

31/08/2023

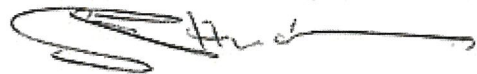


EAST PILBARA SHIRE COUNCIL

MINUTES

ORDINARY COUNCIL MEETING

NOTICE IS HEREBY GIVEN that an
ORDINARY Meeting of the Council will be held,
in Council Chambers, Newman,
10.30AM, FRIDAY, 28 JULY 2023.



Steven Harding
CHIEF EXECUTIVE OFFICER



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of East Pilbara for any act, omission or statement or intimation occurring during Council or Committee Meetings. The Shire of East Pilbara disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

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

In particular and without derogating any planning application or application of a licence, any statement or intimation of approval made by any member or Officer of the Shire of East Pilbara during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of East Pilbara.

The Shire of East Pilbara warns that anyone who has any application lodged with the Shire of East Pilbara must obtain and should only rely on

WRITTEN CONFIRMATION

of the outcome of the application and any conditions attaching to the decision made by the Shire of East Pilbara in respect of the application.

Please be advised this Agenda may include the names of people who are deceased.

Signed: _____
Steven Harding
Chief Executive Officer

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1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President and Presiding Member declared the Shire of East Pilbara Ordinary Council Meeting of 28 July 2023 open at 10.34am at the Newman Council Chambers.

The President acknowledged the Traditional Owners of the land on which the Council met, the Niyaparli People, and their continuing connection to the land, waters and community. Council also acknowledged the Martu People as the Custodians of Jigalong which sits in Niyaparli Country. The Council paid its respects to all their Elders, past, present and emerging.

The President also extended his condolences to the Niyaparli community, family, Karlka Niyaparli Aboriginal Corporation staff and board members after the recent passing of the Niyaparli Cultural Elder. The thoughts and condolences of the Council go out to everyone as they mourn the loss of one of their leaders. The President acknowledge the important role he played within the Niyaparli community, passing his knowledge and experience and leaving a legacy that will be felt for generations to come.

All present were requested to turn off and refrain from using their mobile phones for the duration of the meeting. Tablets and laptops were permitted for the purpose of accessing agenda items.

All present were also advised that the meeting was being audio recorded which can be accessed by members of the public and the media, and Council Members were reminded to refrain from making any defamatory statements.

A private live stream of the meeting was also undertaken as a trial and was not broadcast.

2 ATTENDANCE BY INSTANTANEOUS COMMUNICATIONS

No requests from Councillors to attend by electronic meaning were received.

3 RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE

3.1 ATTENDANCES

Councillors

Cr Anthony Middleton	Shire President
Cr Wendy McWhirter-Brooks	Deputy Shire President / Councillor
Cr Matthew Anick	Councillor
Cr Peta Baer	Councillor
Cr Langtree Coppin OAM	Councillor
Cr David Kular	Councillor
Cr Karen (Lou) Lockyer	Councillor

Officers

Steven Harding
Emma Landers

Cherie Delmage
Vic Etherington
Etienne Vorster
Paul Miller
Joshua Brown

Tehsin Ali

Chief Executive Officer
Deputy Chief Executive Officer/
Director Community Experience
Acting Director Corporate Services
Director Aviation and Regulatory Services
Acting Director Infrastructure Services
Acting Director Community Experience
Manager Governance, Risk and
Procurement
Governance Administration Officer (*MS Teams*)

Public Gallery

Nil

3.2 APOLOGIES

Councillor Apologies

Apologies were received from Councillors:

- Annabel Landy
- Stacey Smith
- Adrienne Mortimer

Officer Apologies

Nil

3.3 LEAVE OF ABSENCE

Nil

4 DISCLOSURES OF INTEREST

Name	Cr Lou Lockyer
Item No and Title of Report	15.1.2 Proposed Lease 'The Edge', Newman
Nature of Interest	Pursuant to section of 5.60A of the <i>Local Government Act 1995</i> , the nature of the interest is <u>Financial</u>
Interest Description	Cr Lockyer's daughter is employed by the organisation that is the subject of the report.
Action Taken	Cr Lou Lockyer will leave the Council Chamber and take no part in the discussion or vote for this item

5 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

The Deputy CEO / Director of Community Experience took a question on notice from Cr Peta Baer regarding details of the Royal Surf Life Saving WA Sponsorship application.

Response to Cr Baer:

The program being funded includes:

- Delivery of culturally appropriate swimming and water safety lessons to 20 CaLD adult participants (women) and 40 CaLD and Aboriginal children participants (5-17yrs).
- Deliver Heartbeat Club (first aid training) to 40 CaLD and Aboriginal adult participants, parents and carers.
- Delivery of Water Safety Talks to 100 CaLD and Aboriginal children participants (5-17yrs). Focusing on teaching students the importance of; Water Safety, Resuscitation and basic First Aid.
- Advocate and promote the importance of swimming and water safety education to the CaLD and Aboriginal communities via newsletters, multicultural radio, resources and media articles.

To be delivered in Newman and Marble Bar.

Cr Peta Bear declared she was satisfied with the response received from the Administration.

6 PUBLIC QUESTION TIME

Nil

7 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

8 APPLICATIONS FOR LEAVE OF ABSENCE

Applications for a leave of absence were received from:

- **Cr Annabell Landy**
- **Cr Stacey Smith**
- **Cr Adrienne Mortimer**

requesting that Council grant a leave of absence for the **Ordinary Council Meeting of 28 July 2023**.

An application for a leave of absence were received from:

- **Cr Adrienne Mortimer**

requesting that Council grant a leave of absence for the **Ordinary Council Meeting of 25 August 2023**.

As such the following motion was put and passed:

COUNCIL DECISION

Moved: Cr Baer

Seconded: Cr McWhirter-Brooks

That a Leave of Absence for:

- **Cr Annabell Landy**
- **Cr Stacey Smith**
- **Cr Adrienne Mortimer**

for the **Ordinary Council Meeting of 28 July 2023** be granted.

That a Leave of Absence for:

- **Cr Adrienne Mortimer**

for the **Ordinary Council Meeting of 25 August 2023** be granted.

CARRIED
RECORD OF VOTE: 4/3

For: Shire President, Crs Anick, Kular, Coppin

Against: Deputy President McWhirter-Brooks, Lockyer, Baer

9 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETING

9.1 CONFIRMATION OF MINUTES

COUNCIL RESOLUTION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 105)

Moved: Cr Kular

Seconded: Cr Lockyer

That the Minutes of the Ordinary Meeting of Council held on 30 June 2023 as published on the Shire's website be confirmed as a true and correct record of proceedings.

**CARRIED UNANIMOUSLY
RECORD OF VOTE: 7/0**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Lockyer, Coppin,

Against: Nil

10 MEMBERS REPORTS

10.1 ITEMS FOR RECOMMENDATION

Nil

10.2 ITEMS FOR INFORMATION

- Cr Peta Baer – positive feedback for the new playground in Ethel Park.
- Cr David Kular brought to the attention of Council that large oversize caravans have been blocking the road in the carpark, Newman.
- Cr Wendy McWhirter-Brooks – attended WALGA Country Zone and Developing Northern Australia Conference.
- Cr Lou Lockyer – noted how well presented Newman was for the North West Football Championships hosted between 21-23 July. Also attended the community workshop for mental health, and requested that the Shire share information on the outcomes.

11 OFFICER'S REPORTS

11.1 CHIEF EXECUTIVE OFFICER

11.1.1 WARD AND REPRESENTATION REVIEW

Attachments: [Appendix 1 Advice from Department](#)
[Appendix 2 Extract from Government Gazette](#)
[Appendix 3 New boundary maps](#)

Responsible Officer: Steven Harding
Chief Executive Officer

Author: Joshua Brown
Manager Governance, Risk and Procurement

Proposed Meeting Date: 28 July 2023

Location/Address: N/A

Name of Applicant: N/A

Author Disclosure of Interest: Nil

COUNCIL DECISION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 106)

Moved: Cr McWhirter-Brooks

Seconded: Cr Baer

That Council notes the completion of the Shire of East Pilbara Ward and Representation Review and the publication of the *Local Government (East Pilbara - Change to Wards) Order 2023* in the *Western Australian Government Gazette No. 88* on 30 June 2023.

**CARRIED UNANIMOUSLY
RECORD OF VOTE: 7/0**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Lockyer, Coppin

Against: Nil

REPORT PURPOSE

To provide an update to Council and the community on the completion of the Ward and Representation Review.

BACKGROUND

At its special meeting on 19 January 2023, Council unanimously adopted a review of ward boundaries and submitted a proposal to the Local Government Advisory Board to reduce the number of councillors from eleven to eight and change the ward boundaries and elected representatives as follows:

- East Ward – two (2) Councillors,
- North Ward – two (2) Councillors,
- South Ward – four (4) Councillors.

The Chief Executive Officer submitted Council's proposal to the Local Government Advisory Board for its consideration. The Shire President and Chief Executive Officer undertook a program of personal lobbying of Ministers and their staff, the Local Government Advisory Board and the Department of Local Government, Cultural Industries and Sport in support of Council's proposal.

On 18 May 2023, the Chief Executive Officer received advice from the Local Government Advisory Board confirming that the Minister for Local Government had approved Council's proposed Ward and Representation model, of three wards with eight councillors and a popularly elected Shire President. This advice was reported to Council and the community on 26 May 2023.

COMMENTS/OPTIONS/DISCUSSIONS

On 30 June 2023, the Chief Executive Officer received advice from the Department of Local Government, Sport and Cultural Industries that the new ward boundaries and councillor representation had been approved by the Governor, and that the Governor's the order had been published in the *Western Australian Government Gazette No. 88* published on 30 June 2023. A copy of the letter from the Department is attached at **Appendix 1**, an extract from the *Gazette* at **Appendix 2**, and maps depicting the gazetted boundaries at **Appendix 3**.

The new arrangements will see two councillors for each of East Ward and North Ward, and four councillors for South Ward, together one Shire President, elected by a District wide popular vote.

STATUTORY IMPLICATIONS/REQUIREMENTS

Consistent with schedule 2.2 of the *Local Government Act 1996*.

POLICY IMPLICATIONS

The Local Government Advisory Board advice and Order are consistent with and support Council's policy position resolved on 19 January 2023.

STRATEGIC COMMUNITY PLAN

5: Governance

- G1 Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community's assets and resources.
- G1.1 Continued focus on good governance, transparency and community and stakeholder engagement in significant decisions, including place-based plans.

G1.2 Facilitate collaboration and partnerships with industry and government in key issues for the Shire (such as transport, housing, economic development and tourism, social wellbeing, public spaces etc.).

G1.3 Engage young people in civic leadership

RISK MANAGEMENT CONSIDERATIONS

No known risk management considerations.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple Majority.



Department of
**Local Government, Sport
and Cultural Industries**

Our ref E23073501
Enquiries Julie Craig
Phone 9492 9830
Email Julie.craig@dlgsc.wa.gov.au

Mr Steven Harding
Chief Executive Officer
Shire of East Pilbara
PMB 22
NEWMAN WA 6753

Dear Steven

**SHIRE OF EAST PILBARA – CHANGE TO WARDS AND COUNCILLOR NUMBERS – PUBLICATION
IN GOVERNMENT GAZETTE**

I am writing to advise that the Governor has made an order on the recommendation of the Minister for Local Government to amend ward boundaries and reduce councillor numbers from 11 to eight for the Shire of East Pilbara. This follows the submission of the Shire's ward and representation review to the Local Government Advisory Board in January 2023.

This change will be implemented at the 2023 local government elections.

Notice to this effect was published in the [Government Gazette](#) on 30 June 2023.

Thank you to the Shire staff for the time and effort in undertaking the review. The publication of the order in the Gazette now finalises the review process. The Western Australian Electoral Commission will now commence their statutory and administrative requirements ahead of the next local government elections.

Yours sincerely

Julie Craig
STRATEGY AND RESEARCH OFFICER
EXECUTIVE SUPPORT BRANCH

On behalf of the Local Government Advisory Board

30 June 2023

Local Government Act 1995

Local Government (East Pilbara - Change to Wards) Order 2023

Made by the Governor in Executive Council.

1. Citation

This order is the *Local Government (East Pilbara - Change to Wards) Order 2023*.

2. Commencement

This order comes into operation as follows —

- (a) clauses 1 and 2 — on the day on which this order is published in the *Gazette*;
- (b) the rest of the order — on the day after that day.

3. Terms used

In this order —

Authority means the Western Australian Land Information Authority established by the *Land Information Authority Act 2006* section 5(1);

commencement day means the day on which clause 4 comes into operation;

Deposited Plan, followed by a number, means the deposited plan of that number —

- (a) lodged with the Authority; and
- (b) certified by an authorised land officer as defined in the *Land Administration Act 1997* section 3(1); and

Local Government (East Pilbara - Change to Wards) Order 2023**cl. 4**

(c) available —

- (i) in paper form at the Authority's head office; and
- (ii) in electronic form on the Authority's official website;

next election means the first ordinary election for the Shire of East Pilbara held after commencement day;

next election day means the day fixed for the holding of the poll for the next election;

relevant continuing councillor means a councillor on the council of the Shire of East Pilbara —

- (a) who, immediately before the abolition of a ward specified in clause 4, is a councillor for the ward; and
- (b) whose term of office as councillor would, apart from this order, continue beyond next election day.

4. Wards abolished

On next election day, the following wards in the district of East Pilbara are abolished —

- (a) Central Ward;
- (b) Lower Central Ward;
- (c) North Ward;
- (d) North West Ward.

5. New ward established

- (1) On next election day, the North Ward is established in the district of East Pilbara.
- (2) The North Ward consists of the land delineated in red and coloured pink on Deposited Plan 426261 version 1.

Local Government (East Pilbara - Change to Wards) Order 2023

cl. 6**6. Number of councillors for wards specified**

On and from next election day, the number of offices of councillor for each ward on the council of the Shire of East Pilbara is as follows —

- (a) the East Ward — 2;
- (b) the North Ward — 2;
- (c) the South Ward — 4.

7. Consequential directions

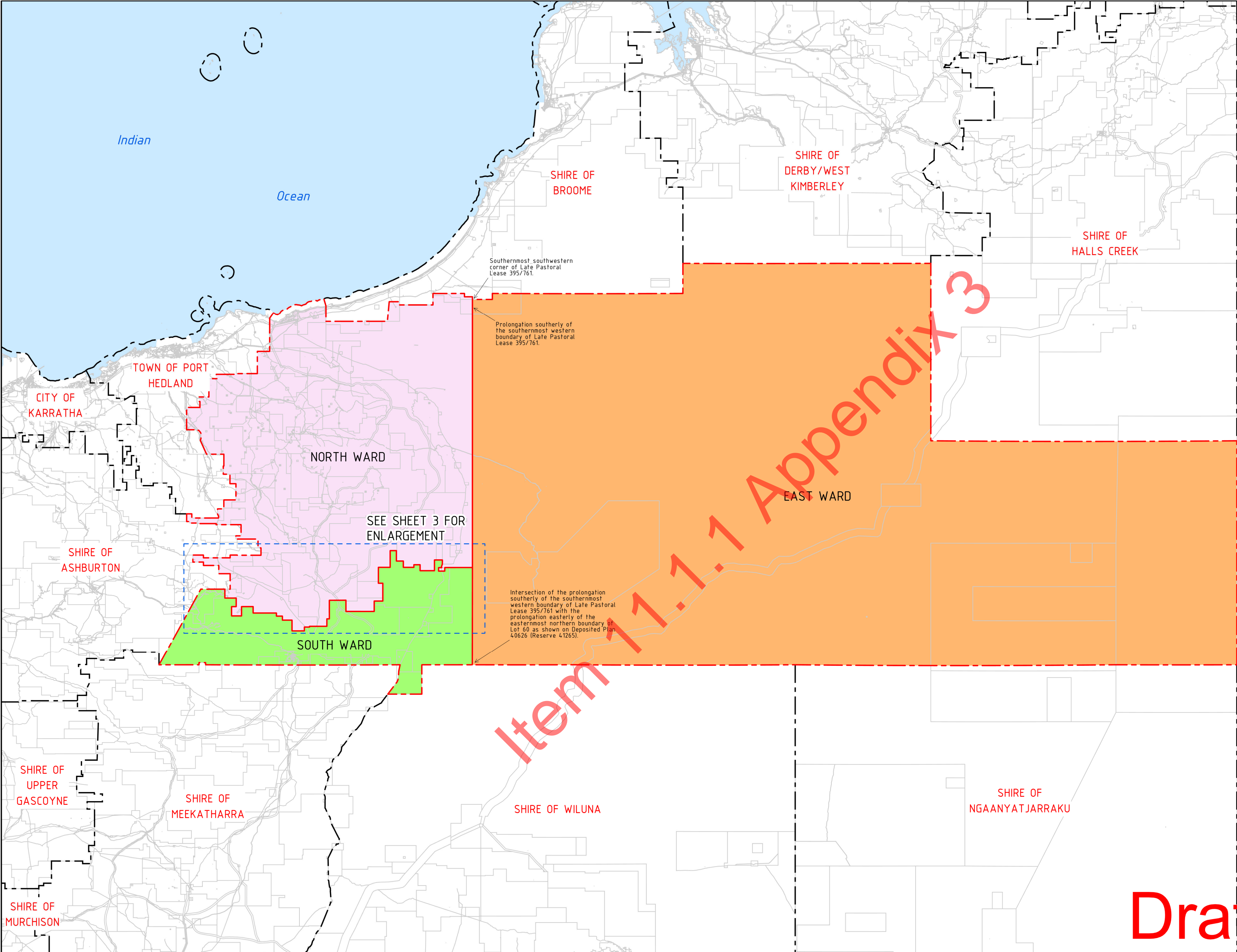
- (1) This clause applies for the purpose of giving effect to clauses 4 to 6.
- (2) For the purposes of section 2.35 of the Act, the office of a relevant continuing councillor becomes vacant on next election day.
- (3) Part 4 of the Act applies to preparing for and conducting the next election as if the changes effected by clauses 4 to 6 take effect on commencement day.
- (4) The next election is to be —
 - (a) in relation to the East Ward, for 1 office of councillor for a term ending in 2027; and
 - (b) in relation to the North Ward, for 2 offices of councillor, 1 for a term ending in 2027 and 1 for a term ending in 2025; and
 - (c) in relation to the South Ward, for 2 offices of councillor for terms ending in 2027.
- (5) In relation to the South Ward, there is to be no election to fill the office of councillor that became vacant in August 2022.
- (6) Section 4.48(1)(c) of the Act does not prevent a councillor for a ward specified in clause 4 from being a candidate in the next election.

Local Government (East Pilbara - Change to Wards) Order 2023**cl. 7**

- (7) The operation of the Act is modified to the extent necessary for the purposes of subclauses (2) to (6).

