



MINUTES

For the Ordinary Council Meeting

Held on the 2nd July 2025



A stylized signature in blue ink, appearing to read "Ian Holland".

Ian Holland

CHIEF EXECUTIVE OFFICER

2nd July 2025

Disclaimer:

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

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1 DECLARATION OF OPENING

The Shire President welcomed those in attendance and declared the meeting open at 10.54am.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

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

President Cr Raul Valenzuela

Deputy President Cr Gail Trenfield

Councillors Cr Angus Nichols
Cr Tamisha Hodder
Cr Stanley Willock
Cr Kieran Payne

Deputy CEO Glenn Boyes

Executive Assistant Diane Hodder

OBSERVERS Doug Taylor
Sergeant Andrew Herangi

APOLOGIES CEO Ian Holland

LEAVE OF ABSENCE

NIL

3 DISCLOSURE OF INTERESTS

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

Cr Gail Trenfield declared a financial interest in Item 14.1 General Report – Yalgoo Primary School Bushtucker Garden.

Cr Tamisha Hodder declared a financial interest in Item 14.1 – General Report – Yalgoo Primary School Bushtucker Garden.

4 PUBLIC QUESTION TIME

REPONSES TO QUESTIONS TAKEN ON NOTICE
NIL

QUESTIONS TAKEN WITHOUT NOTICE
NIL

5 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS
NIL

6 NOTICE OF MATTERS TO BE DISCUSSED BEHIND CLOSED DOORS
NIL

7 APPLICATIONS FOR LEAVE OF ABSENCE
NIL

8 ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

Date	Location	Meeting	Attendance
11 June 2025	Mt Magnet	Dog Fence Meeting	Cr Willock Cr Hodder
24-27 June 2025	Canberra	National General Assembly	Cr Valenzuela Cr Hodder CEO Ian Holland

9 CONFIRMATION OF MINUTES

9.1 Minutes of the Ordinary Council Meeting – 4th June 2025

OFFICERS RECOMMENDATION

That the minutes of the Council Meeting held on the 4th June 2025,
as attached, be confirmed as a true and correct record.

COUNCIL RESOLUTION – 2025-07-01

Moved: Cr Stanley Willock Seconded: Cr Gail Trenfield

That the minutes of the Council Meeting held on the 4th June 2025 as attached be
confirmed as a true and correct record.

CARRIED: 6/0

Motion Carried unopposed by: Cr Valenzuela, Cr Hodder, Cr Nichols, Cr Trenfield, Cr
Willock & Cr Payne

10 MINUTES OF COMMITTEE MEETINGS

NIL

11 TECHNICAL REPORTS

11.1 CAPITAL PROGRESS REPORT

Applicant:	Shire of Yalgoo
Date:	23 June 2025
Reporting Officer:	Glenn Boyes
Disclosure of Interest:	NIL
Attachments:	Capital Expenditure Report

SUMMARY

To receive the Progress Report on the 2024/25 Capital Works Program to 31 May 2025.

BACKGROUND

The Shire in its 2024/2025 Annual Budget has allocated the sum of \$4,828,158 for the acquisition of capital assets and the undertaking of infrastructure works.

COMMENT

The Capital Projects detailed in the attached report are projects incorporated in the 2024/2025 Annual Budget.

STATUTORY ENVIRONMENT

NIL

POLICY/FINANCIAL IMPLICATIONS

To deliver the Capital Works Program within budgeted allocations.

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council receive the Progress Report on the Capital Works Program as at 31 May 2025.

COUNCIL RESOLUTION – 2025-07-02

Moved: Cr Gail Trenfield Seconded: Cr Kieran Payne

That Council receive the Progress Report on the Capital Works Program as at 31 May 2025.

CARRIED: 6/0

Motion Carried unopposed by: Cr Valenzuela, Cr Hodder, Cr Nichols, Cr Trenfield, Cr Willock & Cr Payne

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(a) Land and Buildings

	Annual Budget	YTD Budget	YTD Actual	Var	Progress
	\$	\$	\$	\$	%
Town Hall	300,000	300,000	190,356	(109,644)	63%
Other Recreation Land	50,000	45,833	35,734	(10,099)	71%
Railway Station	45,000	41,250	52,427	11,177	117%
Works Depot	0	0	64,831	64,831	N/A
Depot Storage Shed	50,000	45,833	0	(45,833)	0%
Economic Development Building	500,000	500,000	0	(500,000)	0%
Paynes Find Community Centre	0	0	97	97	N/A
Staff Housing	0	0	24,820	24,820	N/A
Museum and Gaol	0	0	749	749	N/A
Caravan Park	0	0	2,220	2,220	N/A
Mens Shed	0	0	187	187	N/A
Water Park	0	0	187	187	N/A
Arts Centre	0	0	178	178	N/A
Yalgoo Airstrip	0	0	68	68	N/A
	945,000	932,916	371,855		

(b) Plant and Equipment

DFES Tank	55,000	55,000	57,088	2,088	104%
Law, Order and Public Safety Equipment	250,000	250,000	0	(250,000)	0%
Grader	450,000	450,000	0	(450,000)	0%
Box Top Trailer	10,000	10,000	0	(10,000)	0%
Satellite Phones and Vehicle Tracking	10,000	10,000	4,724	(5,276)	47%
2 x Cranes	15,000	15,000	0	(15,000)	0%
Drop Deck Float	150,000	150,000	0	(150,000)	0%
Pole Mounted Camera	20,000	20,000	0	(20,000)	0%
Slasher with Catcher	35,000	35,000	31,045	(3,955)	89%
Other Plant and Equipment	60,000	60,000	0	(60,000)	0%
RAV 4 Replacement	70,000	70,000	0	(70,000)	0%
Motor Vehicle	50,000	50,000	0	(50,000)	0%
Computer Systems Upgrades	135,000	135,000	0	(135,000)	0%
Conference Equipment	35,000	35,000	0	(35,000)	0%
External Monitor Display	25,000	25,000	0	(25,000)	0%
	1,370,000	1,370,000	92,857		

(c) Furniture and Equipment

No allocated budget	0	0	0	0	N/A
	0	0	0		

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(d) Road Infrastructure

	Annual Budget	YTD Budget	YTD Actual	Var	Progress
	\$	\$	\$	\$	%
Piesse St	100,000	99,999	18,520	(81,479)	19%
Paynes Find Town Rd	150,000	150,000	150,000	0	100%
LRCI - Yalgoo Ninghan Rd	592,977	592,977	72,791	(520,186)	12%
LRCI - Morawa - Yalgoo Rd	60,000	60,000	0	(60,000)	0%
Jokers Mine Rd	40,000	39,999	0	(39,999)	0%
Other Road Construction - Council Funded	142,159	80,066	100,733	20,667	71%
Roads to Recovery	664,022	664,022	16,420	(647,602)	2%
Regional Roads Group	450,000	450,000	736	(449,264)	0%

Flood Damage

Paynes Find - Sandstone Rd	0	0	292	292	N/A
Yalgoo - Ninghan Rd	0	0	816	816	N/A
Yalgoo - North Rd	0	0	2,336	2,336	N/A
Maranalgo Rd	0	0	475	475	N/A
Ninghan Rd	0	0	2,472	2,472	N/A
Mt Gibson Rd	0	0	23,776	23,776	N/A
Tardie - Yuin Rd	0	0	376	376	N/A
Thundelarra Rd	0	0	110	110	N/A
	2,199,158	2,137,063	389,851		

(e) Other Infrastructure

Tennis Court	50,000	45,833	90	(45,743)	0%
Infrastructure Equipment	40,000	40,000	0	(40,000)	0%
Tourist Projects	50,000	45,833	0	(45,833)	0%
Paynes Find Entry Statement	19,000	17,417	0	(17,417)	0%
TOUR - Infrastructure Other	200,000	200,000	5,650	(194,350)	3%
Drainage Outside BUA	0	0	2,956	2,956	N/A
Gibbons St Park	0	0	(1,914)	(1,914)	N/A
	359,000	349,083	6,783		

Total Capital Expenditure

4,873,158	4,789,062	861,346
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11.2 TECHNICAL SERVICES REPORT

Applicant:	Shire of Yalgoo
Date:	31 May 2025
Reporting Officer:	Darren Hawkins Acting Works Foreman
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council receive the Technical Services Report as at the 31 May 2025

COMMENT

Road Construction and Capital

- LRCI – Yalgoo-Ningham Rd

Road Maintenance

- Thunderella Road – Maintenance grading

Other Infrastructure

- NIL

Parks, Reserves and Properties

4.1 Art & Culture Centre

- General gardening maintenance carried out.

4.2 Community Town Hall

- Renovations are still ongoing.

4.3 Community Town Oval

- General gardening maintenance carried out.

4.4 Community Park, Gibbons Street

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

4.5 Community Park, Shamrock Street

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

4.6 Water Park

- Closed.

4.7 Yalgoo Caravan Park

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

4.8 Paynes Find Tip

- General clean & tidy.

4.9 Railway Station

- Painting front veranda and doors. Repairs to footings.
- Amenities finished and are open.

4.10 Staff Housing

- NIL.

4.11 Yalgoo Rubbish Tip

- Pushed over on a weekly basis.

4.12 Yalgoo & Paynes Find Airstrip

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

5. Staff

- NIL.

6. Purchasing

- NIL.

STATUTORY ENVIRONMENT

NIL

POLICY/FINANCIAL IMPLICATIONS

To deliver projects, operations, goods and services within budgeted allocations.

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council receive the Technical Services Report as of 31 May 2025.

COUNCIL RESOLUTION – 2025-07-03

Moved: Cr Stanley Willock Seconded: Cr Kieran Payne

That Council receive the Technical Services Report as of 31 May 2025.

CARRIED: 6/0

Motion Carried unopposed by: Cr Valenzuela, Cr Hodder, Cr Nichols, Cr Trenfield, Cr Willock & Cr Payne

12 DEVELOPMENT, PLANNING AND ENVIRONMENTAL HEALTH REPORTS
NIL

13 FINANCIAL REPORTS

13.1 LIST OF ACCOUNTS

Applicant:	Shire of Yalgoo
Date:	23 June 2025
Reporting Officer:	Glenn Boyes
Disclosure of Interest:	NIL
Attachments:	Accounts Paid May 2025

SUMMARY

The attached list of accounts paid during the month of May 2025, under Delegated Authority, is provided for Council's information and endorsement.

COMMENT

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

STATUTORY ENVIRONMENT

Local Government Act 1995

6.10 Financial Management regulations

Regulations may provide for –

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

Local Government (Financial Management) Regulations 1996

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

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

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

13A. Payments by employees via purchasing cards

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

POLICY/FINANCIAL IMPLICATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council receive the schedule of accounts paid during May 2025 as listed covering Credit Card transactions, direct debits including payroll and EFT's totalling \$548,427.11 from the municipal bank accounts.

COUNCIL RESOLUTION – 2025-07-04

Moved: Cr Kieran Payne

Seconded: Cr Tamisha Hodder

That Council receive the schedule of accounts paid during May 2025 as listed covering Credit Card transactions, direct debits including payroll and EFT's totalling \$548,427.11 from the municipal bank accounts.

CARRIED: 6/0

Motion Carried unopposed by: Cr Valenzuela, Cr Hodder, Cr Nichols, Cr Trenfield, Cr Willock & Cr Payne

13.2 INVESTMENT REPORT

Applicant:	Shire of Yalgoo
Date:	23 June 2025
Reporting Officer:	Glenn Boyes
Disclosure of Interest:	NIL
Attachments:	Investment Register

SUMMARY

That Council receive the investment report as at 31 May 2025.

COMMENT

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

STATUTORY ENVIRONMENT

Local Government Act 1995.

6.14 Power To Invest.

Local Government (Financial Management) Regulations 1996

19 Investments, control procedures for

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

Shire Delegated Authority

POLICY/FINANCIAL IMPLICATIONS

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council Receive the Investment Report as at 31 May 2025.

COUNCIL RESOLUTION – 2025-07-05

Moved: Cr Gail Trenfield

Seconded: Cr Stanley Willock

That Council receive the Investment Report as at 31May 2025.

CARRIED: 6/0

Motion Carried unopposed by: Cr Valenzuela, Cr Hodder, Cr Nichols, Cr Trenfield, Cr Willock & Cr Payne

Shire of Yalgoo
Investment Register
2024 - 2025

Month
Interest Earned
31 May 2025
1,230.24

Reserve # Description	Opening	Opening Interest	May-25 Interest	Transfers In	Transfers Out	Closing
9673101 Employee Entitlement (Leave) Reserve	54,618.33	2,065.80	16.00	0.00	0.00	56,700.13
9673201 Plant Replacement Reserve	822,836.81	31,136.72	234.00	0.00	0.00	854,207.53
9673301 Sports Complex Reserve	106,188.41	4,019.48	30.00	0.00	0.00	110,237.89
9673401 Buildings Construction Reserve	179,867.66	6,805.51	51.00	0.00	0.00	186,724.17
9673501 Yalgoo Ninghan Road Reserve	2,102,348.48	79,552.91	597.00	0.00	(625,040.00)	1,557,458.39
9673601 Buildings Maintenance Reserve	136,626.19	5,171.52	39.00	0.00	0.00	141,836.71
9673701 General Road Reserve	142,775.15	0.00	0.00	0.00	(142,775.15)	0.00
9673801 Community Amenities Reserve	301,069.87	11,390.66	86.00	0.00	0.00	312,546.53
9673901 HCP Reserve	157,147.64	5,946.80	45.00	0.00	0.00	163,139.44
9674001 Yalgoo Morawa Road Reserve	443,314.98	16,774.41	126.00	0.00	(125,344.00)	334,871.39
9674101 Superannuation Back Pay Reserve	26.64	0.00	0.00	0.00	(26.64)	0.00
9674201 Office Equipment & ICT Reserve	4,016.48	179.14	1.00	0.00	0.00	4,196.62
9674301 Natural Disaster Triggerpoint Reserve	14,197.02	536.61	4.00	0.00	0.00	14,737.63
9674401 Emergency Road Repairs Reserve	9,293.10	3,815.01	1.24	142,775.15	(155,756.00)	128.50
	4,474,326.76	167,394.57	1,230.24	142,775.15	(1,048,941.79)	3,736,784.93

Reference	Amount	Bank	Opening	Interest	Maturity	Interest at Maturity	Total
No term deposits							
	0.00					0.00	

13.3 MONTHLY FINANCIAL STATEMENTS

Applicant:	Shire of Yalgoo
Date:	23 June 2025
Reporting Officer:	Glenn Boyes
Disclosure of Interest:	NIL
Attachments:	Financial Statements Detailed Schedules

SUMMARY

The Financial Statements for the month ended 31 May 2025 is presented to Council in accordance with *Regulation 34 of the Local Government (Financial Management) regulations 1996*.

COMMENT

The Financial Statements for the period ending May 2025 includes the following statements and notes:

- Statement of Financial Activity
- Statement of Financial Position
- Net Funding Position
- Cash Position
- Reserves
- Receivables
- Asset Disposals
- Capital Acquisitions
- Rates
- Grants, Subsidies and Contributions
- Variance Reporting

STATUTORY ENVIRONMENT

Local Government Act 1995 - Section 6.4

Local Government (Financial Management) Regulations 1996 - Regulation 34

POLICY/FINANCIAL IMPLICATIONS

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

VOTING REQUIREMENT

Simple Majority

RISK IMPLICATIONS

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

To mitigate the risk of budget over-runs or non-delivery of projects, the Chief Executive Officer (CEO) has implemented internal control measures such as regular

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Council and Management reporting and a quarterly process to monitor financial performance against budget estimates.

Materiality reporting thresholds have been established by Council of \$10,000 and 10% for budget operating and capital items to alert management prior to there being irreversible impacts.

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

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

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

OFFICERS RECOMMENDATION

That Council receive the Statement of Financial Activity for the period ended 31 May 2025 in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996.

COUNCIL RESOLUTION – 2025-07-06

Moved: Cr Kieran Payne

Seconded: Cr Tamisha Hodder

That Council receive the Statement of Financial Activity for the period ended 31 May 2025 in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996.

CARRIED: 6/0

Motion Carried unopposed by: Cr Valenzuela, Cr Hodder, Cr Nichols, Cr Trenfield, Cr Willock & Cr Payne

13.4 BUDGET CONSIDERATIONS 2025-2026

Applicant:	Shire of Yalgoo
Date:	23 June 2025
Reporting Officer:	Glenn Boyes
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council consider the following budget efficiencies for the 2025/26 Annual Budget, apply to the Minister for Local Government and adopt the rates for the financial year.

COMMENT

Council is in the process of preparing the 2025/26 Annual Budget. During this process it will consider its Strategic Plans and internal and external factors which will impact the budget along with any budget efficiencies it can incorporate to reduce costs. Some of these are proposed below.

The Shire is planning to construct several new houses each year and sell existing stock into the market. This would increase the number of rateables properties and increase the population.

The Yalgoo-Ningham Road to Paynes Find is sealed except for the last 10km. It is proposed to seal the remaining section which should reduce the maintenance cost on the road. It also has the potential to reduce cost for the local mining industry when transporting oversized loads to site because they would not have to travel via Mount Magnet.

The Shire has purchased a Hybrid vehicle and considering purchasing more to reduce the cost of fuel. However, this would only be a minor reduction in cost but also lessens our environmental impact. We are also in the process of going paperless which will significantly reduce the annual office costs.

A review of solar paneling for Staff Housing and Shire Buildings will be undertaken in the next 12 months. It is expected electricity costs will reduce by 30% - 50%. We have also considered reducing the landscaping on new Staff Housing, e.g. no lawns, to reduce the water expenses attributed to it.

Additional efficiency measures and service improvements are listed below:

- Disposal of under utilised plant
- Invest in properties and Lease to State Government Agencies
- Increase monitoring and application to available grants
- Economic development initiatives to promote training and investment in diverse businesses
- Renewal of aging Shire/Public Facilities
- Sealing and mitigation work for gravel network that is severely impacted by Flood Events
- Renewal for Increased Extraordinary use of Shire Roads by commodity and heavy vehicle traffic

No submissions or objections were received.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 6.2 Local Government to prepare Annual Budget.

POLICY/FINANCIAL IMPLICATIONS

Council needs to ensure its revenue remains at a level so it can continue providing the same or greater level of service to its community.

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council:

1. Accepts the draft Statement of Financial Activity to be incorporated into the Annual Budget, and
2. notes that it has complied with section 6.36 of the Local Government Act 1995 in respect advertising requirements and preparation of the 2025/2026 “Rating Strategy” and “Objects and Reasons” documents.
3. notes that no submissions have been received with respect to differential rating.
4. has considered efficiency measures as part of its budget deliberations, and
5. endorse the below rates in the dollar and rating categories for the 2025/26 financial year which is to be incorporated into the Annual Budget pending ministerial approval;

<i>Land Category</i>	<i>Rate in \$</i>	<i>Minimum Payment</i>
<i>GRV Townsite Improved</i>	8.7124	\$300
<i>GRV Townsite Vacant</i>	8.7124	\$300
<i>GRV Mining Infrastructure</i>	33.0944	\$300
<i>UV Mining Tenements</i>	35.5968	\$300
<i>UV Exploration/Prospecting</i>	23.4058	\$300
<i>UV Pastoral Rural</i>	7.6842	\$300

6. makes application to the Minister for Local Government for approval to impose differential general rates that are more than twice the lowest differential rate being imposed.

COUNCIL RESOLUTION – 2025-07-07

Moved: Cr Angus Nichols

Seconded: Cr Kieran Payne

That Council:

1. Accepts the draft Statement of Financial Activity to be incorporated into the Annual Budget, and
2. notes that it has complied with section 6.36 of the Local Government Act 1995 in respect advertising requirements and preparation of the 2025/2026 “Rating Strategy” and “Objects and Reason” documents.
3. notes that no submissions have been received with respect to differential rating.
4. has considered efficiency measures as part of its budget deliberations, and
5. endorse the below rates in the dollar and rating categories for the 2025/26 financial year which is to be incorporated into the Annual Budget pending ministerial approval.

Land Category	Rate in \$1	Minimum Payment
GRV Townsite Improved	8.7124	\$300
GRV Townsite Vacant	8.7124	\$300
GRV Mining Infrastructure	33.0944	\$300
UV Mining Tenements	35.5968	\$300
UV Exploration/Prospecting	23.4058	\$300
UV Pastoral Rural	7.6842	\$300

6. makes application to the Minister for Local Government for approval to impose differential general rates that are more than twice the lowest differential rate being imposed.

CARRIED: 6/0

Motion Carried unopposed by: Cr Valenzuela, Cr Hodder, Cr Nichols, Cr Trenfield, Cr Willock & Cr Payne

13.5 FEES AND CHARGES 2025-2026

Applicant:	Shire of Yalgoo
Date:	23 June 2025
Reporting Officer:	H St. George Cooper – Corporate Services
Disclosure of Interest:	NIL
Attachments:	Fees and Charges

SUMMARY

That Council adopt the Fees and Charges for the 2025-2026 financial year.

COMMENT

During the review of the fees and charges applied to the goods and services, the Shire considered the costs of providing them, the importance of them to the community and the price they would be provided by alternate sources. The proposed fees and charged have been determined based on this method resulting in some items being provided free of charge, some based on statutory rates and others on a cost basis.

STATUTORY ENVIRONMENT

Local Government Act 1995 - Part 6, Division 5, Subdivision 2 - Fees and Charges.

6.16. Imposition of fees and charges

(1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* Absolute majority required.

(2) A fee or charge may be imposed for the following –

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to section 5.94, providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

(3) Fees and charges are to be imposed when adopting the annual budget but may be –

- (a) imposed* during a financial year; and
- (b) amended* from time to time during a financial year.

* Absolute majority required.

6.17. Setting level of fees and charges

(1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors –

- (a) the cost to the local government of providing the service or goods; and
- (b) the importance of the service or goods to the community; and
- (c) the price at which the service or goods could be provided by an alternative provider.

(2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.

(3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service –

(a) under section 5.96; or

(b) under section 6.16(2)(d); or

(c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.

(4) Regulations may –

(a) prohibit the imposition of a fee or charge in prescribed circumstances; or

(b) limit the amount of a fee or charge in prescribed circumstances.

6.18. Effect of other written laws

(1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not –

(a) determine an amount that is inconsistent with the amount determined under the other written law; or

(b) charge a fee or charge in addition to the amount determined by or under the other written law.

(2) A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.

6.19. Local government to give notice of fees and charges If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of –

(a) its intention to do so; and

(b) the date from which it is proposed the fees or charges will be imposed.

POLICY/FINANCIAL IMPLICATIONS

Fees and Charges generate approximately 4% of the operating revenue, which helps recover the cost of the applicable services it provides.

VOTING REQUIREMENT

Absolute Majority

OFFICERS RECOMMENDATION

That Council, by absolute majority, adopts the attached Fees and Charges, effective from 01 July 2025, and incorporates them into the 2025-2026 Annual Budget.

COUNCIL RESOLUTION – 2025-07-08

Moved: Cr Stanley Willock

Seconded: Cr Gail Trenfield

That Council by absolute majority adopts the attached Fees and Charge, effective from 1 July 2025, and incorporates them into the 2025-2026 Annual Budget.

CARRIED: 6/0

Motion Carried unopposed by: Cr Valenzuela, Cr Hodder, Cr Nichols, Cr Trenfield, Cr Willock & Cr Payne

14 ADMINISTRATION REPORTS

Cr Trenfield declared financial interest for item 14.1 and left the meeting.

Cr Hodder declared a financial interest in Item 14.1 and left the meeting.

14.1 GENERAL REPORT

Applicant:	Shire of Yalgoo
Date:	26/06/2025
Reporting Officer:	Ian Holland Chief Executive Officer
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council consider the Chief Executive Officers general operation report.

COMMENT

Councillor Renumeration

Band 4 Local Governments are now eligible to provide Superannuation to Councillors if the Council decides to “opt in” to the arrangement. A discussion will be scheduled in the lead up to the 2025/26 Budget. In addition to this change the Salaries and Allowances Tribunal has released a 2025 update. Sitting Fee determinations will also be presented.

Bushfire Brigades

David Rocke and Ian Holland attended the Chief Bushfire Control Officer forum in Mandurah and Mt Gibson have started to carry out successful controlled burns.

Yalgoo Primary School Bushtucker Garden

A request has been received from the Yalgoo Primary School asking for labour and machinery support to redevelop the schools garden. Community Garden grants have been quite popular with the current state government and it is anticipated that a new round of funding will shortly be available. As the Shire is still working through its budget it is not suggested at this time for Shire funds to be provided to any State Government Agency.

Officer of the Auditor General Performance Audits

Councillors are encouraged to read performance audits conducted by the OAG into credit card usage, the operation of Development WA and the lack of understanding of groundwater usage statewide.

Public Information Session Mt Magnet

An information session for prospective elected members as well as changes to the Local Government Act is being arranged jointly with Zone local governments prior to nominations closing and will be held in Mt Magnet.

External CEO Movements June

TBA

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council receive the Chief Executive Officers General Report.

COUNCIL RESOLUTION – 2025-07-09

Moved: Cr Kieran Payne Seconded: Cr Angus Nichols

That Council receive the Chief Executive Officers General Report.

CARRIED: 4/0

Motion Carried unopposed by: Cr Valenzuela, Cr Nichols, Cr Willock & Cr Payne

11.20am Cr Gail Trenfield returned to the meeting.

11.20am Cr Tamisha Hodder returned to the meeting.

11.20am Cr Stanley Willock left the meeting.

14.2 Communication Agreement Consultation

Applicant:	Shire of Yalgoo
Date:	26/06/2025
Reporting Officer:	Ian Holland Chief Executive Officer
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council consider responding to both the Department of Local Government and the Western Australian Local Government Association regarding the proposed draft legislation and order for Councilor-CEO communication agreements.

COMMENT

This legislation change has been developed based on processes that exist between Ministers and State Government Departments. Parts of the draft order may not be suitable to the operations of the Shire of Yalgoo.

One such example is exemptions that relate to emergencies. Due to the local governments size requirements will not be able to be met during instances of bushfires for example. Dual functions such as Bushfire Chief for example should take precedence.

This new legislation may necessitate a Councilor portal or software platform that allows all parties to meet their obligations.

WALGA information and discussion pages are attached for consideration. Councillors are encouraged to provide feedback to the Chief Executive Officer and a draft response to WALGA will be developed as part of this item.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council endorse the Communications Agreements Discussion Paper response and authorize the Chief Executive Officer to provide further direct feedback to the Department of Local Government requesting mandatory and automatic exemptions where the authorized officers are engaged in emergency response on behalf of the local government or another hazard management agency.

COUNCIL RESOLUTION – 2025-07-10

Moved: Cr Kieran Payne

Seconded: Cr Gail Trenfield

That Council endorse the Communications Agreements Discussion Paper response and authorize the Chief Executive Officer to provide further direct feedback to the Department of Local Government requesting mandatory and automatic exemptions where the authorized officers are engaged in emergency response on behalf of the local government or another hazard management agency.

