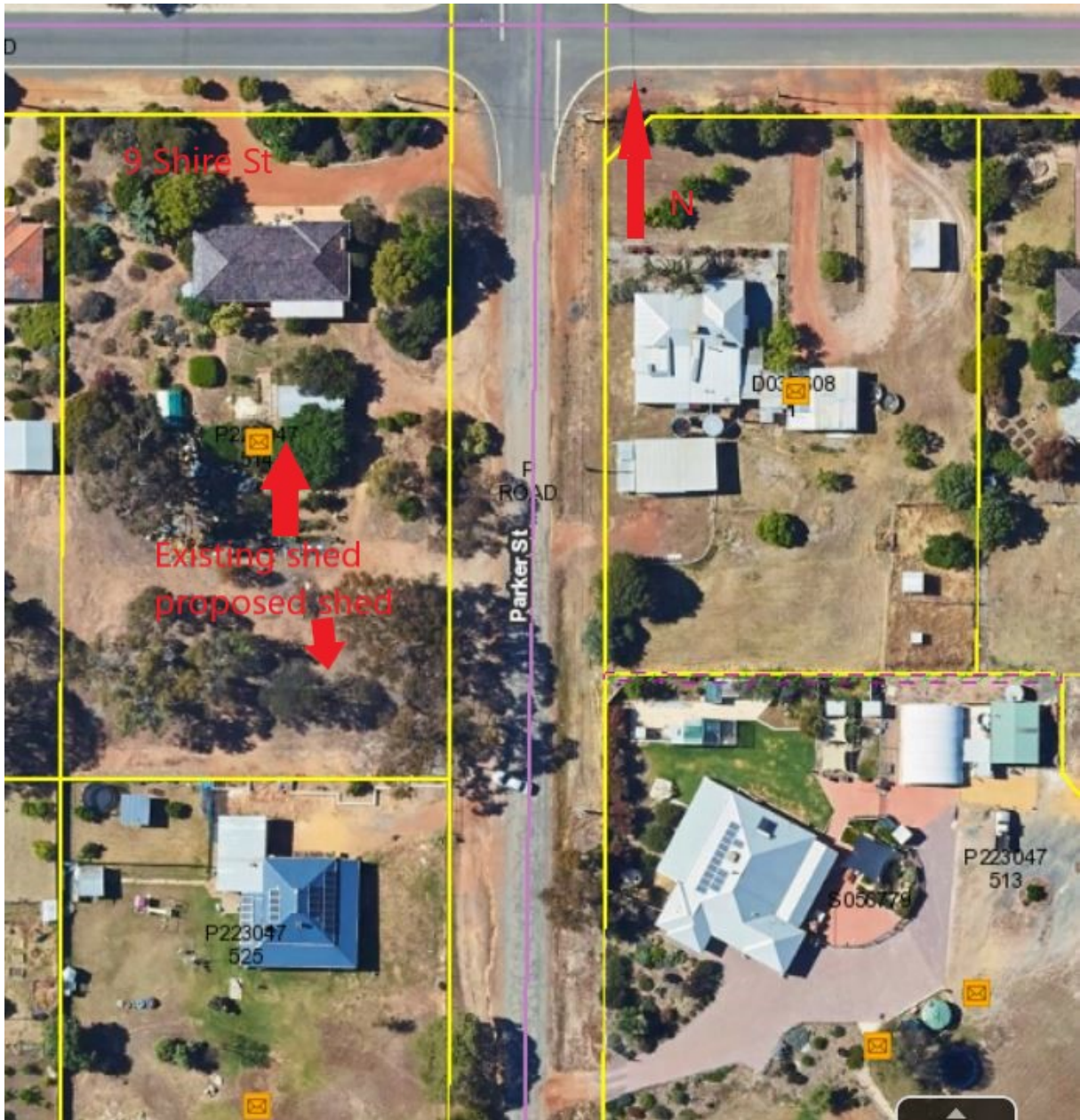
#### **Comment**

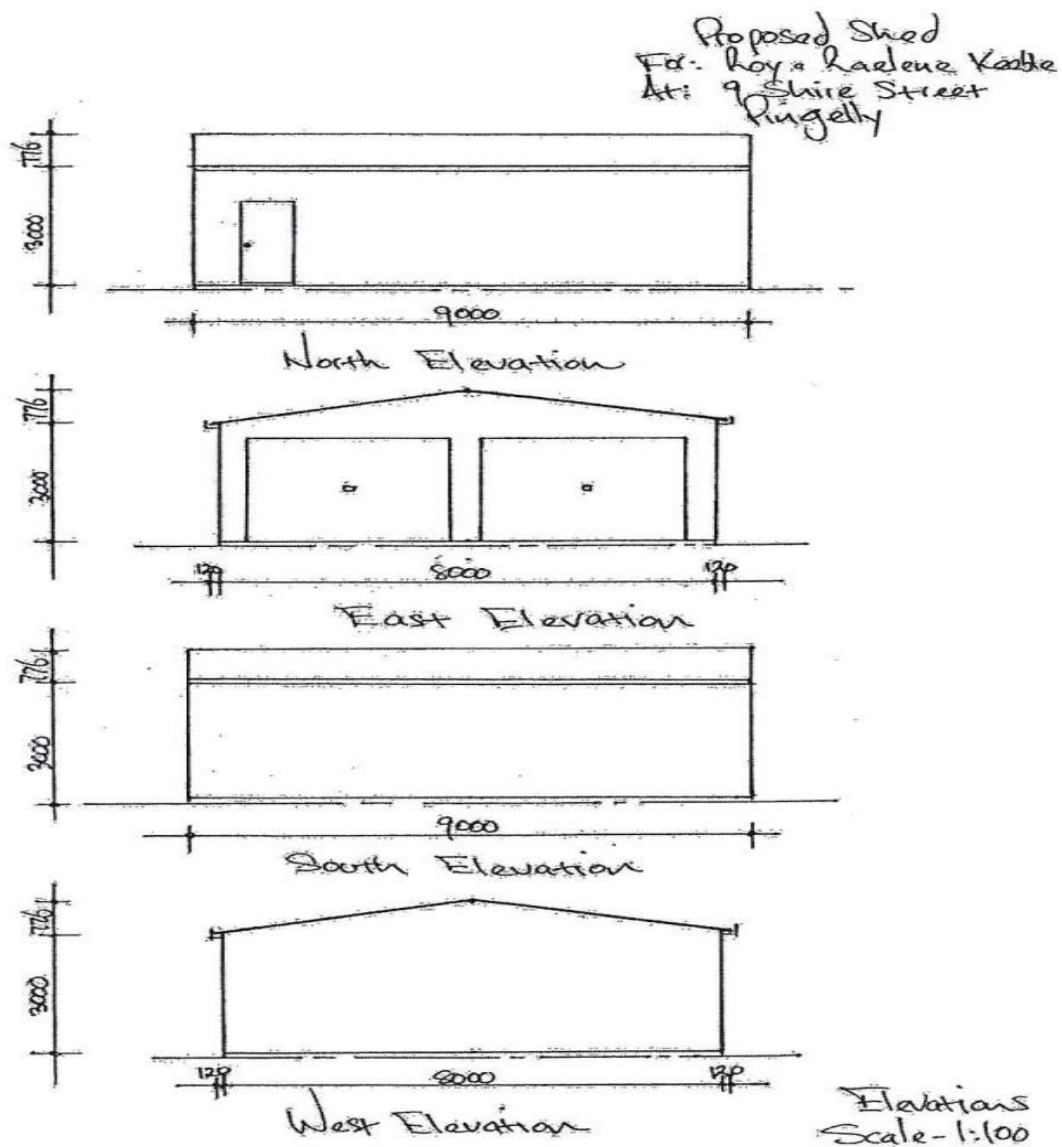
The shed is proposed to be located at Lot 514 – 9 Shire Street, Pingelly, which is zoned residential with an R10/R20 code and a total lot area of 4274m<sup>2</sup>. The shed will be constructed in colourbond materials and be located on the south eastern boundary of the property setback 13.7m from Parker Street and 25m from the southern boundary.