K. COLLERAN, Clerk of the Executive Council.

Item 11.1.1 Appendix 2



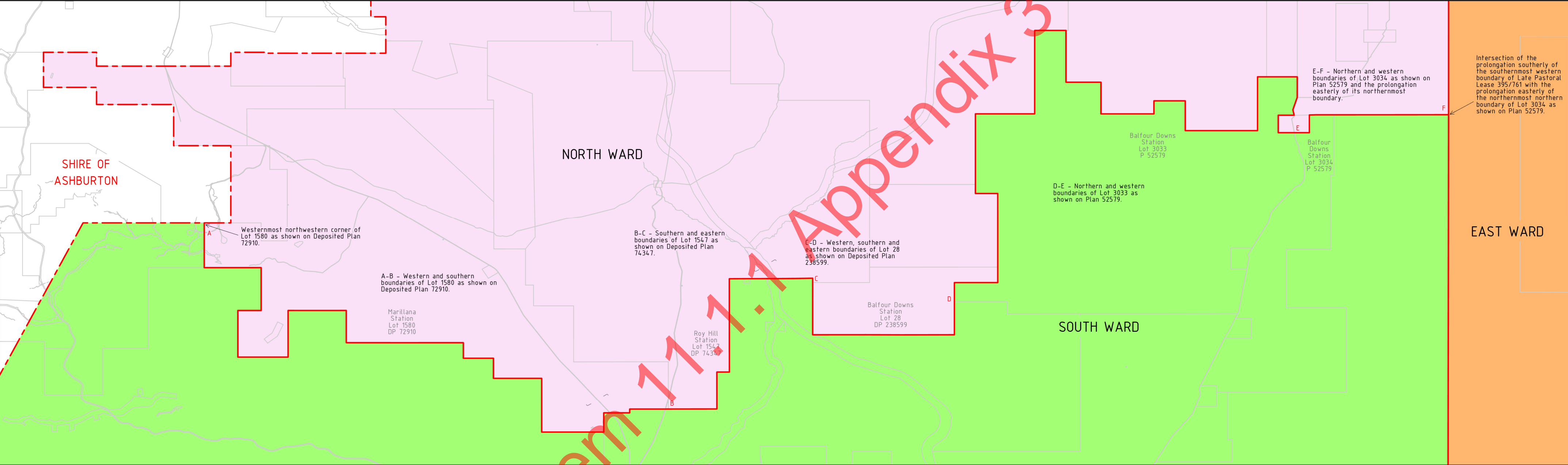
GOVERNMENT ORDERS (LOCAL GOVERNMENT)	
PREVIOUS REDESCRIPTION:	Gov Gaz 28/12/1984 pg. 4229-4231
AMENDMENTS:	Gov Gaz 15/5/1992 pg. 2000-2001 Gov Gaz 30/4/2004 pg. 1370

LEGEND

SHIRE OF EAST PILBARA
WARD BOUNDARIES

- NORTH WARD
- EAST WARD
- SOUTH WARD
- WARD BOUNDARY
- L.G.A. BOUNDARY
- ABUTTING L.G.A. BOUNDARY
- CADASTRE (MARCH 2023)

BOUNDARIES FOLLOW CENTRELINES OF ROADS AND RAILWAYS UNLESS OTHERWISE DEFINED
LINEWORK ON THIS PLAN MAY NOT DEPICT AN EXACT REPRESENTATION - PLEASE REFER TO TEXT NOTATION AND/OR ORIGINAL GAZETTES
BOUNDARIES OF WARDS SUPPLIED BY DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES



Draft

11.1.2 ORDINARY LOCAL GOVERNMENT ELECTIONS 2023

Attachments: [Appendix 1 Election Timetable](#)
[Appendix 2 Optional Preferential Voting Flyer](#)

Responsible Officer: Steven Harding
Chief Executive Officer

Author: Joshua Brown
Manager Governance, Risk and Procurement

Proposed Meeting Date: 28 July 2023

Location/Address: N/A

Name of Applicant: N/A

Author Disclosure of Interest: Nil

COUNCIL DECISION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 107)

Moved: Cr McWhirter-Brooks

Seconded: Cr Kular

That Council notes the information contained within the report, which will be published on the Shire's Website.

**CARRIED UNANIMOUSLY
RECORD OF VOTE: 7/0**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Lockyer, Coppin

Against: Nil

REPORT PURPOSE

For Council to receive a report concerning arrangements for the forthcoming ordinary local government elections for the Shire of East Pilbara.

BACKGROUND

At its ordinary meeting on 24 February 2023, Council resolved to appoint the WA Electoral Commissioner to conduct the next ordinary local government elections and determined that the method by which the election is to be conducted would be by voting in person.

COMMENTS/OPTIONS/DISCUSSIONS

The next Council elections are scheduled for 21 October 2023. This date may change if the Prime Minister calls the Referendum on the Voice to Parliament for the same date. Council has determined to hold an in-person election, and arrangements are being prepared by the WA Electoral Commission in consultation with Shire Officers. Details of polling places and dates/hours of operation will be confirmed prior to the election and published.

Following is information that is to be provided for prospective candidates on the election and the role of Councillor. The following information comes from the Department of Local Government, Sport and Cultural Industries.

<https://www.dlgsc.wa.gov.au/local-government/local-governments/council-elections>

Some of the key dates for the election are as follows (based upon the elections proceeding on 21 October 2023 – these dates will be adjusted should the Commonwealth Constitutional Referendum be called for 21 October 2023):

Event	Date
Nominations Open First day for candidates to lodge completed nomination papers, in the prescribed form, with the Returning Officer. Nominations are open for 8 days.	Thursday, 31 August 2023
If a candidate's nomination is withdrawn not later than 4.00pm on this day, the candidate's deposit is to be refunded.	Wednesday, 6 September 2023
Close of Nominations - 4.00pm	Thursday, 7 September 2023
Close of absent voting and close of postal vote applications for 'voting in person' elections - 4.00pm.	Tuesday, 17 October 2023
Close of early voting for 'voting in person' elections - 4.00pm.	Friday, 20 October 2023
Election Day Close of poll — 6.00pm.	Saturday, 21 October 2023
Election results declared and published.	As soon as practicable

A complete timetable of events is attached as **Appendix 1** to this report.

The Department has also published a Toolkit for local governments to promote recent changes in the voting system, which is available at:

<https://www.dlgsc.wa.gov.au/local-government/strengthening-local-government/local-government-act-reform/toolkit-for-local-governments>.

Appendix 2 contains a summary of 'optional preferential voting'.

Nominating to be a Council Member

Information on nominating to be a council member.

Are you Eligible to Nominate for Council?

To stand for election as a councillor, or a mayor or president elected by the people of a local government district, you must:

- be 18 years of age or older
- be an Australian citizen or a British subject prior to 26 January 1984
- be an elector of the district
- if a current council member, have a term that ends on election day, unless you are standing for mayor or president directly elected by the public;
- have completed the [mandatory Local Government Candidate Induction](#) available on the DLGSC website.

You are not eligible to nominate for Council if you:

- are a member of State or Federal Parliament
- are an insolvent under administration
- are serving a prison sentence for a crime
- have been convicted of a serious local government offence within the last 5 years, (unless the court has waived the disqualification)
- have been convicted on indictment of an offence for which the penalty was or included imprisonment for life, or imprisonment for more than 5 years
- are a member of another council
- are subject to a court order disqualifying you from being a council member because you have misapplied local government funds or property
- are on the local electoral roll as the nominee of a body corporate
- propose standing for 2 positions on council (unless you are standing for mayor or president as well as councillor)
- are currently disqualified by the State Administrative Tribunal from holding office as a member of a council.

Mandatory Induction Prior to Nomination

Candidates must complete an online induction course before submitting their nomination. The course provides information on the role and responsibilities of being a council member, and the rules related to election campaigns. When candidates register the completion of the course, they will receive an confirmation email with a reference number and date of completion. Candidates must include the reference number and completion date on the nomination form. The DLGSC strongly recommends that candidates show a digital or print copy of the confirmation email to the returning officer when they submit their nomination.

This course must be completed by all candidates, including existing councillors running for re-election.

How to Make an Effective Nomination

For a nomination to stand for council to be effective:

- candidates must fill out the nomination form and sign the declaration
- the nomination form must be accompanied by a candidate profile
- the nomination form and candidate profile must be accompanied by a deposit of \$100 or the deposit must be paid before nominations close
- if candidates are nominated by an agent, the form must be accompanied by a written authorisation from the candidate (or such authorisation must follow before nominations close).

Key concept: for an effective nomination, candidates must have a nomination form, candidate profile, deposit (and authorisation if using an agent to lodge).

The earlier candidates lodge their nomination, the easier it will be for the returning officer to notify the candidate of any errors or irregularities. The [full election timetable](#) includes the nomination period for this year's elections.

Name on Nomination

The name to be printed on the ballot paper for a local government election must be the candidate's surname and one or more of their given names (or an initial or a commonly accepted variation).

Candidates must use the same name on their candidate profile. To ensure fairness between candidates, the returning officer may rule that a name is inappropriate for inclusion on the ballot paper. If so, they may ask the candidate to nominate another name or choose one they consider appropriate. Candidates should speak to the returning officer if uncertain about whether they can use a certain variation.

Forwarding of a Nomination

A nomination can be:

- delivered by the candidate or their agent (if the nomination is signed and delivered by someone else the candidate must provide written authorisation signed by the candidate before nominations close)
- posted or faxed
- sent by any electronic means if a hard copy of the nomination can be printed in full including the candidate's signature.

An electronic nomination is deemed to be received when a hard copy is printed. The receipt of the candidate's nomination does not mean that it has been accepted as an effective nomination. The \$100 deposit must also be paid before a nomination can be accepted.

Tip: if faxing or emailing the nomination, the candidate should phone the local government's returning officer to check if they have received and made a hard copy of it before the close of nominations.

Payment of Nomination Deposit

The \$100 deposit can be paid by cash, bank draft or postal order made out to the local government. It can also be paid in other ways such as by bank cheque or electronic funds transfer, subject to the approval of the returning officer. Deposits are required to discourage frivolous nominations.

Return of Nomination Deposits

Nomination deposits are to be returned to any successful candidate, and any candidate who receives at least 5% of the first preference votes in the count.

Deposits are also to be returned if a candidate withdraws before the close of nominations, or if a candidate nominating for both councillor and mayor or president is elected as mayor or president.

Candidate Profiles

When nominating for council, the candidate profile is to:

- be written in English
- be not more than 1000 characters inclusive of spaces (excluding the candidate's name and contact details)
- be confined to information about the candidate, their policies and beliefs
- not contain information that is false, misleading or defamatory
- be on a single-sided A4 page (it can be handwritten, typed or printed)
- include the candidate's full name, address and contact numbers (the candidate's name must be in the form in which they have asked for it to be shown on the ballot paper)
- include a recent head or head and shoulders photograph no larger than a passport photo if the candidate wishes.

The purpose of the profile is to provide information to electors about the candidate's policies and beliefs so that they can make an informed choice when voting.

Candidates may wish to tell them what they think are important services and facilities for their community and what they would like their local government to consider providing. Candidates could highlight new areas where council could develop policies; and tell them what the candidate would work towards on their behalf should they be elected.

Statements could be worded:

- I believe ...
- I support ...
- I participated in ...
- I propose ...
- To illustrate my beliefs (or policies I have been involved in) ...

A candidate who has not been an elected member previously could relate their beliefs or policies to positions, decisions or outcomes they would encourage the council adopt.

They could indicate their involvement with community groups that may have aims or agendas with which the candidate agrees.

Take care to avoid negative comments about other candidates or anyone else. Such comments could be viewed as defamatory. Make sure that the statements made are practical and will not mislead.

The returning officer can amend a candidate profile if it does not meet these requirements. Preferably, this will be done in consultation with the candidate. This can be done before or after nominations close. If a profile is changed, the returning officer will promptly provide the candidate with written notice of the change and the reason for it.

Where there is a 'voting in person' election (as is the case with the Shire of East Pilbara), the returning officer will arrange for the display of the candidate's profile at each polling place as well as the local government's public notice board. For this purpose, the returning officer may reproduce it in the same form or another form.

In a postal voting election or where a postal voting package is sent to a person in a 'voting in person' election, the profile will be included in the package. Again, it may be reproduced in the form in which the candidate submitted it, or it may be reformatted.

Tip: candidates should read the notes on the back of the nomination form before filling it out and before writing their profile. Adhere to the conditions set down for candidate profiles as the nomination could be rejected if it does not conform to the requirements.

Should candidates wish to submit a photo, it is suggested that candidates use one with a light background as this provides better quality reproduction. The photo is included in the overall size limitation of the profile (single-sided, A4).

Key concept: the purpose of the candidate profile is to enable electors to make an informed choice when voting.

Examples of Candidate Profiles

Below are 2 examples of how a candidate profile could be used to promote a candidate within the community:

No.1 Peter Barlow

Your candidate for Oxford

A vote for Peter is a vote for independence and integrity.

31 years of age, married to Simone with three children, Tim 5, Jane 3 and James 1.

31 years resident of Oxford who enjoys and values the unique hills lifestyle.

Loves and wants to keep our forest environment.

Will ensure strong support for our volunteer organisations (SES, Bush Fire Brigade, Scouts).

Keen to support open and accountable government.

Keen to see the implementation of the district conservation strategy in the Shire's new planning scheme.

Keen to support council's investment policy and plan.

Keen to see continuation of discounts for early payment of rates.

Contactable on tel: 123 4567 (H), 987 6543 (W), and at 16A Valley Road, Oxford.

No.2 Jennifer Simmonds

I am married with two children and live in Tuart Street, Smithdale.

I am a small businessperson and am therefore very aware of the problems faced by small business people in the community. I am also supportive of living in a healthy and safe environment.

I believe that a local government should be open and accountable in the way it conducts its business and that people in the community should have every opportunity to participate in their local government.

I am therefore keen to promote steady and careful growth in our community and to promote the principles and aims of the new local government legislation.

My contact details are:

Address: 21 Tuart Street, Smithdale

Telephone: 9999 9999

Written Statement

When nominating for council, candidates can also provide a written statement for publication on the local government's website.

The written statement can contain information that candidates believe to be relevant to their campaign, in addition to their candidate profile. It must be written in English, accompany the nomination paper and contain no more than 2000 characters, inclusive of spaces.

Rejection of Nomination

A nomination can be accepted or rejected. It can only be rejected the candidate is not eligible or if the nomination does not meet the requirements for an effective nomination. This could include nomination papers not being properly completed, parts of the nomination requirements not being provided or the deposit fee not being received by the close of nominations.

When a nomination is rejected, the returning officer must give the candidate written notice of the decision and the reasons for it, without delay. This is another reason for lodging the nomination early.

Display of Nomination and Profile

When a nomination has been accepted, the returning officer will arrange for candidate nomination details (but not the nomination form), and candidate profile to be published on the local government's official website. Nomination details include the candidate's name, the name to appear on the ballot paper, the ward (if any), mayor, president or councillor position, and the type of election (for instance, ordinary or extraordinary).

The details and profile will stay on the website either until the result is declared if no election is required or until 6.00pm on election day.

Depending on the type of election, a copy of the profile will also be displayed in a prominent position in each polling place and/or will accompany each set of postal voting papers.

Cancellation of Nominations

A nomination is cancelled if the candidate withdraws it before nominations close. Nominations can only be withdrawn by a written notice to the returning officer. If the notice is from the candidate's agent, it must be accompanied by, or be followed by, a letter of authorisation from the candidate before the close of nominations. A withdrawal notice or letter of authorisation can be transmitted in the same way as a nomination paper (see [forwarding of a nomination](#).)

When a nomination is cancelled, nomination details and profiles will be removed from display and replaced by a notice of the cancellation until nominations close.

If a candidate withdraws after 4.00pm on the day before nominations close, they will forfeit their deposit. The withdrawal of nominations can only occur up to the close of nominations. Candidate nominations cannot be withdrawn after the close of nominations.

The [full election timetable](#) includes the nomination period for this year's elections.

Is there going to be a vote?

Equal or less Candidates than Vacancies — No

If the number of candidates equals the number of vacancies to be filled at the election, the candidates are declared elected unopposed and no formal election is held.

If the number of candidates is less than the number of vacancies to be filled at the election, the candidates are also elected unopposed and an extraordinary election will be held later to fill the remaining vacancies.

More Candidates than Vacancies — Yes

If there are more candidates than vacancies to be filled, an election will be held.

The returning officer will draw lots to determine the order in which the names of the candidates will appear on the ballot paper.

The Role of a Council Member

Providing Leadership and Guidance to the Community

People look to their elected representatives for leadership and guidance. Councillors can provide this by putting forward options and presenting arguments or possible solutions to problems at council meetings.

Developing a vision for the community and deciding what needs to be done to achieve that vision is an important role for council members. Convincing the community to endorse and follow that vision (and associated plans) requires leadership.

The most fundamental task for councillors is to achieve a strong sense of shared purpose and commitment. The needs and desires of the community are constantly changing and evolving. Councillors must be prepared to initiate new policies and activities in response to these changes.

Facilitating Communication Between the Community and the Council

To be effective, council members need to understand the views of the people they represent.

Communication needs to flow both ways to be effective. Councillors provide information to the community about the policies and decisions of council, and the community relays its desires, concerns, and opinions to the council through the councillors. To represent both electors and the council effectively, a councillor needs to be a good communicator and keep in touch with the local community.

Councillors can keep in touch with electors in a variety of ways, such as:

- attending meetings of local organisations;
- being available and responding to residents who wish to raise issues or concerns;
- attending events arranged by the local government;
- participating in functions held in the local area;
- communicating with the community regarding council matters via a newsletter, email or website; and
- reading the local newspaper.

Determining Policy

The policy-making role of a councillor includes:

- assessing and evaluating community needs;
- establishing priorities for the identified needs;
- considering the allocation of local government resources; and
- convincing fellow councillors of these needs and obtaining their support.

To initiate new policies and activities successfully, a councillor will often need to gather information and obtain advice. This may be achieved through the council staff, following an approach to the CEO.

While a policy may begin with an individual idea, decisions are not made by an individual councillor alone. They are made by the whole council. This democratic process means that a councillor must accept the majority decision when the council votes upon a motion. If a council member feels strongly about an issue and does not have a conflict of interest in the matter, he or she should present a well-constructed and researched argument during the debate on the motion. If the result of the vote is against the wishes of an individual councillor, he or she should accept that result graciously. Each council member has the right to have their dissent recorded in the minutes.

Planning for the Future

All local governments must plan for the future of its district. This process starts with a Strategic Community Plan and a Corporate Business Plan.

The Strategic Community Plan is a 10-year plan that states the aspirations, vision, and objectives of the community, is developed with input from the community, and is adopted by council.

The local government's administration then develops a four-year Corporate Business Plan that prioritises all the projects, services and activities needed to implement the Strategic Community Plan. It should state how much each will cost, what assets will be involved, and who will implement them.

The Corporate Business Plan should be developed using informing strategies, particularly asset management, long term financial planning, and workforce planning. These inform how capable the local government is of delivering the services requested by the community. Informing strategies about specific issues, such as community safety or major infrastructure works, also assist the local government to deliver these services.

Council does not need to approve the operational plan or business unit plans referenced in the Corporate Business Plan, but it should consider the community's long-term objectives and the local government's capacity to deliver when deciding its priorities.

Council reviews the Strategic Community Plan every two years through a desktop review, to make sure it is meeting the changing needs of the community. Council is required to conduct a major review of the plan every four years. Council will also review the Corporate Business Plan annually, to respond to changes inside and outside the local government. This process also helps council in setting the annual budget.

More information is available in the DLGSC's [Integrated Planning and Reporting Framework and Guidelines](#).

Managing Assets

Local government assets include everything from roads, bridges, buildings and parks, to computers and telephones, software, and intellectual property (IP).

Although assets are managed by the local government's administration, council has responsibility for making sure that the community gets the best possible value from its assets. It does this by setting affordable and achievable priorities in the Corporate Business Plan and by making sure that the local government's Asset Management Strategy is developed and implemented, with appropriate resources for that process.

More information is available in the DLGSC's [Asset Management Framework and Guidelines](#).

Governing Finances

The local government's Corporate Business Plan and Long Term Financial Plan set out the projects, services, and activities that the local government will deliver and how much these will cost. This information is used by council in the setting and adoption of the annual budget.