CARRIED: 4/1

Motion Carried by: Cr Valenzuela, Cr Hodder, Cr Trenfield, Cr Payne

Motion opposed by Cr Nichols

14.3 Conduct of the 2025 Ordinary October Local Government Election

Applicant:	Shire of Yalgoo
Date:	26/06/2025
Reporting Officer:	Ian Holland Chief Executive Officer
Disclosure of Interest:	NIL
Attachments:	Letter from the Acting Electoral Commissioner WAEC

SUMMARY

That Council endorse the Electoral Commissioners conduct of the upcoming local government election.

COMMENT

Following prior acceptance of a cost estimate the following resolutions are presented to engage the Electoral Commissioner to conduct the Ordinary October 2025 Election.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council:

1. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required;
2. Decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a Postal election.

COUNCIL RESOLUTION – 2025-07-11

Moved: Cr Angus Nichols

Seconded: Cr Gail Trenfield

That Council:

1. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commission to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required.
2. Decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a Postal election.

CARRIED: 6/0

Motion Carried unopposed by: Cr Valenzuela, Cr Hodder, Cr Nichols, Cr Trenfield, Cr Willock & Cr Payne

11.23am Cr Stanley Willock returned to the meeting

14.4 Paynes Find State Battery Museum

Applicant:	Shire of Yalgoo
Date:	26/06/2025
Reporting Officer:	Ian Holland Chief Executive Officer
Disclosure of Interest:	NIL
Attachments:	Letter from the Perth Mint

SUMMARY

That Council consider correspondence received from the Perth Mint who are responsible for the care, control and management of the Paynes Find State Battery Site.

COMMENT

As addressed in the attached letter the Perth Mint has requested the removal of Shire signage and advertising promoting the Paynes Find Gold Battery as a tourism location.

Administration have not consulted with the Taylors regarding this request as it has come from the body responsible for the land. Council has the option to defer this item for further consideration or consultation.

Due to the historical nature of the site some signage whether wayfinding or interpretive may still be appropriate. This would be similar to the Miners Pathway tourism signage. The public could still be informed that a State Battery operated in the area until recently without directing the public to visit it directly. Signage or fencing by the land management body should be the first step towards addressing any perceived risk and a site inspection may be required by the local government in this regard.

The timely removal of tourism signage as well as digital information could be considered as outside normal operations and it should be noted that crown land affords the Shire no cost recovery through rates. As is the case it is proposed that an estimate be developed and Perth Mint be invoiced for the proposed set of tasks.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Simple Majority

OFFICERS RECOMMENDATION

That Council authorize the development of an itemized report and private works estimate for the removal of advertising (physical and digital) relating to the Paynes Find Battery Museum for consideration at the next Paynes Find Ordinary Meeting.

Deferred to next meeting

14.5 Appointment of Presiding Members for Committee's

Applicant:	Shire of Yalgoo
Date:	26/06/2025
Reporting Officer:	Ian Holland Chief Executive Officer
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council appoints presiding and deputy presiding members to Committees.

COMMENT

Amendments to section 5.12 of the Local Government Act 1995 require councils to appoint committee presiding members and deputy presiding members by 1 July 2025. These appointments must be made by an absolute majority decision of the council.

This change was introduced as part of the local government reforms to simplify the committee appointment processes by removing the need for a secret preferential ballot at a committee meeting, and to allow councils to decide on the leadership of council committees.

There is no requirement for an independent presiding member to be appointed to an Audit Committee by 1 July 2025. However, local governments may opt to appoint an independent presiding member before Audit, Risk and Improvement Committees (ARIC) reform changes are implemented when section 87 of the Local Government Amendment Act 2024 commences.

It is suggested that for all existing Shire Committees the presiding and deputy presiding member be the Shire President and Deputy Shire President respectively until the Ordinary 2025 Elections.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Absolute Majority

OFFICERS RECOMMENDATION

That Council appoint the Shire President as presiding member for all Shire of Yalgoo Committees and appoints the Deputy Shire President as the deputy presiding member for all Shire of Yalgoo Committees.

COUNCIL RESOLUTION – 2025-07-12

Moved: Cr Angus Nichols

Seconded: Cr Kieran Payne

That Council appoint the Shire President as presiding member for all Shire of Yalgoo Committees and appoints the Deputy Shire President as the deputy presiding member for all Shire of Yalgoo Committees.

CARRIED: 6/0

Motion Carried unopposed by: Cr Valenzuela, Cr Hodder, Cr Nichols, Cr Trenfield, Cr Willock & Cr Payne

14.6 Review of Delegations Register

Applicant:	Shire of Yalgoo
Date:	26/06/2025
Reporting Officer:	Ian Holland Chief Executive Officer
Disclosure of Interest:	NIL
Attachments:	2025 Delegations Register

SUMMARY

That Council review the Delegations Register.

COMMENT

The Delegations Register was last reviewed in 2024. Council is required to review the Delegations Register at least annually.

Council are encouraged to suggest any amendments.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY/FINANCIAL IMPLCATIONS

NIL

VOTING REQUIREMENT

Absolute Majority

OFFICERS RECOMMENDATION

That Council review and adopt the as presented Delegations Register.

COUNCIL RESOLUTION – 2025-07-13

Moved: Cr Stanley Willock Seconded: Cr Kieran Payne

That Council review and adopt the as presented Delegations Register.

CARRIED: 6/0

Motion Carried unopposed by: Cr Valenzuela, Cr Hodder, Cr Nichols, Cr Trenfield, Cr Willock & Cr Payne

14.7 RATES WRITE OFF – TENEMENT DEATH

Applicant:	Shire of Yalgoo
Date:	12 June 2025
Reporting Officer:	H St. George Cooper – Corporate Services
Disclosure of Interest:	NIL
Attachments:	NIL

SUMMARY

That Council consider Assessment A1947, Mining Tenement P59/02085 ownership now relinquished through tenement death with notification received from the Valuer Generals office 10 July 2024, that the outstanding rates plus accrued interest owing, be written off.

COMMENT

Historically, this tenement was granted to BR Legendre pre 2022 – 2023.

With changeover from Ozone to Synergy, staff turnover and third-party rating contractors, the tenement went through an area reduction and a tenement death as advised by the Valuer General's Mining Schedules, consequently leaving an outstanding balance of \$7.40 including interest. As the debt is small, it is not worth considering sending to the Shire's debt collecting agency.

As the owner is no long trading and it is an unsecured debt, Council is now requested to consider writing off the outstanding amount of \$7.40 including accrued interest on A1947, being Prospecting Tenement P59/02085.

STATUTORY ENVIRONMENT

Local Government Act 1995.

Local Government (Financial Management) Regulations 1996

Rates and Charges (Rebates and Deferments) Act 1992

POLICY/FINANCIAL IMPLICATIONS

This will not have a significant impact on projected 2024 – 2025 rates income.

VOTING REQUIREMENT

Absolute Majority

OFFICERS RECOMMENDATION

That Council write off the outstanding debt on Assessment A1947 being Prospecting Tenement P59/02085, as the Tenement has died and it is a small unsecured debt.

COUNCIL RESOLUTION – 2025-07-14

Moved: Cr Stanley Willock Seconded: Cr Gail Trenfield

That Council write off the outstanding debt on Assessment A1947 being Prospecting Tenement P59/02085, as the Tenement has died and it is a small unsecured debt.

CARRIED: 6/0

Motion Carried unopposed by: Cr Valenzuela, Cr Hodder, Cr Nichols, Cr Trenfield, Cr Willock & Cr Payne

15 NOTICE OF MOTIONS

NIL

16 URGENT BUSINESS

NIL

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

17.1 Jokers Tunnel – Objection before the Wardens Court

Applicant:	Shire of Yalgoo
Date:	26/06/2025
Reporting Officer:	Chief Executive Officer Ian Holland
Disclosure of Interest:	NIL
Attachments:	NIL

Deferred to next meeting

18 NEXT MEETING

The next Ordinary Meeting of Council is due to be held in the Yalgoo Council Chamber on Friday 25th July 2025 commencing at 10:30am.

19 MEETING CLOSURE

There being no further business the Shire President declared the Ordinary meeting closed at. 11.47am.



WESTERN AUSTRALIAN
Electoral Commission

Mr Ian Holland
Chief Executive Officer
Shire of Yalgoo
PO Box 40
YALGOO WA 6635

Dear Mr Holland,

Written Agreement: 2025 Local Government Ordinary Election

I refer to your correspondence dated 8 May 2025 in which you accept the Western Australian Electoral Commission's Cost Estimate for the 2025 Local Government Ordinary Election, as outlined in my letter to you dated 12 December 2024 (the Cost Estimates Letter).

This letter is my written agreement to be responsible for the conduct of the local government ordinary election for the Shire of Yalgoo. In order to finalise this agreement, you are required under the *Local Government Act 1995* to submit the following motions to Council for a postal election:

1. declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required;
2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a Postal election.

Please note that:

- the above motions must be presented to Council as drafted and cannot be amended in any way;
- both the Cost Estimates Letter, and this Written Agreement Letter should be attached to the item for Council consideration; and
- the above motions must be passed by an absolute majority.

Once the Council passes the above mentioned motions, please forward confirmation to the Commission to the email address below. The Commission can then proceed with arrangements for your ordinary election.

If you have any queries, please contact lgelections@waec.wa.gov.au.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'D O'Reilly', written over a blue horizontal line.

Dennis O'Reilly
ACTING ELECTORAL COMMISSIONER

21 May 2025

Perth Mint Confidential Document



Dion Paunich
Chief Operating Officer
Gold Corporation
East Perth, WA 6004

10 June 2025

Ian Holland
Chief Executive Officer
Shire of Yalgoo

By email: ceo@yalgoo.wa.gov.au

Cc: pa@yalgoo.wa.gov.au

Dear Mr Holland

Request to Remove Tourism Signage - Paynes Find State Battery Site (R15209)

As you are aware, The Perth Mint is responsible for the care, control, and management of the Paynes Find State Battery Site (R15209) (**Site**).

The long-term lease over the Site, previously held by Mr and Mrs Taylor, expired on 30 June 2024. Since then, the Taylors have remained on the Site under a periodic tenancy arrangement to support a managed transition off the Site.

Under the terms of this tenancy, the Site is to be used strictly for mineral processing, and tourism activities are not permitted.

Further, as part of our ongoing management responsibilities, a recent preliminary site investigation identified several work health and safety (**WHS**) risks at the Site. These risks make the area unsuitable for tourism-related activities, particularly where members of the public are involved.

However, The Perth Mint has been made aware that tourism activities (museum tours) have continued at the Site.

As such, and in accordance with the provisions of the lease, The Perth Mint issued a formal notice to the Taylors on 20 May 2025 requiring them to immediately cease all tourism operations on the Site.

To support this and to mitigate ongoing risk to the public, we respectfully request that the Shire of Yalgoo remove any road signage and/or tourist information promoting the Site as a tourism attraction.

The health and safety of the community remains our highest priority. We appreciate your cooperation and assistance in ensuring the Site is not presented to the public as an accessible tourist destination.

Perth Mint Confidential Document



If you have any queries or require further information, please do not hesitate to contact us at statebatteryconnect@perthmint.com.

Yours sincerely



Dion Paunich
Chief Operating Officer
Gold Corporation | The Perth Mint



SHIRE OF YALGOO



DELEGATION REGISTER

Current as at 28th June 2024

Template Originally Published: July 2017
Template Last Updated: 21 April 2021

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Shire of Yalgoo



1. Local Government Act 1995 Delegations

1 Local Government Act 1995 Delegations

1.1 Council to Committees of Council

1.1.1 Audit and Risk Committee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Delegate:	Audit and Risk Committee
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)]. Authority to: <ol style="list-style-type: none"> examine the report of the Auditor and determine matters that require action to be taken by the Shire; and ensure that appropriate action is taken in respect of those matters [s.7.12A(3)]. Authority to review and endorse the Shire's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> This delegation is not to be used where a Management Letter or Audit Report raises significant issues. In that instance the Local Government's meeting with the Auditor must be directed to the Council.
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.7.1B.

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

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1. Local Government Act 1995 Delegations

1.1.2 Behaviour Complaints Committee

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

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1. Local Government Act 1995 Delegations

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

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

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1. Local Government Act 1995 Delegations

1.2 Council to CEO

1.2.1 Performing Functions Outside the District

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

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

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

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1. Local Government Act 1995 Delegations

1.2.2 Powers of Entry

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

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

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1. Local Government Act 1995 Delegations

1.2.3 Declare Vehicle is Abandoned Vehicle Wreck

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

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

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1. Local Government Act 1995 Delegations

1.2.4 Confiscated or Uncollected Goods

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

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

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1. Local Government Act 1995 Delegations

1.2.5 Disposal of Sick or Injured Animals

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

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

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1. Local Government Act 1995 Delegations

1.2.6 Close Thoroughfares to Vehicles

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

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

Sub-Delegate/s: <i>Appointed by CEO</i>	DCEO Works Manager/Works Foreman
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	An update on the Shire Website or an email is sent where practical to the Shires Road Condition Email List and appropriate signage is placed at the entrances to affected roads.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Shire Website or Email Contact List

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1. Local Government Act 1995 Delegations

1.2.7 Obstruction of Footpaths and Thoroughfares

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

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

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

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

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

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Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.2.8 Gates Across Public Thoroughfares

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

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

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Shire of Yalgoo



1. Local Government Act 1995 Delegations

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

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1. Local Government Act 1995 Delegations

1.2.9 Public Thoroughfare – Dangerous Excavations

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

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Shire of Yalgoo



1. Local Government Act 1995 Delegations

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

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

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1. Local Government Act 1995 Delegations

1.2.10 Private Works on, over or under Public Places

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

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
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Shire of Yalgoo



1. Local Government Act 1995 Delegations

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

Version Control:

1	Version 1 – July 2021
2	
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Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.2.11 Expressions of Interest for Goods and Services

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

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

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

Version Control:

1	Version 1 – July 2021 - Revised
2	2.2 Tenders in Version Reviewed 31 st July 2020
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Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.2.12 Tenders for Goods and Services – Call Tenders

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

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Shire of Yalgoo



1. Local Government Act 1995 Delegations

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

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

Version Control:

1	Version 1 – July 2021 - Revised
2	2.2 Tenders in Version Reviewed 31 st July 2020
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Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

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

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

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

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

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

Version Control:

1	Version 1 – July 2021 - Revised
2	2.2 Tenders in Version Reviewed 31 st July 2020
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Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.2.14 Disposing of Property

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

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

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

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

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

Version Control:

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

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.2.15 Payments from the Municipal or Trust Funds

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. Authority to make payments is subject to annual budget limitations. b. Payments must be approved jointly by two delegates. c. Credit Card Statements are to be checked and signed off monthly by a second sub-delegate or the Shire President and a monthly summary provided to Council.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	DCEO Rates Officer Executive Support Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<ul style="list-style-type: none"> 1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. 2. All payment transactions must be approved jointly by two Delegates, one of whom must be the CEO or DCEO else the CEO or DCEO is to have inspected and signed off on the payment or batch. 3. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.

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

Shire of Yalgoo



1. Local Government Act 1995 Delegations

	Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards Department of Local Government, Sport and Cultural Industries: Accounting Manual
Record Keeping:	Bank Authorisation and List of Accounts

Version Control:

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

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.2.16 Defer, Grant Discounts, Waive or Write Off Debts

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

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

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

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

Version Control:

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

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.2.17 Power to Invest and Manage Investments

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

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

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

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

Version Control:

1	Version 1 – July 2021 - Revised
2	2.5 Investment of Surplus funds in Version Reviewed 31 st July 2020
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Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.2.18 Rate Record Amendment

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

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

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

Version Control:

1	Version 1 – July 2021
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Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.2.19 Agreement as to Payment of Rates and Service Charges

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

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

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

Version Control:

1	Version 1 – July 2021
2	

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.2.20 Determine Due Date for Rates or Service Charges

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

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

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

Version Control:

1	Version 1 – July 2021
2	
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Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.2.21 Recovery of Rates or Service Charges

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

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

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

Version Control:

1	Version 1 – July 2021
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Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.2.23 Recovery of Rates Debts – Require Lessee to Pay Rent

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

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

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

Version Control:

1	Version 1 – July 2021
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Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

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

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

Sub-Delegate/s:	Nil
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Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

Appointed by CEO	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government Act 1995 – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation.</p> <p>Local Government (Financial Management) Regulations 1996 – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.</p> <p>Council Policy Rates Collection and Financial Hardship.</p>
Record Keeping:	Progress Report to Council

Version Control:

1	Version 1 – July 2021
2	
3	

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.2.25 Rate Record – Objections

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

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

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

Version Control:

1	Version 1 – July 2021
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Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

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

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

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

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

Version Control:

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

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.2.27 Long Service Leave Applications

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

Compliance Links:	Local Government (Long Service Leave) Regulations
Record Keeping:	Payroll

Version Control:

1	Version 1 – July 2021
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Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

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

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

Compliance Links:	Local Government Act 1995
Record Keeping:	Notices

Version Control:

1	Version 1 – July 2021
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Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

Taken from www.legislation.wa.gov.au as at 16/07/2021

Division 1 — Things a notice may require to be done

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

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

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

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

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

private thoroughfare has the same meaning as in Schedule 9.1 clause 7(1).

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

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.2.29 Use of the Common Seal

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

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

Version Control:

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

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.3 CEO to Employees

1.3.1 Determine if an Emergency for Emergency Powers of Entry

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

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

Version Control:

1	Version 1 – July 2021
2	
3	

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.3.2 Electoral Enrolment Eligibility Claims and Electoral Roll

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election <i>Local Government (Elections) Regulations 1995:</i> r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)
Delegate/s:	DCEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.3.42(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13(2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record Keeping:	Electoral Roll and Electors Returns Folder

Version Control:

1	Version 1 – July 2021
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3	

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.3.3 Destruction of Electoral Papers

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record Keeping:	Destruction of Records Register

Version Control:

1	Version 1 – July 2021
2	
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Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.3.4 Appoint Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
Delegate:	DCEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations: <ol style="list-style-type: none"> (a) Local Government Act 1995 and its subsidiary legislation, including Local Government Act Regulations, the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and Local Laws made under the Local Government Act. (b) <i>Caravan Parks and Camping Grounds Act 1995</i>; (c) <i>Cat Act 2011</i>; (d) <i>Cemeteries Act 1986</i>; (e) <i>Control of Vehicles (Off-road Areas) Act 1978</i>; (f) <i>Dog Act 1976</i>; (g) Graffiti Vandalism Act 2016 – refer s.15; and (e) any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act 1995</i>. 2. Authority to appoint authorised persons for the purposes of section 9.16 of the <i>Local Government Act 1995</i>, <u>as a precondition</u> for appointment as authorised officers in accordance with Regulation 70(2) of the Building Regulations 2012 and section 6(b) of the <i>Criminal Procedure Act 2004</i>. 3. Authority to appoint honorary inspectors under the Litter Act.
CEO Conditions on this Delegation:	<ol style="list-style-type: none"> a. A register of Authorised Persons is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.
Express Power to Sub-Delegate:	<i>NIL.</i>

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

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

Version Control:

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

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.3.5 Information to be Available to the Public

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Administration) Regulations 1996:</i> r.29(2) &(3) Information to be available for public inspection (Acts s.5.94) r.29B Copies of certain information not to be provided (Act s.5.96) <i>Local Government Act 1995:</i> s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information
Delegate/s:	DCEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)]. 2. Authority to determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)]. 3. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s.5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 4. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s.5.95(1)(b)]. 5. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].
CEO Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil.

Compliance Links:

Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

Record Keeping:

Email to the CEO

Version Control:

1	Version 1 – July 2021
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Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.3.6 Financial Management Systems and Procedures

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

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995
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Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

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

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Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.3.7 Audit – CEO Review of Systems and Procedures

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Audit) Regulations 1996:</i> r.17 CEO to review certain systems and procedures
Delegate/s:	DCEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to conduct the review of the appropriateness and effectiveness of the Shire of Yalgoo's systems and procedures in relation to i. risk management; and ii. internal controls; and iii. legislative compliance [r.17(1)].
CEO Conditions on this Delegation:	a. Each matter is to be reviewed at least once within every 3 financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required.
Express Power to Sub-Delegate:	Nil.

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

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Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

1.3.8 Infringement Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice <i>Building Regulations 2012:</i> Regulation 70(1A), (1), (2) Approved officers and authorised officers
Delegate/s:	DCEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
CEO Conditions on this Delegation:	<ol style="list-style-type: none"> a. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation. b. The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a <u>precondition for appointment</u> as an "Approved Officer" in accordance with <i>Building Regulation 70(1)</i> for the purposes of the <i>Criminal Procedure Act 2004</i> section 6(a) and <i>Building Act 2011</i> Infringement Notices:: <ol style="list-style-type: none"> (i) Building Surveyor/Contract Building Surveyor <p>NOTE: <i>Delegates must also be appointed as an "Approved Officer" – appointment to be determined by Council resolution or by a person with delegated authority under delegation 2.1.10.</i></p>
Express Power to Sub-Delegate:	Nil.

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

Delegation Register

Shire of Yalgoo



1. Local Government Act 1995 Delegations

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Delegation Register

Shire of Yalgoo



2. Building Act 2011 Delegations

2 Building Act 2011 Delegations

2.1 Council to CEO

2.1.1 Grant a Building Permit

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

Delegation Register

Shire of Yalgoo



2. Building Act 2011 Delegations

Sub-Delegate/s: <i>Appointed by CEO</i>	Building Surveyor/Contract Building Surveyor
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Authority to perform Function 1.
Compliance Links:	<p>Building Act 2011</p> <p>s.119 Building and demolition permits – application for review by SAT</p> <p>s.23 Time for deciding application for building or demolition permit</p> <p>s.17 Uncertified application to be considered by building surveyor</p> <p>Building Regulations 2012 – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</p> <p><i>Building Services (Registration Act) 2011 – Section 7</i></p> <p><i>Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2</i></p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage Act 2018</i></p>
Record Keeping:	Notice/Correspondence and Permits

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Shire of Yalgoo



2. Building Act 2011 Delegations

2.1.2 Demolition Permits

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

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

Shire of Yalgoo



2. Building Act 2011 Delegations

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

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Delegation Register

Shire of Yalgoo



2. Building Act 2011 Delegations

2.1.3 Occupancy Permits or Building Approval Certificates

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

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

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

Shire of Yalgoo



2. Building Act 2011 Delegations

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

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Delegation Register

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2. Building Act 2011 Delegations

2.1.4 Designate Employees as Authorised Persons

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

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

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

Version Control:

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

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Shire of Yalgoo



2. Building Act 2011 Delegations

2.1.5 Building Orders

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

Delegation Register

Shire of Yalgoo



2. Building Act 2011 Delegations

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

Compliance Links:	<u>Building Act 2011:</u> Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
Record Keeping:	Notice/Correspondence and Permits

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Delegation Register

Shire of Yalgoo



2. Building Act 2011 Delegations

2.1.6 Inspection and Copies of Building Records

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

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

Compliance Links:	Building Act 2011 - s.146 Confidentiality
Record Keeping:	If not the owner a copy of the application on the property file. Inspection Register

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Delegation Register

Shire of Yalgoo



2. Building Act 2011 Delegations

2.1.7 Referrals and Issuing Certificates

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

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

Compliance Links:	
Record Keeping:	Notice/Correspondence

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Delegation Register

Shire of Yalgoo



2. Building Act 2011 Delegations

2.1.8 Smoke Alarms – Alternative Solutions

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

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

Compliance Links:	
Record Keeping:	Notice/Correspondence

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2. Building Act 2011 Delegations

2.1.9 Appointment of approved officers and authorised officers

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

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

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

Version Control:

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

Delegation Register

Shire of Yalgoo



3 Bush Fires Act 1954 Delegations

3.1 Council to CEO, President and Bush Fire Control Officer

3.1.1 Make Request to FES Commissioner – Control of Fire

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

Compliance Links:	
Record Keeping:	Correspondence with DFES

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Delegation Register

Shire of Yalgoo



3.1.2 Prohibited Burning Times - Vary

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

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

Version Control:

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

Delegation Register

Shire of Yalgoo



3.1.3 Prohibited Burning Times – Control Activities

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

Delegation Register

Shire of Yalgoo



Compliance Links:	
Record Keeping:	Permit Book, Notifications

Version Control:

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

Delegation Register

Shire of Yalgoo



3.1.4 Restricted Burning Times – Vary and Control Activities

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

Delegation Register

Shire of Yalgoo



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

Compliance Links:	
Record Keeping:	Incident/Bushfire Report

Version Control:

1	Version 1 – July 2021
2	
3	

Delegation Register

Shire of Yalgoo



3.1.5 Control of Operations Likely to Create Bush Fire Danger

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

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

Version Control:

1	Version 1 – July 2021
2	
3	

Delegation Register

Shire of Yalgoo



3.1.6 Burning Garden Refuse / Open Air Fires

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

Delegation Register

Shire of Yalgoo



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

Compliance Links:	
Record Keeping:	Notice/Permit

Version Control:

1	Version 1 – July 2021
2	
3	

Delegation Register

Shire of Yalgoo



3.1.7 Firebreaks

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

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

Version Control:

1	Version 1 – July 2021
2	
3	

Delegation Register

Shire of Yalgoo



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

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

Compliance Links:	
Record Keeping:	Register of Authorised Persons

Version Control:

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

Delegation Register

Shire of Yalgoo



3.1.9 Control and Extinguishment of Bush Fires

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

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

Version Control:

1	Version 1 – July 2021
2	
3	

Delegation Register

Shire of Yalgoo



3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

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

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

Version Control:

1	Version 1 – July 2021
2	
3	

Delegation Register

Shire of Yalgoo



3.1.11 Prosecution of Offences

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

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

Version Control:

1	Version 1 – July 2021
2	
3	

Delegation Register

Shire of Yalgoo



4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

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

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

Compliance Links:	Cat Regulations 2012
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Delegation Register

Shire of Yalgoo



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

Version Control:

1	Version 1 – July 2021
2	
3	

Delegation Register

Shire of Yalgoo



4.1.2 Cat Control Notices

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

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

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

Version Control:

1	Version 1 – July 2021
2	
3	

Delegation Register

Shire of Yalgoo



4.1.3 Approval to Breed Cats

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

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

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

Version Control:

1	Version 1 – July 2021
2	
3	

Delegation Register

Shire of Yalgoo



4.1.4 Recovery of Costs – Destruction of Cats

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

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

Compliance Links:	
Record Keeping:	Cat Registration Folder, Debtors

Version Control:

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

Delegation Register

Shire of Yalgoo



4.1.5 Applications to Keep Additional Cats

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

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

Compliance Links:	
Record Keeping:	Cat Registration Folder

Version Control:

1	Version 1 – July 2021
2	

Delegation Register

Shire of Yalgoo



4.1.6 Reduce or Waiver Registration Fee

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

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

Compliance Links:	
Record Keeping:	Cat Registration Folder

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4.2 Cat Act Delegations - CEO to Employees

4.2.1 Infringement Notices – Extensions and Withdrawals

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.64 Extension of time s.65 Withdrawal of notice
Delegate/s:	DCEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
CEO Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil.