The shed will have a total area of 72m<sup>2</sup> with a gable height of 3.776m and wall height of 3m, will be used as a workshop and storage. The total proposed outbuilding area from the lot including existing shed will be 108m<sup>2</sup>.

There will be no over shadowing issues with neighbouring properties because of the setback distances from the boundaries.







### Consultation

Letters for comment have been sent to three neighbouring property owners. With no response received.

### Statutory Environment

Shire of Pingelly's Local Planning Scheme No.3

### Policy Implications

*"Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties."*

Buildings are to comply with any local planning policy made under the Scheme in respect of the design of carports and garages, including the colour, scale, materials and roof pitch of buildings. This policy provides design requirements for carports and garages; however it does not interfere with any other requirement of the Residential Design Codes relating to carports and garages.

This policy does not alter or change in any way the acceptable development criteria of the *Residential Design Codes currently in force.*

Within all "Residential" and "Rural Residential" zoned areas of the Shire and on Farming zoned lots with an area of 2ha or less except as otherwise stated, planning consent for all outbuildings is required. If planning consent is granted, building approval will be issued for outbuildings which

are appurtenant to a dwelling, provided all boundary setbacks and building separation requirements have been complied with, the building is of single storey construction, located behind any residence on-site and provided the proposed development complies with the following:

1. In any residential zone with an R10 code or above in the Shire:
  - a. Non-masonry construction, where the total non-masonry outbuilding area does not exceed 60m<sup>2</sup> and the total outbuilding area does not exceed 75m<sup>2</sup>;
  - b. Masonry or other approved construction, where the total outbuilding area has walls constructed of the same materials and appearance as the house and does not exceed 75m<sup>2</sup> and no parapet wall is greater in length than 8m;
  - c. Wall height of any outbuildings not to exceed 3m. This height limitation also applies to parapet walls. In the case of gable roof construction, the maximum building height is not to exceed 4.2m;
  - d. Prior to considering a parapet wall construction over 8m in length, the applicant will present Council with written agreement to the same by any affected adjoining landowner;
  - e. No planning consent or building licence approval will be granted or issued for any outbuildings, on any Residential zoned lot, which does not contain a residence;
  - f. The applicant providing the Shire with a written undertaking that the outbuilding constructed, will only be used for the purpose permitted within the zone in which it is located, under the provisions of the Shire’s operative Local Planning Scheme;
  - g. Any development application which does not comply with the above, shall be referred to Council for consideration.

### Financial Implications

There are no known financial implications.

### Strategic Implications

Goal 3	Built Environment
Outcome 3.2	New development (including commercial) is of a high quality and contributes positively to the character and appearance of the town
Strategy 3.2.1	Encourage new developments to be designed and built in a way that reduces pressure on and demand for resources (e.g. energy efficiency and water conservation) and gives priority to development/ infill of currently zoned land.

### Risk Implications

Risk	The key risk arises from the failure to consult with neighbouring properties resulting in complaints.
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Reputational
Risk Action Plan (Controls or Treatment Proposed)	Nil

### Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

**Voting Requirements:**

Simple Majority

**Council Decision:**

**13285            Moved: Cr Oliveri            Seconded: Cr Narducci**

**That Council grant planning approval for the proposed shed to be used as a workshop and storage at Lot 514 – 9 Shire Street, Pingelly this shed to be used ancillary to the dwelling and not for commercial purposes.**

**CARRIED 6/0**

**Councillor comments in support of the motion:**

Nil

**Councillor comments in opposing the motion:**

Nil



**17. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**18. NEW OR URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**

Nil


**19. CONFIDENTIAL ITEMS**

Nil

**20. CLOSURE OF MEETING**

The Chairman declared the meeting closed at 03.08pm.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 19 July 2023

Signed.....  
Presiding Person at the meeting at which the minutes were confirmed.