Throughout the year, reports are prepared to enable councillors to review council finances, ensure that the council is adhering to its budget or make appropriate modifications. As with all local government business, finance is a matter for discussion and resolution by the full council. Councillors should maintain an active interest in budgeting since the council is responsible to the community for the results achieved.

More information is available in the DLGSC's [Long Term Financial Planning Framework and Guidelines](#).

Reviewing Policy

Another aspect of the councillor's role is to review policy. This involves assessing whether a policy is fulfilling the community's needs at any given time and examining the costs associated with the policy's implementation.

To review activities effectively, councillors need to obtain relevant information from both community members and local government staff through appropriate channels.

Being Informed

Attending Meetings

Council members have a duty to attend all council meetings to ensure that electors are adequately represented. Under the *Local Government Act 1995* ("the Act"), a councillor who is absent from three consecutive ordinary council meetings without leave being granted by the council is automatically disqualified. If a member needs to be absent for more than six consecutive ordinary meetings, Ministerial approval is necessary as well as council approval.

Applications for leave of absence must be approved by council before (or at the start of) the meeting(s) the council member is to be absent from. Leave of absence cannot be approved retrospectively.

Many local governments operate using a system of committees to reduce the work at council meetings. These committees are established to consider specific aspects of a local government's operation, such as finance, works, community services or planning. Committees then make recommendations to the full council. Each committee usually includes a small number of councillors. Some committees include non-elected members such as employees, consultants or community members.

The number of meetings a councillor must attend each month will vary according to the frequency of council meetings and the number of committees on which the elected member sits. Most local governments have monthly or fortnightly council meetings. Committee meetings may be held several days prior to the council meeting or on the same day.

Some local governments have other types of meetings outside of the formal council meeting framework which allows councillors and officers to meet and discuss matters.

Voting at Meetings

If a council member is present at a council meeting, he or she has a duty to vote on all matters before that meeting, unless he or she has a financial interest in the matter. The lodging of proxy votes is not permitted at meetings of council or its committees.

It is important for councillors to read the agenda items and officers' reports before the council meeting. Without this background reading, it is extremely difficult for councillors to effectively assess issues and provide constructive input to council debate and decision making. Further information should be requested if there is insufficient material available to make an informed decision. Background reports and papers can often be lengthy. Consequently, councillors must set aside adequate time for preparation prior to each council meeting.

Being Aware of Local Issues

Because councillors are required by law to vote on all issues that require a decision at a council meeting, ward councillors (if the district has wards) should obtain information on, and remain informed about, issues occurring outside their ward but within other areas of the local government district.

Councillors should also endeavour to remain informed about current affairs at a state and national level. This will give an elected member a broader perspective on issues affecting council.

Following up Problems

It is important that a councillor ensures that all electors' enquiries and complaints receive appropriate responses, either by telephone, email, or letter. Electors are then reassured that their local government takes notice of them.

Gaining and Maintaining Support

Maintaining contact with electors, attending meetings of council, performing other civic duties, and remaining informed about all relevant local issues is time consuming. This is particularly so for newly elected councillors who are unlikely to have background knowledge of many of the issues being considered.

Newly elected councillors need to examine their present commitments and establish priorities to manage their time effectively. It is important for to have the support of family and/or friends. This support should be gained before standing for election. Additionally, candidates will often need assistants, especially for running an election campaign.

Accountability to the Community

Local government councillors are accountable to the council and to the electors of the local government district.

Public Access to Information

Members of the public can attend all local government ordinary council meetings and certain committee meetings.

They also have the right to access certain local government records and information, including:

- the register of financial interests;
- minutes of council and committee meetings;
- agenda, notice papers, reports, and other documents that will be tabled at a meeting;
- maps showing the district and ward boundaries; and
- local laws.

Members of the public do not have a right to inspect agenda, minutes or notice papers for closed meetings or parts of meetings. Meetings can only be closed in a limited number of circumstances as prescribed by legislation.

Disclosure of Financial Interests

Councillors must disclose certain financial interests at council and committee meetings and in primary and annual returns. Councillors need to inform themselves about these matters because failure to disclose interests where required can incur fines of up to \$10,000 or imprisonment of up to two years.

Disclosures at meetings and in primary and annual returns are recorded in a register to which the public has access. This enhances the accountability of councillors to the public.

At the same time, protection is given to councillors because it is an offence for a person to publish information from the register unless under specified circumstances.

Note: A councillor's right to privacy is balanced by the public's right to be aware of the benefits a council member could gain from a decision.

It is pointless to seek election to local government to address a single issue in which candidates have a financial interest, because they would be unable to vote on that issue. In this case, it would be better to join a community group and lobby council regarding the issue.

The department has prepared guidelines on [financial interest disclosures](#) in both meetings and annual returns.

Disclosure of Interests affecting Impartiality

In addition to financial interests, councillors must declare interests that the community may perceive would affect their ability to act with impartiality. An interest which commonly falls within this definition occurs when a councillor is a member of a group, club or association that brings a matter before the council for a decision. Additionally, if a councillor's parents, siblings or children (not living at home) have an item before council, the councillor is required to disclose an interest affecting impartiality.

The department has produced a guideline in relation to [disclosure of interests affecting impartiality](#).

Freedom of Information

Local governments are subject to the *Freedom of Information (FOI) Act 1992*, which gives the public a legally enforceable right to access any document held by a local government, unless it has been exempted for a limited number of reasons. For example, personal information can be exempted from release.

Both FOI legislation and the access provisions in the Act are aimed at encouraging public participation in government and maximising the accountability of local governments to their community.

Financial Protection and Liability

A councillor is not personally liable for the actions of a local government where that person has acted in good faith and is properly exercising his or her powers and functions under the Act. However, councillors are effectively the trustees of local government funds and property. Any unauthorised act may result in councillors being personally liable for any loss or damage.

If a councillor is convicted of misapplying money and ordered to repay it, the person may be disqualified from acting as a councillor for up to five years, even if the money has been voluntarily repaid.

Defamation

Council members are not protected from defamation in the same manner as Members of Parliaments for statements they make in the council chamber. Defamation is the aspect of law that protects people's reputations. It may be divided into libel, which relates to written or pictorial material, and slander, which relates to oral comments. Defamation can be defined as anything that tends to lower a person in the estimation of members of society.

In a council meeting, the elected member fulfils a public duty and is therefore given limited protection from legal actions of defamation. Unlike a Member of Parliament, a councillor's privilege is qualified. This means that protection is only provided if the statements are made in good faith. Statements made with malice or made recklessly are not protected.

Statements made outside council meetings are unlikely to attract qualified privilege. This is particularly pertinent in relation to social media. While it can be a powerful tool for communicating ideas and policy platforms directly with the community, care should be used. The Act and associated Regulations and the Defamation Act 2005 apply in the virtual world, just as they do in real life. The test is whether a councillor would feel comfortable saying something on social media that could still be said in a public forum like a council meeting or on the front page of a newspaper.

Declarations of Office

A person elected as a councillor, mayor or president must make a declaration to observe the code of conduct of the local government before acting in the office. The declaration must be made within two months of election and will be organised by the local government's CEO.

Governance and Ethical Standards

A Local Government Councillor is expected to:

- promote and support good governance;
- promote and support open and transparent government;
- support and adhere to respectful, appropriate, and effective relationships; and
- adhere to the Code of Conduct.

Council Members' Rights

Right to request that votes be recorded

In Council or Committee meetings, a member can request that either his or her vote, or the votes of all members present, be recorded in the minutes. If such a request is made, the vote(s) must be recorded.

Right to be on at least one committee

A council member is entitled to be on at least one committee. The council determines the committee(s) on which the councillor sits.

Right to request further information when making decisions

Council and Committee members have the right to access information beyond what is provided to members of the public. This ensures members are properly informed on matters that are relevant to their functions. The functions of council members in this context include:

- any function that a member is appointed or authorised to carry out by the council;
- preparations for an upcoming meeting agenda item decision; or
- anything the member is doing in carrying out his or her role.

The access provisions do not give members unlimited access to information held by the local government. Members may only seek access to information that is relevant to the performance of a specific function. Access arrangements should be made through the CEO.

Note: Council members, committee members or employees who make improper use of information acquired in the performance of their functions to:

- gain an advantage for themselves or any other person either directly or indirectly; or
- cause detriment to the local government or any other person

may be liable for a penalty of up to \$10,000 or two years imprisonment. The Act does not define the term 'improper use', but it is likely to include wilfully taking advantage of confidential or restricted information held by a local government.

Meeting Attendance Fees

Each council member has a right to be paid meeting attendance fees. The fee for attending a meeting is not a salary. It is a recognition of the time and effort involved in preparing for and attending council and committee meetings. Meeting attendance fees are taxable. Budgets and annual financial reports are required to disclose the fees, expenses, and allowances paid to council members.

Council decides the amount of the fee within the minimum and maximum amounts determined by the Salaries and Allowances Tribunal (SAT) under the Salaries and Allowances Act 1975. Fees for individual meetings apply unless council decides to pay an annual fee. If the council does not set the amount of the individual meeting fee payable, members are entitled to claim the minimum amount.

Council members cannot claim fees for attending committee meetings unless they are formally appointed members of that committee.

Right to Reimbursement of Expenses

Expenses that must be reimbursed

Each council member is entitled to be reimbursed for information and communications technology expenses, childcare expenses, and travel costs.

The extent to which these expenses are reimbursed is established by the SAT. Where the SAT determines that annual allowances may be paid toward these expenses, councils can decide to pay their members those allowances at the amount or within the range set by the SAT.

While there is capacity for councils to reimburse their members for expenses incurred beyond these allowances, the SAT does impose limits on the level of some of these reimbursements.

Expenses that may be reimbursed

Expenses incurred in performing a function under the express authority of the local government and expenses incurred by a person who accompanies a council member while performing a function of the local government may be reimbursed. A local government may also decide upon further types of expenses to be reimbursed. Sufficient information, such as a receipt, must be provided to verify reimbursement.

Additional allowance for mayors and presidents

Mayors and presidents are entitled to an annual allowance in addition to their meeting attendance fee. This allowance can be used for any local government related purpose. The right to claim this allowance cannot be refused by the council. Council may decide the amount to be paid, provided it is within the minimum and maximum limits set by the SAT.

Tax deductions are available for the cost of providing entertainment for the public at large in relation to official duties.

Additional allowance for deputy mayors and deputy presidents

Councils also have the discretion to provide an annual allowance for the deputy mayor or deputy president up to a percentage of the annual allowance to which the mayor or president is entitled, as determined by the SAT.

Note: The SAT reviews the appropriate amounts for meeting fees, allowances, and reimbursements on an annual basis. For up to date information, visit the Local Government Elected Members section of the [SAT website](#).

Required skills, abilities, and knowledge

Local government councillors should develop the following skills, abilities, and knowledge:

- Understanding of the role and structure of local government as prescribed by the Act and associated Regulations.
- Understanding of the town planning role of local government as prescribed by the Planning and Development Act 2005.
- Understanding of Integrated Planning and Reporting, including strategic plans for the future of the local government, the processes involved, and the strategic role of a Councillor.
- Understanding of CEO performance management processes.
- Ability to read and understand financial statements and reports.
- Basic understanding of legal processes.
- Understanding of the separation of powers between council and administration (the difference between governing and managing).
- Understanding of meeting processes, including Standing Orders (the local law containing rules used to manage a meeting).
- Awareness of risk management strategies.
- Understanding of the accountability framework prescribed by the Act, the Corruption, Crime and Misconduct Act 2003, and other legislation.
- Ability to communicate, debate, and actively participate in meetings.
- Ability to develop and maintain effective working relationships and to manage interpersonal conflicts.
- Ability to exercise independent judgement.

All candidates must complete online induction prior to nominating for election, and every council member is expected to undertake further training within 12 months of their next election.

[Integrated Planning and Reporting Framework and Guidelines September 2016 \(pdf\) 938 KB](#)

Setting aside time and gaining the support needed

Maintaining contact with electors, attending meetings of council, performing other civic duties and remaining informed about all relevant local issues is time consuming. This is particularly so for newly elected councillors who are unlikely to have background knowledge of many of the issues being considered.

Newly elected councillors will need to examine their present commitments and establish priorities to manage their time effectively.

If it is important for a candidate to have the support of your family or friends, this support should be gained before standing for election. Additionally, candidates will often need assistants, especially for running an election campaign.

STRATEGIC COMMUNITY PLAN

5: Governance

- G1 Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community's assets and resources.
- G1.1 Continued focus on good governance, transparency and community and stakeholder engagement in significant decisions, including place-based plans.
- G1.2 Facilitate collaboration and partnerships with industry and government in key issues for the Shire (such as transport, housing, economic development and tourism, social wellbeing, public spaces etc.).
- G1.3 Engage young people in civic leadership

RISK MANAGEMENT CONSIDERATIONS

Reputation – Moderate

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple Majority.



Elections Timetable Template

Local Government Elections 2023

Enter election date>> 21/10/2023

Note: Please manually adjust dates in the 'Date' column which fall on a public holiday to the next business day.

	Days from Polling Day	Election Activities or Events	Relevant Act sections or Regulations	Day	Date
	371 to 98	If an elected member's office becomes vacant on or between these days, the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled until the ordinary election.	LGA s4.16(4) LGA s4.17(2)	Sat to Sat	15/10/2022 to 15/07/2023
	91	If an elected member's office becomes vacant on or after this day the vacancy will remain unfilled until the ordinary election.	LGA s4.16(2)(3) LGA s4.17(1)	Sat	22/07/2023
	80	Last day for local governments to gain agreement from the Electoral Commissioner to conduct the election (compulsory if intent is to hold a postal election).	LGA s4.20 (2)(3)(4) LGA s4.61 (2)(4)	Wed	2/08/2023
	80	A decision for the Electoral Commissioner to conduct the election cannot be rescinded after this day.	LGA s4.20(6) LGA s4.61(5)	Wed	2/08/2023
	77 to 63	Between these days, the CEO of the local government is to give Statewide public notice of the closing date and time for elector enrolments.	LGA s4.39(2)	Sat to Sat	5/08/2023 to 19/08/2023
	63	Last day for the local government's CEO to advise the Electoral Commissioner of the need to prepare an updated residents roll.	LGA s4.40(1)	Sat	19/08/2023
Close of Rolls	63	Advertising may begin for council nominations from 63 days, and no later than 52 days, before election day.	LGA s4.47(1)	Sat	19/08/2023
	57	Close of Rolls – 5.00pm	LGA 4.39(1)	Fri	25/08/2023
Nominations Open	52	Last day for advertisement to be placed calling for council nominations.	LGA s4.47(1)	Wed	30/08/2023
	51	Nominations Open First day for candidates to lodge completed nomination papers, in the prescribed form, with the Returning Officer. Nominations are open for 8 days.	LGA s4.49(a)	Thu	31/08/2023
Close of Nominations	45	If a candidate's nomination is withdrawn not later than 4.00pm on this day, the candidate's deposit is to be refunded.	LGA s4.50 Reg. 27(5)	Wed	6/09/2023
	44	Close of Nominations – 4.00pm	LGA 4.49(a)	Thu	7/09/2023
	43	Last day for the Electoral Commissioner to prepare an updated residents roll for the election. Last day for the local government's CEO to prepare an owners and occupiers roll.	LGA s4.40(2) LGA s4.41(1)	Fri	8/09/2023
	43	Returning Officer to give Statewide public notice of the election as soon as practicable but no later than 19 days before election day.	LGA s4.64(1)	As soon as practicable	
	29	The preparation of any consolidated roll (combined roll of residents, owners and occupiers) under regulation 18(1) is to be completed on or before this day.	LGA s4.38(1) Reg. 18(1)(2)	Fri	22/09/2023
	26	Last day for the Returning Officer to give Statewide public notice of the election. (PUBLIC HOL 25/9/23)	LGA s4.64(1)	Tue	26/09/2023
	4	Close of absent voting and close of postal vote applications for 'voting in person' elections – 4.00pm.	LGA s4.68(1)(c) Reg. 37(3)(4)	Tue	17/10/2023
Election Day	1	Close of early voting for 'voting in person' elections – 4.00pm.	LGA s4.71(1)(e) Reg. 59(2)	Fri	20/10/2023
	0	Election Day Close of poll – 6.00pm.	LGA s4.7 LGA s4.68(1)(e)	Sat	21/10/2023
	2	Election results declared and published.	LGA s4.77	As soon as practicable	
	2 - 14	Report to Minister. The report relating to an election under section 4.79 is to be provided to the Minister within 14 days after the declaration of the result of the election. (Form 20)	LGA s4.79(1)(2) Reg. 81	As soon as practicable	
	Within 28 days of result publication	An invalidity complaint can be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election.	LGA s4.81(1)	As applicable	
	Within 2 months of result declaration	Newly elected members to make their declarations of office.	LGA s2.29(1)(2) LGA s2.32(c) LGA s2.34(1)(c)	As soon as practicable	
	Within 3 months of members making declarations	Newly elected members to lodge their Primary Returns with the local government's CEO.	LGA s5.75(1)	As soon as practicable	

* All Act sections refer to the *Local Government Act 1995*. All regulations refer to the *Local Government (Elections) Regulations 1997*.



Local Government Reform

Voting in the October 2023 Local Government Elections

The State Government is putting into action the most significant reforms to the local government sector in 25 years. The reforms will increase the transparency, accountability and efficiency of local government in WA.

One of the key reforms is the change from 'first past the post' system of voting to optional preferential voting (OPV).

This change will be introduced for the October 2023 local government elections which will now be in line with state and federal elections.

OPV will strengthen democracy by giving ratepayers a greater choice of candidates.

You can find more information about the reforms to the local government sector on the DLGSC website at www.dlgsc.wa.gov.au/lg-act-reform or use this QR code.



How to vote under the optional preferential voting system

It is really easy and it is all about choices – your choices. Just imagine there are three candidates. You can:

1 Vote for just one candidate

Just put a number 1 next to the name of that candidate.

- ☐ SMITH, John
- ☒ 1 DOE, Jane
- ☐ CITIZEN, Neville

2 Vote for some

Just put a 1 next to the name of the candidate you like best and a 2 next to your second choice.

- ☐ SMITH, John
- ☒ 1 DOE, Jane
- ☒ 2 CITIZEN, Neville

3 Vote for all

Put a 1 in the box for the candidate you like best and then a 2 for your second choice and a 3 for your third choice. If there are more candidates you just keep numbering if you want.

- ☒ 3 SMITH, John
- ☒ 1 DOE, Jane
- ☒ 2 CITIZEN, Neville

11.1.3 DELEGATIONS AND AUTHORISATIONS REGISTER ANNUAL REVIEW

Attachments: [Appendix 1 Delegation and Authorisations Register Review](#)

Responsible Officer: Steven Harding
Chief Executive Officer

Author: Tehsin Ali
Governance Administration Officer

Proposed Meeting Date: 28 July 2023

Author Disclosure of Interest: Nil

COUNCIL DECISION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 108)

Moved: Cr Baer

Seconded: Cr McWhirter-Brooks

That Council adopts the reviewed Shire of East Pilbara Register of Delegations and Authorisations as Appendix 1 to the report.

**CARRIED BY AN ABSOLUTE MAJORITY
RECORD OF VOTE: 7/0**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Lockyer, Coppin

Against: Nil

REPORT PURPOSE

For Council to consider the annual review of the Shire of East Pilbara Register of Delegations and Authorisations attached as **Appendix 1** for adoption.