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

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5. Dog Act 1974 Delegations

5 Dog Act 1974 Delegations

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

5.1 Dog Act Delegations Council to CEO

5.1.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

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

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

Shire of Yalgoo



5. Dog Act 1974 Delegations

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

Compliance Links:	
Record Keeping:	Dog Registration Folder

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Delegation Register

Shire of Yalgoo



5. Dog Act 1974 Delegations

5.1.2 Refuse or Cancel Registration

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

Delegation Register

Shire of Yalgoo



5. Dog Act 1974 Delegations

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

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

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

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5. Dog Act 1974 Delegations

5.1.3 Kennel Establishments

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

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

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

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5. Dog Act 1974 Delegations

5.1.4 Recovery of Moneys Due Under this Act

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

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

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

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5. Dog Act 1974 Delegations

5.1.5 Dispose of or Sell Dogs Liable to be Destroyed

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

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

Compliance Links:	
Record Keeping:	Dog Registration Folder, Debtors

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Shire of Yalgoo



5. Dog Act 1974 Delegations

5.1.6 Declare Dangerous Dog

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

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

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

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5. Dog Act 1974 Delegations

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

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

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

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

Delegation Register

Shire of Yalgoo



5. Dog Act 1974 Delegations

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Shire of Yalgoo



5. Dog Act 1974 Delegations

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

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

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

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

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5. Dog Act 1974 Delegations

5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration

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

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

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

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6. Food Act 2008 Delegations

6 Food Act 2008 Delegations

6.1 Council to CEO

6.1.1 Determine Compensation

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

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

Version Control:

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6. Food Act 2008 Delegations

6.1.2 Prohibition Orders

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

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

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6. Food Act 2008 Delegations

6.1.3 Food Business Registrations

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

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

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6. Food Act 2008 Delegations

6.1.4 Appoint Authorised Officers and Designated Officers

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

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

Version Control:

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

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6. Food Act 2008 Delegations

6.1.5 Debt Recovery and Prosecutions

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

Compliance Links:	
Record Keeping:	Debtors/Correspondence

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Shire of Yalgoo



6. Food Act 2008 Delegations

6.1.6 Food Businesses List – Public Access

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

Compliance Links:	
Record Keeping:	Shire Website

Version Control:

1	Version 1 – July 2021
2	
3	

Delegation Register

Shire of Yalgoo



7. Graffiti Vandalism Act 2016 Delegations

7 Graffiti Vandalism Act 2016 Delegations

7.1 Council to CEO

7.1.1 Give Notice Requiring Obliteration of Graffiti

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

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

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

Version Control:

1	Version 1 – July 2021
2	
3	

Delegation Register

Shire of Yalgoo



7. Graffiti Vandalism Act 2016 Delegations

7.1.2 Notices – Deal with Objections and Give Effect to Notices

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

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

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

Version Control:

1	Version 1 – July 2021
2	
3	

Delegation Register

Shire of Yalgoo



7. Graffiti Vandalism Act 2016 Delegations

7.1.3 Obliterate Graffiti on Private Property

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

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

Compliance Links:	
Record Keeping:	Notice

Version Control:

1	Version 1 – July 2021
2	
3	

Delegation Register

Shire of Yalgoo



7. Graffiti Vandalism Act 2016 Delegations

7.1.4 Powers of Entry

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

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

Compliance Links:	
Record Keeping:	Notice

Version Control:

1	Version 1 – July 2021
2	
3	

Delegation Register

Shire of Yalgoo



8. Public Health Act 2016 Delegations

8 Public Health Act 2016 Delegations

8.1 Council to CEO

8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

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

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

Version Control:

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

Delegation Register

Shire of Yalgoo



8. Public Health Act 2016 Delegations

8.1.2 Enforcement Agency Reports to the Chief Health Officer

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

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

Version Control:

1	Version 1 – July 2021
2	
3	

Delegation Register

Shire of Yalgoo



8. Public Health Act 2016 Delegations

8.1.3 Designate Authorised Officers

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

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

Shire of Yalgoo



8. Public Health Act 2016 Delegations

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

Version Control:

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

Delegation Register

Shire of Yalgoo



8. Public Health Act 2016 Delegations

8.1.4 Determine Compensation for Seized Items

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

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

Version Control:

1	Version 1 – July 2021
2	
3	

Delegation Register

Shire of Yalgoo



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

9.1 Environmental Protection Act 1986

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

Published by:
Environment

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

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

EV401

ENVIRONMENTAL PROTECTION ACT 1986

Section 20

Delegation No. 52

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

Powers and duties delegated—

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

Persons to whom delegation made—

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

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

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

Delegation Register

Shire of Yalgoo



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

Published by:
Environment

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

No. 232. 20-Dec-2013
Page: 6282 [Pdf](#) - [3Mb](#)

EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

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

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

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

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

Delegation Register

Shire of Yalgoo



9.1.3 Noise Management Plans – Construction Sites

Published by:
Environment

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

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

EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

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

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

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

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

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

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Delegation Register

Shire of Yalgoo



9.2 Planning and Development Act 2005

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

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

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

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

Dated the 2nd day of June 2016

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

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

Delegation Register

Shire of Yalgoo



SCHEDULE

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

Column 1

The power to sign as owner in respect of Crown land that is:

- a reserve managed by the local government pursuant to section 46 of the *Land Administration Act 1997* and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or
- the land is a road of which the local government has the care, control and management under section 55(2) of the *Land Administration Act 1997* and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the *Building Regulations 2012* (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road.

in respect of development applications being made under or referred to in:

- (i) section 99(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);
- (ii) section 103(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);
- (iii) section 115 of the *Planning and Development Act 2005* in respect of development within a planning control area (as that term is defined in that Act);
- (iv) section 122A of the *Planning and Development Act 2005* in respect of which approval is required under an improvement scheme (as that term is defined in that Act);
- (v) section 162 of the *Planning and Development Act 2005* in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);
- (vi) section 163 of the *Planning and Development Act 2005* in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the *Heritage of Western Australia Act 1990*, or of which such a place forms part;
- (vii) section 171A of the *Planning and Development Act 2005* in respect of a prescribed development application (as that term is defined in that section of that Act).

Column 2

City of Albany
City of Armadale
Shire of Ashburton
Shire of Augusta-Margaret River
Town of Bayswater
City of Belmont
Shire of Beverley
Shire of Boddington
Shire of Boyup Brook
Shire of Bridgetown-Greenbushes
Shire of Brookton
Shire of Broome
Shire of Broomehill-Tambellup
Shire of Bruce Rock
City of Bunbury
Shire of Busselton
Town of Cambridge
City of Canning
Shire of Capel
Shire of Carnarvon
Shire of Carnarvon
Shire of Chapman Valley
Shire of Chittering
Shire of Christmas Island
Town of Claremont
City of Cockburn
Shire of Cocos (Keeling) Islands
Shire of Collie
Shire of Coolgardie
Shire of Cooberoo
Shire of Corrigin
Town of Cottesloe
Shire of Cranbrook
Shire of Cuthbert
Shire of Cuse
Shire of Cunderdin
Shire of Dalwallinu
Shire of Dandaragan
Shire of Dardanup
Shire of Denmark
Shire of Derby-West Kimberley
Shire of Dornbrook-Rainup
Shire of Dowerbin
Shire of Dumbleyung
Shire of Dundas
Town of East Fremantle
Shire of East Pilbara
Shire of Esperance
Shire of Exmouth
City of Fremantle
City of Greater Geraldton

Column 3

In accordance with and subject to approved Government Land policies.

Any signature subject to the following endorsement:
Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the *Planning and Development Act 2005* (including any planning scheme).
The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.

Shire of Gingin
Shire of Gnowangerup
Shire of Goomalling
City of Goomalling
Shire of Goolwa
Shire of Halls Creek
Shire of Harvey
Shire of Irwin
Shire of Jerramungup
City of Joondalup
Shire of Kalbar
City of Kalbar-Boulder
Shire of Katanning
Shire of Kellerberrin
Shire of Kent
Shire of Kojonup
Shire of Kondinin
Shire of Koorda
Shire of Kulin
City of Kwinana
Shire of Lake Grace
Shire of Laverton
Shire of Leonora
City of Mandurah
Shire of Manjimup
Shire of Manjimup
City of Melville
Shire of Menzies
Shire of Merredin
Shire of Mingenew
Shire of Moora
Shire of Moora
Town of Mosman Park
Shire of Mount Magnet
Shire of Mt Marshall
Shire of Mukinbudin
Shire of Mundaring
Shire of Murchison
Shire of Murray

Delegation Register

Shire of Yalgoo



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

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

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

2nd day of June 2016

Delegation Register

Shire of Yalgoo



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

29 January 2021

GOVERNMENT GAZETTE, WA

449

PL402

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2020/01 Powers of Local Governments

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

Preamble

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

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

Resolution under section 16 of the Act (delegation)

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

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

SAM FAGAN, Western Australian Planning Commission.

Schedule 1

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

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

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

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

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

Power to determine applications under—

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

3. Reporting requirements

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

Delegation Register

Shire of Yalgoo



9.3 Main Roads Act 1930

9.3.1 Traffic Management - Events on Roads

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

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

**RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS**

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

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

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

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

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

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

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

Delegation Register

Shire of Yalgoo



Dated:

**THE COMMON SEAL OF THE
COMMISSIONER OF MAIN ROADS**

WAS AFFIXED BY

COMMISSIONER OF MAIN ROADS

FOR THE TIME BEING IN THE
PRESENCE OF:

Signature of Witness

Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

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

THE COMMON SEAL of

[Insert name of Local Government]

Was hereunto affixed pursuant to a
resolution of the Council in the
presence of:

Signature of Chief Executive Officer

Signature of Witness

Name of Witness (please print)

Delegation Register

Shire of Yalgoo



9.3.2 Traffic Management – Road Works

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

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

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

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

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

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

Delegation Register

Shire of Yalgoo



Dated:

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

 Signature of Witness

 Name of Witness

ACKNOWLEDGMENT BY AUTHORISED BODY

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

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

 Chief Executive Officer

 Witness

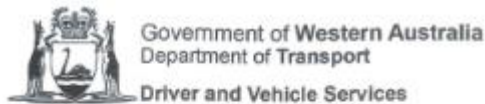
Delegation Register

Shire of Yalgoo



9.4 Road Traffic (Vehicles) Act 2012

9.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles



ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

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

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

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

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

CONDITIONS

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

Delegation Register

Shire of Yalgoo



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

Driver and Vehicle Services

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

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

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

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

Dated the 5th day of September 2017

[Approval for ranger vehicles to fit and use yellow flashing lights \(transport.wa.gov.au\)](http://transport.wa.gov.au)

Extracted on line on 15 March 2021

Delegation Register

Shire of Yalgoo



9.5 5.43. Limits on delegations to CEO 28

Local Government Act 1995

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

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

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

INFOPAGE

To: All Local Governments **From:** Tony Brown,
Executive Director Member Services

Date: 16 June 2025

Subject: Sector Feedback – Communications Agreements

Operational Area:	Governance
Key Issues:	<ul style="list-style-type: none">Local Governments are requested to provide comments on the Department's Consultation process on Communications AgreementsWALGA is seeking feedback to assist with a sector-wide response
Action Required:	Response to WALGA by 4:00pm Monday, 28 July 2025 Council consideration required.

The *Local Government Amendment Act 2023* was assented to in May 2023. Provisions relating to Communications Agreements were included in this amending legislation but are yet to commence.

On 5 June 2025, the Department of Local Government, Sport and Cultural Industries (the Department) commenced a consultation process on draft regulations and a draft Ministerial Order that will give effect to the amendments.

The Department has extended the consultation period to conclude on 22 August 2025.

WALGA seeks feedback from Local Governments to assist in the composition of a sector-wide response to the Department's consultation. Provided with this Infopage is a Discussion Paper summarising the proposed regulatory amendments, together with commentary for your Local Government's consideration.

To inform an item for consideration by State Council, feedback is requested by 28 July 2025.

For more information, please contact Tony Brown on 9213 2051 or Felicity Morris on 9213 2093.

Please provide responses to governance@walga.asn.au.

Communications Agreements

Discussion Paper

June 2025

Local Government Submissions to WALGA are requested by **4pm, Monday 28 July 2025** to governance@walga.asn.au

For more information, please contact Tony Brown on 9213 2051 or Felicity Morris on 9213 2093.

Submission Format

This Discussion Paper has been designed to enable Local Governments to insert responses in the form field provided for each section of the Discussion Paper.

Local Governments can choose to respond to only some sections or questions, and are also welcome to provide a submission in an alternative format.

Please also provide your Local Government details below.

Local Government Name:	Click or tap here to enter text.	
Submission was prepared and endorsed by:		
<input type="checkbox"/>	Council Resolution / Meeting Date:	Click or tap here to enter text.
<input type="checkbox"/>	Council Member Workshop / Forum (without Council resolution)	
Contact Name:		Click or tap here to enter text.
Contact email address:		Click or tap here to enter text.
Contact phone:		Click or tap here to enter text.

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1. Background

Communications Agreements were outlined in the Minister for Local Government's [Reform Proposals](#) released in 2022.

Following sector consultation, WALGA adopted the following advocacy position in relation to Communication Agreements:

2.5.3 Council Communication Agreements

The Local Government sector supports the introduction of a consistent, regulated Communications Agreement between Councils and the CEO within Local Governments.

Amendments to achieve this reform were included in the [Local Government Amendment Act 2023](#) but are yet to take effect:

- Amendments to Section 5.92 of the *Local Government Act 1995* (the Act) to provide that the right of a Council Member or Committee Member to access information under that section must be exercised in accordance with the Local Government's communications agreement.
- New section 5.92A requiring every Local Government to have a communications agreement between the Council and the CEO regulating the matters specified in the Act and regulations.
- New section 5.92B requiring the Minister to make Ministerial Order setting out a default communications agreement which applies at any time a Local Government does not have its own communications agreement.
- New section 5.92C enabling Local Governments to adopt and amend its own communications agreement with the agreement of the CEO, which will expire at the end of every caretaker period, and upon the end of the CEO's employment with that Local Government.

On 5 June 2025, the Department of Local Government, Sport and Cultural Industries (the Department) published the draft [Local Government Regulations Amendment Regulations 2025](#) (the Draft Regulations) and draft [Local Government \(Default Communications Agreement\) Order 2025](#) (the Draft Order). The Department has also published a [Communications Agreement Consultation Paper](#) (the DLGSC Consultation Paper) which explains the Draft Regulations and Draft Order.

The Draft Regulations prescribe the minimum requirements for all communications agreements and provide the mechanism to require compliance by Local Government employees, Council Members and Committee Members.

The Draft Order sets out what is proposed to be the default communications agreement in Schedule 1. As all Local Governments will be subject to this default agreement on a regular basis (at least every two years after each caretaker period and after a CEO's employment ends) as well as at any time an agreement cannot be reached between Council and the CEO, it is critical that the default agreement is fit for purpose.

2. Discussion paper

The following discussion paper provides preliminary WALGA comments and questions on the Draft Regulations and Draft Order for consideration by Local Governments.

Part 2.1 of this paper deals with the Draft Regulations. Where the corresponding content of the Draft Order is relevant to the discussion of the issue, it is included in this part.

Part 2.2 deals with matters that appear only in the Draft Order.

All clause references are to Schedule 1 of the Draft Order.

2.1. Draft Regulations

2.1.1. General drafting approach

WALGA Comment

The Draft Regulations and Draft Order are quite detailed and prescriptive. Some detail may be necessary to provide clarity and achieve an appropriate balance. It is essential that all parties understand their responsibilities, as breaches would constitute a breach of the Code of Conduct for Council Members, Committee Members and Candidates, or the Employee Code of Conduct. However, the level of prescriptive detail in the Draft Regulations and Draft Order may be restrictive for Local Governments seeing to develop locally appropriate approaches.

Questions

1. Do the Draft Regulations and Draft Order have an appropriate level of detail, or could they be simplified?

Local Government Response:
Click or tap here to enter text.

2.1.2. Commencement and implementation

The Draft Regulations state that they will commence on 19 October 2025, the day after the Ordinary Local Government Elections. This means that the default communications agreement set out in the finalised Ministerial Order would apply to all Local Governments from this date.

WALGA comment

The lead up to Local Government elections is a very busy time for Local Governments. Many Local Governments devote considerable resources to preparing induction materials for new Council Members. These materials and any induction programs will need to provide both commencing and continuing Council Members with an understanding of the default communications agreement. In addition, Local Governments will need to establish the appropriate administrative processes to

implement the default communications agreement. To complete these preparations, Local Governments will need to know the final content of the regulations and order.

Questions

2. What would be a reasonable period to allow Local Governments to prepare for implementation of the default communications agreement after publication of the final regulations and order?

Local Government Response:
Click or tap here to enter text.

2.1.3. Providing correspondence sent by Mayor or President to all Council Members

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28C in the *Local Government (Administration) Regulations 1996* prescribing that communications agreements must regulate the circumstances in which correspondence sent by the Mayor President on behalf of the Local Government must be provided to all Council Members. This is an additional matter that was not specified in the Act amendments.

Draft Order

To meet this requirement, clause 5 of the Draft Order requires correspondence sent by the Mayor or President on behalf of the Local Government to be provided to all Council members, unless the Mayor or President is satisfied that particular circumstances mean it is appropriate not to provide the correspondence. The DLGSC Consultation Paper advises that this should only occur in “exceptional circumstances” and could otherwise constitute a breach of the communications agreement by the Mayor or President.

WALGA Comment

Depending on the Local Government, Mayors or Presidents may send a high volume of correspondence that could be understood as being on behalf of the Local Government. Providing copies of all this correspondence to all Council Members may be burdensome for the Administration, and for Council Members in receiving high volumes.

To avoid breaching the communications agreement, the Mayor or President would need to have a record of each decision and the circumstances that make it appropriate not to provide correspondence to all Council Members.

Questions

3. Is it necessary for all communications agreements to address the provision of Mayor / President correspondence to Council Members?
4. Is clause 5 of the Draft Order appropriate and workable for your Local Government? Are any changes required?

5. Would it be useful for the Draft Order to:

- a. specify types of correspondence that must be provided to all Council members, unless decided by the Mayor or President? For example, correspondence that relates to advocacy, communications with government agencies or elected representatives, major stakeholders, or communicating Council decisions.
- b. allow the Mayor or President to decide that certain categories of correspondence do not need to be provided? For example, letters of appreciation and congratulations.
- c. allow for alternative methods of making the correspondence available to Council Members rather than providing a copy? For example, allow Local Governments to provide a list of correspondence that Council Members may access on request, or publish correspondence on an Elected Member portal.

Local Government Response:

Click or tap here to enter text.

2.1.4. Requests for information – definition and scope

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28D in the *Local Government (Administration) Regulations 1996* which prescribes the content of communications agreements. The regulation distinguishes between administrative matters and requests for information and prescribes definitions as well as the content that must be included in relation to each type of request.

The definition of request for information in regulation 28D(1) is as follows:

request for information, in relation to a local government, means a request for —

- (a) access to information held by the local government under section 5.92 or otherwise; or
- (b) other information.

This definition is also used in regulation 10(2) of the Draft Regulations for a consequential amendment to the *Local Government (Model Code of Conduct) Regulation 2021*.

As this definition is prescribed in the Draft Regulations, it will apply to all communications agreements, not just the default agreement.

Draft Order

Clause 3(1) provides that the default communications agreement applies to a person only when acting in their capacity as a Council Member, Committee Member or employee.

Clause 4 provides general principles, including that Council and Committee Members will ensure they only request information that is relevant to their functions under the Act or any other written law.



Division 3 sets out the requirements regarding requests for information. Clause 11 of the Draft Order repeats the prescribed definition when stating that a Council Member or Committee Member may make a request for information. Clause 14 specifies that nothing in the agreement requires certain information to be provided, including “information mentioned in section 5.92(4) of the Act”.

WALGA comment

Section 5.92(1) of the Act allows a Council Member or Committee Member to “have access to any information held by the local government that is relevant to the performance by the person of any of the person’s functions under this Act or under any other written law” (emphasis added). This is a broad right of access, requiring only relevance to the performance of a statutory function.

Section 5.92(4) clarifies that the section does not give a Council Member or Committee Member the right to access specified information, including certain employee information, any personal information about individuals that is not relevant to a Council or Committee decision, information the Local Government is prohibited or restricted from disclosing to the Council Member or Committee Member under a written law, and information that is not relevant to the functions of the Council Member or Committee Member under the Act or any written law.

The definition of ***request for information*** expands significantly beyond requests under section 5.92. It is unclear what is intended by “or otherwise” in part (a) of the definition. Further, the inclusion of “other information” in part (b) is so open-ended, it may make any limitations imposed by (a) almost meaningless.

As the Draft Order only applies when a person is acting in their capacity as a Council Member or Committee Member, it is difficult to understand what “other information” could be required that is not relevant to a statutory function.

Council Members may interact with the Local Government in their personal capacity and request and gain access to information as customers of the Local Government. These ordinary citizen transactions would not be subject to the communications agreement. Similarly, all members of the public have a right to inspect and receive copies of Local Government information in accordance with s5.94, 5.95, 5.96 and 5.96A of the Act, and public information prescribed under other written laws. These public access rights would not be subject to the communications agreement.

The expansive definition appears to be inconsistent with other provisions of the Draft Order. Clause 4 uses the wording of section 5.92, stating that Council and Committee Members agree to only request information that is relevant to their functions under law. Clause 14(b) of the Draft Order confirms that a Council Member or Committee Member is not required to be provided with information mentioned in section 5.92(4) of the Act. As noted above, section 5.92(4)(f) refers to information that is not relevant to the performance of a function under law.

The result may be that a Council Member or Committee Member may *request* information under clause 11 that they must agree not to request under clause 4(c)(iii), that they do not have a statutory right to access, and that clause 14 confirms that they are not required to be provided.

Questions

6. Should the words “or otherwise” and “other information” be deleted from the definition of ***request for information***?
7. Do Local Governments identify any risks arising from the definition of ***request for information*** in its current form?

8. Does the definition of ***request for information*** create inconsistency with section 5.92 of the Act and clauses 4 and 14 of the Draft Order?
9. Should the definition of ***request for information*** be revised to refer only to requests made under s.5.92?
10. Are there any other comments on the scope or definition of ***request for information***?

Local Government Response:
Click or tap here to enter text.

2.1.5. Administrative matters – definition and scope

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28D in the *Local Government (Administration) Regulations 1996* which provides definitions and prescribes the content of communications agreements. The regulation distinguishes between administrative matters and requests for information and prescribes definitions as well as the content that must be included in relation to each type of request. The definition of administrative matter lists the scheduling of council or committee meetings, compliance obligations under the Act, IT support, training and conference arrangements, event invitations, entitlements and “any other matter of an administrative nature”.

Regulation 10(2) of the Draft Regulations would insert the proposed definition of administrative matter into clause 20(1) of the Model Code of Conduct for Council Members, Committee Members and Candidates (Sch 1 of the *Local Government (Model Code of Conduct) Regulations 2021*).

Draft Order

Clause 2 of the Draft Order repeats the definition of administrative matter and defines administrative request for information. Clause 25 defines administrative request as either or both of an administrative request for information or a request for administrative assistance. Clause 26 defines a request for administrative assistance.

Division 5 of the Draft Order deals with administrative requests for information and requests for administrative assistance. Clause 26 provides that a Council Member or Committee Member may make a request for administrative assistance, while clause 27 provides the process for making an administrative request. Administrative requests may be made verbally or in writing

WALGA Comment

Local Government officers regularly provide routine information and support to Council Members and Committee Members. It seems reasonable to provide for a separate category of requests that may be dealt with in a simplified way, and with no requirement to provide responses to all Council or Committee Members.

The definition of administrative matter prescribed in the Draft Regulations may not be suitable for all Local Governments. WALGA suggests that an alternative definition could be as follows:



administrative matter in relation to a council member or committee member, means support or assistance provided to an individual council member or individual committee member to facilitate an administrative process related to that member, and may include:

- (i) council and committee meeting scheduling, attendance, apologies, leave of absence, committee deputy member attendance, drafting a notice of motion or alternative motion.
- (ii) attendance at professional development, training or events, associated speech writing, ceremonial protocols, travel, accommodation and incidental expense arrangements,
- (iii) entitlements to a fee, allowance, reimbursement or superannuation,
- (iv) personal compliance with obligations under the Act, Regulations, code of conduct, conflict of interest or gift disclosure requirements, record keeping,
- (v) information and communication technology software or hardware provided by the local government,
- (vi) any other matters specified as administrative matters in a local government's communications agreement.

Alternatively, the Draft Regulations could state that administrative matters are to be defined in the local government's communications agreement. The above alternative definition could be modified for use in the Draft Order.

Consideration could also be given to simplifying the language used in the Draft Order regarding these requests. It seems unnecessarily complex to have four defined terms to deal with simple day to day enquiries.



Questions

11. Do Local Governments support a separate process for administrative matters?
12. Is the Draft Regulation definition of **administrative matter** suitable for your Local Government?
13. Do you support the alternative WALGA definition above and/or have any other suggestions for the definition?
14. Should the regulations avoid a prescribed definition and allow **administrative matter** to be defined entirely in the communications agreement?
15. Are there any other comments on administrative matters?

Local Government Response:
Click or tap here to enter text.

2.1.6. Exclusions from application of communications agreement

Draft Regulations

The new Regulation 28D(3), to be inserted in the *Local Government (Administration) Regulations 1996* by Draft Regulation 7, provides that a communications agreement must specify it does not apply to anything a Council Member, Committee Member or Employee does as part of deliberations at a Council Meeting, or CEO employment processes.

Draft Order

Clause 3(2) of the Draft Order gives effect to these requirements.

WALGA Comment

These exclusions enable Council Members and Committee Members to communicate with employees under certain circumstances without being subject to the communications agreement. The respective codes of conduct would continue to apply to employees and Council or Committee Members.

Questions

16. Are these exclusions appropriate?

Local Government Response:
Click or tap here to enter text.



2.1.7. Commissioners

Draft Regulations

New Regulation 28D(5) will require all communications agreements to include content enabling commissioners to make requests to any employee, to determine the manner information is to be provided and to resolve disputes.

Draft Order

Clause 29 provides that the communications agreement applies to a commissioner as if they were the Mayor or President and the Council of the Local Government. Clause 30 then modifies the application of the communications agreement to allow a commissioner to make a request to the CEO or any employee, in the manner determined by the commissioner and to specify the manner in which a response is to be provided. It also provides for a commissioner to resolve disputes.

WALGA Comment

Section 2.38 of the Act provides that any reference to Council, Council Member, Mayor or President in the Act or other written law applies to a commissioner. A Local Government's communications agreement would apply to commissioners on that basis, and a commissioner could adopt a new agreement with the CEO. It does not seem appropriate for a commissioner to direct requests to any employee of the Local Government.

Questions

17. Should the rights and responsibilities of commissioners under a communications agreement be consistent with the rights and responsibilities of Council, Council Members, Mayors and Presidents?
18. Is it inappropriate for a commissioner to make requests to any employee of the Local Government?