BACKGROUND

A local government may delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the *Local Government Act 1995* ("the Act") other than the following:

- any power or duty that requires a decision of an absolute majority of the council;
- accepting a tender which exceeds an amount determined by the local government (currently at \$249,999 as set by Council);
- appointing an auditor;

- acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government (currently \$249,999 for acquisitions and \$20,000 for disposal).
- any of the local government's powers under ss.5.98, 5.98A, 5.99, 5.99A or 5.100 of the Act relating to payments and gifts to council members;
- borrowing money on behalf of the local government;
- hearing or determining an objection of a kind referred to in section 9.5 of the Act;
- the power under s.9.49A(4) of the Act to authorise a person to sign documents on behalf of the local government;
- any power or duty that requires the approval of the Minister or the Governor;
- such other powers or duties as may be prescribed by regulation.

Delegations granted under s.5.42 of the Act are to be in writing and may be general or as otherwise provided in the instrument of delegation.

Section 5.46(2) of the *Local Government Act 1995* requires Council to review the delegations to the Chief Executive and employees at least once every financial year. Since 2016, Council has adopted the reviewed annual register in June or July each year.

Council undertook a comprehensive review of all delegations and authorisations in 2022, which was adopted at the Ordinary Council Meeting held on 22 July in that year.

COMMENTS/OPTIONS/DISCUSSIONS

The current Delegations and Authorisations Register, which is based on the template prepared by the WA Local Government Association (WALGA), and benchmarked against neighbouring local governments, has been reviewed by Shire offices and is reported to Council for its consideration in accordance with section 5.46(2) of the *Local Government Act 1995*. The last annual review was adopted by Council in July 2022.

Shire officers have reviewed each delegation and where required, recommended changes, which are detailed below with reasons. The review also considered recent changes in a number of regulations of the Act. No changes arise from those regulation amendments.

The review notes changes in employee titles and employee sub-delegations, which fall within the power of the Chief Executive Officer to determine. The review also notes changes to Organisation Development, which has been merged with the former Community Services Directorate and is known as Community Experience with the following additional services:

- Community Services
- Place
- Recreation Services
- Events & Activation

Other organisational changes include the following:

Chief Executive Officer – Executive Office:

- Economic Development & Tourism
- Customer Experience
- Audit, Legal and Leasing will report to Governance, Risk & Procurement

Aviation & Regulatory Services:

- Community Safety Services (Rangers)

These are not detailed in the report below however, the revised Register has the changes marked up within **Appendix 1**.

No.	Delegation	Proposed Amendment
6.2.1	Make Request to FES Commissioner – Control of Fire	Add Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Senior Ranger as delegates.
6.2.1	Prohibited Burning Times – Control Activities	Add Deputy Chief Bush Fire Control Officer and Senior Ranger as delegates.
6.2.3	Burning Garden Refuse / Open Air Fires	Add Senior Ranger as delegate.
6.2.4	Firebreaks	Add Chief Executive Officer and Bush Fire Control Officers as delegates
6.2.4	Restricted Burning Times – Vary and Control Activities	Add Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Senior Ranger as delegates.
6.2.5	Prosecution of Offences	Add Senior Ranger and Ranger as delegates
6.2.9	Control and Extinguish of Bush Fires	Add Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Senior Ranger and Ranger as delegates.
6.2.13	Withdrawal of Infringement Notices	Add Director of Aviation and Regulatory

STATUTORY IMPLICATIONS/REQUIREMENTS

The recommendation is consistent with section 5.46(2) of the *Local Government Act 1995*, which requires the annual review of local government delegations to the Chief Executive Officer and employees.

POLICY IMPLICATIONS

There are no known policy implications

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

G1.1 Enhance governance capability to deliver sustainable outcomes, roads and buildings

RISK MANAGEMENT CONSIDERATIONS

Compliance Risk – Moderate

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Absolute Majority.

Shire of East Pilbara
Register of Delegated Authority

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DELEGATIONS

01 Local Government Act 1995

Local Government Act 1995

01.2 Council to CEO

Delegation	1.2.1 Appoint Authorised Persons
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p> <p><i>Local Government (Financial Management) Regulations 1996</i> r.6 Audits and performance review of accounting staff etc, who may conduct</p>
Express power or duty delegated	<p><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</p>
Function	<ol style="list-style-type: none"> 1. Authority to appoint persons or classes of persons as authorised persons for the purpose of fulfilling prescribed functions within the <i>Local Government Act 1995</i> and its subsidiary legislation, including <i>Local Government Act Regulations</i>, the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and Local Laws made under the <i>Local Government Act 1995</i>. [s.3.24 and s.9.10]. 2. Authority to appoint authorised person for the purposes of the Graffiti Vandalism Act 2016, which prescribes Part 9 of the <i>Local Government Act 1995</i> as the enabling power [s.15 of the <i>Graffiti Vandalism Act 2016</i>].
Delegates	CEO
Conditions	<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 subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Date adopted	22 July 2022
Adoption references	Item 11.1.1 OCM 17/12/2021

Delegation	1.2.2 Performing Functions outside the District
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p>
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.20(1) Performing functions outside district
Function	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)].
Delegates	CEO
Conditions	A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant allocation within the Annual Budget and the performance of the functions does not adversely impact service levels within the District. Where these conditions are not met the matter must be referred to Council for determination.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	<p>Deputy CEO/ Director Community Experience Director Community Experience Organisational Development Director Aviation & Regulatory Services Director Community Services Director Corporate Services Director Infrastructure Services</p>
Subdelegate conditions	Nil.
Date adopted	22 July 2022
Adoption references	Item 11.2.4

Delegation	1.2.3 Compensation for Damage Incurred when Performing Executive Functions
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p>
Express power or duty delegated	<p><i>Local Government Act 1995:</i> s.3.22(1) Compensation s.3.23 Arbitration</p>
Function	<ol style="list-style-type: none"> 1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Delegates	CEO
Conditions	Delegation is limited to settlements which do not exceed a material value of \$20,000.
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Director Community Services Director Corporate Services Director Infrastructure Services</p>
Subdelegate conditions	Sub-delegation is limited to settlements which do not exceed a material value of \$5,000.
Date adopted	22 July 2022
Adoption references	Item 11.2.4

Delegation	1.2.4 Powers of Entry
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p>
Express power or duty delegated	<p><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 emergency s.3.36 Opening fences</p>
Function	<ol style="list-style-type: none"> 1. Authority to exercise powers of entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 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].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Senior Ranger Emergency Coordinator Emergency Services and Community Safety Coordinator Environmental Health Services Director Aviation & Regulatory Services Director Community Services Director Infrastructure Services Environmental Health Officer Manager Community Safety Manager Development Services Park Ranger - Cape Keraudren Ranger Swimming Pool Inspector</p>

Subdelegate conditions	Director Commercial Services (Function 1, 2, 3, 4, 5) Director Aviation and Regulatory Services (Function 1, 2, 3, 4, 5) Director Community Services (Function 1, 2, 3, 4, 5) Director Infrastructure Services (Function 1, 2, 3, 4, 5) Manager Development Services (Function 2) Manager Community Safety (Function 1, 2, 3, 4, 5) Senior Coordinator Ranger and Emergency and Community Safety Services (Function 1, 2, 3, 4, 5) Coordinator Environmental Health Services (Function 2) Environmental Health Officer (Function 2) Park Ranger – Cape Keraudren (Function 1, 4) Ranger(s) (Function 1, 4) Swimming Pool Inspectors (Function 2) Swimming Pool Inspectors designated by CEO
Date adopted	22 July 2022
Adoption references	Item 11.2.4

Amendments			
Approved	Type	Amendment	References
22 Jul 2022	New delegation	Swimming Pool Inspector	Nil
22 Jul 2022	New delegation	Swimming Pool Inspectors	

Delegation	1.2.5 Declare Vehicle is Abandoned Vehicle Wreck
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p>
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Function	Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	CEO
Conditions	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 subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	<p>Senior Ranger Coordinator Emergency Services and Community Safety Director Community Services Manager Community Safety Park Ranger - Cape Keraudren Ranger</p>
Subdelegate conditions	Nil.
Date adopted	22 July 2022
Adoption references	Item 11.2.4

Delegation	1.2.6 Remove and Impound any goods and abandoned Vehicle
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p>
Express power or duty delegated	<p><i>Local Government Act 1995:</i> s.3.39 Power to remove and impound s.3.40(1) Vehicle may be removed if goods to be impounded are in or on vehicle s.3.40A Abandoned vehicle wreck may be taken</p>
Function	<ol style="list-style-type: none"> 1. Remove and impound any goods that are involved in a contravention that can lead to impounding [s.3.39(1)]. 2. Remove and impound any goods that are in or on a vehicle and authority to enter the vehicle for the purpose of removing it to a place where the goods may be conveniently unloaded and impounded [s.3.40(1)]. 3. Remove and impound a vehicle that, in the opinion of the local government, is an abandoned vehicle wreck [s.3.40A(1)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Senior Ranger Coordinator Emergency Services and Community Safety Director Community Services Manager Community Safety Park Ranger - Cape Keraudren Ranger</p>
Subdelegate conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.2.7 Confiscated or Uncollected Goods
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p>
Express power or duty delegated	<p><i>Local Government Act 1995:</i> s.3.39 Power to remove and impound 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</p>
Function	<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].
Delegates	CEO
Conditions	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 subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Coordinator Senior Ranger Emergency Services and Community Safety Coordinator Environmental Health Services Director Community Services Director Corporate Services Environmental Health Officer Manager Community Safety Manager Corporate Services Manager Governance, Risk and Procurement Park Ranger - Cape Keraudren Ranger</p>

Subdelegate conditions	Director Community Services Manager Community Safety Coordinator Senior Ranger Emergency Services and Community Safety Park Ranger – Cape Keraudren (Function 1) Ranger(s) (Function 1) Coordinator Environmental Health Services(Function 1) Environmental Health Officer (Function 1) Director Corporate Services (Function 2,3) Manager Corporate Services-(Function 2,3) Manager Governance, risk and Procurement (Function 2,3)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Amendments			
Approved	Type	Amendment	References
22 Jul 2022	New delegation	Director Corporate Services Manager Corporate Services Manager Governance, Risk and Procurement	Nil

Delegation	1.2.8 Disposal of Sick or Injured Animals
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<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 Local Government (Administration) Regulations 1996 r.18G Delegations to CEOs, limits on (Act s.5.43)
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
Function	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].
Delegates	CEO
Conditions	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Senior Ranger Coordinator - Emergency Services and Community Safety Director Community Services Manager Community Safety Park Ranger - Cape Keraudren Ranger
Subdelegate conditions	Manager Community Safety (Function 1, 2) Senior Coordinator Ranger & Emergency <u>and Community</u> <u>Safety Services</u> (Function 1, 2) Park Ranger – Cape Keraudren (Function 1) Ranger(s) (Function 1)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.2.9 Close Thoroughfares to Vehicles
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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 Local Government (Administration) Regulations 1996 r.18G Delegations to CEOs, limits on (Act s.5.43)</p>
Express power or duty delegated	<p><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</p>
Function	<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: <ol style="list-style-type: none"> i. give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and ii. 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].
Delegates	CEO
Conditions	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)].
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Director Aviation & Regulatory Services Director Infrastructure Services Manager Operations</p>

Subdelegate conditions	Director Infrastructure Services (Function 1, 2, 3, 4, 5) Manager Operations (Function 1, 2, 3)
	Determination shall be in accordance with the Road Traffic (Events on Roads) Regulations 1991.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Item 11.1.3 Appendix 1

Delegation	1.2.10 Control Reserves and Certain Unvested Facilities
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p>
Express power or duty delegated	<p><i>Local Government Act 1995:</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government</p>
Function	<ol style="list-style-type: none"> 1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the <i>Parks and Reserves Act 1895</i>. [s.3.54(1)].
Delegates	CEO
Conditions	Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets.
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Deputy CEO/ Director Community Experience Director Community Experience Organisational Development Director Aviation & Regulatory Services Director Community Services Director Corporate Services Director Infrastructure Services Manager Development Services</p>
Subdelegate conditions	<p>Director Corporate Services (Function 1) Director Aviation and Regulatory Services (Function 1) Director Infrastructure Services (Function 1, 2) Director Community Services (Function 1) Manager Development Services (Function 1) Deputy CEO/ Director Community Experience, Organisational Development (Function 1)</p>
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.2.11 Obstruction of Footpaths and Thoroughfares
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p>
Express power or duty delegated	<p><i>Local Government Act 1995:</i> s.3.25(1) Notices requiring certain things to be done by owner or occupier of land</p> <p><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)</p>
Function	<ol style="list-style-type: none"> 1. Authority to give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice [s.3.25(1)]. 2. 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"> i. prevent damage to the footpath; or ii. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 3. 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)]. 4. 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)]. 5. 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]. 6. 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].
Delegates	CEO

Conditions	<p>a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.</p> <p>b. Permission may only be granted where, the proponent has:</p> <ul 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. 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 subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Coordinator Senior Ranger Emergency Services and Community Safety Deputy CEO/ Director Community Experience Director Community Experience Organisational Development Director Aviation & Regulatory Services Director Community Services Director Corporate Services Director Infrastructure Services Manager Community Safety Manager Operations Ranger</p>
Subdelegate conditions	<p>Director Corporate Services (Function 1-6) Director Aviation and Regulatory Services Services (Function 1, 2, 3, 4, 5, 6) Director Community Services (Function 1, 2, 3, 4, 5, 6) Director Infrastructure Services (Function 1, 2, 3, 4, 5, 6) Deputy CEO/Director Community Experience Director Community Experience Organisational Development (Function 1, 2, 3, 4, 5, 6) Manager Community Safety (Function 5, 6) Manager Operations (Function 1, 2, 3, 4, 5, 6) Coordinator Senior Ranger Emergency Services and Community Safety (Function 5,6) Ranger(s) (Function 5,6)</p>
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.2.12 Gates across Public Thoroughfares
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p>
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)
Function	<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)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Each approval provided must be recorded in the Shire's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Director Aviation & Regulatory Services Director Infrastructure Services Manager Development Services Manager Operations</p>
Subdelegate conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.2.13 Public Thoroughfare – Dangerous Excavations
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p>
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) and (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Function	<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)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>

Subdelegates	Coordinator Work, Health and Safety Director Aviation & Regulatory Services Director Corporate Services Director Infrastructure Services Manager Development Services Manager Operations
Subdelegate conditions	Director Corporate Services (Function 1) Coordinator Work, Health and Safety and <u>Advisor</u> (Function 1)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

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Delegation	1.2.14 Crossing – Construction, Repair and Removal
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p>
Express power or duty delegated	<p><i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)</p>
Function	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Delegates	CEO
Conditions	Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Director Aviation & Regulatory Services Director Infrastructure Services Manager Development Services Manager Engineering Manager Operations</p>
Subdelegate conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.2.15 Private Works on, over or under Public Places
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p>
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.8
Function	<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)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	<p>Director Aviation & Regulatory Services Director Infrastructure Services Manager Development Services Manager Operations</p>
Subdelegate conditions	Nil
Date adopted	22 July 2022

Adoption references	Item 11.2.4 OCM 22/07/2022
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Delegation	1.2.16 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p>
Express power or duty delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
Function	Authority to give notice to an owner / occupier of land if it is considered that clearing the owner / occupier's land might cause local government land having a common boundary, will be adversely affected by wind erosion or sand drift [ULP r.21(1)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	<p>Coordinator Senior Ranger Emergency Services and Community Safety Coordinator Environmental Health Services Director Aviation & Regulatory Services Director Community Services Environmental Health Officer Manager Community Safety Manager Development Services</p>
Subdelegate conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/o7/2022

Delegation	1.2.17 Expressions of Interest for Goods and Services
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p>
Express power or duty delegated	<p><i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services</p> <p><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</p>
Function	<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].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Deputy CEO/ Director Community Experience Director Community Experience Organisational Development Director Aviation & Regulatory Services Director Community Services Director Corporate Services</p>
Subdelegate conditions	All exercise of power must be consistent with Procurement and Tender Procedures Policy
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.2.18 Tenders for Goods and Services
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p>
Express power or duty delegated	<p><i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services</p> <p><i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services</p>

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Function	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)] up to and including \$699,999 ex GST value. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(2)(f)]. 3. Authority to undertake tender exempt procurement, in accordance with the Procurement and Tender Procedures Policy requirements, where the total consideration is included in the adopted Annual Budget [F&G.r.11(2)]. 4. Authority to invite tenders although not required to do so [F&G r.13]. 5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 7. 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)]. 8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)]. 9. Authority to accept, or reject an RFx, up to and including \$699,999 ex GST value detailed as a condition on this Delegation, and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)]. 10. Authority to approve a variation up to an amount of 10% of the original purchasing value of the total goods or services sought through the RFx, and to then negotiate minor variations (up to an amount of 10% of the original purchasing value) with the successful tenderer before entering into a contract [F&G r.20(1) and (3)]. 11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 12. Authority to decline any tender [F&G r.18(5)]. 13. 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)]. 14. Authority to: <ol style="list-style-type: none"> i. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract and is limited to a 10% tolerance of the original purchasing value; and ii. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A]. 15. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into or the successful tenderer agrees to terminate the contract [F&G r.18(6) and (7)], unless the tender was awarded by Council.
Delegates	CEO

Conditions	<ul style="list-style-type: none"> a. Sole supplier arrangements may only be approved where a record is retained that evidences: <ul style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; and iv. Rationale for why the supply is unique and cannot be sourced through other suppliers. b. 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 and where the: <ul style="list-style-type: none"> i. proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; ii. current supply contract expiry is imminent; iii. 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. c. In accordance with s.5.43, tenders may only be accepted where the resulting expense is included in the adopted Annual Budget. d. All above delegations must be in accordance with the Procurement and Tender Procedures Policy
Express power to subdelegate	<p><i>Local Government Act 1995:</i> ♦</p> <p>s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p><u>Deputy CEO/ Director Community Experience</u> <u>Director Community Experience</u> <u>Organisational Development</u> Director Aviation & Regulatory Services <u>Director Community Services</u> Director Corporate Services</p>

Subdelegate conditions	<p>Director Corporate Services (Function 1, 3, 4, 5, 6, 7, 8, 9*, 10, 11, 12, 15*)</p> <p>Director Community Services (Function 1, 3, 4, 5, 6, 7, 8, 9*, 10, 11, 12, 15*)</p> <p>Director Aviation and Regulatory Services (Function 1, 3, 4, 5, 6, 7, 8, 9*, 10, 11, 12, 15*)</p> <p>Director Infrastructure Services (Function 1, 3, 4, 5, 6, 7, 8, 9*, 10, 11, 12, 15*)</p> <p>Deputy CEO / Director Community Experience Organisational Development (Function 1, 3, 4, 5, 6, 7, 8, 9*, 10, 11, 12, 15*)</p> <p>a. In accordance with s.5.43, tenders may only be accepted where the resulting expense is included in the adopted Annual Budget.</p> <p>b. * Directors are authorised to accept tenders under function 9 and 15 up to \$150,000 excluding GST within their Directorate only.</p> <p>c. All above sub-delegations must be in accordance with the Procurement and Tender Procedures Policy</p> <p>d. Directors exercising this function must provide a memorandum to the CEO (for calling of tenders)</p>
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Amendments			
Approved	Type	Amendment	References
22 Jul 2022	New delegation	Deputy CEO/ Director Community Experience Director Community Experience Organisational Development	Nil
22 Jul 2022	New delegation	Deputy CEO/ Director Community Experience Director Community Experience Organisational Development	

Delegation	1.2.19 Disposal of Property
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p>
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.58(2) and (3) Disposing of Property
Function	<ol style="list-style-type: none"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> i. to the highest bidder at public auction [s.3.58(2)(a)]; and ii. to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [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)]. 3. Authority to dispose of property to a person or body that is an exempt disposition pursuant to r. 30 of the Local Government (Functions and General) Regulations 1996.
Delegates	CEO