Local Government Response:
Click or tap here to enter text.

2.1.8. Amendments to Model Code of Conduct

Draft Regulations

Regulation 10(4) of the Draft Regulations will amend clause 20 of the Model Code of Conduct for Council Members, Committee Members and Candidates (Sch 1 of the *Local Government (Model Code of Conduct) Regulations 2021*). As a result, the prohibition on a Council Member directing or attempting to direct a local government employee will not apply to anything that a Council Member does as part of making a request in accordance with a communications agreement.

WALGA comment

Model Code of Conduct clause 20(2)(a) prohibits a Council Member from directing or attempting to direct a Local Government employee to do or not to do anything in their capacity as a Local Government employee.

This prohibition does not apply to anything done during deliberations at a Council or Committee meeting. The proposed amendment would expand the circumstances in which a Council Member may direct an employee.

The proposed amendment implies that a request for information or administrative request may be made in a manner that is an attempt to *direct* a local government employee and has the effect of allowing such direction without breaching Code of Conduct provisions.

Questions

19. Is it necessary or appropriate for a Council Member to be able to direct a local government employee when making a request in accordance with a communications agreement?

Local Government Response:
Click or tap here to enter text.

2.3. Draft Order

2.3.1. Clause 4 General principles

Draft Order

Clause 4 of the Draft Order provides general principles for both the Council and the CEO, largely relating to acting and communicating in accordance with the agreement. This includes that the CEO will support Council Members and Committee Members in performing their functions under law, and that Council Members and Committee Members will only request information relevant to their functions under law.

Questions

20. Are there any additional principles that should be referenced in this clause?
21. Would it be beneficial to include a principle requiring that the communications agreement be applied in a manner that is consistent with the respective roles and responsibilities of Council and the CEO under the Act?

Local Government Response:
Click or tap here to enter text.

2.3.2. Clause 8 Nominated employees

Draft Order

Clause 8(1) enables the CEO to nominate employees for the purposes of the agreement.

Clause 8(2) requires the CEO to nominate minimum numbers of employees, depending on the Class of the Local Government.

Clause 8(3) allows employees to be nominated for all requests for information, or a type of request for information. Clause 8(4) allows employees to be nominated for media enquiries, requests for administrative assistance, or types of either of these.

Under clauses 16, 18, 20, 23 and 27 of the Draft Order, Council Members or Committee Members must make and discuss their various requests with an “appropriate nominated employee”, defined in clause 2(1). In summary, an appropriate nominated employee is an employee who has been nominated for that type of request.

Clause 9 allows the CEO to direct which employee responds to a request.

WALGA Comment

The minimum numbers of nominated employees specified in clause 8 will only apply while the default communications agreement applies to a Local Government. However, these requirements must still be fit for purpose when applying to all Local Governments at least every two years, or at any time an agreement has not been reached.

It is unlikely that all Local Governments of a particular class will have the same requirements or capacity.

CEOs are likely to be best placed to establish a sufficient number of nominated employees to service the level of requests in appropriate timeframes. This could include an administrative system of internal referrals, which could allow requests to be made to any nominated employee, rather than only an “appropriate nominated employee”.

The requirement to make the request to an appropriate nominated employee may be challenging if a request for information addresses multiple subjects. It may be more efficient for responses to be coordinated by a single nominated employee.

Similarly, it may be sufficient to state that a CEO can nominate an employee generally or for the purposes of specified types of requests and that Council and Committee Members are provided with an up-to-date list.

Questions

22. Should the default communications agreement allow the CEO to nominate employees generally or for the purposes of any specified requests?
23. Should the minimum number of nominated employees be deleted or are they suitable?
24. Is it necessary to specify that requests must be made to an appropriate nominated employee, or could a nominated employee who receives a request refer and coordinate internally, subject to direction from the CEO?

Local Government Response:
Click or tap here to enter text.

2.3.3. Clause 12 Information that may be requested

Draft Order

Clause 12(1) lists matters that may be the subject of requests for information, clause 12(2) provides examples of information that may be requested by a Mayor or President, while clause 12(3) specifies that the clause does not limit what information may be requested.

WALGA Comment

It appears that this clause simply provides indicative examples of suitable subject matter for requests for information. As discussed above, the right of access to information under section 5.92 requires a link to a statutory function. It is possible that the examples provided in clause 12 could be the subject of a request for information that is relevant to a statutory function as well as a request that is not relevant or is excluded under s.5.92(4). Clause 12(3) confirms that the clause does not limit requests for information. Presumably it also does not expand what may be subject to a request for information, so it is unclear whether it is useful.

Questions

25. Is it useful for the default communications agreement to list matters that may be the subject of requests for information? Do Local Governments have any suggestions for inclusion?
26. Do Local Governments have any comments on the matters listed in clause 12?
27. Do Local Governments have examples of how the matters listed in clause 12 are or are not relevant to Council Member and Committee Member functions under the Act or other written law?

Local Government Response:
Click or tap here to enter text.

2.3.4. Clause 13 Requirements applicable to requests for information

Draft Order

Clause 13 sets out the requirements applicable to a request for information, including relevance to a statutory function (as discussed above), limited in scope and accompanied by supporting information or correspondence.

WALGA Comment

In many circumstances, the nature of information requested by Council or Committee Members is self-evidently related to performance of a function under the Act or other written law, consistent with s.5.92(1). However, some requests for information are not self-evident as being consistent with s.5.92.

Questions

28. Do Local Governments have any comments on these requirements?
29. Should clause 13 include a requirement for a request for information to explain the relevance of the request to the performance of a function under the Act or any written law?

Local Government Response:
Click or tap here to enter text.

2.3.5. Clause 14 Certain information not required to be provided

Draft Order

Clause 14 provides that information is not required to be provided in response to a request for information if:

- the request is not made in accordance with the agreement,
- the information is mentioned in section 5.92(4) of the Act,
- the information is not held by the Local Government, is held by another person or body and cannot be reasonably obtained by the Local Government,
- the CEO decides that preparing or providing the information would divert a substantial and unreasonable portion of the Local Government's resources.

WALGA Comment

The exclusion of information referred to in section 5.92(4) (see cl.14(b)) is discussed above.

Clause 14(c) appears somewhat convoluted. It is not clear if this is intended to require Local Governments to undertake research to identify and obtain information that they do not currently hold. Further, if the information is not held by the Local Government and cannot be reasonably obtained, it is not clear why it is relevant whether the information is held by another person or body.

Questions

30. Should clause 14(c) be simplified to state that information is not required to be provided if it is not held by the Local Government?

Local Government Response:
Click or tap here to enter text.

2.3.6. Clause 15 Disputes

Draft Order

Clause 15 sets out the process for dealing with disputes regarding a final response to a request for information that includes a refusal to provide some or all of the information requested. In the first instance the dispute must be discussed between the Mayor or President, the CEO and the requesting member. If this does not resolve the dispute, the requesting member may refer the dispute to Council for determination. Council's determination is final, and may override a decision by the CEO that the request would divert unreasonable resources.

WALGA Comment

The Draft Order does not appear to contemplate disputes where the Mayor or President is the requesting member.

The Draft Order specifies that Council may override a decision of the CEO under clause 14(d) that a request would divert unreasonable resources. In considering such a dispute, Council should have the benefit of the CEO's advice regarding the impact on the Local Government's functions and budget.



As only clause 14(d) is referenced in this way, it may be that Council does not have the capacity to overturn a refusal on the grounds set out in clause 14(a) – (c).

Questions

31. Should the default communications agreement specify that if the Mayor or President is the requesting member, the deputy Mayor or President should attend the meeting with the CEO in the event of a dispute?
32. Would it be beneficial to have disputes determined by the Inspector rather than Council?
33. Is it appropriate that Council can overturn the CEO decision under clause 14(d)?
34. Are there any other comments on disputes?

Local Government Response:
Click or tap here to enter text.

2.3.7. Clause 16 Mayor/President discuss media enquiry

Draft Order

Clause 16 allows the Mayor or President to discuss a media enquiry with the CEO or an appropriate nominated employee without making a request for information.

WALGA Comment

In many cases, media enquiries are directed to the Administration, and the Administration then contacts the Mayor or President to coordinate a response. Media enquiries that are not provided to the Local Government could be directed to the Mayor or President, but could also be directed to individual Council Members. It is not clear that this clause is necessary to enable these enquiries to be discussed as needed.

Questions

35. Does this clause meet the needs of Local Governments in managing media enquiries?

Local Government Response:
Click or tap here to enter text.

2.3.8. Division 4 Requests for information - processes

Draft Order

Division 4 of the Draft Order sets out the processes for making, acknowledging, discussing and responding to requests for information other than administrative requests.



Clause 18 requires that a request for information must be made to the CEO or an appropriate nominated employee in writing, by email or other electronic means approved by the CEO. Clause 19 requires the CEO to acknowledge the request within 2 working days after the day it is made.

Clause 20 allows the CEO or an appropriate nominated employee to discuss the request with the requesting member, who may request an amendment to the scope of the request in these discussions.

Clause 21 provides the requirements for responding to a request for information. As a starting point, the CEO must ensure the requesting member is given a final response as soon as practicable. Where a request relates to an agenda item, the CEO must use best endeavours to provide a final response before the meeting. In any case, the CEO must ensure that the requesting member is given a final response within 10 working days after the request is made, or notice that the final response cannot be given within that period and estimating when it will be provided. The final response must be in writing. The final response must include reasons for any refusal to provide any of the information requested.

Under clause 22(1), final responses will generally be provided to all Council Members and members of the relevant committee. Clause 22(2) provides exceptions, including where the request for information is one made by the Mayor or President in relation to representing the Local Government, correspondence or arranging a formal meeting or event. Clause 22(2) also allows the CEO and requesting member to agree that the final response is confidential or because of particular circumstances it is appropriate not to provide to all members.

Clause 23 allows the requesting member to discuss the final response with the CEO or an appropriate nominated employee, and may be provided with additional information in these discussions. Clause 24 allows the CEO to arrange a briefing, meeting or discussion with some or all Council or Committee Members in relation to a final response to a request for information.

WALGA Comment

The definition and scope of requests for information are discussed in part 2.1.4 of this discussion paper.

WALGA seeks sector feedback on whether the detailed processes and requirements in Division 4 are suitable for all Local Governments. It is not clear whether it is necessary for a communications agreement to specify that a Council or Committee Member may discuss a request or response with the CEO or appropriate nominated employee, or that the CEO may organise a briefing. In contrast, it may be helpful for a communications agreement to state what will occur if the CEO and requesting member do not agree on whether a response should be provided to all members.

Questions

36. Are there any comments on the processes and requirements in Division 4, including:
- (i) Is it suitable that all requests for information must be made in writing by email or other electronic means approved by the CEO?
 - (ii) Is 2 working days an appropriate period for acknowledgement of a request?
 - (iii) Does clause 20 provide an appropriate method for discussing and clarifying requests for information?
 - (iv) Are the timeframes for response specified in clause 21 a reasonable baseline for all Local Governments?



- (v) Does clause 22(2) provide a suitable method for deciding when a response does not need to be provided to all Council or Committee Members?
- (vi) Should clause 22(2) state what would occur if the CEO and requesting member do not agree on whether a response is confidential or not to be provided to other members?
- (vii) Is clause 23 unnecessary or does it provide a useful approach to discussions of a response?
- (viii) Is clause 24 unnecessary or does it provide a useful approach to informing Council Members and Committee Members?

Local Government Response:
Click or tap here to enter text.

2.3.9. Division 5 Administrative requests - processes

Draft Order

Division 5 of the Draft Order sets out the requirements for making and responding to administrative requests.

WALGA Comment

The definition of “administrative matter” is discussed above.

WALGA seeks sector feedback on whether the processes and requirements are suitable for all Local Governments.

Questions

- 37. Is it suitable that administrative requests may be made verbally or in writing?
- 38. Does clause 28 provide reasonable requirements for a response?

Local Government Response:
Click or tap here to enter text.



SHIRE OF YALGOO

MONTHLY FINANCIAL REPORT

For the Period Ending 31 May 2025

Shire of Yalgoo
Statement of Financial Activity
For the Period Ending 31 May 2025

	Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Var \$	Var %
Opening Surplus / (Deficit)	1	3,626,421	3,626,421	3,626,421		
Operating Revenue						
Rates	7	3,196,893	3,197,730	3,093,090	(104,640)	(3%)
Grants, Subsidies and Contributions	8(a)	898,501	689,598	873,610	184,012	27%
Fees and Charges		288,035	270,496	339,101	68,605	25%
Interest		128,430	117,733	185,867	68,134	58%
Other Revenue		9,000	8,587	689	(7,898)	(92%)
Profit on Asset Disposals	5	160,694	160,694	110,223	(50,471)	(31%)
		4,681,553	4,444,838	4,602,580		
Operating Expenditure						
Employee Costs		(2,393,272)	(2,250,658)	(1,656,715)	593,943	(26%)
Materials and Contracts		(7,480,856)	(6,796,534)	(6,483,750)	312,784	(5%)
Utility Charges		(90,350)	(83,060)	(108,680)	(25,620)	31%
Depreciation		(1,333,372)	(1,223,795)	(1,217,210)	6,585	(1%)
Insurance		(340,558)	(327,146)	(254,036)	73,110	(22%)
Other Expenditure		(193,480)	(178,576)	(106,089)	72,487	(41%)
Loss on Asset Disposals	5	0	0	0	0	0%
		(11,831,888)	(10,859,769)	(9,826,481)		
Excluded Non-cash Activities						
Depreciation		1,333,372	1,223,795	1,217,210		
(Profit) / Loss on Asset Disposals		(160,694)	(160,694)	(110,223)		
Net Amount from Operating Activities		(5,977,657)	(5,351,830)	(4,116,913)		
Capital Revenue and Expenditure						
Grants, Subsidies and Contributions	8(b)	2,655,793	1,916,999	215,607	(1,701,392)	(89%)
Proceeds from Disposal of Assets	5	305,000	279,583	134,091	(145,492)	(52%)
Land and Buildings	6(a)	(900,000)	(895,838)	(371,855)	523,983	(58%)
Plant and Equipment	6(b)	(1,370,000)	(1,365,412)	(92,857)	1,272,555	(93%)
Furniture and Equipment	6(c)	0	0	0	0	0%
Road Infrastructure	6(d)	(2,199,158)	(2,191,478)	(389,851)	1,801,627	(82%)
Other Infrastructure	6(e)	(359,000)	(354,837)	(6,783)	348,054	(98%)
Net Amount from Capital Activities		(1,867,365)	(2,610,983)	(511,648)		
Financing Revenue and Expenditure						
Transfers from Reserves	3	5,177,461	5,177,461	1,048,942	(4,128,519)	(80%)
Transfers to Reserves	3	(1,343,229)	(1,343,229)	(311,400)	1,031,829	(77%)
Net Amount from Financing Activities		3,834,232	3,834,232	737,542		
Closing Surplus / (Deficit)	1	(384,368)	(502,159)	(264,598)		

Shire of Yalgoo
Statement of Financial Position
As at 31 May 2025

	31 May 25	30 Jun 24
	\$	\$
Current Assets		
Cash and Cash Equivalents	152,167	3,674,424
Cash Reserves	3,736,785	4,474,327
Rates Receivables	134,459	132,477
Other Receivables	576,921	1,034,464
	4,600,331	9,315,692
Non-current Assets		
Receivables and Other Assets	20,793	20,793
Property, Plant and Equipment	12,819,906	12,907,024
Infrastructure	76,008,464	76,301,079
	88,849,163	89,228,896
Total Assets	93,449,494	98,544,587
Current Liabilities		
Trade and Other Liabilities	(287,495)	(756,143)
Income Received in Advance	(44,237)	(51,109)
Contract Liabilities	(545,812)	(154,025)
Employee Related Provisions	(250,600)	(253,667)
	(1,128,145)	(1,214,944)
Non-current Liabilities		
Employee Related Provisions	(79,941)	(79,941)
	(79,941)	(79,941)
Total Liabilities	(1,208,086)	(1,294,885)
Net Assets	92,241,409	97,249,703
Equity		
Accumulated Surplus	(33,350,800)	(37,621,552)
Cash Reserves	(3,736,785)	(4,474,327)
Revaluation Surplus	(55,153,824)	(55,153,824)
	(92,241,409)	(97,249,703)

Shire of Yalgoo
Notes to the Statement of Financial Activity
For the Period Ending 31 May 2025

1. Financial Position

Current Assets

	31 May 25	30 Jun 24
	\$	\$
Cash and Cash Equivalents	152,167	3,674,424
Cash Reserves	3,736,785	4,474,327
Rates Receivables	134,459	132,477
Other Receivables	576,921	1,034,464
	4,600,331	9,315,692

Current Liabilities

Trade and Other Liabilities	(287,495)	(756,143)
Income Received in Advance	(44,237)	(51,109)
Contract Liabilities	(545,812)	(154,025)
Employee Related Provisions	(250,600)	(253,667)
	(1,128,145)	(1,214,944)

Less: Cash Reserves	(3,736,785)	(4,474,327)
---------------------	-------------	-------------

Net Funding Position

	(264,598)	3,626,421
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2. Cash and Financial Assets

(a) Cash and Cash Equivalents

Unrestricted

	As at 31 May 25	Interest Rate	Maturity Date
	\$	%	
Municipal Account*	(445,861)	0.00% - 0.95%	N/A
Cash on Hand	400	N/A	N/A
Investment Account	0	N/A	N/A
Term Deposits	0	N/A	N/A
	(445,461)		

Restricted

Municipal Account	598,028	0.00% - 0.95%	N/A
Reserves Cash	3,736,785	0.95%	N/A
	4,334,813		

Total Cash and Cash Equivalents

3,889,352

* - The Shire has \$152,167 cash to operate. After deducting restricted cash it has a shortfall of \$445,861 which requires a transfer from reserves.

(b) Trust Funds

There are currently no funds held in Trust.

Shire of Yalgoo
Notes to the Statement of Financial Activity
For the Period Ending 31 May 2025

3. Cash Reserves

	Balance 01 Jul 24 \$	Transfer from \$	Interest Received \$	Transfer to \$	Balance 31 May 25 \$
YTD Actual					
Employee Entitlement (Leave) Reserve	54,618	0	2,082	0	56,700
Plant Replacement Reserve	822,837	0	31,371	0	854,208
Sports Complex Reserve	106,188	0	4,049	0	110,238
Buildings Construction Reserve	179,868	0	6,857	0	186,724
Yalgoo Ninghan Road Reserve	2,102,348	(625,040)	80,150	0	1,557,458
Buildings Maintenance Reserve	136,626	0	5,211	0	141,837
General Road Reserve	142,775	(142,775)	0	0	0
Community Amenities Reserve	301,070	0	11,477	0	312,547
HCP Reserve	157,148	0	5,992	0	163,139
Yalgoo Morawa Road Reserve	443,315	(125,344)	16,900	0	334,871
Superannuation Back Pay Reserve	27	(27)	0	0	0
Office Equipment and ICT Reserve	4,016	0	180	0	4,197
Natural Disaster Triggerpoint Reserve	14,197	0	541	0	14,738
Emergency Road Repairs Reserve	9,293	(155,756)	3,816	142,775	129
	4,474,327	(1,048,942)	168,625	142,775	3,736,785

4. Receivables

	31 May 25 \$		31 May 25 \$
Rates Receivable		General Receivables	
Current	60,667	Current	2,400
Previous Year	29,095	30 Days	2,400
Second Previous Year	23,504	60 Days	0
Third Previous Year or Greater	21,193	90+ Days	1,711
	134,459		6,511

5. Disposal of Assets

	Annual Budget Profit \$	Annual Budget Loss \$	YTD Proceeds on Disposal \$	YTD Actual Profit \$	YTD Actual Loss \$
Plant and Equipment					
Grader	90,000	0	0	0	0
Drop Deck Float	50,000	0	0	0	0
Toyota RAV 4	8,700	0	0	0	0
Toyota Fortuna	2,987	0	0	0	0
Mitsubishi Pajero	975	0	0	0	0
Prime Mover (YA 807)	8,032	0	45,454.55	45,455	0
Bomag Drum Roller	0	0	56,136.36	37,833	0
Kubota Front Deck	0	0	12,727.27	12,727	0
Kubota Mid Deck	0	0	19,772.73	14,208	0
	160,694	0	134,091	110,223	0

Shire of Yalgoo
Notes to the Statement of Financial Activity
For the Period Ending 31 May 2025

6. Capital Acquisitions

(a) Land and Buildings

	Annual Budget	YTD Budget	YTD Actual	Var	Progress
	\$	\$	\$	\$	%
Town Hall	300,000	300,000	190,356	(109,644)	63%
Other Recreation Land	50,000	45,837	35,734	(10,103)	71%
Railway Station	0	0	52,427	52,427	N/A
Works Depot	0	0	64,831	64,831	N/A
Depot Storage Shed	50,000	50,001	0	(50,001)	0%
Economic Development Building	500,000	500,000	0	(500,000)	0%
Paynes Find Community Centre	0	0	97	97	N/A
Staff Housing	0	0	24,820	24,820	N/A
Museum and Gaol	0	0	749	749	N/A
Caravan Park	0	0	2,220	2,220	N/A
Mens Shed	0	0	187	187	N/A
Water Park	0	0	187	187	N/A
Arts Centre	0	0	178	178	N/A
Yalgoo Airstrip	0	0	68	68	N/A
	900,000	895,838	371,855		

(b) Plant and Equipment

DFES Tank	55,000	50,413	57,088	6,675	104%
Law, Order and Public Safety Equipment	250,000	249,999	0	(249,999)	0%
Grader	450,000	450,000	0	(450,000)	0%
Box Top Trailer	10,000	10,000	0	(10,000)	0%
Satellite Phones and Vehicle Tracking	10,000	10,000	4,724	(5,276)	47%
2 x Cranes	15,000	15,000	0	(15,000)	0%
Drop Deck Float	150,000	150,000	0	(150,000)	0%
Pole Mounted Camera	20,000	20,000	0	(20,000)	0%
Slasher with Catcher	35,000	35,000	31,045	(3,955)	89%
Other Plant and Equipment	60,000	60,000	0	(60,000)	0%
RAV 4 Replacement	70,000	70,000	0	(70,000)	0%
Motor Vehicle	50,000	50,000	0	(50,000)	0%
Computer Systems Upgrades	135,000	135,000	0	(135,000)	0%
Conference Equipment	35,000	35,000	0	(35,000)	0%
External Monitor Display	25,000	25,000	0	(25,000)	0%
	1,370,000	1,365,412	92,857		

(c) Furniture and Equipment

No allocated budget	0	0	0	0	N/A
	0	0	0		

Shire of Yalgoo
Notes to the Statement of Financial Activity
For the Period Ending 31 May 2025

6. Capital Acquisitions (Continued)

(d) Road Infrastructure

	Annual Budget	YTD Budget	YTD Actual	Var	Progress
	\$	\$	\$	\$	%
Piesse St	100,000	99,999	18,520	(81,479)	19%
Paynes Find Town Rd	150,000	150,000	150,000	0	100%
LRCI - Yalgoo Ninghan Rd	592,977	592,977	72,791	(520,186)	12%
LRCI - Morawa - Yalgoo Rd	60,000	60,000	0	(60,000)	0%
Jokers Mine Rd	40,000	39,999	0	(39,999)	0%
Other Road Construction - Council Funder	142,159	134,481	100,733	(33,748)	71%
Roads to Recovery	664,022	664,022	16,420	(647,602)	2%
Regional Roads Group	450,000	450,000	736	(449,264)	0%

Flood Damage

Paynes Find - Sandstone Rd	0	0	292	292	N/A
Yalgoo - Ninghan Rd	0	0	816	816	N/A
Yalgoo - North Rd	0	0	2,336	2,336	N/A
Maranalgo Rd	0	0	475	475	N/A
Ninghan Rd	0	0	2,472	2,472	N/A
Mt Gibson Rd	0	0	23,776	23,776	N/A
Tardie - Yuin Rd	0	0	376	376	N/A
Thundelarra Rd	0	0	110	110	N/A
	2,199,158	2,191,478	389,851		

(e) Other Infrastructure

Tennis Court	50,000	45,837	90	(45,747)	0%
Infrastructure Equipment	40,000	40,000	0	(40,000)	0%
Tourist Projects	50,000	45,833	0	(45,833)	0%
Paynes Find Entry Statement	19,000	23,167	0	(23,167)	0%
TOUR - Infrastructure Other	200,000	200,000	5,650	(194,350)	3%
Drainage Outside BUA	0	0	2,956	2,956	N/A
Gibbons St Park	0	0	(1,914)	(1,914)	N/A
	359,000	354,837	6,783		

Total Capital Expenditure

4,828,158	4,807,565	861,346
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Shire of Yalgoo
Notes to the Statement of Financial Activity
For the Period Ending 31 May 2025

7. Rating Information

	Rateable Value	Rate in	Number of Properties	Annual Budget Revenue	YTD Actual Revenue
	\$	\$	\$	\$	\$
General Rates					
GRV - Townsites Improved	389,033	0.08067	36	31,383	31,382
GRV - Townsites Improved Vacant	0	0.08067	0	0	0
GRV - Mining Infrastructure	1,473,400	0.30643	8	451,487	451,487
UV - Pastoral / Rural	937,583	0.07115	23	66,709	66,710
UV - Mining / Mining Tenements	6,945,833	0.32960	141	2,289,347	2,289,346
UV - Exploration / Prospecting	1,493,482	0.21672	213	323,667	323,666
				3,162,593	3,162,591
Minimum Payment					
GRV - Townsites Improved	6,462	300	5	1,500	1,200
GRV - Townsites Improved Vacant	1,570	300	12	3,600	3,600
GRV - Mining Infrastructure	20	300	1	300	300
UV - Pastoral / Rural	10,008	300	8	2,400	2,400
UV - Mining / Mining Tenements	5,949	300	10	3,000	3,000
UV - Exploration / Prospecting	80,531	300	95	28,500	28,500
				39,300	39,000
Total General and Minimum Rates				3,201,893	3,201,591
Other Rate Revenue					
Rates Written-off				(10,000)	(16,837)
Interim and Back Rates				5,000	(91,664)
Total Funds Raised from Rates				3,196,893	3,093,090

Shire of Yalgoo
Notes to the Statement of Financial Activity
For the Period Ending 31 May 2025

8. Grants, Subsidies and Contributions

(a) Operating Revenue

	Annual Budget	YTD Budget	YTD Actual	Var
	\$	\$	\$	\$
Reimbursement of Debt Collection Costs	2,750	2,519	7,428	4,909
Financial Assistance Grant - General	274,572	274,572	330,033	55,461
Financial Assistance Grant - Roads	40,551	40,552	48,742	8,190
Fire Grants	38,123	38,124	38,123	(1)
Health Reimbursements	2,750	1,375	0	(1,375)
Road Use Agreement EMR	150,000	0	15,954	15,954
Road Use Agreement Rothsay Deflector	80,000	80,000	80,627	627
Direct Road Grant (MRWA)	224,255	224,255	224,255	0
Healthy Community Projects Grants - Silverlake	4,000	3,000	4,000	1,000
Admin Reimbursements	2,500	2,288	1,175	(1,113)
Fuel Tax Credits	25,000	22,913	11,182	(11,731)
Tourism Contributions and Donations	54,000	0	54,000	54,000
Insurance Recoveries	0	0	4,555	4,555
Employment Reimbursements	0	0	13,535	13,535
Other Income Relating to Administration	0	0	40,000	40,000
Halls Contributions and Donations	0	0	0	0
	898,501	689,598	873,610	

(b) Capital Revenue

	Annual Budget	YTD Budget	YTD Actual	Var
	\$	\$	\$	\$
General Purpose Grant Funding	1,359,771	652,977	0	(652,977)
Roads to Recovery	664,022	664,022	0	(664,022)
Fire Grants	32,000	0	0	0
Regional Road Group Grants (MRWA)	300,000	300,000	80,000	(220,000)
Halls Contributions and Donations	300,000	300,000	135,607	(164,393)
	2,655,793	1,916,999	215,607	

Shire of Yalgoo
Notes to the Statement of Financial Activity
For the Period Ending 31 May 2025

9. Explanation of Material Variances by Sub-program

The material variance adopted by Council for 2024 - 2025 is \$10,000 and 10% whichever is greater.