Conditions	<p>a. When determining the method of disposal:</p> <p>i. Where a public auction is determined as the method of disposal:</p> <ul style="list-style-type: none"> • Reserve price has been set by independent valuation; and • 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; <p>ii. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method; and</p> <p>iii. Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to:</p> <ul style="list-style-type: none"> • Negotiate the sale of the property up to a -10% variance on the valuation; and • Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded. <p>b. 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> <p>i. Without reference to Council for resolution; and</p> <p>ii. In any case, be undertaken to ensure that the best value return is achieved by gifting, donating, or destruction (including recycling or reusing) a property (not exceeding \$5,000).</p>
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegate conditions	Nil.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.2.20 Payments from the Municipal or Trust Funds
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p> <p><i>Local Government (Financial Management) Regulations 1996</i> r.6 Audits and performance review of accounting staff etc, who may conduct</p>
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
Function	Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	<p>Deputy CEO/ Director Community Experience Director Community Experience Organisational Development Director Aviation & Regulatory Services Director Community Services Director Corporate Services Director Infrastructure Services Manager Corporate Services</p>
Subdelegate conditions	<p>a. Sub-Delegates must comply with finance procedures approved by the CEO (Financial Management Regulation 5)</p> <p>b. The Municipal Fund and Trust Fund is to be signed by two (2) of the abovementioned officers.</p> <p><i>* Note – payments for investments are specifically outlined under section 1.2.24 and are not included in this section</i></p>
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.2.21 Defer, Grant Discounts, Waive or Write Off Debts
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p> <p><i>Local Government (Financial Management) Regulations 1996</i> r.6 Audits and performance review of accounting staff etc, who may conduct</p>
Express power or duty delegated	<p><i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts</p>
Function	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire [s.6.12(1)(b)] 2. Grant a concession in relation to money which is owed to the Shire [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire [s.6.12(1)(c)].
Delegates	CEO

Conditions	<p><u>Waiver of Fee or Charge:</u></p> <ol style="list-style-type: none"> 1. The Chief Executive Officer may waive fees and charges, up to a maximum value of \$3,000 (ex GST) per customer within a financial year; 2. The Chief Executive Officer, may waive fees and charges for amounts up to \$3,000 (ex GST) for any fee or charge whose imposition is inequitable during circumstances where the State Government has declared either an 'emergency situation' or 'state of emergency' pursuant to the Emergency Management Act 2005, or a 'public health emergency' declaration under the Public Health Act 2016, and in accordance with a prior Council resolution. <p><u>Grant a Concession:</u></p> <ol style="list-style-type: none"> 3. The Chief Executive Officer may provide a concession, in relation to money which is owed to the Shire [s.6.12(1)(b)], related to their operational responsibilities, where such concession is either to: <ol style="list-style-type: none"> i. a value up to \$3000 (ex GST) per customer within a financial year; or ii. assist a not for profit community group or charitable entity, or where appropriate, up to \$3,000 (ex GST) at the discretion of the Chief Executive Officer, in fulfilling a service, social or cultural outcome, within the Shire. <p><u>Write off Debts:</u></p> <ol style="list-style-type: none"> 4. The Chief Executive Officer may only write off debts, excluding rates, limited to a value up to \$3,000 (ex GST) per debtor within a financial year. <p>The Chief Executive Officer has discretion to determine any conditions applicable to use of sub-delegated powers or duties.</p>
Express power to subdelegate	<p><i>Local Government Act 1995:</i></p> <p>s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p><u>Deputy CEO/ Director Community Experience</u> <u>Director Community Experience</u> <u>Organisational Development</u> Director Aviation & Regulatory Services <u>Director Community Services</u> Director Corporate Services Director Infrastructure Services</p>

Subdelegate conditions	<p>Director Corporate Services (Function 1, 2, 3, 4) Director Aviation and Regulatory Services (Function 1, 2, 3) Director Infrastructure Services (Function 1, 2, 3) Director Community Services (Function 1, 2, 3) Deputy CEO/ Director Community Experience Director Community Experience Organisational Development</p> <p>A \$10,000 annual limit is imposed on Directors of Organisation Development, Aviation and Regulatory Services, Community Services and Infrastructure Services and \$20,000 for Corporate Services Director</p> <p>Fee waivers and concessions may only be granted by a Director with respect to their Directorate.</p> <p>Waiver of Fee or Charge:</p> <ol style="list-style-type: none"> 1. Each Director may waive fees and charges related to their operational responsibilities, where such waiver is to a value up to \$3,000 (ex GST) per customer within a financial year; 2. Each Director may waive fees and charges for amounts up to \$3,000 (ex GST) for any fee or charge whose imposition is inequitable during circumstances where the State Government has declared either an 'emergency situation' or 'state of emergency' pursuant to the Emergency Management Act 2005, or a 'public health emergency' declaration under the Public Health Act 2016, and in accordance with a prior Council resolution. <p>Grant a Concession:</p> <ol style="list-style-type: none"> 3. Each Director may provide a concession, in relation to money which is owed to the Shire [s.6.12(1)(b)], related to their operational responsibilities, where such concession is either to: <ol style="list-style-type: none"> i. a value up to \$3,000 (ex GST) per customer within a financial year; or ii. assist a not for profit community group or charitable entity, or where appropriate, up to \$3,000 (ex GST) at the discretion of the Director, in fulfilling a service, social or cultural outcome, within the Shire. 4. The Director Corporate Services may only write off debts, excluding rates, limited to a value up to \$3,000 (ex GST) per debtor within a financial year.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.2.22 Power to Invest and Manage Investments
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p> <p><i>Local Government (Financial Management) Regulations 1996</i> r.6 Audits and performance review of accounting staff etc, who may conduct</p>
Express power or duty delegated	<p><i>Local Government Act 1995:</i> s.6.14 Power to invest</p> <p><i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for</p>
Function	<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].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council's 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. c. The placement or redemption of all investments requires dual authorisation by the Chief Executive Officer and a Director.
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	Director Corporate Services Manager Corporate Services
Subdelegate conditions	Two (2) authorised signatories are required
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.2.23 Rate Record Amendment
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p> <p><i>Local Government (Financial Management) Regulations 1996</i> r.6 Audits and performance review of accounting staff etc, who may conduct</p>
Express power or duty delegated	<p><i>Local Government Act 1995:</i> s.6.39(1) Rate record s.6.39(2)(b) Rate record s.6.40(1) and (2) Effect of amendment of rate record s.6.41 Service of rate notice</p>
Function	<ol style="list-style-type: none"> 1. Authority to compile rate record, at the time and in the form and manner prescribed, for that financial year after Council resolve to impose rates [6.39(1)]. 2. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)]. 3. Authority to reassess the rates payable on the land and to give notice to the owner of the land of any change in the amount of rates payable on the land [6.40(1) and (2)]. 4. Authority to provide the owner of rateable land a dated notice accompanied by the details and particulars described [6.41(1)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Director Corporate Services Manager Corporate Services Rates Revenue Finance Officer</p>
Subdelegate conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.2.24 Agreement as to Payment of Rates and Service Charges
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p> <p><i>Local Government (Financial Management) Regulations 1996</i> r.6 Audits and performance review of accounting staff etc, who may conduct</p>
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Function	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates	CEO
Conditions	Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Manager Corporate Services Rates Revenue Finance Officer Senior Finance Officer
Subdelegate conditions	Payments of rates and service charges to be made in accordance with policy and procedures.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.2.25 Recovery of Rates or Service Charges
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p> <p><i>Local Government (Financial Management) Regulations 1996</i> r.6 Audits and performance review of accounting staff etc, who may conduct</p>
Express power or duty delegated	<p><i>Local Government Act 1995:</i> s.6.55 Rates or service charges recovery s.6.56 Rates or service charges recoverable in court</p>
Function	<ol style="list-style-type: none"> 1. Authority to recover rates or service charges on land [s.6.55] 2. 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)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Director Corporate Services Manager Corporate Services Rates Revenue Finance Officer Senior Finance Officer</p>
Subdelegate conditions	Nil
Date adopted	17 December 2021
Adoption references	Item 11.1.1 OCM 17/12/2021

Delegation	1.2.26 Recover a Fee or Charge (Excluding Rates)
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p> <p><i>Local Government (Financial Management) Regulations 1996</i> r.6 Audits and performance review of accounting staff etc, who may conduct</p>
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.16 Imposition of fees and charges
Function	The power to 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 under Part 6, Division 5 of the <i>Local Government Act 1995</i> .
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Manager Corporate Services Rates Revenue Finance Officer Senior Finance Officer
Subdelegate conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Amendments			
Approved	Type	Amendment	References
22 Jul 2022	Amended delegation	Rates Revenue Finance Officer	

Delegation	1.2.27 Recovery of Rates Debts – Require Lessee to Pay Rent
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p> <p><i>Local Government (Financial Management) Regulations 1996</i> r.6 Audits and performance review of accounting staff etc, who may conduct</p>
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Function	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services Manager Corporate Services Rates Revenue Finance Officer
Subdelegate conditions	Payments of rates and service charges to be made in accordance with policy and procedure .
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.2.28 Rate Record – Objections
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p> <p><i>Local Government (Financial Management) Regulations 1996</i> r.6 Audits and performance review of accounting staff etc, who may conduct</p>
Express power or duty delegated	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Function	<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)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Corporate Services
Subdelegate conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.2.29 Authority to Commence Prosecutions under the Local Government Act and Local Laws
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p> <p><i>Local Government (Financial Management) Regulations 1996</i> r.6 Audits and performance review of accounting staff etc, who may conduct</p>
Express power or duty delegated	<p><i>Local Government Act 1995:</i> s.4.97 Prosecutions s.9.24 Prosecutions, commencing</p>
Function	<ol style="list-style-type: none"> 1. The power to commence a prosecution for an offence against the Local Government Act 1995 [s.9.24(1)(b)&(c)] 2. The power to commence a prosecution for an offence under a Shire of East Pilbara Local Law pursuant to Part 4, Division 11 [s.9.24(2)(a)&(b)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.2.30 Execute Documents and Contract Formalities
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<p><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</p> <p><i>Local Government (Administration) Regulations 1996</i> r.18G Delegations to CEOs, limits on (Act s.5.43)</p> <p><i>Local Government (Financial Management) Regulations 1996</i> r.6 Audits and performance review of accounting staff etc, who may conduct</p>
Express power or duty delegated	<p><i>Local Government Act 1995:</i> s.9.49A Execution of Documents s.9.49B Contract Formalities</p>
Function	<ol style="list-style-type: none"> 1. To sign documents on behalf of the local government subject to the conditions below [s.9.49A(4)]. 2. To vary or discharge a contract in the name of or on behalf of the local government subject to conditions below [s.9.49B(1)].
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. The authorised officers may only sign documents in accordance with the Council's Execution of Documents Policy. b. The authorised officers may only vary or discharge a contract that it has authorisation to sign pursuant to section 9.49A(4) and in accordance with the Council's Execution of Documents Policy. c. Records of executed documents must be maintained in accordance with State Records Act and Council's Record Keeping policy and procedures.
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Deputy CEO/ Director Community Experience Director Community Experience Organisational Development Director Aviation & Regulatory Services Director Community Services Director Corporate Services Director Information Services</p>
Subdelegate conditions	Execution of documents must be reported in accordance with the Execution of Documents Policy.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Amendments			
Approved	Type	Amendment	References
22 Jul 2022	Amended delegation	Deputy CEO/ Director organizational Development	

Item 11.1.3 Appendix 1

Delegation	1.2.31 Grants and Sponsorship Allocations
Head of power	01 Local Government Act 1995
Delegator	Council
Express power to delegate	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
Function	Authority to determine allocation [FM Reg 12(1)(a)] of the Shire's: 1.Small Grants up to the value of \$1,000, in accordance with Council Policy 6.5 Grants and Sponsorship; 2.Event Grants up to the value of \$1,000, in accordance with Council Policy 6.5 Grants and Sponsorship; 3.Participation Grants up to a value of \$1,500, in accordance with Council Policy 6.5 Grants and Sponsorship; 4.Venue Support Grants up to a value of \$3,000, in accordance with Council Policy 6.5 Grants and Sponsorship. Authority to decline applications for sponsorships in accordance with Council Policies. The above sponsorship decisions are appealable to Council.
Delegates	CEO
Conditions	1.All applications for Community Grants and Sponsorship requires a decision of Council. Decisions must be in accordance with the requirements of relevant Council Policies and be within Annual Budget allocations. 2.Records evidencing assessment against criteria must be retained.
Subdelegates	Deputy CEO/ Director Community Experience <u>Director Community Experience</u> Organisational Development
Subdelegate conditions	The CEO sub-delegation does not include Community Grants or Sponsorship funding. All applications for Community Grants and Sponsorship made in round funding requires a decision of Council. The Deputy CEO, Director Community Experience <u>Organisational Development</u> has the authority to determine allocation of the Shire's: 1.Small Grants up to the value of \$1,000, in accordance with Council Policy 6.5 Grants and Sponsorship; 2.Event Grants up to the value of \$1,000, in accordance with Council Policy 6.5 Grants and Sponsorship; 3.Participation Grants up to a value of \$1,500, in accordance with Council Policy 6.5 Grants and Sponsorship; 4.Venue Support Grants up to a value of \$3,000, in accordance with Council Policy 6.5 Grants and Sponsorship. Authority to decline applications for sponsorships in accordance with Council Policies. The above sponsorship decisions are appealable to Council.
Date adopted	24 February 2023
Adoption references	11.3.2 OCM

01.3 CEO to Employees

Delegation	1.3.1 Determine if an Emergency for Emergency Powers of Entry
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	<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
Function	Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
Delegates	Coordinator Senior Ranger Emergency Services and Community Safety Coordinator Environmental Health Services Deputy CEO/ Director Community Experience Director Community Experience Organisational Development Director Aviation & Regulatory Services Director Community Services Director Corporate Services Director Infrastructure Services Environmental Health Officer Manager Community Safety Manager Development Services Park Ranger - Cape Keraudren P...
Conditions	In each instance that this delegation is exercised, the delegate must provide a report to the Chief Executive Officer.
Express power to subdelegate	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.3.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	<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 (Uniform Local Provisions) Regulations 1996:</i> r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
Function	<p>When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.2.11 Obstruction of Footpaths and Thoroughfares:</p> <ol style="list-style-type: none"> 1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]. 2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b)]. 3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
Delegates	<p>Director Aviation & Regulatory Services</p> <p>Director Community Services</p> <p>Director Infrastructure Services</p>
Conditions	<ol style="list-style-type: none"> a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.11 Obstruction of Footpaths and Thoroughfares. b. Actions under this Delegation must comply with the procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.
Express power to subdelegate	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2,4 OCM 22/07/2022

Delegation	1.3.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	<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 (Uniform Local Provisions) Regulations 1996:</i> r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
Function	When determining to grant permission to for a dangerous excavation under Delegated Authority 1.2.13 Public Thoroughfares – Dangerous Excavations: <ol style="list-style-type: none"> 1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. 2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. 3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.
Delegates	Coordinator Work, Health and Safety <u>Advisor</u> Director Aviation & Regulatory Services Director Infrastructure Services
Conditions	<ol style="list-style-type: none"> a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.13 Public Thoroughfares – Dangerous Excavations. b. Actions under this Delegation must comply with the procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>.
Express power to subdelegate	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	<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 (Uniform Local Provisions) Regulations 1996:</i> r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
Function	<ol style="list-style-type: none"> 1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)]. 2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].
Delegates	Director Aviation & Regulatory Services Director Infrastructure Services Manager Development Services Manager Operations
Conditions	Nil.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.3.5 Electoral Enrolment Eligibility Claims and Electoral Roll
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	<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) and (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 1997:</i> r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) and (4) Register - s.4.32(6)
Function	<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 which is less than 100 days since the last election day [s.4.37(3)].
Delegates	Director Corporate Services Manager Governance, Risk and Procurement

Conditions	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).
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Item 11.1.3 Appendix 1

Delegation	1.3.6 Destruction of Electoral Papers
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	<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 1997:</i> r.82(4) Keeping election papers – s4.84(a)
Function	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)].
Delegates	Director Corporate Services Manager Governance, Risk and Procurement
Conditions	Memo to be kept on the file certifying the destruction of the election papers.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.3.7 Financial Management Systems and Procedures
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees Local Government (Financial Management) Regulations 1996 r.6 Audits and performance review of accounting staff etc, who may conduct
Express power or duty delegated	<i>Local Government (Financial Management) Regulations 1996:</i> r.5 CEO's Duties as to financial management
Function	Authority to establish systems and procedures which give effect to internal controls and risk mitigation for the: <ul style="list-style-type: none"> i. Collection of money owed to the Shire; ii. Safe custody and security of money collected or held by the Shire; iii. Maintenance and security of all financial 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; and vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
Delegates	Director Corporate Services Manager Corporate Services
Conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.3.8 Infringement Notices
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	<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.9.16 Notice, giving of to alleged offender 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
Function	<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 give an infringement notice to an alleged offender [9.16]. 3. 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]. 4. 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].
Delegates	Coordinator Senior Ranger Emergency Services and Community Safety Coordinator Environmental Health Services Director Aviation & Regulatory Services Director Community Services Environmental Health Officer Manager Community Safety Manager Development Services Park Ranger - Cape Keraudren Ranger
Conditions	Director Community Services (Function 1, 2, 3) Director Aviation and Regulatory Services (Function 1, 2, 3) Manager Community Safety (Function 1, 2, 3) Manager Development Services (Function 2) Coordinator Senior Ranger Emergency Services and Community Safety (Function 1, 2) Park Ranger – Cape Keraudren (Function 1, 2) Ranger(s) (Function 1, 2) Coordinator Environmental Health Services (Function 2) Environmental Health Officer (Function 2) 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
Date adopted	22 July 2022

Adoption references	Item 11.2.4 OCM 22/07/2022
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Delegation	1.3.9 Acting Chief Executive Officer
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<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.5.39(1a)(a) An employee may act in the position of a CEO
Function	Senior Employee to act in the capacity of Chief Executive Officer during absences not exceeding three months [s.5.39(1a)(a)].
Delegates	<u>Deputy CEO/ Director Community Experience</u> <u>Director Community Experience</u> <u>Organisational Development</u> Director Aviation & Regulatory Services <u>Director Community Services</u> Director Corporate Services
Conditions	Only a senior permanent employee may be appointed as acting Chief Executive Officer and in accordance with Council's Appointment of Acting Chief Executive Officer Policy.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	1.3.10 Complaints Officer (For Council Members, Committee Members and Candidates)
Head of power	01 Local Government Act 1995
Delegator	CEO
Express power to delegate	<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.5.120 Complaints officer
Function	An employee to be the designated Complaints Officer under the <i>Local Government Act 1995</i> [s.5.120(a)].
Delegates	Director Corporate Services
Conditions	All decisions and processes are to align with the Shire of East Pilbara Code of Conduct for Council Members, Committee Members and Candidates
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

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Delegation	1.3.11 Making Payments to Employees in Addition to Contract or Award
Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	<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.5.50 Payments to Employees in addition to Contract or Award
Function	Making Payments to Employees in addition to Contract or Award pursuant to Part 5, Division 4 of the <i>Local Government Act 1995</i> .
Delegates	CEO
Conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

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02 Emergency Management Act 2005