		YTD Budget \$	YTD Actual \$	Var \$	Var %	Explanation of Variance
Operating Revenue						
0301	Rates	3,221,048	3,119,464	(101,584)	(3%)	Interim, back rates and write-offs
0302	Other General Purpose Funding	414,520	549,950	135,430	33%	Federal grants and interest earned higher than expected
0501	Fire Prevention	38,124	38,123	(1)	(0%)	
0502	Animal Control	1,163	263	(901)	(77%)	
0505	ESL - Bush Fire Brigade	4,000	4,000	0	0%	
0704	Preventative Services - Inspection/Admin	185	103	(82)	(44%)	
0707	Other Health	1,375	0	(1,375)	(100%)	
0901	Staff Housing	14,771	18,100	3,329	23%	
0902	Other Housing	0	28,228	28,228	N/A	Rent on U21B Campbell St to WACHS
1001	Sanitation - General	11,150	10,900	(250)	(2%)	
1002	Sanitation - Other	3,500	3,500	0	0%	
1003	Sewerage	500	0	(500)	(100%)	
1006	Town Planning and Regional Development	1,837	0	(1,837)	(100%)	
1007	Other Community Amenities	3,212	6,390	3,178	99%	
1101	Public Halls And Civic Centres	0	205	205	N/A	
1103	Other Recreation And Sport	1,243	477	(766)	(62%)	
1106	Heritage	88	82	(6)	(7%)	
1107	Other Culture	3,663	690	(2,973)	(81%)	
1201	ROADC - Streets, Roads and Depots	80,000	96,581	16,581	21%	RUA for Golden Grove posted in Jun 25
1202	ROADM - Streets, Roads and Depots	224,255	224,255	0	0%	
1203	Road Plant Purchases	148,032	110,223	(37,809)	(26%)	Timing and amounts received on disposed assets
1205	Traffic Control (Vehicle Licensing)	4,125	1,526	(2,599)	(63%)	
1302	Tourism And Area Promotion	189,684	251,177	61,493	32%	Camp site fees higher than expected
1303	Building Control	37,750	54,932	17,182	46%	Permit fees for village at Crimson Metals
1401	Private Works	2,750	15,849	13,099	476%	Revenue higher than expected
1402	General Administration Overheads	14,950	35,291	20,341	136%	DPIRD trainee grant
1403	Public Works Overheads	0	16,535	16,535	N/A	MEEDAC funding for employees
1404	Plant Operating Costs	22,913	15,737	(7,176)	(31%)	

Shire of Yalgoo
Notes to the Statement of Financial Activity
For the Period Ending 31 May 2025

9. Explanation of Material Variances by Sub-program (Continued)

The material variance adopted by Council for 2024 - 2025 is \$10,000 and 10% whichever is greater.

		YTD Budget \$	YTD Actual \$	Var \$	Var %	Explanation of Variance
Operating Expenditure						
0301	Rates	200,067	124,264	(75,803)	(38%)	Consultants less than expected
0302	Other General Purpose Funding	76,329	65,281	(11,048)	(14%)	Allocations less than expected
0401	Members Of Council	511,146	410,183	(100,963)	(20%)	Members fees, consultants and allocations less than expected
0501	Fire Prevention	121,084	78,643	(42,441)	(35%)	CESM, Fire mtce and vehicle costs less than expected
0502	Animal Control	74,664	68,440	(6,224)	(8%)	
0503	Other Law, Order & Public Safety	15,927	13,705	(2,222)	(14%)	
0505	ESL - Bush Fire Brigade	0	0	0	N/A	
0704	Preventative Services - Inspection/Admin	21,681	18,937	(2,744)	(13%)	
0705	Preventative Services - Pest Control	3,212	745	(2,467)	(77%)	
0706	Preventative Services - Other	9,061	7,947	(1,114)	(12%)	
0707	Other Health	43,461	34,522	(8,939)	(21%)	
0802	Other Education	9,922	6,524	(3,398)	(34%)	
0807	Other Welfare	15,268	13,047	(2,221)	(15%)	
0901	Staff Housing	1,687	78,749	77,062	4,568%	Staff housing costs less than expected
0902	Other Housing	4,194	4,186	(8)	(0%)	
1001	Sanitation - General	47,036	35,822	(11,214)	(24%)	Rubbish collection costs less than expected
1002	Sanitation - Other	18,337	15,737	(2,600)	(14%)	
1003	Sewerage	0	0	0	N/A	
1006	Town Planning & Regional Development	21,692	13,047	(8,645)	(40%)	
1007	Other Community Amenities	133,193	126,369	(6,824)	(5%)	
1101	Public Halls And Civic Centres	107,461	94,795	(12,666)	(12%)	Allocations less than expected
1103	Other Recreation And Sport	725,535	422,754	(302,781)	(42%)	Recreation grounds mtce works less than budgeted
1104	Tv And Radio Re-Broadcasting	12,381	12,301	(80)	(1%)	
1105	Libraries	78,166	65,961	(12,205)	(16%)	Allocations less than expected
1106	Heritage	52,285	31,069	(21,216)	(41%)	Heritage building mtce less than expected
1107	Other Culture	335,615	306,433	(29,182)	(9%)	Events expenditure under budget
1202	ROADM - Streets, Roads and Depots	6,768,659	6,490,323	(278,336)	(4%)	Road mtce works and consultants under budget. Depot and depreciation over budget
1203	Road Plant Purchases	0	0	0	N/A	
1205	Traffic Control (Vehicle Licensing)	0	420	420	N/A	
1206	Aerodromes	74,110	47,092	(27,018)	(36%)	Aerodrome expenditure less than budgeted

Shire of Yalgoo
Notes to the Statement of Financial Activity
For the Period Ending 31 May 2025

9. Explanation of Material Variances by Sub-program (Continued)

The material variance adopted by Council for 2024 - 2025 is \$10,000 and 10% whichever is greater.

	YTD Budget \$	YTD Actual \$	Var \$	Var %	Explanation of Variance
Operating Expenditure (Continued)					
1301 Rural Services	92,775	71,251	(21,524)	(23%)	No contribution to Southern Rangelands
1302 Tourism And Area Promotion	506,139	431,039	(75,100)	(15%)	Tourism promotion, Caravan Park expenditure and allocations less than expected
1303 Building Control	19,855	19,773	(82)	(0%)	
1306 Economic Development	240,780	13,193	(227,587)	(95%)	Economic development projects and consultant works not started. Insurance expenses not allocated in actuals
1308 Other Economic Services	15,268	13,205	(2,063)	(14%)	
1401 Private Works	17,786	13,047	(4,739)	(27%)	
1402 General Administration Overheads	444,587	1,786	(442,801)	(100%)	Budget allocation not cleared out
1403 Public Works Overheads	20,767	202,339	181,572	874%	Labour overhead rates to be reviewed
1404 Plant Operating Costs	19,639	473,554	453,915	2,311%	Plant rates to be reviewed
1407 Unclassified	0	0	0	N/A	

Capital Revenue and Expenditure

Grants, Subsidies and Contributions	1,916,999	215,607	(1,701,392)	(89%)	Refer to Note 8
Proceeds from Disposal of Assets	279,583	134,091	(145,492)	(52%)	Refer to Note 5
Land and Buildings	(895,838)	(371,855)	523,983	(58%)	Refer to Note 6
Plant and Equipment	(1,365,412)	(92,857)	1,272,555	(93%)	Refer to Note 6
Furniture and Equipment	0	0	0	N/A	Refer to Note 6
Road Infrastructure	(2,191,478)	(389,851)	1,801,627	(82%)	Refer to Note 6
Other Infrastructure	(354,837)	(6,783)	348,054	(98%)	Refer to Note 6

Financing Revenue and Expenditure

Transfers from Reserves	5,177,461	1,048,942	(4,128,519)	(80%)	Timing of transfers. Refer to Note 3
Transfers to Reserves	(1,343,229)	(311,400)	1,031,829	(77%)	Timing of transfers. Refer to Note 3



SHIRE OF YALGOO

DETAILED FINANCIAL STATEMENTS

For the Period Ending 31 May 2025

Operating Revenue

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
03	0301	3	2030118		RATES - Rates Write Off	10,000.00	9,163.00	16,836.51
03	0301	3	3030120		RATES - Instalment Admin Fee	(2,000.00)	(2,000.00)	(4,017.00)
03	0301	3	3030121		RATES - Account Enquiry Charges	(500.00)	(462.00)	(181.81)
03	0301	3	3030122		RATES - Reimbursement of Debt Collection Costs	(2,750.00)	(2,519.00)	(7,428.30)
03	0301	3	3030130		RATES - Rates Levied - Synergy	(3,206,893.00)	(3,206,893.00)	(3,109,926.96)
03	0301	3	3030145		RATES - Penalty Interest Received	(20,000.00)	(18,337.00)	(9,111.33)
03	0301	3	3030146		RATES - Instalment Interest Received	0.00	0.00	(5,635.35)
03	0302	3	3030210		GEN PUR - Financial Assistance Grant - General	(274,572.00)	(274,572.00)	(330,033.08)
03	0302	3	3030211		GEN PUR - Financial Assistance Grant - Roads	(40,551.00)	(40,552.00)	(48,741.92)
03	0302	3	3030220		GEN PUR - Charges - Photocopying / Faxing	0.00	0.00	(54.54)
03	0302	3	3030245		GEN PUR - Interest Earned - Reserve Funds	(98,430.00)	(90,233.00)	(168,598.17)
03	0302	3	3030246		GEN PUR - Interest Earned - Municipal Funds	(10,000.00)	(9,163.00)	(2,521.97)
05	0502	3	3050221		ANIMAL - Animal Registration Fees	(250.00)	(250.00)	(262.50)
05	0502	3	3050240		ANIMAL - Fines and Penalties	(1,000.00)	(913.00)	0.00
05	0501	3	3050110		FIRE - Grants	(38,123.00)	(38,124.00)	(38,123.00)
05	0505	3	3050502		ESL BFB - Admin Fee/Commission	(4,000.00)	(4,000.00)	(4,000.00)
07	0704	3	3070420		HEALTH - Health Regulatory Fees & Charges	0.00	0.00	(222.73)
07	0704	3	3070421		HEALTH - Health Regulatory Licenses	(185.00)	(185.00)	120.00
07	0707	3	3070701		OTH HEALTH - Reimbursements	(2,750.00)	(1,375.00)	0.00
09	0901	3	3090101		STF HOUSE - Staff Rental Reimbursements	(16,000.00)	(14,771.00)	(18,100.00)
09	0902	3	3090235		OTH HOUSE - Other Income	0.00	0.00	(28,228.43)
10	1001	3	3100120		SAN - Domestic Refuse Collection Charges	(11,150.00)	(11,150.00)	(10,900.00)
10	1002	3	3100200		SAN OTH - Commercial Collection Charge	(3,500.00)	(3,500.00)	(3,500.00)
10	1003	3	3100321		SEW - Septic Tank Inspection Fees	(500.00)	(500.00)	0.00
10	1006	3	3100623		PLAN - Fees & Charges	(2,000.00)	(1,837.00)	0.00
10	1007	3	3100720		COM AMEN - Cemetery Fees	(1,500.00)	(1,375.00)	(5,095.45)
10	1007	3	3100723		COM AMEN - Community Bus Fees	(2,000.00)	(1,837.00)	(1,294.53)
11	1101	3	3110120		HALLS - Town Hall Hire	0.00	0.00	(204.54)
11	1103	3	3110320		REC - Fees & Charges	(150.00)	(132.00)	0.00
11	1103	3	3110321		REC - Core Stadium Hire	(500.00)	(462.00)	(68.18)
11	1103	3	3110322		REC - Oval/Reserve Hire	(500.00)	(462.00)	0.00
11	1103	3	3110324		REC - Mens Shed Hire Fees	(200.00)	(187.00)	(409.08)
11	1106	3	3110620		HERITAGE - Sale of History Books	(100.00)	(88.00)	(81.80)
11	1107	3	3110701		OTH CUL - Reimbursements	0.00	0.00	3,000.00
11	1107	3	3110702		OTH CUL - Commissions	(500.00)	(462.00)	(516.09)
11	1107	3	3110720		OTH CUL - Sales Arts and Cultural Centre	(2,500.00)	(2,288.00)	(2,172.46)
11	1107	3	3110721		OTH CUL - Chapel and Museum Fees	(1,000.00)	(913.00)	(486.65)
11	1107	3	3110735		OTH CUL - Other Income	0.00	0.00	(514.91)
12	1201	3	3120136		ROADC - Road Use Agreement EMR	(150,000.00)	0.00	(15,954.36)
12	1201	3	3120137		ROADC - Road Use Agreement Rothsay Deflector	(80,000.00)	(80,000.00)	(80,627.05)

Operating Revenue

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
12	1202	3	3120210		ROADM - Direct Road Grant (MRWA)	(224,255.00)	(224,255.00)	(224,255.00)
12	1203	3	3120390		PLANT - Profit on Disposal of Assets	(148,032.00)	(148,032.00)	(110,222.84)
12	1205	3	3120502		LICENSING - Transport Licensing Commission	(4,500.00)	(4,125.00)	(1,525.52)
13	1302	3	3130200		TOUR - Contributions & Donations	(54,000.00)	0.00	(54,000.00)
13	1302	3	3130203		TOUR - Healthy Community Projects Grants - Silverlake	(4,000.00)	(3,000.00)	(4,000.00)
13	1302	3	3130221		TOUR - Caravan Park Tourism Sales (Shirts and Store)	(500.00)	(462.00)	(15.45)
13	1302	3	3130222		TOUR - Caravan Park Chalet Revenue	(140,000.00)	(125,727.00)	(120,972.92)
13	1302	3	3130223		TOUR - Caravan Park Shop Sales	(5,000.00)	(4,587.00)	(8,999.68)
13	1302	3	3130224		TOUR - Prospecting Permits	(1,000.00)	(913.00)	(890.82)
13	1302	3	3130225		TOUR - Caravan Park Camp Site Fees	(55,000.00)	(54,995.00)	(61,936.33)
13	1302	3	3130228		TOUR - Tourism Sales	0.00	0.00	(361.74)
13	1303	3	3130302		BUILD - Commissions - BSL & CTF	(500.00)	(462.00)	(315.47)
13	1303	3	3130320		BUILD - Fees & Charges (Licences)	(37,500.00)	(37,288.00)	(54,616.18)
14	1401	3	3140120		PRIVATE - Private Works Income	(3,000.00)	(2,750.00)	(15,848.84)
14	1402	3	3140201		ADMIN - Reimbursements	(2,500.00)	(2,288.00)	(1,175.48)
14	1402	3	3140235		ADMIN - Other Income Relating to Administration	0.00	0.00	(34,115.75)
14	1402	3	3140290		ADMIN - Profit on Disposal of Assets	(12,662.00)	(12,662.00)	0.00
14	1403	3	3140301		PWO - Other Reimbursements	0.00	0.00	(16,535.19)
14	1404	3	3140401		POC - Reimbursements	0.00	0.00	(4,555.08)
14	1404	3	3140410		POC - Fuel Tax Credits Grant Scheme	(25,000.00)	(22,913.00)	(11,182.00)
						(4,681,553.00)	(4,444,838.00)	(4,602,579.97)

Operating Expenditure

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
03	0301	2	2030111		RATES - Rates Incentive Scheme	1,000.00	1,000.00	0.00
03	0301	2	2030112		RATES - Valuation Expenses	7,500.00	6,875.00	5,354.73
03	0301	2	2030113		RATES - Title/Company Searches	5,000.00	4,587.00	0.00
03	0301	2	2030114		RATES - Debt Collection Expenses	15,000.00	13,750.00	8,747.86
03	0301	2	2030119		RATES - Refund	5,000.00	4,587.00	0.00
03	0301	2	2030152		RATES - Consultants	42,500.00	38,962.00	0.00
03	0301	2	2030187		RATES - Other Expenses Relating To Rates	500.00	462.00	8.86
03	0301	2	2030198		RATES - Staff Housing Costs Allocated	8,427.00	7,722.00	5,780.90
03	0301	2	2030199		RATES - Administration Allocated	133,218.00	122,122.00	104,371.99
03	0302	2	2030211		GEN PUR - Bank Fees & Charges	0.00	0.00	4.05
04	0401	2	2030260		MEMBERS - Conference Expenses	0.00	0.00	2,287.28
03	0302	2	2030299		GEN PUR - Administration Allocated	83,263.00	76,329.00	65,277.00
04	0401	2	2040101		MEMBERS - Conference Expenses.	15,000.00	13,750.00	10,665.38
04	0401	2	2040104		MEMBERS - Training & Development	25,000.00	22,913.00	20,572.03
04	0401	2	2040109		MEMBERS - Members Travel and Accommodation	16,000.00	14,663.00	21,308.57
04	0401	2	2040111		MEMBERS - Mayors/Presidents Allowance	14,000.00	12,837.00	6,648.84
04	0401	2	2040112		MEMBERS - Deputy Mayors/Presidents Allowance	3,500.00	3,212.00	2,021.84
04	0401	2	2040113		MEMBERS - Members Sitting Fees	30,480.00	27,940.00	14,006.00
04	0401	2	2040114		MEMBERS - Communications Allowance	21,000.00	19,250.00	16,333.52
04	0401	2	2040115		MEMBERS - Printing and Stationery	0.00	0.00	811.82
04	0401	2	2040116		MEMBERS - Election Expenses	7,500.00	0.00	0.00
04	0401	2	2040129		MEMBERS - Donations to Community Groups	2,000.00	1,837.00	68.18
04	0401	2	2040130		MEMBERS - Insurance Expenses	1,107.00	1,107.00	931.00
04	0401	2	2040141		MEMBERS - Subscriptions & Publications	28,000.00	25,663.00	27,238.78
04	0401	2	2040152		MEMBERS - Consultants	50,000.00	45,837.00	16,450.00
04	0401	2	2040187		MEMBERS - Other Expenses	5,000.00	4,587.00	1,383.39
04	0401	2	2040192		MEMBERS - Depreciation	549.00	506.00	502.47
04	0401	2	2040193		MEMBERS - Receptions & Refreshments.	9,000.00	8,250.00	8,017.55
04	0401	2	2040194		MEMBERS - Contribution to WALGA Murchison Zone	3,500.00	3,500.00	0.00
04	0401	2	2040199		MEMBERS - Administration Allocated	333,054.00	305,294.00	260,936.15
05	0501	2	2050107		FIRE - Protective Clothing	0.00	0.00	182.71
05	0501	2	2050110		FIRE - Motor Vehicle Expenses	40,000.00	36,663.00	2,310.40
05	0501	2	2050113		FIRE - Fire Prevention and Planning	0.00	0.00	751.44
05	0501	2	2050117		FIRE - CESM	27,500.00	25,212.00	14,954.66
05	0501	2	2050130		FIRE - Insurance Expenses	2,977.00	2,977.00	4,373.64
05	0501	2	2050165		FIRE - Maintenance/Operations	25,000.00	22,913.00	20,348.99
05	0501	2	2050187		FIRE - Other Expenditure	0.00	0.00	45.41
05	0501	2	2050188	W9999	Bushfire Work - Time Involved In Fire Controll	0.00	0.00	4,725.48
05	0501	2	2050189	BM010	Fire Shed	231.00	231.00	1,755.71
05	0501	2	2050189	BM032	Old Police Station - Selwyn St	986.00	986.00	1,526.67

Operating Expenditure

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
05	0501	2	2050192		FIRE - Depreciation	1,718.00	1,577.00	1,573.87
05	0501	2	2050199		FIRE - Administration Allocated	33,305.00	30,525.00	26,093.67
05	0502	2	2050266		ANIMAL - Contracr Ranger Services	42,000.00	38,500.00	37,563.75
05	0502	2	2050267		ANIMAL - Sterilisation Program	0.00	0.00	257.00
05	0502	2	2050269		ANIMAL - Sterilisation Program.	5,000.00	4,587.00	4,086.84
05	0502	2	2050287		ANIMAL - Other Expenditure	1,000.00	913.00	300.91
05	0502	2	2050292		ANIMAL - Depreciation	151.00	139.00	137.65
05	0502	2	2050299		ANIMAL - Administration Allocated	33,305.00	30,525.00	26,093.67
05	0503	2	2050392		OLOPS - Depreciation	719.00	659.00	658.63
05	0503	2	2050399		OLOPS - Administration Allocated	16,653.00	15,268.00	13,046.80
07	0704	2	2070411		HEALTH - Contract EHO	5,000.00	4,587.00	5,518.30
07	0704	2	2070412		HEALTH - Analytical Expenses	1,000.00	913.00	372.00
07	0704	2	2070487		HEALTH - Other Expenses	1,000.00	913.00	0.00
07	0704	2	2070499		HEALTH - Administration Allocated	16,653.00	15,268.00	13,046.80
07	0705	2	2070553		PEST - Pest Control Programs	0.00	0.00	744.64
07	0705	2	2070554		PEST - Mosquito Control Expenses	3,500.00	3,212.00	0.00
07	0706	2	2070692		PREV OTH - Depreciation	1,553.00	1,427.00	1,422.89
07	0706	2	2070699		PREV OTH - Administration Allocated	8,327.00	7,634.00	6,523.97
07	0707	2	2070766		OTH HEALTH - Dental Services Expenses	500.00	462.00	0.00
07	0707	2	2070789	BM009	Nursing Post	0.00	0.00	1,675.30
07	0707	2	2070789	BM011	Ambulance Shed	2,500.00	2,299.00	92.14
07	0707	2	2070798		OTH HEALTH - Staff Housing Costs Allocated	4,381.00	4,015.00	6,660.40
07	0707	2	2070799		OTH HEALTH - Administration Allocated	40,025.00	36,685.00	26,093.67
08	0802	2	2080254		OTHER ED - Community Development Fund	2,500.00	2,288.00	0.00
08	0802	2	2080299		OTHER ED - Administration Allocated	8,327.00	7,634.00	6,523.97
08	0807	2	2080799		WELFARE - Administration Allocated	16,653.00	15,268.00	13,046.80
09	0901	2	2090165		STF HOUSE - Maintenance/Operations	0.00	0.00	310.75
09	0901	2	2090188	BO026	Staff Housing - 12D (Lot 1) Shamrock Rd (18D) - Building Operat	0.00	0.00	90.67
09	0901	2	2090188	BO031	Staff Housing - 9 (Lot 8) Henty St - Building Operations	0.00	0.00	2,339.62
09	0901	2	2090189	BM008	Staff Housing - Caravan Park	2,100.00	2,013.00	6,660.40
09	0901	2	2090189	BM016	Staff Housing - 48 (Lot 68) Gibbons St	5,205.00	4,867.00	11,506.94
09	0901	2	2090189	BM017	Staff Housing - (Lot 16) Shamrock Rd	2,835.00	2,654.00	1,324.51
09	0901	2	2090189	BM018	Staff Housing - (Lot 17) Shamrock Rd (Nursing)	0.00	0.00	278.21
09	0901	2	2090189	BM019	Staff Housing - 43 (Lot 3) Gibbons St	5,228.00	4,902.00	9,838.93
09	0901	2	2090189	BM020	Staff Housing - 1 (Lot 27) Stanley St	3,398.00	3,204.00	7,991.98
09	0901	2	2090189	BM021	Staff Housing - 13 (Lot 6) Henty St	5,979.00	5,610.00	1,776.38
09	0901	2	2090189	BM022	Staff Housing - 19 (Lot 54) Campbell St	6,305.00	5,968.00	10,645.25
09	0901	2	2090189	BM023	Staff Housing - 12A (Lot 1) Shamrock Rd (18A)	5,468.00	5,068.00	9,140.31
09	0901	2	2090189	BM024	Staff Housing - 12B (Lot 1) Shamrock Rd (18B)	3,418.00	3,198.00	5,809.84
09	0901	2	2090189	BM025	Staff Housing - 12C (Lot 1) Shamrock Rd (18C)	5,496.00	5,090.00	960.99

Operating Expenditure

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
09	0901	2	2090189	BM026	Staff Housing - 12D (Lot 1) Shamrock Rd (18D)	5,996.00	5,602.00	5,780.90
09	0901	2	2090189	BM027	Staff Housing - 12E (Lot 1) Shamrock Rd (19A Stanley St)	4,418.00	4,111.00	1,805.72
09	0901	2	2090189	BM028	Staff Housing - 12F (Lot 1) Shamrock Rd (19B Stanley St)	6,418.00	5,948.00	1,877.51
09	0901	2	2090189	BM029	Staff Housing - (Lot 74) Weeks St	5,020.00	4,671.00	5,329.43
09	0901	2	2090189	BM030	Staff Housing - (Lot 75) Weeks St	7,698.00	7,142.00	7,847.24
09	0901	2	2090189	BM031	Staff Housing - 9 (Lot 8) Henty St	4,550.00	4,268.00	15,690.67
09	0901	2	2090189	BM041	Staff Housing - 21A (Lot 53) Campbell St	4,100.00	3,861.00	3,406.47
09	0901	2	2090189	BM042	Staff Housing - 21B (Lot 53) Campbell St	4,600.00	4,350.00	4,022.03
09	0901	2	2090192		STF HOUSE - Depreciation	37,451.00	34,374.00	36,866.17
09	0901	2	2090198		STF HOUSE - Staff Housing Costs Recovered	(175,643.00)	(161,007.00)	(111,693.71)
09	0901	2	2090199		STF HOUSE - Administration Allocated	49,960.00	45,793.00	39,141.64
09	0902	2	2090292		OTH HOUSE - Depreciation	4,569.00	4,194.00	4,186.12
10	1001	2	2100111		SAN - Waste Collection	20,000.00	18,337.00	15,737.39
10	1001	2	2100117		SAN - General Tip Maintenance	12,601.00	11,594.00	6,955.37
10	1001	2	2100118		SAN - Purchase of Bins (Sulo and Other)	2,000.00	1,837.00	0.00
10	1001	2	2100123		SAN - Refuse Site Maintenance - Yalgoo	0.00	0.00	82.37
10	1001	2	2100199		SAN - Administration Allocated	16,653.00	15,268.00	13,046.80
10	1002	2	2100211		SAN OTH - Waste Collection	20,000.00	18,337.00	15,737.41
10	1006	2	2100650		PLAN - Contract Town Planning	5,000.00	4,587.00	0.00
10	1006	2	2100652		PLAN - Consultants	2,000.00	1,837.00	0.00
10	1006	2	2100699		PLAN - Administration Allocated	16,653.00	15,268.00	13,046.80
10	1007	2	2100711		COM AMEN - Cemetery Maintenance/Operations	9,894.00	9,130.00	11,253.80
10	1007	2	2100789	BM012	Gibbons St Park	55,054.00	50,824.00	45,157.64
10	1007	2	2100790		COM AMEN - Community Bus Maintenance	25,000.00	22,913.00	24,093.53
10	1007	2	2100792		COM AMEN - Depreciation	21,575.00	19,801.00	19,770.22
10	1007	2	2100799		COM AMEN - Administration Allocated	33,305.00	30,525.00	26,093.67
11	1101	2	2110188	BO036	Yalgoo Community Hub (Rage Cage) - Building Operations	0.00	0.00	344.14
11	1101	2	2110189	BM002	Yalgoo Hall	8,301.00	7,765.00	4,199.78
11	1101	2	2110189	BM036	Yalgoo Community Hub (Rage Cage)	10,761.00	10,021.00	11,693.84
11	1101	2	2110192		HALLS - Depreciation	14,541.00	13,346.00	13,323.54
11	1101	2	2110199		HALLS - Administration Allocated	83,263.00	76,329.00	65,233.99
11	1103	2	2110360	BM039	Tennis Courts	1,395.50	1,288.00	439.53
11	1103	2	2110360	W0002	Yalgoo Racetrack - Maintenance	950.00	869.00	859.05
11	1103	2	2110360	W0003	Yalgoo Lookout - Maintenance	898.00	819.00	93.65
11	1103	2	2110360	W0004	Yalgoo Entry Statements - Maintenance	0.00	0.00	106.49
11	1103	2	2110360	W0005	Gibbons St Park - Maintenance	70,650.00	64,768.00	20,783.26
11	1103	2	2110360	W0006	Shamrock Park - Maintenance	4,800.00	4,417.00	6,945.44
11	1103	2	2110360	W0007	Yalgoo Community Hub - Maintenance	19,854.00	18,748.00	70.98
11	1103	2	2110360	W0008	Core Stadium Oval - Maintenance	77,950.00	76,901.00	18,439.29
11	1103	2	2110360	W0009	Paynes Find Community Centre - Maintenance	4,342.50	4,228.00	554.29

Operating Expenditure

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
11	1103	2	2110360	W0010	Railway Station Grounds - Maintenance	10,387.00	9,682.00	5,294.18
11	1103	2	2110360	W0012	Front Fuel Station	0.00	0.00	283.99
11	1103	2	2110360	W0013	Golf Course Maintenance	543.00	505.00	20.94
11	1103	2	2110360	W0014	Wuraraga Camping Ground	3,490.00	3,200.00	1,580.41
11	1103	2	2110360	W0015	Yalgoo Cemetery Maintenance	2,490.00	2,287.00	15,711.15
11	1103	2	2110360	W0016	Shire Office Garden	1,990.00	1,815.00	3,937.82
11	1103	2	2110360	W0017	Maintenance At Non Shire Locations	995.00	913.00	106.49
11	1103	2	2110360	W0018	General Yalgoo Street Maintenance (Parks & Gardens)	236,950.00	217,580.00	47,085.89
11	1103	2	2110365		REC - Parks & Gardens Maintenance/Operations	0.00	0.00	1,596.22
11	1103	2	2110387		REC - Other Expenses	0.00	0.00	159.09
11	1103	2	2110388	BO006	Railway Station Building (Operating Expenses)	0.00	0.00	176.34
11	1103	2	2110389	BM006	Railway Station Building	106,387.00	98,423.00	117,677.18
11	1103	2	2110389	BM014	Rifle Range Gun Club Shed And Toilet	2,195.00	2,009.00	373.98
11	1103	2	2110389	BM015	Paynes Find Community Centre	13,709.00	12,825.00	2,234.75
11	1103	2	2110389	BM034	Mens Shed	2,077.00	1,953.00	1,319.35
11	1103	2	2110389	BM035	Water Park	30,420.00	28,342.00	17,374.46
11	1103	2	2110389	BM037	Core Pavilion (Sports Stadium)	29,856.00	27,769.00	24,544.57
11	1103	2	2110392		REC - Depreciation	76,118.00	69,865.00	69,751.07
11	1103	2	2110399		REC - Administration Allocated	83,269.00	76,329.00	65,233.99
11	1104	2	2110465		TV RADIO - Re-Broadcasting Maintenance/Operations	5,000.00	4,587.00	5,700.61
11	1104	2	2110487		TV RADIO - Other Expenses	160.00	160.00	76.79
11	1104	2	2110499		TV RADIO - Administration Allocated	8,327.00	7,634.00	6,523.97
11	1105	2	2110516		LIBRARY - Postage and Freight	500.00	462.00	570.00
11	1105	2	2110587		LIBRARY - Other Expenses	1,500.00	1,375.00	156.73
11	1105	2	2110599		LIBRARY - Administration Allocated	83,263.00	76,329.00	65,233.99
11	1106	2	2110689	BM003	Chapel	2,786.00	2,659.00	578.72
11	1106	2	2110689	BM004	Museum And Gaol	14,999.50	11,396.00	(40.24)
11	1106	2	2110689	BM013	Anglican Church	6,087.50	5,723.00	1,372.35
11	1106	2	2110692		HERITAGE - Depreciation	10,464.00	9,605.00	9,587.22
11	1106	2	2110699		HERITAGE - Administration Allocated	24,980.00	22,902.00	19,570.87
11	1107	2	2110700		OTH CUL - Employee Costs	133,290.00	123,676.00	139,022.78
11	1107	2	2110717		OTH CUL - Community Arts	20,000.00	18,337.00	384.56
11	1107	2	2110724		OTH CUL - Artwork Purchases	2,500.00	2,288.00	2,359.56
11	1107	2	2110725	5001	OTH CUL - Festival & Events	0.00	0.00	735.71
11	1107	2	2110725	5001	Australia Day	5,000.00	5,000.00	80.00
11	1107	2	2110725	5002	Anzac Day	5,000.00	5,000.00	0.00
11	1107	2	2110725	5003	Christmas Party	5,000.00	5,000.00	4,362.74
11	1107	2	2110725	5005	Reconciliation Day	5,000.00	4,587.00	0.00
11	1107	2	2110725	5006	Naidoc Day	5,000.00	4,587.00	0.00
11	1107	2	2110725	5007	Road Safety Week	5,000.00	4,587.00	0.00

Operating Expenditure

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
11	1107	2	2110725	5009	Halloween	5,000.00	4,587.00	633.86
11	1107	2	2110725	5011	Seniors Morning Tea'S	5,000.00	4,587.00	1,207.93
11	1107	2	2110725	5012	School Holiday Programs	5,000.00	4,587.00	1,820.77
11	1107	2	2110725	5013	After School Programs	35,000.00	32,087.00	31,645.45
11	1107	2	2110725	5020	Unallocated Events	5,000.00	4,587.00	11,474.61
11	1107	2	2110741		OTH CUL - Subscriptions & Memberships	0.00	0.00	2,800.00
11	1107	2	2110789	BM033	Yalgoo Art Centre	13,665.00	12,896.00	13,038.16
11	1107	2	2110792		OTH CUL - Depreciation	91,471.00	83,954.00	83,820.37
11	1107	2	2110799		OTH CUL - Administration Allocated	16,653.00	15,268.00	13,046.80
12	1202	2	2120211	RM000	Budget Only	146,997.00	135,608.00	0.00
12	1202	2	2120211	RM001	Gibbons St - Road Maintenance	0.00	0.00	3,858.36
12	1202	2	2120211	RM007	Queen St - Road Maintenance	0.00	0.00	180.00
12	1202	2	2120212	DM009	Yalgoo North Rd - Drainage Maintenance	0.00	0.00	8,110.25
12	1202	2	2120212	DM076	Morawa - Yalgoo Rd - Drainage Maintenance	0.00	0.00	1,189.94
12	1202	2	2120212	DM089	Railway Dam Rd - Drainage Maintenance	0.00	0.00	1,471.41
12	1202	2	2120212	FM001	Gibbons St - Footpath Maintenance	0.00	0.00	70.98
12	1202	2	2120212	RM008	Yalgoo - Ninghan Rd - Road Maintenance	0.00	0.00	96,340.56
12	1202	2	2120212	RM054	Golden Grove Nth Acc Rd (P) - Road Maintenance	0.00	0.00	735.70
12	1202	2	2120212	RM076	Morawa - Yalgoo Rd - Road Maintenance	0.00	0.00	115,950.24
12	1202	2	2120212	RM999	Budget Only	1,482,517.00	1,365,522.00	0.00
12	1202	2	2120213	FM005	Henty St - Footpath Maintenance	0.00	0.00	1,533.22
12	1202	2	2120213	RM012	Paynes Find - Sandstone Rd - Road Maintenance	0.00	0.00	5,756.63
12	1202	2	2120213	RM051	Dalgaranga - Mount Magnet Rd - Road Maintenance	0.00	0.00	16,330.34
12	1202	2	2120213	RM053	Uanna Hill Rd - Road Maintenance	0.00	0.00	12,310.75
12	1202	2	2120214	RM009	Yalgoo North Rd - Road Maintenance	0.00	0.00	66,097.79
12	1202	2	2120214	RM010	Gabyon - Tardie Rd - Road Maintenance	0.00	0.00	32,863.56
12	1202	2	2120214	RM013	Dalgaranga - Cue Rd - Road Maintenance	0.00	0.00	6,716.46
12	1202	2	2120214	RM018	Dalgaranga Rd - Road Maintenance	0.00	0.00	17,164.66
12	1202	2	2120214	RM022	Gabyon - Pindathuna Rd - Road Maintenance	0.00	0.00	12,759.79
12	1202	2	2120214	RM023	Bunnawarra Rd - Road Maintenance	0.00	0.00	94,219.15
12	1202	2	2120214	RM025	Maranalgo Rd - Road Maintenance	0.00	0.00	14,288.99
12	1202	2	2120214	RM026	Ninghan Rd - Road Maintenance	0.00	0.00	13,470.81
12	1202	2	2120214	RM027	Mt Gibson Rd - Road Maintenance	0.00	0.00	61,773.73
12	1202	2	2120214	RM029	Noongal Rd - Road Maintenance	0.00	0.00	1,563.38
12	1202	2	2120214	RM031	Badja Rd - Road Maintenance	0.00	0.00	8,282.85
12	1202	2	2120214	RM032	Badja Woolshed Rd - Road Maintenance	0.00	0.00	4,416.21
12	1202	2	2120214	RM037	Narndee West Rd - Road Maintenance	0.00	0.00	2,259.05
12	1202	2	2120214	RM042	Narloo - Tardie Rd - Road Maintenance	0.00	0.00	1,616.38
12	1202	2	2120214	RM044	Melangata Rd - Road Maintenance	0.00	0.00	11,081.19
12	1202	2	2120214	RM048	Thundelarra Rd - Road Maintenance	0.00	0.00	3,979.66

Operating Expenditure

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
12	1202	2	2120214	RM066	Wanarra East Rd - Road Maintenance	0.00	0.00	749.04
12	1202	2	2120214	RM077	Paynes Find - Thundelarra Rd - Road Maintenance	0.00	0.00	16,726.44
12	1202	2	2120214	RM088	Cemetery Rd - Road Maintenance	0.00	0.00	12,437.46
12	1202	2	2120214	RM089	Railway Dam Rd - Road Maintenance	0.00	0.00	575.52
12	1202	2	2120221	FD008	Yalgoo-Ninghan Rd - Roadm Road Maint Flood Damage	4,850,000.00	4,445,837.00	4,841,350.50
12	1202	2	2120221	FD076	Yalgoo - Morawa Rd Flood Damage	0.00	0.00	735.70
12	1202	2	2120221	FD077	Paynes Find - Thundelarra Rd - Road Maint - Flood Damage	0.00	0.00	376.40
12	1202	2	2120234		ROADM - Street Lighting	12,000.00	11,000.00	9,371.85
12	1202	2	2120236		ROADM - Street Trees and Watering	7,388.00	6,784.00	0.00
12	1202	2	2120237		ROADM - Signs Repaired /Replaced	5,000.00	4,587.00	0.00
12	1202	2	2120239		ROADM - Other Road Maintenance - Vegetation & Weed Control	15,000.00	13,750.00	0.00
12	1202	2	2120241		ROADM - Road Inspections after rain	5,000.00	4,587.00	0.00
12	1202	2	2120242		ROADM - Roman Expenses	8,500.00	8,500.00	0.00
12	1202	2	2120252		ROADM - Consultants	45,000.00	41,250.00	0.00
12	1202	2	2120288	W9996	Trips To Geraldton	40,000.00	36,674.00	39,586.59
12	1202	2	2120288	W9997	Union Meeting	1,990.00	1,825.00	0.00
12	1202	2	2120288	W9998	Community Emergency Service (Ambulance Officer)	2,388.00	2,193.00	319.48
12	1202	2	2120289	BM005	Works Depot	20,580.00	18,876.00	249,704.03
12	1202	2	2120289	BM038	Depot - Parks & Gardens	2,985.00	2,745.00	49,179.27
12	1202	2	2120292		ROADM - Depreciation	595,730.00	546,766.00	587,584.64
12	1202	2	2120299		ROADM - Administration Allocated	133,263.00	122,155.00	65,233.99
12	1205	2	2120504		LICENSING - Training & Development	0.00	0.00	376.40
12	1205	2	2120516		LICENSING - Postage and Freight	0.00	0.00	43.91
12	1206	2	2120665	AP001	Yalgoo Airstrip & Grounds Maintenance/Operations	8,437.00	7,914.00	3,204.10
12	1206	2	2120665	AP002	Paynes Find Airstrip & Grounds Maintenance/Operations	14,009.00	13,210.00	4,664.18
12	1206	2	2120687		AERO - Other Expenses Relating To Aerodromes	1,500.00	1,375.00	0.00
12	1206	2	2120689	BM040	Yalgoo Airstrip Building	14,930.00	13,768.00	3,638.44
12	1206	2	2120692		AERO - Depreciation	24,597.00	22,575.00	22,538.14
12	1206	2	2120699		AERO - Administration Allocated	16,653.00	15,268.00	13,046.80
13	1301	2	2130101		RURAL - Contribution - Southern Rangelands Pastoral	10,000.00	10,000.00	0.00
13	1301	2	2130112		RURAL - Dog Bounty	2,000.00	1,837.00	900.00
13	1301	2	2130165		RURAL - MRVC	45,000.00	41,250.00	44,257.00
13	1301	2	2130187		RURAL - Other Expenses	10,000.00	9,163.00	0.00
13	1301	2	2130199		RURAL - Administration Allocated	33,305.00	30,525.00	26,093.67
13	1302	2	2130200		TOUR - Employee Costs	117,537.00	109,107.00	122,019.35
13	1302	2	2130204		TOUR - Training & Development	0.00	0.00	14.16
13	1302	2	2130211		TOUR - Tourism Promotion	72,000.00	66,000.00	41,285.27
13	1302	2	2130213	W0001	Jokers Tunnel - Maintenance	3,533.50	3,256.00	1,369.50
13	1302	2	2130214		TOUR - Yalgoo Lookout Maintenance	2,036.00	1,868.00	0.00
13	1302	2	2130253		TOUR - Town Entry Statements	0.00	0.00	191.27

Operating Expenditure

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
13	1302	2	2130267	BO007 BM007	TOUR - Caravan Park General Operation	78,260.00	71,977.00	53,616.59
13	1302	2	2130270		TOUR - Website Development	12,000.00	12,000.00	0.00
13	1302	2	2130288		Caravan Park (Operating Expenses)	0.00	0.00	367.32
13	1302	2	2130289		Caravan Park	48,050.00	44,179.00	40,608.88
13	1302	2	2130290		TOUR - Healthy Community Activities	1,528.00	1,528.00	0.00
13	1302	2	2130292		TOUR - Depreciation	85,259.00	78,258.00	78,126.95
13	1302	2	2130293		TOUR - Healthy Community Activities Others	20,000.00	20,000.00	16,469.30
13	1302	2	2130296		TOUR - Healthy Community Projects	0.00	0.00	1,107.19
13	1302	2	2130298		TOUR - Staff Housing Costs Allocated	23,632.00	21,659.00	10,645.25
13	1302	2	2130299		TOUR - Administration Allocated	83,243.00	76,307.00	65,217.73
13	1303	2	2130350	PW000	BUILD - Contract Building Services	5,000.00	4,587.00	6,725.88
13	1303	2	2130399		BUILD - Administration Allocated	16,653.00	15,268.00	13,046.80
13	1306	2	2130602		ECON DEV - Fuel Station Maintenance	303.00	303.00	145.89
13	1306	2	2130630		ECON DEV - Insurance Expenses	16,879.00	16,879.00	0.00
13	1306	2	2130640		ECON DEV - Advertising & Promotion	5,000.00	4,165.00	0.00
13	1306	2	2130642		ECON DEV - Projects	185,000.00	154,165.00	0.00
13	1306	2	2130652		ECON DEV - Consultants	50,000.00	50,000.00	0.00
13	1306	2	2130699		ECON DEV - Administration Allocated	16,653.00	15,268.00	13,046.80
13	1308	2	2130855		OTH ECON - Community Bus	0.00	0.00	158.67
13	1308	2	2130899		OTH ECON - Administration Allocated	16,653.00	15,268.00	13,046.80
14	1401	2	2140187	PW000	Private Works (Budget Only)	2,730.00	2,518.00	0.00
14	1401	2	2140199		PRIVATE - Administration Allocated	16,653.00	15,268.00	13,046.80
14	1402	2	2140200		ADMIN - Employee Costs	752,500.00	696,223.00	395,428.45
14	1402	2	2140201		ADMIN - Salaries & Wages	110,000.00	100,837.00	181,234.79
14	1402	2	2140202		ADMIN - Superannuation	30,000.00	27,500.00	46,837.60
14	1402	2	2140204		ADMIN - Training & Development	30,000.00	27,500.00	5,996.78
14	1402	2	2140205		ADMIN - Recruitment	5,000.00	4,619.00	611.38
14	1402	2	2140206		ADMIN - Fringe Benefits Tax (FBT)	40,000.00	36,663.00	15,890.78
14	1402	2	2140209		ADMIN - Travel & Accommodation	5,000.00	4,587.00	10,167.59
14	1402	2	2140210		ADMIN - Motor Vehicle Expenses	30,000.00	27,500.00	38,317.18
14	1402	2	2140215		ADMIN - Printing and Stationery	7,500.00	6,875.00	3,257.55
14	1402	2	2140216		ADMIN - Postage and Freight	2,500.00	2,288.00	1,609.61
14	1402	2	2140217		ADMIN - Computer Maintenance and Support	65,000.00	59,587.00	69,766.30
14	1402	2	2140220		ADMIN - Communication Expenses	0.00	0.00	1,199.20
14	1402	2	2140221		ADMIN - Information Technology	0.00	0.00	2,398.18
14	1402	2	2140223		ADMIN - Bank Charges	5,000.00	4,587.00	6,170.01
14	1402	2	2140226		ADMIN - Office Equipment Mtce	13,500.00	12,375.00	7,628.51
14	1402	2	2140227		ADMIN - Records Management	45,000.00	41,250.00	0.00
14	1402	2	2140229		ADMIN - Software Licencing	47,500.00	47,500.00	42,840.70
14	1402	2	2140230		ADMIN - Insurance Expenses (Other than Bldg and W/Comp)	71,835.00	71,835.00	54,990.72

Operating Expenditure

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
14	1402	2	2140231		ADMIN - Electricity	3,500.00	3,212.00	737.41
14	1402	2	2140240		ADMIN - Advertising and Promotion	4,000.00	3,663.00	0.00
14	1402	2	2140241		ADMIN - Subscriptions and Memberships	0.00	0.00	210.90
14	1402	2	2140252		ADMIN - Consultants	85,000.00	77,913.00	51,482.76
14	1402	2	2140263		ADMIN - Courses Seminars & Conference	7,500.00	6,875.00	4,764.62
14	1402	2	2140264		ADMIN - License & Permits	1,500.00	1,500.00	858.18
14	1402	2	2140265		ADMIN - Maintenance/Operations	0.00	0.00	2,290.92
14	1402	2	2140276		ADMIN - Occupational Health & Safety	5,000.00	4,587.00	705.00
14	1402	2	2140279		ADMIN - Telephone & Internet	40,000.00	36,663.00	64,235.76
14	1402	2	2140280		ADMIN - Water	1,500.00	1,375.00	0.00
14	1402	2	2140284		ADMIN - Audit Fees	60,000.00	0.00	0.00
14	1402	2	2140285		ADMIN - Legal Expenses	525,000.00	481,250.00	154,281.79
14	1402	2	2140287		ADMIN - Other Expenses	15,000.00	13,750.00	3,774.35
14	1402	2	2140289	BM001	Administration Office - 37 (Lot 173) Gibbons St	72,830.00	67,167.00	25,619.25
14	1402	2	2140292		ADMIN - Depreciation	35,688.00	32,754.00	32,702.62
14	1402	2	2140298		ADMIN - Admin Staff Housing Costs Allocated	24,703.00	22,649.00	29,193.11
14	1402	2	2140299		ADMIN - Administration Reallocated	(1,656,556.00)	(1,480,497.00)	(1,253,416.08)
14	1403	2	2140300		PWO - Employee Costs	291,863.00	277,144.00	165,340.45
14	1403	2	2140304		PWO - Training & Development	27,500.00	25,267.00	6,877.61
14	1403	2	2140305		PWO - Recruitment	10,000.00	10,000.00	11,819.32
14	1403	2	2140307		PWO - Protective Clothing	11,100.00	10,175.00	9,901.33
14	1403	2	2140308		PWO - Other Employee Expenses	3,500.00	3,229.00	559.66
14	1403	2	2140309		PWO - Travel & Accommodation	11,000.00	10,104.00	3,563.35
14	1403	2	2140310		PWO - Motor Vehicle Expenses	27,500.00	25,212.00	22,756.01
14	1403	2	2140316		PWO - Postage and Freight	0.00	0.00	55.00
14	1403	2	2140323		PWO - Sick Pay	18,525.00	17,101.00	27,230.29
14	1403	2	2140324		PWO - Annual Leave	108,822.00	100,451.00	103,151.02
14	1403	2	2140325		PWO - Public Holidays	37,046.00	37,046.00	59,044.32
14	1403	2	2140326		PWO - Long Service Leave	0.00	0.00	(1,558.80)
14	1403	2	2140328		PWO - Supervision	0.00	0.00	79,110.95
14	1403	2	2140329		PWO - Insurance Expenses (Except Workers Comp)	0.00	0.00	796.95
14	1403	2	2140330		PWO - OHS and Toolbox Meetings	15,000.00	13,750.00	13,626.27
14	1403	2	2140344		PWO - Superannuation	165,000.00	152,304.00	118,965.09
14	1403	2	2140362		PWO - Asset Management	0.00	0.00	8,146.50
14	1403	2	2140364		PWO - Satellite Phone & Tracking Expenses	4,500.00	4,125.00	7,320.36
14	1403	2	2140365		PWO - Maintenance/Operations	3,479.00	3,479.00	100.00
14	1403	2	2140366		PWO - Insurance Workers Compensation	0.00	0.00	(4,773.26)
14	1403	2	2140387		PWO - Other Expenses	5,000.00	4,587.00	0.00
14	1403	2	2140393		PWO - LESS Allocated to Works (PWO's)	(942,025.00)	(869,557.00)	(567,216.83)
14	1403	2	2140398		PWO - Staff Housing Costs Allocated	114,500.00	104,962.00	59,414.05

Operating Expenditure

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
14	1403	2	2140399		PWO - Administration Allocated	99,690.00	91,388.00	78,109.11
14	1404	2	2140400		POC - Internal Plant Repairs - Wages & O/Head	1,500.00	1,381.00	1,106.84
14	1404	2	2140401		POC - Blades & Tynes	12,000.00	11,000.00	0.00
14	1404	2	2140411		POC - External Parts & Repairs	140,000.00	128,337.00	120,898.52
14	1404	2	2140412		POC - Fuels and Oils	175,000.00	160,413.00	159,147.66
14	1404	2	2140413		POC - Tyres and Tubes	20,000.00	18,337.00	24,541.69
14	1404	2	2140415		POC - Workshop Consumables	10,000.00	9,163.00	4,570.69
14	1404	2	2140416		POC - Licences/Registrations	25,000.00	25,000.00	8,149.03
14	1404	2	2140417		POC - Insurance Expenses	107,185.00	98,252.00	154,026.07
14	1404	2	2140418		POC - Expendable Tools / Consumables	15,000.00	13,750.00	3,789.18
14	1404	2	2140492		POC - Depreciation	331,219.00	303,995.00	254,657.84
14	1404	2	2140494		POC - LESS Allocated to Works	(896,585.00)	(827,616.00)	(323,677.55)
14	1404	2	2140499		POC - Administration Allocated	84,681.00	77,627.00	66,343.58
14	1407	2	2140760		UNCLASS - Unclassified Expenditure	4,422.00	0.00	0.00
						11,831,887.50	10,859,769.00	9,826,480.60

Capital Revenue

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
03	0302	5	3030215		GEN PUR - Grant Funding Infrastructure	(1,359,771.00)	(652,977.00)	0.00
05	0501	5	3050110		FIRE - Grants	(32,000.00)	0.00	0.00
11	1101	5	3110100		HALLS - Contributions & Donations	(300,000.00)	(300,000.00)	(135,606.55)
12	1201	5	3120110		ROADC - Regional Road Group Grants (MRWA)	(300,000.00)	(300,000.00)	(80,000.00)
12	1201	5	3120111		ROADC - Roads to Recovery Grant	(664,022.00)	(664,022.00)	0.00
						(2,655,793.00)	(1,916,999.00)	(215,606.55)