Emergency Management Act 2005

02.1 Council to CEO / Employees

Delegation	2.1.1 Power of Local Government to Destroy Dangerous Vegetation or Premises in Cyclone Area
Head of power	02 Emergency Management Act 2005
Delegator	Local Government
Express power to delegate	<i>Emergency Management Act 2005:</i> s.45 Exercise of powers under this division
Express power or duty delegated	<i>Emergency Management Act 2005:</i> s.46 Power of local government to destroy dangerous vegetation or premises in cyclone area s.47 Local government may require owner or occupier of land to take action s.48 Additional powers when direction given
Function	Powers and functions of local government during a cyclone under Part 3 Division 3 of the <i>Emergency Management Act 2005</i> .
Delegates	CEO Coordinator Senior Ranger Emergency Services and Community Safety Deputy CEO/ Director Community Experience Director Community Experience Organisational Development Director Aviation & Regulatory Services Director Community Services Director Infrastructure Services Manager Community Safety Manager Development Services Manager Operations Park Ranger - Cape Keraudren
Conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

03 Freedom of Information Act 1992

Freedom of Information Act 1992

03.1 CEO to Employees

Delegation	3.1.1 Decisions Made Under the Freedom of Information Act 1992
Head of power	03 Freedom of Information Act 1992
Delegator	CEO
Express power to delegate	<i>Freedom of Information Act 1992:</i> s.100 Who in agency makes its decisions
Express power or duty delegated	<i>Freedom of Information Act 1992:</i> s.100 Who in agency makes its decisions
Function	<ol style="list-style-type: none"> 1. All primary decisions made under the <i>Freedom of Information Act 1992</i>; and 2. Internal review of primary decision as to access under section 41.
Delegates	Coordinator <u>Customer</u> Corporate Services Director Corporate Services Manager Governance, Risk and Procurement
Conditions	Director Corporate Services (Function 2) Manager Governance, Risk and Procurement (Function 1, 2) Coordinator <u>Customer</u> Corporate Services (Function 1) Delegates who perform Function 1 cannot undertake Function 2 in respect to the same application.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

04 Public Interest Disclosures Act 2003

Public Interest Disclosures Act 2003

04.1 CEO to Employees

Delegation	4.1.1 Public Interest Disclosure Officers
Head of power	04 Public Interest Disclosures Act 2003
Delegator	CEO
Express power to delegate	<i>Public Interest Disclosures Act 2003:</i> s.23(1)(a) The principal executive officer of a public authority must designate the occupant of a specified position with the authority as the person responsible for receiving disclosures of public interest information
Express power or duty delegated	<i>Public Interest Disclosures Act 2003:</i> S.23 Principal executive officer of public authority, duties of
Function	The person responsible for receiving disclosures of public interest information under the <i>Public Interest Disclosures Act 2003</i> .
Delegates	Customer Service and Library Officer - Marble bar Manager Governance, Risk and Procurement Manager Place Operations Coordinator
Conditions	Delegates must be authorised by the CEO and complete a Public Interest Disclosure Officer Declaration certifying they understand their responsibilities and obligations under the <i>Public Interest Disclosures Act 2003</i> .
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

05 Building Act 2011

Building Act 2011

05.1 Council to CEO / Employees

Delegation	5.1.1 Grant a Building Permit
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<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))
Function	<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) and (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)]; and 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].
Delegates	CEO
Conditions	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i> .
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Subdelegates	Assistant Building Surveyor/ Administration Officer Director Aviation & Regulatory Services Manager Building Services
Subdelegate conditions	Director Aviation and Regulatory Services (Function 1, 2, 3, 4, 5) Manager Building Services (Function 1, 2, 3, 4, 5) Assistant Building Surveyor/ Administration Officer (Function 1, 2, 4, 5)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

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Delegation	5.1.2 Demolition Permits
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<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))
Function	<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) and (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].
Delegates	CEO
Conditions	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i> .
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Aviation & Regulatory Services Manager Building Services
Subdelegate conditions	Nil.

Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

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Delegation	5.1.3 Occupancy Permits or Building Approval Certificates
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<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 <i>Building Regulations 2012:</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Function	<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].
Delegates	CEO
Conditions	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i> .
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Aviation & Regulatory Services Manager Building Services
Subdelegate conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	5.1.4 Authorised Persons (Building)
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<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
Function	<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)]. 3. Authority to undertake the following functions as authorised persons: <ol style="list-style-type: none"> a. Entry powers [s.100] b. Powers after entry and compliance purposes [s.101] c. Obtaining information and documents [s.102] d. Use of force and assistance [s.103] e. Entry warrant to enter a place [s.106] f. Execution of warrant [s.109] g. To carry out the functions to give effect to a building order [s.118]
Delegates	CEO
Conditions	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i> .
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Aviation & Regulatory Services Manager Building Services
Subdelegate conditions	Director Aviation and Regulatory Services (Function 3a, 3b, 3c, 3d, 3e, 3f, 3g) Manager Building Services (Function 3a, 3b, 3c, 3g)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	5.1.5 Authorised Persons (Swimming Pool Inspectors)
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<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.53 Inspection of barrier to private swimming pool
Function	<ol style="list-style-type: none"> 1. To authorise persons to inspect the barrier of private swimming pools every 4 years to ensure compliance with the <i>Building Regulations 2012</i> [r.53]. 2. To inspect the barrier of private swimming pools every 4 years to ensure compliance with the <i>Building Regulations 2012</i> [r.53].
Delegates	CEO
Conditions	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i> .
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Aviation & Regulatory Services Manager Building Services Swimming Pool Inspector
Subdelegate conditions	Director Aviation and Regulatory Services (Function 2) Manager Building Services (Function 2) Swimming Pool Inspectors* (Function 2) Swimming Pool Inspectors designated by CEO
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	5.1.6 Building Orders
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<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
Function	<ol style="list-style-type: none"> Authority to make Building Orders in relation to: <ol style="list-style-type: none"> Building work; Demolition work; and 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 Building Act 2011.
Delegates	CEO
Conditions	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i> .
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Aviation & Regulatory Services Manager Building Services

Subdelegate conditions	Director Aviation and Regulatory Services (Function 1, 2, 3, 4, 5, 6) Manager Building Services (Function 1, 2)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

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Delegation	5.1.7 Inspection and Copies of Building Records
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<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
Function	Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Delegates	CEO
Conditions	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i> .
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Administration Officer - Airport Services Assistant Building Surveyor/ Administration Officer Director Aviation & Regulatory Services Manager Building Services
Subdelegate conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	5.1.8 Referrals and Issuing Certificates
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<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
Function	<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)].
Delegates	CEO
Conditions	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i> .
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Assistant Building Surveyor/ Administration Officer Director Aviation & Regulatory Services Manager Building Services
Subdelegate conditions	Director Aviation and Regulatory Services Manager Building Services (Function 1) Assistant Building Surveyor/ Administration Officer (Function 1)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	5.1.9 Private Pool Barrier – Alternative and Performance Solutions
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	<i>Building Regulations 2012:</i> r.51 Application for occupancy permit or building approval certificate for unauthorised work
Function	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Delegates	CEO
Conditions	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i> .
Express power to subdelegate	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Director Aviation & Regulatory Services
Subdelegate conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	5.1.10 Smoke Alarms – Alternative Solutions
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<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
Function	<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].
Delegates	CEO
Conditions	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012.
Subdelegates	Director Aviation & Regulatory Services Manager Building Services
Subdelegate conditions	Manager Building Services (Function 2) Director Aviation and Regulatory Services (Function 1 and 2)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	5.1.11 Appointment of approved officers and authorised officers
Head of power	05 Building Act 2011
Delegator	Local Government
Express power to delegate	<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
Function	<p>1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A).</p> <p>NOTE: Only employees delegated under s 5.44(1) of the <i>Local Government Act 1995</i> with power under s 9.19 or 9.20 may be appointed as "approved officers".</p> <p>2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2).</p> <p>NOTE: Only employees appointed under s 9.10 of the <i>Local Government Act 1995</i> and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).</p>
Delegates	CEO
Conditions	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i> .
Express power to subdelegate	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

06 Bush Fires Act 1954

Bush Fires Act 1954

06.1 Council to CEO

Delegation	6.1.1 Powers, Duties and Functions of a Local Government
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i>
Function	Authority to perform all of the powers, duties and functions of the local government under the <i>Bush Fires Act 1954</i> and <i>Bush Fires Regulations 1954</i> .
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

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

Delegation	6.2.1 Make Request to FES Commissioner – Control of Fire
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<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
Function	Authority to request on behalf of the Shire that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Delegates	CEO Shire President Chief Bush Fire Control Officer Deputy Chief Bush Fire Control Officer Senior Ranger
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	17 December 2021
Adoption references	Item 11.1.1 OCM 17/12/2021

Delegation	6.2.1 Prohibited Burning Times – Control Activities
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister 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
Function	<ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	Chief Bush Fire Control Officer Deputy Chief Bush Fire Control Officer Senior Ranger
Conditions	Chief Bush Fire Control Officer (Department of Fire & Emergency Services [DFES]) (Function 1, 3, 4, 5) Decisions under s.17(7) must be undertake jointly by both the CEO and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).

Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

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Delegation	6.2.2 Prohibited Burning Times - Vary
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
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
Function	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)].
Delegates	CEO Chief Bush Fire Control Officer Shire President
Conditions	Decisions under s,17(7) must be undertake jointly by two of the Chief Executive Officer or Shire President, and Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	17 December 2021
Adoption references	Item 11.1.1 OCM 17/12/2021

Delegation	6.2.2 Control of Operations Likely to Create Bush Fire Danger
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<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
Function	<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>
Delegates	Bush Fire Control Officer Chief Bush Fire Control Officer Deputy Chief Bush Fire Control Officer Senior Ranger
Conditions	Chief Bush Fire Control Officer (Department of Fire and Emergency Services [DFES]) (Function 1, 2) Deputy Chief Bush Fire Control Officer (Function 1, 2) Bush Fire Control Officers (1,2)
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	6.2.3 Burning Garden Refuse / Open Air Fires
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<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
Function	<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 plant 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 air 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)].
Delegates	Chief Bush Fire Control Officer Deputy Chief Bush Fire Control Officer Senior Ranger
Conditions	Nil.

Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

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Delegation	6.2.4 Firebreaks
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<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
Function	<p>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:</p> <ul style="list-style-type: none"> a. clearing of firebreaks as determined necessary and specified in the notice; 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)]. <p>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)]:</p> <ul 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)].
Delegates	Chief Executive Officer Chief Bush Fire Control Officer Deputy Chief Bush Fire Control Officer Director Community Aviation and Regulatory Services Manager Community Safety Bush Fire Control Officer
Conditions	Director Community Services Aviation and Regulatory Services (Function 1, 2) Manager Community Safety (Function 1, 2) Chief Bush Fire Control Officer (Department of Fire & Emergency Services [DFES]) (Function 1) Deputy Chief Bush Fire Control (Function 1)
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	22 December 2021
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	6.2.4 Restricted Burning Times – Vary and Control Activities
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<p><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</p> <p><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</p>

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Function	<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]. 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]. 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)]. 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)]. 9. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	CEO Chief Fire Control Officer Deputy Fire Control Officer Senior Ranger
Conditions	Nil.
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	17 December 2021
Adoption references	Item 11.1.1 OCM 17/12/2021

Delegation	6.2.5 Prosecution of Offences
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<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
Function	<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)].
Delegates	Bush Fire Control Officer Chief Bush Fire Control Officer Deputy Chief Bush Fire Control Officer Senior Ranger
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	6.2.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<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
Function	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i> <ol style="list-style-type: none"> a. Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire [s.38(5A)]. 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]: <ol style="list-style-type: none"> a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	17 December 2021
Adoption references	Item 11.1.1 OCM 17/12/2021

Delegation	6.2.9 Control and Extinguishment of Bush Fires
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<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
Function	<p>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)].</p> <p>a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act officer 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)].</p>
Delegates	CEO Chief Bush Fire Control Officer Deputy Chief Bush Fire Control Officer Senior Ranger Ranger
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	17 December 2021
Adoption references	Item 11.1.1 OCM 17/12/2021

Delegation	6.2.10 Apply for Declaration as an Approved Area
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.52(1) Approved area may be declared
Function	1. Authority to apply to the Minister to have the local government district, or part of the district, declared as an approved area. [s.52(1)] (Note - The declaration of a district, or part thereof, as an approved area, results in a reduction in insurance premium of crops within that area s.53.)
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	17 December 2021
Adoption references	Item 11.1.1 OCM 17/12/2021

Delegation	6.2.11 Recovery of Expenses Incurred through Contraventions of this Act
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<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
Function	Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire or those on behalf of the Shire to do [s.58].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	17 December 2021
Adoption references	Item 11.1.1 OCM 17/12/2021

Delegation	6.2.13 Withdrawal of Infringement Notices
Head of power	06 Bush Fires Act 1954
Delegator	Local Government
Express power to delegate	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express power or duty delegated	<i>Bush Fires Act 1954:</i> s.59A(5) Alternative procedure – infringement notices
Function	Authority to withdraw an infringement notice for an offence against this Act [s.59A(5)].
Delegates	CEO Director Aviation and Regulatory Services
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Date adopted	17 December 2021
Adoption references	Item 11.1.1 OCM 17/12/2021

07 Cat Act 2011

Cat Act 2011

07.1 Council to CEO

Delegation	7.1.1 Cat Registrations
Head of power	07 Cat Act 2011
Delegator	Local Government
Express power to delegate	<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 s.13 Notice of decision regarding registrations <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Function	<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)]. 6. Authority to give notice to owner of a cat of decisions regarding to registrations [s.13 (1)].
Delegates	CEO
Conditions	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 subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Subdelegates	Coordinator Corporate Services Senior Coordinator Ranger Emergency Services and Community Safety Customer Service Administration Officer Customer Service and Library Officer - Marble bar Director Community Services Manager Community Safety Manager Place Park Ranger - Cape Keraudren Place & Activities Officer - Nullagine Ranger
Subdelegate conditions	Director Community Services (Function 3, 4, 5, 6) Manager Community Safety (Function 3, 4, 6) Senior Ranger Coordinator Ranger & Emergency and <u>Community Safety</u> <u>Services</u> (Function 1, 3, 6) -Park Ranger – Cape Keraudren (Function 1, 3, 6) Ranger(s) (Function 1, 3, 6) Coordinator Corporate Services (Function 1, 4) Customer Service/ Administration Officer(s) (Function 1, 4) Customer Service and Library Officer – Marble Bar (Function 1, 4) Place and Activities Officer – Nullagine (Function 1, 4) Manager Place (Function 3, 4, 6)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	7.1.2 Cat Control Notices
Head of power	07 Cat Act 2011
Delegator	Local Government
Express power to delegate	<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
Function	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].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Senior Ranger Coordinator Emergency Services and Community Safety Director Community Services Manager Community Safety Park Ranger - Cape Keraudren Ranger
Subdelegate conditions	Nil.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	7.1.3 Approval to Breed Cats
Head of power	07 Cat Act 2011
Delegator	Local Government
Express power to delegate	Cat Act 2011: 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 s.40 Notice of decision
Function	<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 [s.39]. 5. Authority to give notice of a decision regarding an application to breed cats [s.40]
Delegates	CEO
Conditions	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 subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Senior Ranger Coordinator Emergency Services and Community Safety Customer Service Administration Officer Customer Service and Library Officer - Marble bar Director Community Services Manager Community Safety Place & Activities Officer - Nullagine
Subdelegate conditions	Director Community Services (Function 1, 2, 3, 4, 5) Manager Community Safety (Function 1, 2, 3, 4, 5) Senior Ranger Coordinator Emergency Services and Community Safety (Function 4) Customer Service/ Administration <u>Administration</u> Officer(s) (Function 4) Customer Service and Library Officer – Marble Bar (Function 4) Place and Activities Officer – Nullagine (Function 4)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	7.1.4 Appoint Authorised Persons
Head of power	07 Cat Act 2011
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s. 48 Authorised persons
Function	<ol style="list-style-type: none"> 1. Authority to appoint authorised persons by issuing a certificate of authorisation [s.48]. 2. Authority to undertake the following functions as authorised persons: <ol style="list-style-type: none"> a. To seize a cat [s.27] b. To cause a cat to be destroyed [s. 49] c. To require a person's details [s. 50] d. To enter premises [s. 51] e. To carry out general powers of authorised person [s. 52] f. To apply for a warrant [s .57] g. To give an infringement notice [s. 62] h. To commence a prosecution [s. 73]
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Senior Ranger Coordinator Emergency Services and Community Safety Director Community Services Manager Community Safety Park Ranger - Cape Keraudren Ranger
Subdelegate conditions	Director Community Services (Function 2a, 2b, 2c, 2d, 2e, 2f and 2h) Manager Community Safety (Function 2a, 2b, 2c, 2d, 2e, 2f and 2g) Senior Coordinator Ranger & Emergency and Community Safety Services (Function 2a, 2b, 2c, 2d, 2e, 2f and 2g) Park Ranger – Cape Keraudren (Function 2a, 2b, 2c, 2d, 2e, 2f and 2g) Ranger(s)s (Function 2 a, 2b, 2c, 2d, 2e, 2f and 2g)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	7.1.5 Recovery of Costs – Destruction of Cats
Head of power	07 Cat Act 2011
Delegator	Local Government
Express power to delegate	<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
Function	Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Director Community Services
Subdelegate conditions	Nil.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	7.1.6 Applications to Keep Additional Cats
Head of power	07 Cat Act 2011
Delegator	Local Government
Express power to delegate	<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
Function	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3. Authority to grant or refuse approval for additional number of (specified as two (2) in Shire of East Pilbara Health Local Law 2011) 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].
Delegates	CEO
Conditions	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 subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Senior Ranger Coordinator Emergency Services and Community Safety Director Community Services Manager Community Safety Park Ranger - Cape Keraudren Ranger
Subdelegate conditions	Director Community Services (Function 1, 2, 3) Manager Community Safety (Function 1, 2, 3) Coordinator Ranger & Emergency Services (Function 1, 2) Park Ranger – Cape Keraudren (Function 1, 2) Ranger(s) (Function 1, 2)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

07.2 CEO to Employees

Delegation	7.2.1 Infringement Notices – Extensions and Withdrawals
Head of power	07 Cat Act 2011
Delegator	CEO
Express power to delegate	<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
Function	<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].
Delegates	Director Community Services Director Corporate Services
Conditions	Director Corporate Services (Function 1)
Express power to subdelegate	Nil.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

08 Dog Act 1976

Dog Act 1976

08.1 Council to CEO

Delegation	8.1.1 Dog Registrations
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	<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
Function	<ol style="list-style-type: none"> 1. Authority to determine a dog registration [s.16(2)]. 2. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 3. 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>; ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease; the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept; iii. the dog is required to be microchipped but is not microchipped; and iv. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 4. 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)]. 5. 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)].
Delegates	CEO
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.

Express power to subdelegate	<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)
Subdelegates	Coordinator Corporate Services Senior Ranger Coordinator Emergency Services and Community Safety Customer Service Administration Officer Customer Service and Library Officer - Marble bar Director Community Services Manager Community Safety Park Ranger - Cape Keraudren Place & Activities Officer - Nullagine Ranger
Subdelegate conditions	Director Community Services (Function 2, 3, 4, 5) Manager Community Safety (Function 2, 3) Senior Ranger Coordinator Emergency Services and Community Safety (Function 1, 2, 3) Park Ranger – Cape Keraudren (Function 1, 2, 3) Ranger(s) (Function 1, 2, 3) Coordinator Corporate Services (Function 1) Customer Service / Administration Officer(s) (Function 1) Customer Service and Library Officer – Marble Bar (Function 1) Place and Activities Officer – Nullagine (Function 1)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	8.1.2 Appoint Authorised Persons
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976 and Dog Regulations 2013</i>
Function	<ol style="list-style-type: none"> 1. Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act. 2. Authority to undertake the following functions as authorised persons <ol style="list-style-type: none"> a. To seize dogs [s.29(1)] b. To declare a dog to be dangerous [s.33] c. To seize and destroy dogs [s.33G] d. Issue an order regarding a nuisance dog [s.38] e. Apply for an order that a dog be destroyed [s.39] f. Request personal details [s.43A] g. Commence enforcement proceedings [s.44] h. Veterinary services [s.47] i. To issue an infringement notice [r.35] j. To withdraw infringement notices [r.37]
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<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)
Subdelegates	Senior Ranger Coordinator Emergency Services and Community Safety Director Aviation & Regulatory Services Director Community Services Manager Community Safety Manager Place Park Ranger - Cape Keraudren Ranger
Subdelegate conditions	Director Community Services (Function 2(a), 2(c), 2(d), 2(f), 2(h), 2(j)) Manager Community Safety (Function 2(a), 2(c), 2(d), 2(f), 2(h), 2(i)) Senior Coordinator Ranger & Emergency and Community Safety Services (Function 2(a), 2(c), 2(d), 2(f), 2(h), 2(i)) Park Ranger – Cape Keraudren (Function 2(a), 2(c), 2(d), 2(f), 2(h), 2(i)) Ranger(s) (Function 2(a), 2(c), 2(d), 2(f), 2(h), 2(i)) Director Aviation and Regulatory Services (Function 2(a), 2(c), 2(d), 2(f), 2(h), 2(j)) Manager Place (Function 2(a), 2(c), 2(d), 2(f), 2(h), 2(i))
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Amendments			
Approved	Type	Amendment	References
22 Oct 2022	Amended delegation	Addition of Manager Place as subdelegate	Nil

Item 11.1.3 Appendix 1

Delegation	8.1.4 Recovery of Moneys due under this Act
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	<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
Function	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)].
Delegates	CEO
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	<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)
Subdelegates	Director Corporate Services Manager Governance, Risk and Procurement
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	8.1.5 Dispose of or Sell Dogs Liable to be Destroyed
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	<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
Function	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	CEO
Conditions	<p>a. The Chief Executive Officer may further delegate (subdelegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.</p> <p>b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.</p>
Express power to subdelegate	<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)
Subdelegates	Director Community Services Manager Community Safety
Subdelegate conditions	Nil.
Date adopted	22 December 2021
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	8.1.6 Declare Dangerous Dog
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	<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)
Function	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	CEO
Conditions	The Chief Executive Officer may further delegate (sub-delegate).
Express power to subdelegate	<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)
Subdelegates	Senior Ranger Coordinator Emergency Services and Community Safety Director Community Services Manager Community Safety Park Ranger - Cape Keraudren Ranger
Subdelegate conditions	Nil.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	8.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express power or duty delegated	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) and (5) Local government may revoke declaration or proposal to destroy
Function	<ol style="list-style-type: none"> 1. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 2. 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)].
Delegates	CEO
Conditions	The Chief Executive Officer may further delegate (sub-delegate). The original decision maker cannot be the review their own decision.
Express power to subdelegate	<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)
Subdelegates	<u>Nil</u> Director Community Services
Subdelegate conditions	The original decision maker cannot be the review their own decision.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

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Delegation	8.1.8 Determine Recoverable Expenses for Dangerous Dog Declaration
Head of power	08 Dog Act 1976
Delegator	Local Government
Express power to delegate	<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
Function	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 any maximum amount prescribed, having regard to the 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)].
Delegates	CEO
Conditions	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express power to subdelegate	<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)
Subdelegates	Director Community Services Director Corporate Services Director Aviation and Regulatory Services
Subdelegate conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	8.1.9 Determine Applications to Keep Dogs
Head of power	08 Dog Act 1976
Delegator	Council
Express power to delegate	Dog Act 1976: s.26(3) Grant exemption to limit as to number of dogs kept in or at premises in the local government's district
Function	Authority to approve an application to keep additional dogs [s.26(3)]. Revoke an approved application to keep additional dogs [s.26(3)(c)].
Delegates	CEO
Conditions	Nil
Subdelegates	Director Aviation and Regulatory Services Director Community Services
Subdelegate conditions	Nil
Date adopted	24 February 2023
Adoption references	11.4.2 OCM

09 Animal Welfare Act 2002

Animal Welfare Act 2002

09.1 CEO to Employees

Delegation	9.1.1 General Inspector
Head of power	09 Animal Welfare Act 2002
Delegator	Department of Primary Industries and Regional Development
Express power to delegate	<i>Animal Welfare Act 2002:</i> a.33(2)(a)(v) Appointment of general inspectors
Express power or duty delegated	<i>Animal Welfare Act 2002:</i> a.33(2)(a)(v) Appointment of general inspectors
Function	Power to carry out duties as a General Inspector [s.33].
Delegates	Animal Welfare Officer
Conditions	Appointment from Chief Executive Officer – Department of Primary Industries and Regional Development, pursuant to section 33 of the <i>Animal Welfare Act 2002</i> (this is not a Council power to appoint).
Express power to subdelegate	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

10 Food Act 2008

Food Act 2008

10.1 Council to CEO

Delegation	10.1.1 Prohibition Orders
Head of power	10 Food Act 2008
Delegator	Local Government
Express power to delegate	<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
Function	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [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)].
Delegates	CEO Coordinator Environmental Health Services Director Aviation & Regulatory Services Environmental Health Officer Manager Building Services
Conditions	Nil
Express power to subdelegate	Nil - Food Regulations 2009 do not provide for sub-delegation.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	10.1.2 Food Business Registrations
Head of power	10 Food Act 2008
Delegator	Local Government
Express power to delegate	<p><i>Food Act 2008:</i></p> <p>s.118 Functions of enforcement agencies and delegation</p> <p>(2)(b) Enforcement agency may delegate a function conferred on it</p> <p>(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]</p> <p>(4) Sub-delegation permissible only if expressly provided in regulations</p>
Express power or duty delegated	<p><i>Food Act 2008:</i></p> <p>s.110(1) and (5) Registration of food business</p> <p>s.112 Variation of conditions or cancellation of registration of food businesses</p>
Function	<ol style="list-style-type: none"> 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].
Delegates	<p>Coordinator Environmental Health Services</p> <p>Director Aviation & Regulatory Services</p> <p>Environmental Health Officer</p> <p>Manager Building Services</p>
Conditions	<p>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ol style="list-style-type: none"> i. Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA; ii. Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1; iii. WA Priority Classification System; and iv. Verification of Food Safety Program Guideline.
Express power to subdelegate	Nil - Food Regulations 2009 do not provide for sub-delegation.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	10.1.3 Appoint Authorised Officers and Designated Officers
Head of power	10 Food Act 2008
Delegator	Local Government
Express power to delegate	<p><i>Food Act 2008:</i></p> <p>s.118 Functions of enforcement agencies and delegation</p> <p>(2)(b) Enforcement agency may delegate a function conferred on it</p> <p>(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]</p> <p>(4) Sub-delegation permissible only if expressly provided in regulations</p>
Express power or duty delegated	<p><i>Food Act 2008:</i></p> <p>s.122(1) Appointment of authorised officers</p> <p>s.126(6), (7) and (13) Infringement Officers</p>
Function	<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 Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [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)].
Delegates	CEO
Conditions	<p>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ol style="list-style-type: none"> i. Appointment of Authorised Officers as Meat Inspectors; ii. Appointment of Authorised Officers; iii. Appointment of Authorised Officers – Designated Officers only; and iv. Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer.
Express power to subdelegate	Nil - Food Regulations 2009 do not provide for sub-delegation.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	10.1.4 Authorised Persons
Head of power	10 Food Act 2008
Delegator	Local Government
Express power to delegate	<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.38 Exercise the powers of authorised officers s.40 Power of seizure s.41 To make an application for a warrant
Function	To exercise the powers and functions of authorised persons under the <i>Food Act 2008</i> as described below 1. Exercise the powers of authorised officers. 2. To make a seizure as prescribed in section 40 of the <i>Food Act 2008</i> . 3. To make an application for a warrant.
Delegates	CEO Coordinator Environmental Health Services Director Aviation & Regulatory Services Environmental Health Officer Manager Building Services
Conditions	Nil
Express power to subdelegate	Nil - Food Regulations 2009 do not provide for sub-delegation.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	10.1.5 Designated Officers and Infringement Notices
Head of power	10 Food Act 2008
Delegator	Local Government
Express power to delegate	<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.126(2) To give an infringement notice s.126(3) To inform and receive payment for modified penalties s.126(6) To extend the payment period for a modified penalty s.126(7) To withdraw an infringement notice
Function	To exercise the powers and functions relating to infringement notice under section 126 of the Food Act 2008 as described below: 1. To give an infringement notice; 2. To inform and receive payment for modified penalties; 3. To extend the payment period for a modified penalty; and 4. To withdraw an infringement notice.
Delegates	CEO Coordinator Environmental Health Services Director Aviation & Regulatory Services Environmental Health Officer Manager Building Services
Conditions	Chief Executive Officer (Function 3, 4) Director Aviation & Regulatory Services (Function 3, 4) Manager Building Services (Function 1, 2) Coordinator Environmental Health Services (Function 1, 2) Environmental Health Officer (Function 1, 2) Original Decision Maker cannot review their own decision
Express power to subdelegate	Nil - Food Regulations 2009 do not provide for sub-delegation.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	10.1.6 Debt Recovery and Prosecutions
Head of power	10 Food Act 2008
Delegator	Local Government
Express power to delegate	<p><i>Food Act 2008:</i></p> <p>s.118 Functions of enforcement agencies and delegation</p> <p>(2)(b) Enforcement agency may delegate a function conferred on it</p> <p>(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]</p> <p>(4) Sub-delegation permissible only if expressly provided in regulations</p>
Express power or duty delegated	<p><i>Food Act 2008:</i></p> <p>s.54 Cost of destruction or disposal of forfeited item</p> <p>s.125 Institution of proceedings</p>
Function	<p>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)].</p> <p>2. Authority to institute proceedings for an offence under the <i>Food Act 2008</i> [s.125].</p>
Delegates	<p>CEO</p> <p>Director Aviation & Regulatory Services</p> <p>Director Corporate Services</p>
Conditions	<p>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.</p> <p>Director Corporate Services (Function 1)</p>
Express power to subdelegate	Nil - Food Regulations 2009 do not provide for sub-delegation.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	10.1.7 Food Businesses List – Public Access
Head of power	10 Food Act 2008
Delegator	Local Government
Express power to delegate	<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.115(a) or (b) Register of food businesses to be maintained <i>Food Regulations 2009</i> r.51 Enforcement agency may make list of food businesses publicly available
Function	Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Delegates	CEO Coordinator Environmental Health Services Director Aviation & Regulatory Services Manager Development Services
Conditions	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 subdelegate	Nil - Food Regulations 2009 do not provide for sub-delegation.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

11 Graffiti Vandalism Act 2016

Graffiti Vandalism Act 2016

11.1 Council to CEO

Delegation	11.1.1 Give Notice Requiring Obliteration of Graffiti
Head of power	11 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<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
Function	<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)].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Subdelegates	Senior Ranger Coordinator Emergency Services and Community Safety Director Aviation & Regulatory Services Director Community Services Manager Building Services Manager Community Safety
Subdelegate conditions	Nil.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	11.1.2 Notices – Deal with Objections and Give Effect to Notices
Head of power	11 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<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
Function	<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)].
Delegates	CEO
Conditions	Original Decision Maker cannot review their own decision.
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Subdelegates	Director Aviation & Regulatory Services Director Community Services
Subdelegate conditions	Original Decision Maker cannot review their own decision.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	11.1.3 Obliterate Graffiti on Private Property
Head of power	11 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<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
Function	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)].
Delegates	CEO
Conditions	Subject to exercising Powers of Entry.
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Subdelegates	Director Aviation & Regulatory Services Director Community Services
Subdelegate conditions	Subject to exercising Powers of Entry.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	11.1.4 Powers of Entry
Head of power	11 Graffiti Vandalism Act 2016
Delegator	Local Government
Express power to delegate	<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
Function	<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].
Delegates	CEO
Conditions	Nil.
Express power to subdelegate	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Subdelegates	Director Aviation & Regulatory Services Director Community Infrastructure Services
Subdelegate conditions	Nil.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

12 Fines, Penalties and Infringement Notices Enforcement Act 1994

Fines, Penalties and Infringement Notices Enforcement Act 1994

12.1 Council to CEO / Employees

Delegation	12.1.1 Register and Withdraw Infringement Notices
Head of power	12 Fines, Penalties and Infringement Notices Enforcement Act 1994
Delegator	Local Government
Express power to delegate	<i>Fines, Penalties and Infringement Notices Act 1994:</i> s.13(2) Approved prosecuting authorities and officers
Express power or duty delegated	<i>Fines, Penalties and Infringement Notices Act 1994:</i> s.16 Registration of infringement notice: enforcement certificate s.22 Prosecuting authority may withdraw proceedings
Function	The powers and functions of designated officers under the <i>Fines, Penalties and Infringement Enforcement Act 1994</i> : 1. To register an infringement notice / enforcement certificate [s.16]. 2. To withdraw proceedings [s.22].
Delegates	CEO
Conditions	Nil
Subdelegates	Administration Officer - Airport Services Assistant Building Surveyor/ Administration Officer Aviation Administration/Operations Contract Manager Director Aviation & Regulatory Services Director Community Services Manager Building Services Manager Community Safety Manager Corporate Services
Subdelegate conditions	Director Community Services (Function 1, 2) Director Aviation and Regulatory Services (Function 1,2) Manager Building Services (Function 1) Manager Community Safety (Function 1) Manager Corporate Services (Function 2) Aviation Administration/Operations Contract Manager (Function 2) Assistant Building Surveyor/Administration Officer (Function 2) Administration Officer Airport Services (Function 2)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

13 Litter Act 1979

Litter Act 1979

13.1 Council to CEO / Employees

Delegation	13.1.1 Authorised Officers
Head of power	13 Litter Act 1979
Delegator	Local Government
Express power to delegate	<i>Litter Act 1979:</i> s.26 (1)(c)(ii) Authorised officers, appointment and jurisdiction of etc.
Express power or duty delegated	<i>Litter Act 1979:</i> s.27 Authorised officers, powers of s.27A Offences involving vehicles, presumptions as to offender etc. s.30 Infringement notices
Function	<ol style="list-style-type: none"> 1. To issue infringement notices [s.30(1)]. 2. To withdraw an infringement notice [s.30(4)&(4A)]. 3. The powers and functions of authorised officers [s.27]. 4. To institute a prosecution [s.27A].
Delegates	CEO Senior Ranger Coordinator Emergency Services and Community Safety Director Community Aviation and Regulatory Services Manager Community Safety Park Ranger - Cape Keraudren Ranger
Conditions	Chief Executive Officer (Function 2, 3, 4) Director Community Services (Function 2, 3) Manager Community Safety (Function 1, 3) Senior Ranger Coordinator Emergency Services and Community Safety (Function 1, 3) Park Ranger – Cape Keraudren (Function 1, 3) Ranger(s) (Function 1, 3)
Express power to subdelegate	il
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

14 Control of Vehicles (Off Road Areas) Act 1978

Control of Vehicles (Off Road Areas) Act 1978

14.1 Council to CEO / Employees

Delegation	14.1.1 Authorised Officers
Head of power	14 Control of Vehicles (Off Road Areas) Act 1978
Delegator	Local Government
Express power to delegate	<i>Control of Vehicles (Off-road Areas) Act 1978:</i> s.38(3)(a) Authorised officers, who are, functions of etc.
Express power or duty delegated	<i>Control of Vehicles (Off-road Areas) Act 1978</i> s.37 Infringement notices s.38 Authorised Persons s.40 Prosecutions, who may commence
Function	The functions and powers of authorised officers under the <i>Control of Vehicles (Off Road Areas) Act 1978</i> : 1. To issue infringement notices [s37.(1)]. 2. To withdraw and infringement notice [s.37(5)]. 3. The powers and functions [s.38]. 4. Institute a prosecution [s.40].
Delegates	CEO
Conditions	Chief Executive Officer (Function 2, 3, 4)
Subdelegates	Senior Ranger Coordinator - Emergency Services and Community Safety Director Community Services Manager Community Safety Park Ranger – Cape Keraudren Ranger
Subdelegate conditions	Director Aviation and Regulatory Services (Function 2, 3) Director Community Services (Function 2, 3) Manager Community Safety (Function 1, 3) Senior Ranger Coordinator - Emergency Services and Community Safety (Function 1, 3) Park Ranger – Cape Keraudren (Function 1, 3) Ranger(s) (Function 1, 3)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

15 Liquor Control Act 1998

Liquor Control Act 1998

15.1 Council to CEO

Delegation	15.1.1 Compliance Certificates
Head of power	15 Liquor Control Act 1998
Delegator	Local Government
Express power to delegate	<i>Liquor Control Act 1988:</i> s.39 Certificate of local government as to whether premises comply with laws s.40 Certificate of planning authority as to whether use of premises complies with planning laws
Express power or duty delegated	<i>Liquor Control Act 1988</i> s.39 Certificate of local government as to whether premises comply with laws s.40 Certificate of planning authority as to whether use of premises complies with planning laws
Function	<ol style="list-style-type: none"> 1. The power to issue a certificate of local government as to whether premises comply with laws [s.39]. 2. The power to issue a certificate of planning authority as to whether use of premises complies with planning laws [s.40].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Liquor Control Act 1988:</i> s.39 Certificate of local government as to whether premises comply with laws s.40 Certificate of planning authority as to whether use of premises complies with planning laws
Subdelegates	Coordinator Environmental Health Services Director Aviation & Regulatory Services Environmental Health Officer Manager Building Services
Subdelegate conditions	Director <u>Aviation and Regulatory</u> Commercial Services (Function 1, 2) Manager Building Services (Function 1, 2) Coordinator Environmental Health Services (Function 1) Environmental Health Officer (Function 1)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

16 Public Health Act 2016

Public Health Act 2016

16.1 Council to CEO

Delegation	16.1.1 Enforcement Agency Reports to the Chief Health Officer
Head of power	16 Public Health Act 2016
Delegator	Local Government
Express power to delegate	<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
Function	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire [s.22(1)]. 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	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)].
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	16.1.2 Designate Authorised Officers
Head of power	16 Public Health Act 2016
Delegator	Local Government
Express power to delegate	<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
Function	<p>Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ul style="list-style-type: none"> i. The <i>Public Health Act 2016</i> or other specified Act; ii. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act; and iii. Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ul style="list-style-type: none"> a. an environmental health officer or environmental health officers as a class; b. a person who is not an environmental health officer or a class of persons who are not environmental health officers; and c. a mixture of the two. [s.24(1) and (3)].
Delegates	CEO
Conditions	<ul style="list-style-type: none"> a. Subject to each person so appointed being: <ul style="list-style-type: none"> i. Appropriately qualified and experienced [s.25(1)(a)]; and ii. 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 subdelegate	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	16.1.3 Determine Compensation for Seized Items
Head of power	16 Public Health Act 2016
Delegator	Local Government
Express power to delegate	<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
Function	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].
Delegates	CEO Director Aviation & Regulatory Services
Conditions	Compensation is limited to a maximum value of \$10,000 with any proposal for compensation above this value to be referred for Council's determination.
Express power to subdelegate	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	16.1.4 Commence Proceedings
Head of power	16 Public Health Act 2016
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Public Health Act 2016</i> s.280 Commencing Proceedings
Function	Authority to commence proceedings for an offence under the <i>Public Health Act 2016</i> [s.280].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