Capital Expenditure

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
05	0501	4	4050130	4500	Dfes Tank	55,000.00	50,413.00	57,087.61
05	0503	4	4050330		OLOPS - Plant & Equipment (Capital)	250,000.00	249,999.00	0.00
09	0901	4	4090110	BC016	Staff Housing - 48 (Lot 68) Gibbons St - Building (Capital)	0.00	0.00	10,694.86
09	0901	4	4090110	BC020	Staff Housing - 1 (Lot 27) Stanley St - Building (Capital)	0.00	0.00	7,638.32
09	0901	4	4090110	BC026	Staff Housing - 12D (Lot 1) Shamrock Rd (18D) - Building (Capital)	0.00	0.00	294.67
09	0901	4	4090110	BC029	Staff Housing - (Lot 74) Weeks St - Building (Capital)	0.00	0.00	113.33
09	0901	4	4090110	BC031	Staff Housing - 9 (Lot 8) Henty St - Building (Capital)	0.00	0.00	6,079.12
10	1007	4	4100710	BC012	Gibbons St Park (Capital)	0.00	0.00	(1,913.87)
11	1101	4	4110110	BC002	Yalgoo Hall - Building (Capital)	300,000.00	300,000.00	190,355.86
11	1103	4	4110309		REC - Other Rec Land (Capital)	50,000.00	45,837.00	35,733.55
11	1103	4	4110310	BC006	Railway Station Building (Capital)	0.00	0.00	52,426.65
11	1103	4	4110310	BC015	Paynes Find Community Centre - Building (Capital)	0.00	0.00	97.43
11	1103	4	4110310	BC034	Mens Shed (Capital)	0.00	0.00	187.26
11	1103	4	4110310	BC035	Water Park (Capital)	0.00	0.00	187.26
11	1103	4	4110310	BC040	Yalgoo Airstrip (Capital)	0.00	0.00	68.01
11	1103	4	4110370	BC039	Tennis Court (Capital)	50,000.00	45,837.00	0.00
11	1103	4	4110370	PC006	Railway Station Grounds Capital Works	0.00	0.00	90.33
11	1106	4	4110610	BC004	Museum And Gaol (Capital)	0.00	0.00	749.04
11	1107	4	4110710	BC033	Yalgoo Art Centre - Building (Capital)	0.00	0.00	178.40
12	1201	4	4120110	BC005	Works Depot (Capital)	0.00	0.00	64,831.26
12	1201	4	4120110	BC043	Depot Storage Shed	50,000.00	50,001.00	0.00
12	1201	4	4120140	RC003	Campbell St (Capital)	0.00	0.00	749.03
12	1201	4	4120140	RC050	Piesse Street	100,000.00	99,999.00	18,520.00
12	1201	4	4120140	RC075	Paynes Find Town Rd (Capital)	150,000.00	150,000.00	150,000.00
12	1201	4	4120141	LRC008	Lrci - Yalgoo Ninghan Road	592,977.00	592,977.00	72,790.61
12	1201	4	4120141	LRC076	Lrci - Morawa - Yalgoo Rd	60,000.00	60,000.00	0.00
12	1201	4	4120141	RC008	Yalgoo - Ninghan Rd (Capital)	92,159.00	84,480.00	11,284.74
12	1201	4	4120141	RC076	Morawa - Yalgoo Rd (Capital)	0.00	0.00	749.03
12	1201	4	4120143	RC009	Yalgoo North Rd (Capital)	0.00	0.00	1,498.08
12	1201	4	4120143	RC056	Joker Mine Rd (Capital)	40,000.00	39,999.00	0.00
12	1201	4	4120143	RC077	Paynes Find - Thundelarra Rd (Capital)	50,000.00	50,000.00	0.00
12	1201	4	4120145	R2R008	Yalgoo - Ninghan Rd (R2R)	664,022.00	664,023.00	11,960.00
12	1201	4	4120147	R2R009	Yalgoo North Rd (R2R)	0.00	0.00	735.70
12	1201	4	4120147	R2R010	Gabyon - Tardie Rd (R2R)	0.00	0.00	749.04
12	1201	4	4120147	R2R023	Bunnawarra Rd (R2R)	0.00	0.00	2,975.04
12	1201	4	4120149	RRG008	Yalgoo - Ninghan Rd (Rrg)	450,000.00	450,000.00	0.00
12	1201	4	4120151	RRG085	Rubbish Tip Rd (Rrg)	0.00	0.00	735.70
12	1201	4	4120153	BS008	Yalgoo - Ninghan Rd (Black Spot)	0.00	0.00	8,906.73
12	1201	4	4120153	BS076	Morawa - Yalgoo Rd (Black Spot)	0.00	0.00	6,097.03
12	1201	4	4120154	BS012	Paynes Find - Sandstone Rd (Black Spot)	0.00	0.00	1,513.70

Capital Expenditure

Prog	SP	Type	COA	Job	Description	Current Budget	YTD Budget	YTD Actual
12	1201	4	4120154	BS051	Dalgaranga - Mount Magnet Rd (Black Spot)	0.00	0.00	5,684.37
12	1201	4	4120155	BS009	Yalgoo North Rd (Black Spot)	0.00	0.00	10,762.60
12	1201	4	4120155	BS013	Dalgaranga - Cue Rd (Black Spot)	0.00	0.00	2,783.31
12	1201	4	4120155	BS018	Dalgaranga Rd (Black Spot)	0.00	0.00	8,425.36
12	1201	4	4120155	BS023	Bunnawarra Rd (Black Spot)	0.00	0.00	42,278.83
12	1201	4	4120157	RFD008	Yalgoo - Ninghan Rd - Flood Damage	0.00	0.00	815.50
12	1201	4	4120158	RFD012	Paynes Find - Sandstone Rd - Flood Damage	0.00	0.00	292.28
12	1201	4	4120159	RFD009	Yalgoo North Rd - Flood Damage	0.00	0.00	2,335.80
12	1201	4	4120159	RFD025	Maranalgo Rd - Flood Damage	0.00	0.00	474.96
12	1201	4	4120159	RFD026	Ninghan Rd - Flood Damage	0.00	0.00	2,472.20
12	1201	4	4120159	RFD027	Mt Gibson Rd - Flood Damage	0.00	0.00	23,775.50
12	1201	4	4120159	RFD048	Thundelarra Rd - Flood Damage	0.00	0.00	109.60
12	1201	4	4120159	RFD082	Tardie - Yuin Rd - Flood Damage	0.00	0.00	376.40
12	1201	4	4120166	DC008	Yalgoo - Ninghan Rd - Drainage Capital	0.00	0.00	735.71
12	1201	4	4120166	DC009	Yalgoo North Rd - Drainage Capital	0.00	0.00	1,484.73
12	1201	4	4120166	DC088	Cemetery Rd - Drainage Capital	0.00	0.00	735.70
12	1201	4	4120190	6000	Tourist Projects As Per Plan	50,000.00	50,001.00	0.00
12	1201	4	4120190	ES001	Paynes Find Entry Statement	19,000.00	18,999.00	0.00
12	1203	4	4120330	8002	Slasher With Catcher	35,000.00	35,000.00	31,045.46
12	1203	4	4120330	8005	Grader	450,000.00	450,000.00	0.00
12	1203	4	4120330	8010	Box Top Trailer	10,000.00	10,000.00	0.00
12	1203	4	4120330	8011	Sat Phones & Vehicle Tracking	10,000.00	10,000.00	4,723.64
12	1203	4	4120330	8017	Cranes X 3	15,000.00	15,000.00	0.00
12	1203	4	4120330	8021	Drop Deck Float	150,000.00	150,000.00	0.00
12	1203	4	4120330	8023	Pole Mounted Camera	20,000.00	20,000.00	0.00
13	1301	4	4130130		RURAL - Plant & Equipment (Capital)	60,000.00	60,000.00	0.00
13	1302	4	4130210	BC007	Caravan Park (Capital)	0.00	0.00	2,220.45
13	1302	4	4130290		TOUR - Infrastructure Other (Capital)	200,000.00	200,000.00	5,650.00
13	1306	4	4130610		ECON DEV - Building (Capital)	500,000.00	500,000.00	0.00
14	1402	4	4140230	8012	Motor Vehicle (Rav4 Replace)	70,000.00	70,000.00	0.00
14	1402	4	4140230	8013	Motor Vehicle (Mfin)	50,000.00	50,000.00	0.00
14	1402	4	4140230	8014	Computer Hardware System Upgrades & Phone Replace	135,000.00	135,000.00	0.00
14	1402	4	4140230	8015	Conference Equipment	35,000.00	35,000.00	0.00
14	1402	4	4140230	8016	External Monitor Display	25,000.00	25,000.00	0.00
14	1402	4	4140290		ADMIN - Infrastructure Other (Capital)	40,000.00	40,000.00	0.00
						4,828,158.00	4,807,565.00	861,345.92

Shire of Yalgoo

Draft Budget - Statement of Financial Activity

For the Period Ending 30 Jun 2025

	Annual Budget 24/25	Annual Budget Movement	Annual Budget 25/26
Opening Surplus / (Deficit)	4,009,195	1,435,818	5,445,013

Operating Revenue

Rates	3,206,893	81,333	3,288,226
Grants, Subsidies and Contributions	5,298,501	(1,367,996)	3,930,505
Fees and Charges	288,035	(35,035)	253,000
Interest	203,430	(152,430)	51,000
Other Revenue	9,000	0	9,000
Profit on Asset Disposals	160,694	(160,694)	0
	9,166,553	(1,634,822)	7,531,731

Operating Expenditure

Employee Costs	(2,383,772)	(19,559)	(2,403,331)
Materials and Contracts	(6,664,856)	130,651	(6,534,205)
Utility Charges	(98,350)	(5,000)	(103,350)
Depreciation	(1,333,372)	0	(1,333,372)
Interest	0	0	0
Insurance	(351,558)	6,773	(344,785)
Other Expenditure	(227,480)	(62,020)	(289,500)
Loss on Asset Disposals	0	0	0
	(11,059,388)	50,845	(11,008,543)

Excluded Non-cash Activities

Depreciation	1,333,372	0	1,333,372
(Profit) / Loss on Asset Disposals	(160,694)	160,694	0
Movement in Leave	1,595	0	0
Net Amount from Operating Activities	(718,562)	(1,423,283)	(2,143,440)

Capital Revenue and Expenditure

Grants, Subsidies and Contributions	2,655,793	(59,073)	2,596,720
Proceeds from Disposal of Assets	305,000	391,000	696,000
Property, Plant and Equipment	(2,725,000)	(2,340,000)	(4,610,000)
Infrastructure	(3,550,999)	(916,982)	(3,475,140)
Net Amount from Capital Activities	(3,315,206)	(2,925,055)	(4,792,420)

Financing Revenue and Expenditure

Transfers from Reserves	1,322,802	523,045	1,845,847
Transfers to Reserves	(1,343,229)	988,229	(355,000)
Net Amount from Financing Activities	(20,427)	1,511,274	1,490,847

Closing Surplus / (Deficit)	(45,000)	(1,401,246)	(0)
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Shire of Yalgoo
Notes to the Statement of Financial Activity
For the Period Ending 30 Jun 2025

Cash Reserves

	Balance 01 Jul 25	Transfer from	Interest Received	Transfer to	Balance 30 Jun 26
YTD Actual	\$	\$	\$	\$	\$
Employee Entitlement (Leave) Reserve	56,747	(56,747)	0	0	0
Plant Replacement Reserve	854,912	(854,912)	0	0	0
Sports Complex Reserve	110,329	(110,329)	0	0	0
Buildings Construction Reserve	186,878	(186,878)	0	0	0
Yalgoo Ninghan Road Reserve	1,059,394	0	10,500	200,000	1,269,894
Buildings Maintenance Reserve	141,954	(141,954)	0	0	0
General Road Reserve	0	0	0	0	0
Community Amenities Reserve	312,805	(312,805)	0	0	0
HCP Reserve	163,273	(163,273)	0	0	0
Yalgoo Morawa Road Reserve	335,250	0	3,500	100,000	438,750
Superannuation Back Pay Reserve	0	0	0	0	0
Office Equipment and ICT Reserve	4,200	(4,200)	0	0	0
Natural Disaster Triggerpoint Reserve	14,750	(14,750)	0	0	0
Operating and Capital Reserve	0	0	6,000	35,000	41,000
	3,240,491	(1,845,847)	20,000	335,000	1,749,644

Shire of Yalgoo
Notes to the Statement of Financial Activity
For the Period Ending 30 Jun 2025

Capital Acquisitions

Land and Buildings	Annual Budget \$
Staff Housing	1,880,000
Town Hall	250,000
Other Buildings and Renovations	700,000
	2,830,000

Plant and Equipment	
12 Seater Bus	50,000
1 x Ride on Mower	35,000
Grader	450,000
2 x Box Top Trailers	20,000
Satellite Phones and Vehicle Tracking	10,000
2 x Cranes	15,000
Drop Deck Float	150,000
Pole Mounted Camera	20,000
Dozer	230,000
Table Top Truck	60,000
20T Excavator	300,000
RAV 4 Replacement	60,000
Pajero	60,000
Works Manager	60,000
Fortuna	60,000
Ute	60,000
Dual cab	60,000
Other Town and Road Equipment	40,000
	1,740,000

Furniture and Equipment	
Computer Systems / Conference Equipment	35,000
External Monitor Display	5,000
	40,000

Road Infrastructure	
Council Funded Roadworks	200,000
Roads to Recovery	1,328,000
Regional Roads Group	617,140
Cemetery Road	250,000
Yalgoo - Ninghan Rd Seal	600,000
	2,995,140

Other Infrastructure	
Tennis Court	80,000
CCTV	250,000
Racecourse	150,000
	480,000

Total Capital Expenditure	8,085,140
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List of Accounts Paid
CEO Credit Card
May 2025

#	Reference	Date	Supplier	Description	Amount	Bank	Type
1	DD5704.1	01/04/25	Adobe	Adobe Subscription x 3	(113.98)	1	CSH
2	DD5704.1	03/04/25	Informa Connect	Informa - Conference - Raul Valenzuela	(2,519.00)	1	CSH
3	DD5704.1	07/04/25	Tractus Australia	Battery Replacement N70ZZL Battery	(127.00)	1	CSH
4	DD5704.1	11/04/25	RAC	RAC Suubscription for YA 800	(216.00)	1	CSH
5	DD5704.1	03/04/25	Microsoft	Microsoft Co-pilot Subscription	(33.00)	1	CSH
6	DD5704.1	24/04/25	Quay Perth	Accommodation and meals for Shire President to attend training in Perth	(2,043.50)	1	CSH
7	DD5704.1	24/04/25	Quay Perth	Accommodation and meals for employee to attend training in Perth	(872.00)	1	CSH
8	DD5704.1	24/04/25	Starlink	Starlink Monthly Subscription	(80.00)	1	CSH
9	DD5704.1	24/04/25	Zoom	Zoom Monthly Subscription	(23.06)	1	CSH
10	DD5704.1	29/04/25	Bendigo	Bendigo Bank Card Fee	<u>(4.00)</u>	1	CSH
					(6,031.54)		

List of Accounts Paid

Direct Debit

May 2025

#	Reference	Date	Supplier	Description	Amount	Bank	Type
11	2	31/05/25	Bendigo	Bank Fees	(10.50)	3	FEE
12	87	31/05/25	Bendigo	Bank Fees	(425.60)	1	FEE
13	DD5688.1	13/05/2025	ELGAS	LPG 45KG Rental for Shire Properties	(324.50)	1	CSH
14	DD5694.1	19/05/2025	Telstra Corporation Ltd	May 2025 Telstra Invoice	(9,749.13)	1	CSH
15	DD5695.1	13/05/2025	Telstra Corporation Ltd	Vehicle Tracking - May 2025	(1,149.50)	1	CSH
16	DD5696.1	13/05/2025	Horizon Power	Street Lights x 46 - Usage for April 2025	(1,014.57)	1	CSH
17	DD5699.1	13/05/2025	Water Corporation	Water Use and Service Charge for Feb 2025 - Apr 2025	(3,228.85)	1	CSH
18	DD5699.2	13/05/2025	Water Corporation	Water Use and Service Charge May 2025	(261.77)	3	CSH
19	DD5703.1	14/05/2025	Qantas Airways Limited	Flights for Members and CEO to Canberra - NGA Conference	(3,532.00)	1	CSH
20	DD5717.1	10/06/2025	Horizon Power	Electricity Usage 25/03/2025 - 21/05/2025	(12,154.03)	1	CSH
21	DD5712.2	14/05/2025	Shire of Yalgoo Municipal Fund	Payrun # 132	(48,683.76)	1	CSH
22	DD5723.1	28/05/2025	Shire of Yalgoo Municipal Fund	Payrun #133	(50,066.42)	1	CSH
23	DD5712.1	13/05/2025	Shire of Yalgoo Municipal Fund	Superannuation for Payrun # 132	(12,385.72)	1	CSH
					(142,986.35)		

List of Accounts Paid

EFT

May 2025

#	Reference	Date	Supplier	Description	Amount	Bank	Type
24	EFT3055	02/05/2025	Tamisha Hodder	Cr Allowances / Fees for OCM 28/03/25	(645.67)	1	CSH
25	EFT3056	02/05/2025	Tamisha Hodder	Balance of Cr Fees March 25 - together with payment of S/D Inv 1083	(43.01)	1	CSH
26	EFT3057	08/05/2025	Message4U Pty Ltd	Monthly Access Fee - May 2025	(119.90)	1	CSH
27	EFT3058	08/05/2025	G.T. Movers W.A.	Freight Charges from Geraldton to Yalgoo	(27.50)	1	CSH
28	EFT3059	08/05/2025	Paywise Pty Ltd	Payroll Deductions/Contributions for 2 payruns	(2,994.56)	1	CSH
29	EFT3060	08/05/2025	Dominic Carbone & Associates	Consultancy Services for April 2025	(220.00)	1	CSH
30	EFT3061	08/05/2025	Pivotel Satellite Pty Limited	Satellite and Spot Tracking Charges for May 2025	(194.96)	1	CSH
31	EFT3062	08/05/2025	Winc Australia Pty Limited	Photocopier Meter Charges - April 2025 and Cleaning Supplies for Shire Buildings	(653.70)	1	CSH
32	EFT3063	08/05/2025	Cekas Asset Maintenance	Renovations to Shower and Toilet at the Railway Station on PO 11798 and Yalgoo Town Hall Restoration on PO 11710	(7,181.25)	1	CSH
33	EFT3070	08/05/2025	E & M.J. Rosher	Cover Joint for Kubota YA 844	(23.70)	1	CSH
34	EFT3071	08/05/2025	The Rigtters Group	Easter Raffle - Easter Eggs for 2nd and 3rd Prize and Easter Eggs for Kids Competition 1st, 2nd and 3rd Prize	(292.97)	1	CSH
35	EFT3072	08/05/2025	BOC Limited	Oxygen and Assorted Gas Supply - April 2025	(123.91)	1	CSH
36	EFT3073	08/05/2025	Core Business Australia Pty Ltd	AGRN1021 DRFAWA Claim 29 and ARGN1021 DRFAWA Claim 30	(98,705.75)	1	CSH
37	EFT3074	08/05/2025	Veolia Environmental Services	Domestic & Commercial Waste Collection - March 2025	(4,031.39)	1	CSH
38	EFT3075	08/05/2025	Kmart - Geraldton	Kids Easter Activities - Scissors, Glue Sticks, Colouring Books, Paints and Easter Hamper Baskets	(85.50)	1	CSH
39	EFT3076	08/05/2025	LG Best Practices Pty Ltd	Staff Training - EXCEL Integration Course	(770.00)	1	CSH
40	EFT3077	08/05/2025	Fleet Complete Australia Pty Ltd	Iridium Failover - May 2025	(569.94)	1	CSH
41	EFT3078	08/05/2025	F.V.S. Fire Pty Ltd	Six Monthly Inspection of Fire Extinguishers - Paynes Find	(368.50)	1	CSH

List of Accounts Paid
EFT (Continued)
May 2025

#	Reference	Date	Supplier	Description	Amount	Bank	Type
42	EFT3079	08/05/2025	Canine Control	Ranger Services - Sunday April 27 and Ranger Services - Thursday May 1st	(3,060.76)	1	CSH
43	EFT3080	08/05/2025	Civic Legal	Legal Expenses	(825.00)	1	CSH
44	EFT3081	08/05/2025	David Rocke	Reimbursement for Glass Paints - Paynesfind Airstrip	(23.80)	1	CSH
45	EFT3082	08/05/2025	Datacom Solutions (AU) Pty Ltd	April 2025 - EasiPayroll Services	(151.33)	1	CSH
46	EFT3083	08/05/2025	M & B Sales P/L	Renovations to Yalgoo Railways Station Toilets and Shower	(28.79)	1	CSH
47	EFT3084	08/05/2025	Lo-Go Appointments	Contracting Services - H St George Cooper W.E 26/04/2025	(2,261.12)	1	CSH
48	EFT3085	08/05/2025	Shire Of Mt Magnet	Building Service Consultancy Fees April 2025	(4,389.00)	1	CSH
49	EFT3086	08/05/2025	Central Regional Tafe	Cert III in Business - Traineeship	(1,716.25)	1	CSH
50	EFT3087	08/05/2025	Midwest Windscreens	Supply and fit new windscreen YA805 as per quote 56532	(1,495.00)	1	CSH
51	EFT3088	08/05/2025	Cloud Payment Group	Debt Collection Expenses - April 2025	(49.45)	1	CSH
52	EFT3089	09/05/2025	Peta Anne-Marie Kroon	Reimbursement for Meals & Refreshments whilst Training.	(203.62)	1	CSH
53	EFT3090	09/05/2025	TKPH Pty Ltd t/as OTR Tyres	Supply, fit and disposal of old truck tyres YA 809	(1,191.70)	1	CSH
54	EFT3091	09/05/2025	Bridged Group Pty Ltd	Monthly Billing for May 2025	(346.50)	1	CSH
55	EFT3092	09/05/2025	David Rocke	Reimbursement for purchase of AD Blue YA 898	(34.20)	1	CSH
56	EFT3093	09/05/2025	Refuel Australia	April 2025 - Fuel Usage	(12,457.74)	1	CSH
57	EFT3094	09/05/2025	Murchison Hardware	3 Keys cut for Art Centre	(29.85)	1	CSH
58	EFT3095	14/05/2025	Cekas Asset Maintenance	Yalgoo Town Hall Restoration on PO 11710 and Progress Payment #15 - Railway Ablutions on PO 11798	(5,306.25)	1	CSH
59	EFT3096	16/05/2025	Beachlands Plumbing Pty Ltd	Various Plumbing jobs at Railway Station	(3,969.81)	1	CSH
60	EFT3097	16/05/2025	G.T. Movers W.A.	Freight from Geraldton to Yalgoo - Geraldton Ceramics	(27.50)	1	CSH

List of Accounts Paid
EFT (Continued)
May 2025

#	Reference	Date	Supplier	Description	Amount	Bank	Type
61	EFT3098	16/05/2025	TKPH Pty Ltd t/as OTR Tyres	Supply, Fit and Dispose of Tyres for Grader (YA 856)	(1,534.50)	1	CSH
62	EFT3099	16/05/2025	Charles Brown	Consultancy Services - April 2025	(605.00)	1	CSH
63	EFT3100	16/05/2025	Paywise Pty Ltd	Payroll Deductions/Contributions	(1,497.28)	1	CSH
64	EFT3101	16/05/2025	Chanelle Hawkins	Reimbursement for Meals and Refreshments whilst Training (DoT)	(286.00)	1	CSH
65	EFT3102	16/05/2025	Battery Mart	Battery Replacement for YA 894, YA 1610 and Core	(662.47)	1	CSH
66	EFT3103	16/05/2025	Pemco Diesel Pty Ltd	Service and Rear Spring Replacement of 1IEE 929	(760.20)	1	CSH
67	EFT3104	16/05/2025	Westrac Equipment Pty Ltd	VisionLink Subscription Renewal 2025 - 2026	(211.20)	1	CSH
68	EFT3105	16/05/2025	M & B Sales P/L	Termite treated flooring for Town Hall	(503.89)	1	CSH
69	EFT3106	16/05/2025	Quest Innaloo	Accommodation and Parking for Staff Training in Perth	(1,616.00)	1	CSH
70	EFT3107	16/05/2025	Mcdonalds Wholesalers	Various Items for Resale at Yalgoo Caravan Park	(232.35)	1	CSH
71	EFT3108	16/05/2025	Lo-Go Appointments	Contracting Services - H St George Cooper W.E. 3/05/2025	(3,369.50)	1	CSH
72	EFT3109	16/05/2025	Url Networks Pty Ltd	Fees for April 2025	(110.57)	1	CSH
73	EFT3110	16/05/2025	Kieran Thomas Payne	Cr Sitting Fees and Allowances April 2025	(604.90)	1	CSH
74	EFT3111	16/05/2025	Alga Conference Congress	Registration & Function NGA 2025 for Councillor, CEO and President	(3,774.00)	1	CSH
75	EFT3112	16/05/2025	Gail Trenfield	Cr Sitting Fees and Allowances April 2025	(733.17)	1	CSH
76	EFT3113	16/05/2025	Tamisha Hodder	Cr Sitting Fees and Allowances April 2025	(527.67)	1	CSH
77	EFT3114	16/05/2025	Peta Anne-Marie Kroon	Reimbursement fo A1 photo frames for Laminated Maps - Council Chambers	(52.00)	1	CSH
78	EFT3115	16/05/2025	Pemco Diesel Pty Ltd	38000km Service 1IEE 930	(775.27)	1	CSH

List of Accounts Paid
EFT (Continued)
May 2025

#	Reference	Date	Supplier	Description	Amount	Bank	Type
79	EFT3116	16/05/2025	Veolia Environmental Services	Domestic and Commercial Waste Collection - April 2025	(3,225.11)	1	CSH
80	EFT3117	16/05/2025	Yalgoo Hotel Motel	Council Meeting Lunch 31/01/2025 - 8 Lunches & 9 Drinks, Catering for Citizenship Ceremony - 31/01/2025, Council Meeting Lunches & Refreshments - 28/02/2025, Council Meeting Lunches and Refreshments 28/02/2025, Accommodation and Meals for EHO 24/03/2025, Meals & Refreshments - Carey Right Track Term 1, Meals and Accommodation for EHO 14-15/04/25, Seniors Morning Tea - Catering 15/04/2025 and Council Meeting Lunches and Refreshments - 02/05/2025	(2,648.60)	1	CSH
81	EFT3118	16/05/2025	Lo-Go Appointments	Contracting Services - H St George Cooper W.E 10/05/2025	(3,014.81)	1	CSH
82	EFT3119	16/05/2025	Readytech	Rate Services - EOM March 2025 and Rate Services - EOM April 2025	(9,147.60)	1	CSH
83	EFT3120	22/05/2025	ATOM Supply	Cleaning Supplies For Public Toilets - Gibbons Street	(193.18)	1	CSH
84	EFT3121	22/05/2025	Canine Control	Ranger Services - Tues 13th May	(1,530.38)	1	CSH
85	EFT3122	22/05/2025	Landgate	Rates Valuation & Mining Tenement Roll 25/26	(4,282.55)	1	CSH
86	EFT3123	22/05/2025	Abrolhos Steel	Yalgoo Town Hall Renovations	(574.06)	1	CSH
87	EFT3124	22/05/2025	Techgerald No 2 Trust	Computer Cables and Accessories for Library Computers	(144.90)	1	CSH
88	EFT3125	22/05/2025	29 Metals - Golden Grove	Return of monies paid for a Account error, amount to be refunded \$99	(99.00)	1	CSH
89	EFT3126	22/05/2025	Stanley Willock	Cr Sitting Fees and Allowances for March & April 2025	(1,300.04)	1	CSH

List of Accounts Paid
EFT (Continued)
May 2025

#	Reference	Date	Supplier	Description	Amount	Bank	Type
90	EFT3127	22/05/2025	Mcdonalds Wholesalers	Various Items for Resale at Caravan Park	(471.75)	1	CSH
91	EFT3128	22/05/2025	Cekas Asset Maintenance	Yalgoo Town Hall Renovations on PO 11710 and Railway Station Ablutions renovations on PO 11798	(7,018.75)	1	CSH
92	EFT3129	22/05/2025	Kick Solutions	Flags for Art Centre	(1,270.00)	1	CSH
93	EFT3130	26/05/2025	David Rocke	Reimbursement of Operating Costs for Paynes Find Volunteer Fire Brigade	(940.51)	1	CSH
94	EFT3131	26/05/2025	Refuel Australia	Grease Cartridges - Workshop	(475.20)	1	CSH
95	EFT3132	26/05/2025	Pemco Diesel Pty Ltd	Vehicle Maintenance of Parks & Gardens Vehicle 1GDR633	(699.70)	1	CSH
96	EFT3133	26/05/2025	DFES	4th Quarter ESLB Contribution	(2,111.50)	1	CSH
97	EFT3134	26/05/2025	Lo-Go Appointments	Contracting Services - H St George Cooper W.E 17/05/2025	(3,369.50)	1	CSH
98	EFT3135	26/05/2025	Central Regional Tafe	Course Fees - Change of Module - Cert III in Business	(76.00)	1	CSH
99	EFT3136	28/05/2025	LGISWA	Motor Vehicle Fleet 30.06.24 - 30.06.25	(13,334.97)	1	CSH
100	EFT3137	28/05/2025	Paywise Pty Ltd	Payroll Deductions/Contributions	(1,497.28)	1	CSH
101	EFT3138	28/05/2025	Elders Rural Services	Yalgoo Town Hall Restoration	(176.00)	1	CSH
102	EFT3139	28/05/2025	Main Roads Western Australia	Shire of Yalgoo contribution fo the Paynes Find Truck Bay	(165,000.00)	1	CSH
103	EFT3140	28/05/2025	Bunnings	Various Items for Works Depot and for Railway Station Ablutions Renovations	(608.80)	1	CSH
104	EFT3141	28/05/2025	Shire of Perenjori	CEO Recruitment Training 3rd April 2025	(535.68)	1	CSH
105	EFT3142	28/05/2025	Cekas Asset Maintenance	Yalgoo Town Hall Restoration on PO 11710	(3,187.50)	1	CSH
					(399,409.22)		
Total Accounts Paid							
CEO Credit Card					(6,031.54)		
Direct Debit					(142,986.35)		
EFT					(399,409.22)		
					(548,427.11)		

SHIRE OF YALGOO
2025-2026 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2025

DESCRIPTION	2025 - 26		
	RATE	GST	TOTAL

CARE - If providing an estimate quote, particularly Private Works, always quote the amount EXCLUDING GST, since some figures have GST and some don't. GST will be automatically calculate on the invoice, so of the inclusive figure is quoted, then invoiced, the person pays GST twice. It is essential that you write on the quote/estimate that the amount is EX GST.

Administrative

Photocopy / Printing

Single side A4 page - B&W	0.55	0.05	0.60
Single sided A3 page - B&W	0.64	0.06	0.70
Double sided - additional per page - B&W	0.73	0.07	0.80
Single side A4 page - Colour	1.09	0.11	1.20
Single sided A3 page - Colour	1.55	0.15	1.70
Double sided - additional per page - Colour	3.00	0.30	3.30

Minutes & Agendas

Residents, Ratepayers, News Media (per annum)	72.73	7.27	80.00
Others (per annum)	290.91	29.09	320.00
Single items charged at normal photocopy rates			

Yalgoo Bulldust

Each edition	No charge
Advertising Commercial - full page (B&W)	No charge
Advertising Commercial - half page (B&W)	No charge
Advertising Commercial - quarter page (B&W)	No charge
Advertising Community (B&W)	No charge
Advertising Commercial - full page (Colour)	No charge
Advertising Commercial - half page (Colour)	No charge
Advertising Commercial - quarter page (Colour)	No charge
Advertising Community (Colour)	No charge

Research

Per half hour or part thereof	40.91	4.09	45.00
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Administration Charge

CEO	109.09	10.91	120.00
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Freedom Of Information

Other fees may apply – refer FOI co-ordinator	As set by Regulation		
Non personal application	27.27	2.73	30.00
Research - per hour or part thereof	27.27	2.73	30.00

Rates / Account Enquiries

Standard enquiry (half hour - minimum fee)	45.45	4.55	50.00
If additional time - per half hour or part thereof after first half hour	27.27	2.73	30.00

Interest on instalment plans	3.0%
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SHIRE OF YALGOO
2025-2026 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2025

DESCRIPTION	2025 - 26		
	RATE	GST	TOTAL
Debt Recovery			
Days until interest will be charged - 35 days			
Chargeable costs	At cost		
Interest Rate	11.0%		
Library			
Students only - Photocopy library study materials for school	No charge		
Replacement library card	No charge		
Lost Books - Cost of each book as per LISWA	Cost +20%		
CRC - Computer Usage			
Computer usage - half hourly - must be booked	No charge		
Availability: between 10am & 3pm Monday to Friday except weekends and Public Holidays			
Merchandise Sales			
"Paynes Find" (Alex Palmer) Book	22.73	2.27	25.00
"Yalgoo" (Alex Palmer) Book-2nd Edition(colour)	22.73	2.27	25.00
Book "Fields of Gold"	10.00	1.00	11.00
Book "Architectural Gems of John Hawes"	22.73	2.27	25.00
"Yalgoo" Promotional Polo Shirt	Cost +20%		
"Yalgoo" Polo Shirt	Cost +20%		
"Yalgoo" Peak Caps	Cost +20%		
Postcards	2.73	0.27	3.00
Stubbie Holders (old)	7.27	0.73	8.00
Stubbie Holders	Cost +20%		
Tourist Maps - eg: The Mid West - Outback Gascoyne - Murchison	Cost +20%		
New Items Stocked during the Year	Cost +20%		
Animal trap			
Trap hire - per week	No charge		
Trap deposit	30.00	0.00	30.00
Dog control fees			
Ranging services			
Seizure and impounding of dog	120.00	0.00	120.00
Maintenance of a dog in pound - per day or part thereof	27.27	2.73	30.00
Return of impounded dog within normal hours	No charge		
Return of impounded dog outside normal hours	145.45	14.55	160.00
- Dogs will not be released unless registered and microchipped			
Destruction of a dog or cat	No charge		
Replacement dog tag			
Council administration fee	No charge		

SHIRE OF YALGOO
2025-2026 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2025

DESCRIPTION	2025 - 26		
	RATE	GST	TOTAL
Dog license fees - as set by Regulation			
Unsterilised	As set by Regulation		
- 1 Year	50.00		50.00
- 3 Years	120.00		120.00
Life Time	250.00		250.00
Sterilized	As set by Regulation		
- 1 Year	20.00		20.00
- 3 Years	42.50		42.50
Lifetime	100.00		100.00
Concessions			
Pensioner discount	50% of fee otherwise payable		
6 months or less (after 31 May)	50% of fee otherwise payable		
Dogs used for droving or tending stock (or Aust Tax Office definition)	25% of fee otherwise payable		
Replacement cat tag			
Council administration fee	No charge		
Fee for application for grant or renewal of the registration			
Unsterilised	As set by Regulation		
- 1 Year	50.00		50.00
- 3 Years	120.00		120.00
Life Time	250.00		250.00
Sterilised			
- 1 Year			
- 3 Years	42.50		42.50
Life Time	100.00		100.00
Concessions			
Pensioner discount	50% of fee otherwise payable		
6 months or less (after 31 May)	50% of fee otherwise payable		
Cat Breeding License (Per Breed)	100.00		100.00
Annual Renewal	100.00		100.00
Building			
Building inspections etc			
EHO - where providing services on request	Cost +20%		
Travelling - where providing services on request	Cost +20%		
Re-inspection - minimum of 1 hour EHO	Cost +20%		
External costs incurred as result of a request -	Cost +20%		

SHIRE OF YALGOO
2025-2026 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2025

DESCRIPTION	2025 - 26		
	RATE	GST	TOTAL
Building Development Fees			
Building Development Applications will be charged in accordance with the appropriate fees stated in the Building Act and Regulations at the time of any application - consult Building Surveyor.			
New Building or alterations/additions: Building Demolition Applications will be charged in accordance with the appropriate fees stated in the Building Act and Regulations at the time of the application - consult Building Surveyor			
Certificate of Design Compliance issued by Shire Building Surveyor	0.2% of value of building work with minimum of \$100.00 + GST		
Statutory building levies			
Building and Construction Industry Training Fund			
Levy - % of value over \$20,000 of building	As set by Regulation		
Builder's Registration Board			
Levy - per building	As set by Regulation		
Caravan Park and Accommodation			
"Yalgoo" Tea towels	11.82	1.18	13.00
Shire Employees (Accommodation) per week	50.00	5.00	55.00
Key Bond (Refundable)	20.00	no	20.00
Power Point (additional per point)	7.27	0.75	8.00
Caravan Storage Fee per day - Off Season	9.09	0.91	10.00
Caravan Storage Fee per day - Tourist Season	27.27	2.73	30.00
Showers - Non-park resident per person per day (or part) key held	5.45	0.55	6.00
Administrative Fee:			
Any enquiries regarding availability of accomodation for Government Departments wishing to block book instead of online	909.09	90.91	1,000.00
Unpowered sites			
Daily - Adult <i>including Pensioners</i> (each)	14.55	1.45	16.00
Weekly <i>charged at five (5) nights</i>	145.45	14.55	160.00
Children under 4 years (each)	10.00	1.00	11.00
Powered Sites - up to two (2) persons per night			
Daily	40.91	4.09	45.00
Weekly <i>Rates charged at five (5) nights</i>	163.64	16.36	180.00
Daily - Extra Persons - per Adult	18.18	1.82	20.00
Daily - Extra Persons - per Child under 4 years	10.00	1.00	11.00

SHIRE OF YALGOO
2025-2026 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2025

DESCRIPTION	2025 - 26		
	RATE	GST	TOTAL
Pensioner, Senior Discount (on Powered Sites only)			
Daily - up to two (2) persons per night	36.36	3.64	40.00
Weekly - Rates charged at five (5) nights	145.45	14.55	160.00
Pull Through Bays - 2 Powered Bays Only			
Daily - up to two (2) adults	45.45	4.55	50.00
Daily - Extra Persons - Per Adult	18.18	1.82	20.00
Daily - Child under 4 years	10.00	1.00	11.00
Laundry fees			
Dryer hire per load	4.55	0.45	5.00
Washing machine hire per load	4.55	0.45	5.00
Non-park residents per day	4.55	0.45	5.00
Rammed Earth units			
Contractor / State Government Enquiries for accomodation availability - non refundable	1,000.00	100.00	1,100.00
Rammed Earth Unit - Self Contained 2 Bedroom - per night	181.82	18.18	200.00
Rammed Earth Unit - Ensuite - per night	127.27	12.73	140.00
Rammed Earth Unit - no ensuite - per night	81.82	8.18	90.00
Showers - Non-park resident per person per day (or part) key held	4.55	0.45	5.00
Cleaning Bond	454.55	45.45	500.00
CEMETERY			
Burial in open or private ground			
Sinking new grave 2.8x1.5x1.8m (includes land)	1,327.27	132.73	1,460.00
Extra depth - for each additional 300 mm	118.18	11.82	130.00
Re-opening grave - second interment	1,327.27	132.73	1,460.00
Other Cemetery fees & charges			
Burial without due notice - additional (min 24hrs notice req'd)	290.91	29.09	320.00
Permission to erect a headstone, monument, kerbing, plaque	No charge		
Permission for alterations to headstone etc	No charge		
For internment of ashes in a grave	118.18	11.82	130.00
Exhumation fee	1,454.55	145.45	1,600.00
Grave reservation fee - valid for 25 years		0.00	0.00
Grave number plate		0.00	0.00
Grant of Right of Burial	53.00	no	53.00
For certified copy of right of burial	23.64	2.36	26.00
Search & certified copy of register	23.64	2.36	26.00
Paynes Find Cemetery - additional for travel	1,500.00	150.00	1,650.00
All other cemeteries closed to further use			

SHIRE OF YALGOO
2025-2026 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2025

DESCRIPTION	2025 - 26		
	RATE	GST	TOTAL
NICHE WALL			
Internment of Ashes in Niche Wall - Single	232.00	23.20	255.20
Internment of Ashes in Niche Wall - Double	236.36	23.64	260.00
Niche Wall Plaque (if not supplied by family)	Cost +20%		
Community Amenities			
Sanitation Household			
Replacement bin	Cost +20%		
Rubbish collection 1 x 240 litre bin (52 pickups) For Rateable Properties	275.00	0.00	275.00
Rubbish collection 1 x 240 litre bin (52 pickups) For Rate Exempt Properties	700.00	0.00	700.00
Chapel & Museum Entrance Fees			
Admission - per person	\$5 entry fee and key deposit		
Health			
Septic Tanks / Aerobic Treatment Units			
Treatment of Sewage and Disposal of Effluent and Liquid Waste Regulation 1974			
Application fee	As set by Regulation		
Food Businesses as per the Food Act			
LG Act 1995 Part 6 Division 5 Subdivision 2	As set by Regulation:		
Notification of a Food Business	54.55	5.45	60.00
Application for a Food Business License	290.00	29.00	319.00
Issuing of Food Business License (up to three (3) inspections annually)	170.00	17.00	187.00
Variation Conditions or Cancellation of Registration of Food Businesses	81.82	8.18	90.00
Provision of information and inspections in excess of the three (3) per annum as an enforcement agency for first hour then in equal increments of 15 minutes	150.91	15.09	166.00
Yalgoo Hall and Sports Pavilion Complex (Core Stadium)			
BONDS - Hire of Main Hall, Meeting Room and Kitchen and Sports Complex- singly or combined, Mens			
Key, cleaning and security bond	160.00	0.00	160.00
Meeting room - Key, cleaning and security bond	200.00	0.00	200.00
Alcohol consumption bond - in addition to key/cleaning bond	1,060.00	0.00	1,060.00

SHIRE OF YALGOO
2025-2026 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2025

DESCRIPTION	2025 - 26		
	RATE	GST	TOTAL

BUILDING HIRE

Hire includes facilities and equipment

Fees are to be charged for each day reserved / booked, whether used or not

Fees are cumulative if using multiple areas

MAIN HALL AND KITCHEN and SPORTS PAVILION Complex (Core Stadium) and Mens Shed

Hire includes crockery, cutlery, furniture (including trestles) and equipment (including urn).

Seating capacity - 150 est.

Charge per day or part thereof -

Commercial use - sales, promotions, events, meetings etc	145.45	14.55	160.00
Private use - weddings, balls, race / gymkhana meets, dances, meeting	72.73	7.27	80.00
Yalgoo Community group - schools concerts, theatre, bingo etc	36.36	3.64	40.00
Cleaning fee / Bond for damages	454.55	45.45	500.00

Charge per hour or part thereof -

Commercial use - sales, promotions, events, meetings etc	54.55	5.45	60.00
Private use - weddings, balls, race / gymkhana meets, dances, meeting	39.09	3.91	43.00
Yalgoo Community group - schools concerts, theatre, bingo etc	18.18	1.82	20.00
Cleaning fee / Bond for damages	272.73	27.27	300.00

MEETING ROOM ONLY

Hire includes crockery, cutlery, furniture (including trestles) and equipment (including urn).

Seating capacity - 20 est.

Charge per day or part thereof -

Not available for hire

Commercial/Professional office/private

FLOOR AREA- 29.5m x 15m, 345 chairs, seats 400

FLOOR AREA- 12m x 8m seats approx. 80

KITCHEN - only available when other halls are not booked

Yalgoo Community Groups Meeting only in meeting room

KITCHEN ONLY

Not for hire

Not available for hire

OTHER SHIRE HALL COMPLEX FEES AND CHARGES

Liquor consumption permission

Refer to conditions of hire. Note that Police approval is also required if alcohol is to be sold.

The Police Station to be advised of every liquor permit issued by the Shire.

Permission for liquor to be consumed (fee may be waived in application by community group/Not for profit organisation) Additional bond is required	136.36	13.64	150.00
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SHIRE OF YALGOO
2025-2026 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2025

DESCRIPTION	2025 - 26		
	RATE	GST	TOTAL
Hire of chairs / furniture off-site			
No furniture is available for hire except by specific Council approval			
Damage and breakages			
Replacement or repair of any item	Cost +20%	yes	
- building, equipment, breakages, missing			
Cleaning			
Cleaning charge - Shire of Yalgoo Policy 5.2 - "the person hiring the facility is required to do any major cleaning", else a fee can be charged	454.55	45.45	500.00
Old Railway Station Complex			
BONDS			
Tearooms - Key, cleaning and security bond	300.00	0.00	300.00
Shop area or consulting room - key cleaning and security bond	300.00	0.00	300.00
Alcohol consumption bond - in addition	1,060.00	0.00	1,060.00
BUILDING HIRE			
Hire includes facilities and equipment			
Fees are to be charged for each day reserved / booked, whether used or not			
Fees are cumulative if using multiple areas			
Tearooms			
Charge per day or part thereof -			
Commercial use - sales, promotions, events, meetings etc	145.45	14.55	160.00
Private use - weddings, balls, race / gymkhana meets, dances, meeting	72.73	7.27	80.00
Yalgoo Community group - schools concerts, theatre, bingo etc	28.63	2.86	31.50
"Shop" area			
Charge per day or part thereof -			
- Commercial/Professional/Private office	72.73	7.27	80.00
- Yalgoo Community Groups	36.36	3.64	40.00
Consulting Room			
Charge per day or part thereof -			
- Commercial/Professional office/Private	72.73	7.27	80.00
- Yalgoo Community Groups	36.36	3.64	40.00
Hire of chairs / furniture off-site			
No furniture is available for hire except by specific Council approval			

SHIRE OF YALGOO
2025-2026 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2025

DESCRIPTION	2025 - 26		
	RATE	GST	TOTAL

OTHER OLD RAILWAY STATION FEES AND CHARGES

Liquor consumption permission

Refer to conditions of hire. Note that Police approval is also required if alcohol is to be sold.
The Police Station to be advised of every liquor permit issued by the Shire.

Permission for liquor to be consumed (fee may be waived in application by community group/Not for profit organisation) Additional bond required	118.18	11.82	130.00
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Damage and breakages

Replacement or repair of any item - building, equipment, breakages, missing	Cost +20%		
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Cleaning

Cleaning charge - Shire of Yalgoo Policy 5.2 - "the person hiring the facility is required to do any major cleaning", else a fee can be charged	454.55	45.45	500.00
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Paynes Find Community Centre

BONDS

Tearooms - Key, cleaning and security bond	300.00	0.00	300.00
Alcohol consumption bond - in addition	1,060.00	0.00	1,060.00

BUILDING HIRE

Hire includes facilities and equipment

Fees are to be charged for each day reserved / booked, whether used or not

Fees are cumulative if using multiple areas

Tearooms

Charge per day or part thereof -

Commercial use - sales, promotions, events, meetings etc	163.64	16.36	180.00
Private use - weddings, balls, race / gymkhana meets, dances, meeting	54.55	5.45	60.00
Yalgoo Community group - schools concerts, theatre, bingo etc	36.36	3.64	40.00

Hire of chairs / furniture off-site

No furniture is available for hire except by specific Council approval

OTHER PAYNES FIND HALL FEES AND CHARGES

Liquor consumption permission

Refer to conditions of hire. Note that Police approval is also required if alcohol is to be sold.
The Police Station to be advised of every liquor permit issued by the Shire.

Permission for liquor to be consumed (fee may be waived in application by community group/Not for profit organisation)	136.36	13.64	150.00
Additional bond required - Cleaning	454.55	45.45	500.00

SHIRE OF YALGOO
2025-2026 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2025

DESCRIPTION	2025 - 26		
	RATE	GST	TOTAL
Damage and breakages			
Replacement or repair of any item	Cost +20%		
- building, equipment, breakages, missing			
Cleaning			
Cleaning charge - Shire of Yalgoo Policy 5.2 - "the person hiring the facility is required to do any major cleaning", else a fee can be charged	454.55	45.45	500.00
Charge per machine day hourly charge			
Hire without operator is not permitted			
Hire time commences from mobilisation of plant item			
Graders	254.55	25.45	280.00
Loader	263.64	26.36	290.00
Truck - Prime mover (Cat)	218.18	21.82	240.00
Truck- Prime mover (UD)	190.91	19.09	210.00
Truck - 3 tonne Tipper (Isuzu)	147.20	14.72	161.92
Mack Truck	218.18	21.82	240.00
Cement Agitator	165.38	16.54	181.92
Water Tanker	136.36	13.64	150.00
Transfer Pump	105.32	10.53	115.85
Semi Side Tipper	136.36	13.64	150.00
GTE Water Tanker	159.10	15.91	175.00
Roller - vibratory self-propelled	181.82	18.18	200.00
Roller - multi-tyre self-propelled	161.68	16.17	177.84
Backhoe	189.09	18.91	208.00
Slasher (with operator)	118.18	11.82	130.00
Add to plant/labour rate as appropriate			
Semi-tipper - per hour, minimum 2 hours			
Semi-tanker - per hour, minimum 2 hours			
Low loader / float - per hour, minimum 2 hours			
Dolly - per hour, minimum 2 hours			
Towed roller			
Utilities - per km			
Labour charge (min charge - 1 hour)			
Labour in excess of machine hours - per hour	109.09	10.91	120.00
Gardening Rate per hour	109.09	10.91	120.00
Equipment (minimum charges, as listed below)			
Forklift - per hour	60.00	6.00	66.00
Compactor - per day	60.91	6.09	67.00
Jack hammer - per day	89.09	8.91	98.00
Car trailer - per day	145.45	14.55	160.00
Cement mixer - per day	60.91	6.09	67.00

SHIRE OF YALGOO
2025-2026 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2025

DESCRIPTION	2025 - 26		
	RATE	GST	TOTAL
Materials used			
Delivery - where required			
- half hour minimum charge			
Purchased items - pipes, posts, aggregate, builders sand, cement etc			
Non-Purchased items - topsoil, rock, river sand etc -			
- Stockpiled - per cubic metre	7.27	0.73	8.00
- Non-Stockpiled	Charged as Private Works		
Cement - per cubic metre	198.66	19.87	218.53
- delivery per hour	110.48	11.05	121.53
Transport			
RAV Haulage Road User Fee	As per shire policy		
CA07 Application fee			
Single Journey less than 50,000 tonnes pa	Nil		
Annual Authority, less than 50,000 tonnes pa	Nil		
Any application 50,000 tonnes or more pa	As per shire policy		
Town Planning			
Town Planning Scheme Amendments			
The cost of a Scheme Amendment is payable by the applicant	As set by Regulation		
Development Application			
The cost of a Development Application is set by Regulations.	As set by Regulation		
Subdivision Clearance			
The cost of Subdivision Clearance is set by Regulations.	As set by Regulation		
Advertising when required			
In Yalgoo Bulldust / local newsletter	No Charge		
In West Australian	Cost +20%		
Planning Consent Applications			
1 Determination development application (other than for an extractive industry) where the estimated cost of the development is:-			
(a) not more than \$50,000	147.00	0.00	147.00
(b) more than \$50,000 but not more than \$500,000	0.32% of the estimated cost of the development. (GST Exempt)		
(c) more than \$500,000 but not more than \$2.5 million	1,700.00 + 0.257% for every \$1 in excess of \$500,000. (GST Exempt)		
(d) more than \$2.5 million but not more than \$5 million	7,161.00 + 0.206% for every \$1 in excess of \$2.5 million. (GST Exempt)		
(e) more than \$5 million but not more than \$21.5 million	12,633.00 + 0.123% for every \$1 in excess of \$5 million. (GST Exempt)		
(f) more than \$21.5 million	34,196.00		
and, if the development has commenced or been carried out, an additional amount, by way of penalty, that is twice the amount of the maximum fee payable for determination of the application under paragraph (a), (b), (c), (d), (e) or (f).			

SHIRE OF YALGOO
2025-2026 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2025

DESCRIPTION	2025 - 26		
	RATE	GST	TOTAL
2 Determination of development application for an extractive industry and, if the development has commenced or been carried out, an additional amount of \$2,217 by way of penalty.			739.00
3 Provision of a subdivision clearance:-			
(a) not more than 5 lots (per Lot)			73.00
(b) more than 5 lots but not more than 195 lots (first 5 Lots at \$73.00 plus \$35 per lot after that)			
(c) more than 195 lots			7,393.00
4 Application for approval of home occupation:-			
(a) initial fee			222.00
and, if the home occupation has commenced, an additional amount of \$444 by way of penalty.			666.00
(b) renewal fee			73.00
and, if their the approval to be renewed has expired, an additional amount of \$146 by way of penalty.			219.00
5 Application for change of use or for alteration or extension or change of a non-conforming use to which item 1 does not apply and, if the change of use or the alteration or extension or change of the non-conforming use has commenced, an additional amount of \$590 by way of penalty.			295.00
6 Issue of zoning certificate			73.00
7 Reply to property settlement questionnaire			73.00
8 Issue of written planning advice			73.00
Part 2 - Maximum Fees			
(Scheme amendments and Structural plans per hr)			
1. Director / City/ Shire Planner			88.00
2. Manager/ Senior Planner			66.00
3. Planning Officer			36.86
4. Other Staff eg Environmental Health Officer			36.86
5. Secretary/ administrative clerk			30.20
No GST on these fees except for where stated			
Unclassified			
Fire breaks			
Firebreaks & general clearing (block under 1,020 sq.m)	272.73	27.27	300.00
Firebreaks & general clearing (block over 1,020 sq.m)	Charged as Private Works		
Standpipe water			
Every kilolitre (or part thereof thereafter)	12.50	0.00	12.50
Minimum charge (admin / handling)	72.73	7.27	80.00

SHIRE OF YALGOO
2025-2026 SCHEDULE OF FEES AND CHARGES
EFFECTIVE FROM 1 JULY 2025

DESCRIPTION	2025 - 26		
	RATE	GST	TOTAL
Community Bus			
Bond - community purpose, 250km and less	200.00	0.00	200.00
Bond - greater than 250 kms from Yalgoo	600.00	0.00	600.00
Refunded only if bus is returned undamaged, in a clean condition and with a FULL tank of fuel			
Daily rate	75.00	7.50	82.50
Fuel tank to be full at hirer's cost upon return			
Cleaning charge - Shire of Yalgoo Policy 12.2 - "Users are to be responsible for cleaning the bus", else a fee can be charged per hour	454.55	45.45	500.00
Sports Complex Oval			
Daily Hire Rate	106.00	10.00	110.00
Hourly Hire Rate	16.00	1.50	17.50
Prospecting Fee			
Per Person or Couple per week	14.09	0.91	15.00