17 Health (Miscellaneous Provisions) Act 1911

Health (Miscellaneous Provisions) Act 1911

17.1 Council to CEO / Employees

Delegation	17.1.1 Functions of Authorised Persons
Head of power	17 Health (Miscellaneous Provisions) Act 1911
Delegator	Local Government
Express power to delegate	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express power or duty delegated	<i>Health (Miscellaneous Provisions) Act 1911:</i> s.354 Service of notice s.349 Entry
Function	<p>To exercise the powers and functions of an authorised persons and deputies under the <i>Health (Miscellaneous Provisions) Act 1911</i>:</p> <ol style="list-style-type: none"> 1. Serve health orders in connection with requirements and repairs to businesses, shops and dwellings in accordance with the provisions of s.354. 2. Sign and issue licences and registrations issued. 3. Enter premises under s.349 and administer the provisions in the regulations.
Delegates	CEO Coordinator Environmental Health Services Director Aviation & Regulatory Services Environmental Health Officer Manager Development Services

Conditions	<p>Chief Executive Officer (Function 1, 2) Director Aviation & Regulatory Services (Function 1, 2) Manager Development Services (Function 1, 2, 3) Coordinator Environmental Health Services (Function 1, 2, 3) Environmental Health Officer (Function 1, 2, 3)</p> <p>a. Authority is limited to the forming of opinion and issuing notices, requisitions, directions and orders and does not include the carrying out or causing to be carried out, of works in default of duly served notices, the undertaking or contracting of works, the provision of sanitary conveniences.</p> <p>b. Authority is limited to the forming of opinions and issuing notices and directions and does not include carrying out, or the arranging for the carrying out, of works in default of duly served notices.</p> <p>c. Authority extends to the issue of requisitions and, in the case of default, the causing of requisite work to be done.</p> <p>d. Delegations with respect to the <i>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</i> includes the approval of applications for effluent disposal systems as described in regulation 4 and issue permits to use effluent disposal systems as described in regulation 10.</p>
Express power to subdelegate	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

18 Caravan and Camping Grounds Act 1995

Caravan and Camping Grounds Act 1995

18.1 Council to CEO / Employees

Delegation	18.1.1 Grant of Licence
Head of power	18 Caravan and Camping Grounds Act 1995
Delegator	Local Government
Express power to delegate	<i>Caravan Parks and Camping Ground Act 1995</i> s.5 Terms used s.23 Infringement notices
Express power or duty delegated	<i>Caravan Parks and Camping Ground Act 1995</i> s.7 Application for grant or renewal of licence s.9 Renewal after expiry s.10 Prohibition notice s.12 Cancellation of licence
Function	The powers and functions relating to licensing of a facility under Part 2, Division 1 of the <i>Caravan Parks and Camping Ground Act 1995</i> : <ol style="list-style-type: none"> 1. To determine a licence for a facility [s.7]. 2. To renew a licence for facility [s.9]. 3. To give a licence holder a prohibition notice [s.10]. 4. To cancel a licence [s.12].
Delegates	CEO Coordinator Environmental Health Services Director Aviation & Regulatory Services Environmental Health Officer Manager Building Services
Conditions	Chief Executive Officer (Function 1, 2, 3, 4) Director Aviation and Regulatory Services (Function 1, 2, 3, 4) Manager Building Services (Function 1, 2, 3, 4) Coordinator Environmental Health Services (Function 1, 2) Environmental Health Officer (Function 1, 2)
Express power to subdelegate	<i>Caravan Parks and Camping Ground Act 1995</i> s.17 Appointment of authorised person
Subdelegate conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	18.1.2 Appointment of Authorised Persons
Head of power	18 Caravan and Camping Grounds Act 1995
Delegator	Local Government
Express power to delegate	<i>Caravan Parks and Camping Ground Act 1995</i> s.5 Terms used s.23 Infringement notices
Express power or duty delegated	<i>Caravan Parks and Camping Ground Act 1995</i> s.18 Powers of entry s.20 Entry of occupied caravan or camp s.21 Inspections and works specification notices
Function	The following powers of entry and inspection under Part 3 of the <i>Caravan Parks and Camping Ground Act 1995</i> : 1. Powers of entry [s.18]. 2. Entry of an occupied caravan or camp [s.20]. 3. Inspections and work specification notices [s.21].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Caravan Parks and Camping Ground Act 1995</i> s.17 Appointment of authorised person
Subdelegates	Senior Ranger Coordinator Emergency Services and Community Safety Coordinator Environmental Health Services Director Aviation & Regulatory Services Director Community Services Environmental Health Officer Manager Building Services Manager Community Safety Park Ranger - Cape Keraudren Ranger
Subdelegate conditions	Director Community Services (Function 1, 2) Director Aviation and Regulatory Services(Function 1, 2, 3) Manager Community Safety(Function 1, 2) Manager Building Services (Function 1, 2, 3) Coordinator Environmental Health Services (Function 1, 2, 3) Environmental Health Officer (Function 1, 2) Senior Ranger Coordinator Emergency Services and Community Safety (Function 1, 2) Park Ranger – Cape Keraudren (Function1, 2) Ranger(s) (Function 1, 2)
Date adopted	22 July 2022

Adoption references	Item 11.2.4 OCM 22/07/2022
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Item 11.1.3 Appendix 1

Delegation	18.1.3 Infringement Notices
Head of power	18 Caravan and Camping Grounds Act 1995
Delegator	Local Government
Express power to delegate	<i>Caravan Parks and Camping Ground Act 1995</i> s.5 Terms used s.23 Infringement notices
Express power or duty delegated	<i>Caravan Parks and Camping Ground Act 1995</i> s.23 Infringement notices
Function	The following powers and functions regarding infringement notices under the <i>Caravan Parks and Camping Ground Act 1995</i> : <ol style="list-style-type: none"> 1. To give an infringement [s.23(2)] notice. 2. To extend the period for payment of the modified penalty [s.23(5)]. 3. To withdraw an infringement notice [s.23(7)].
Delegates	CEO Coordinator Environmental Health Services Director Aviation & Regulatory Services Environmental Health Officer Manager Building Services
Conditions	Chief Executive Officer (Function 2, 3) Director Aviation and Regulatory Services (Function 2, 3) Manager Building Services (Function 1, 2) Coordinator Environmental Health Services (Function 1) Environmental Health Officer (Function 1)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	18.1.4 Camping other than at Caravan Park or Camping Ground
Head of power	18 Caravan and Camping Grounds Act 1995
Delegator	Local Government
Express power to delegate	<i>Caravan Parks and Camping Ground Act 1995</i> s.5 Terms used s.23 Infringement notices
Express power or duty delegated	<i>Caravan Parks and Camping Grounds Regulations 1997</i> r.11 Camping other than at caravan park or camping ground
Function	To provide written approval for a person to camp on land referred to in r.11(1)(a) of the <i>Caravan Parks and Camping Grounds Regulations 1997</i> [r.11(2)(a)].
Delegates	CEO Director Aviation & Regulatory Services Manager Building Services
Conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Item 11.1.3 Appendix 1

19 Planning and Development Act 2005

Planning and Development Act 2005

19.1 Council to CEO

Delegation	19.1.1 Illegal Development
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p> <p><i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> r.82 Delegations by local government r.79 Entry and Inspection powers</p>
Express power or duty delegated	<p><i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5) Illegal development, responsible authority's powers as to</p>
Function	<ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> a. to remove, pull down, take up, or alter the development; and b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Director Aviation & Regulatory Services Manager Strategic and Statutory Planning</p>
Subdelegate conditions	Nil
Date adopted	22 July 2022

Adoption references	Item 11.2.4 OCM 22/07/2022
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Item 11.1.3 Appendix 1

Delegation	19.1.2 Subdivision
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p> <p><i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> r.82 Delegations by local government r.79 Entry and Inspection powers</p>
Express power or duty delegated	<p><i>Planning and Development Act 2005:</i> S.142 To make recommendations and objections with respect to a subdivision plan</p>
Function	<p>Provide correspondence regarding the powers and functions described below in the <i>Planning and Development Act 2005</i></p> <p>To make recommendations and objections with respect to a subdivision plan [s.142].</p>
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Director Aviation & Regulatory Services Manager Strategic and Statutory Planning</p>
Subdelegate conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	19.1.3 Enforcement Powers
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p> <p><i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> r.82 Delegations by local government r.79 Entry and Inspection powers</p>
Express power or duty delegated	<p><i>Planning and Development Act 2005</i> s.216 Breach of Act etc. or development approval, injunctions as to s.218 Planning scheme or condition on development, contravening etc.</p>
Function	<p>The enforcement powers and functions described below in the <i>Planning and Development Act 2005</i>:</p> <ol style="list-style-type: none"> 1. Apply for an injunction [s.216(1)]. 2. Commence a prosecution [s.218].
Delegates	CEO
Conditions	Nil
Subdelegates	Manager Strategic and Statutory Planning
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	19.1.4 Reports to the Development Assessment Panel
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p> <p><i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> r.82 Delegations by local government r.79 Entry and Inspection powers</p>
Express power or duty delegated	<i>Planning and Development (Development Assessment) Panels Regulation 2011</i> r.12 Responsible authority must report to Development Assessment Panel (DAP)
Function	Provide the presiding member of a DAP a report on the development application [r.12].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Director Aviation & Regulatory Services Manager Strategic and Statutory Planning
Subdelegate conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	19.1.5 Authorised Person – Infringement Notices and Enforcement Powers
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p> <p><i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> r.82 Delegations by local government r.79 Entry and Inspection powers</p>
Express power or duty delegated	<p><i>Planning and Development Act 2005</i> s.228 Giving of infringement notice s.230 Extending time to pay modified penalty s.231 Withdrawal of infringement notice</p>
Function	<p>The powers and functions relating to enforcement, and infringement notices for prescribed planning offences in Part 13, Division 3 of the <i>Planning and Development Act 2005</i> and the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> respectively:</p> <ol style="list-style-type: none"> 1. To give an infringement notice for a prescribed planning offence [s.228(1)]. 2. To extend time to pay the modified penalty [s.230]. 3. To withdraw an infringement notice [s.231].
Delegates	CEO
Conditions	Delegate is the Chief Executive Officer, pursuant to section 234 of the Act and 79 of the Regulations (both these are the CEO's powers to appoint, not the Council's power).
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Director Aviation & Regulatory Services Manager Strategic and Statutory Planning</p>
Subdelegate conditions	<p>Director Aviation and Regulatory Services (Function 3) Manager Strategic & Statutory Planning (Function 1, 2)</p>
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	19.2.1 Development Applications
Head of power	19 Planning and Development Act 2005
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p> <p><i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> r.82 Delegations by local government r.79 Entry and Inspection powers</p>
Express power or duty delegated	<p>Under Part 9 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015:</i> r.68 Determination of applications r.77 Amending or cancelling development approval</p>
Function	<ol style="list-style-type: none"> 1. To determine development applications and impose conditions [r.68]. 2. To determine whether to amend or cancel development applications and impose conditions [r.77].
Delegates	CEO
Conditions	The delegated power under 1 and 2 (regulations 68 and 77) must be consistent with Town Planning Scheme No.4
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Director Aviation & Regulatory Services Manager Strategic and Statutory Planning</p>
Subdelegate conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

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

Statutory Authorisations and Delegations to Local Government from State Government Entities

20.2 Planning and Development Act 2005

Delegation	20.2.1 Instrument of Authorisation - Sign Development Applications for Crown Land as Owner
Head of power	20 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Minister of Lands
Express power to delegate	The Minister of Lands pursuant to section 267A of the Act delegated this power directly to the CEO of any local government (see Government Gazette dated 2 June 2016)
Express power or duty delegated	The power to sign as owner in respect of Crown land relating to development applications under the <i>Planning and Development Act 2005</i> , subject to the below conditions.
Function	The power to sign as owner in respect of Crown land.
Delegates	CEO
Conditions	The powers in Column 1 subject to the conditions in Column 3 of the Schedule to Government Gazette dated 2 June 2016.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	20.2.2 WA Planning Commission – Section 25 of the Strata Titles Act 1985
Head of power	20 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Local Government
Express power to delegate	The WAPC delegated the above power and function to the local government, and to members and officers of those local governments (see Government Gazette, Delegation 2009/03 on 9 January 2009)
Express power or duty delegated	The functions and powers under section 25 of the <i>Strata Titles Act 1985</i> subject to the below conditions:
Function	Power to determine applications for the issuing of a certificate of approval under section 25 of the Act for a plan of subdivision, re-subdivision or consolidation subject to the below conditions and reporting requirements.
Delegates	CEO Director Aviation & Regulatory Services Manager Building Services Manager Planning
Conditions	<p>The delegation excludes applications that:</p> <ul style="list-style-type: none"> i. propose a vacant lot; ii. propose vacant air stratas in multi-tiered strata scheme developments; iii. 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: <ul style="list-style-type: none"> • a type of development; • land within an area; and • 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. iv. To provide the WAPC with data on all applications determined under the Instrument of Delegation at the conclusion of each financial year in a format prescribed by the WAPC.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

21 Shire of East Pilbara Local Laws

Shire of East Pilbara Local Laws

21.1 Parking Local Law 2011

Delegation	21.1.1 Authorised Signs
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<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.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 2.2 Unauthorised signs and defacing of signs
Function	1. Authority to approve a person to display, mark, set up or exhibit a sign purporting to be or resembling a sign marked, set up or exhibited by the local government. 2. Authority to approve a person to remove, deface or misuse a sign or property set up or exhibited by the local government. 3. Authority to affix a board, sign, placard, notice or other thing to, or paint or write upon any part of a sign set up or exhibited by the local government.
Delegates	CEO
Conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	21.1.2 Parking
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<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.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 4.1(6) Restrictions on parking in particular areas Clause 4.12 Parking on reserves Clause 4.13 Suspension of parking limitations for urgent, essential or official duties
Function	<ol style="list-style-type: none"> 1. Authorise a person to park a vehicle in an area designated by a sign stating "Authorised Vehicles Only" [cl.4.1(6)]. 2. Authorise a person to park or drive a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose [cl.4.12]. 3. Authorise a person to park a vehicle in a portion of a thoroughfare or parking facility for longer than the permitted time in order that the person may carry out urgent, essential or official duties [cl.4.13].
Delegates	CEO Senior Ranger Coordinator Emergency Services and Community Safety Director Aviation & Regulatory Services Director Community Services Director Corporate Services Director Infrastructure Services Manager Community Safety
Express power to subdelegate	Chief Executive Officer (Function 1, 2, 3) Director Community Services (Function 1, 2, 3) Director Aviation and Regulatory Services (Function 1, 2, 3) Director Infrastructure Services (Function 1, 2, 3) Manager Community Safety (Function 1, 2, 3) Senior Ranger Coordinator Emergency Services and Community Safety (Function 2, 3)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	21.1.3 Parking Facilities
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<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.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 5.20(1) Permits in parking facilities
Function	Authority to issue a written temporary parking permission [cl. 5.20(1)].
Delegates	CEO Senior Ranger Coordinator -Emergency Services and Community Safety Director Aviation & Regulatory Services Director Community Services Director Infrastructure Services Manager Community Safety
Conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	21.1.4 Obstruction of Public Place or Thoroughfare
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<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.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 6.8 Vehicles not to obstruct a public place or thoroughfare
Function	Authority to grant permission to a person to leave a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place [cl.6.8(1)].
Delegates	CEO Senior Ranger Coordinator Emergency Services and Community Safety Director Aviation & Regulatory Services Director Community Services Director Infrastructure Services Manager Community Safety
Conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	21.1.5 Infringements for Prescribed Offences as Per Schedule 2
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<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.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Schedule 2 – An authorised person may issue an infringement for any prescribed offences as per Schedule 2
Function	1. An authorised person may issue an infringement for any prescribed offences as per Schedule 2 of the Shire's Parking Local Law 2011. 2. Withdrawal of Infringement as per Form 3 of the Shire's Parking Local Law 2011.
Delegates	Administration Officer - Airport Services Aviation Administration/Operations Contract Manager CEO Senior Ranger Coordinator -Emergency Services and Community Safety Director Community Services Manager Community Safety Park Ranger - Cape Keraudren Ranger
Conditions	Chief Executive Officer (Function 1 and 2) Director Community Services (Function 1 and 2) Manager Community Safety (Function 1) Senior Ranger Coordinator -Emergency Services and Community Safety (Function 1) Park Ranger – Cape Keraudren (Function 1) Ranger(s) (Function 1) Administration Officer-Airport Services* (Function 1) Aviation Admin / Operations Contracts Manager* (Function 1) * Power extends to Airport parking and refer to Administration Officer-Airport Services and Aviation Admin / Operations Contracts Manager only.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

21.2 Bush Fire Brigades Local Law 2011

Delegation	21.2.1 Disagreements
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<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.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Schedule 1 clause 2.11(2) – Objection rights
Function	Authority to deal with an objection made under Sch 1, cl.2.11(1) [cl. 2.11(2)].
Delegates	CEO
Conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

21.3 Public Places and Local Government Property Local Law 2016

Delegation	21.3.1 Determinations
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<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.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 2.1 – Local Government may make determinations in accordance with clause 2.2 Clause 2.3 – Erect a sign to give notice of the effect of a determination Clause 2.6 – Amend or revoke a determination
Function	Determinations in respect of Local Government property under the Shire of East Pilbara Public Places and Local Government Property Local Law 2011.
Delegates	CEO
Conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	21.3.2 Activities Requiring a Licence
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<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.9.10 (1) Appointment of authorised persons
Express power or duty delegated	cl.3.1 Activities requiring a Licence cl.3.2 Licence required to camp outside a facility cl.3.3 Licence required for possession and consumption of liquor cl.6.2 Activities allowed with a licence cl.6.4 Temporary crossings cl.6.16 No driving on closed thoroughfare cl.7.1 Leaving animal or vehicle in public place cl.12.9 Power of local government to grant licence
Function	<ol style="list-style-type: none"> 1. Authority to approve or revoke licences for activities requiring a licence in accordance with the Shire of East Pilbara Public Places and Local Government Property Local Law 2011. 2. Local government may exempt a person from compliance to requiring a licence and may exempt specified local government property or a class of local government property from the application of that person [cl.3.1(1)].
Delegates	CEO
Conditions	Nil
Subdelegates	Senior Ranger Coordinator Emergency Services and Community Safety Coordinator Environmental Health Services Director Aviation & Regulatory Services Director Community Services Director Infrastructure Services Manager Building Services Manager Community Safety Ranger
Subdelegate conditions	Director Community Services Director Aviation and Regulatory Services Director Infrastructure Services Manager Building Services (cl.3.1, cl.3.2, cl.3.3, cl.6.2, cl.6.4) Coordinator Environmental Health Services (cl.3.3) Manager Community Safety (cl.6.16, cl.7.1) Senior Ranger Coordinator Emergency Services and Community Safety (cl.6.16, cl.7.1) Ranger(s) (cl.6.16, cl.7.1)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	21.3.3 Use of Local Government Property
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<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.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 4.6(1) – erect a sign specifying condition of use Clause 4.10 – give notice for liability of damage to government property
Function	Use of Local Government property under the Shire of East Pilbara Public Places and Local Government Property Local Law 2011: 1. Erect a sign specifying condition of use [cl. 4.6(1)]. 2. Give notice for liability of damage to government property [cl. 4.10].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Deputy CEO/ Director Community Experience Director Community Experience Deputy CEO/ Director Organisational Development Director Aviation & Regulatory Services Director Community Services Director Corporate Services Director Infrastructure Services Park Ranger - Cape Keraudren
Subdelegate conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	21.3.4 Authorised Officers
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p> <p>s.9.10 (1) Appointment of authorised persons</p>
Express power or duty delegated	<p>Clause 4.8 – Direct a person to leave local government property where they have contravened written law</p> <p>Clause 4.11 – Refuse entry to local government property</p> <p>Clause 5.1 – Refuse admission to a pool area</p> <p>Clause 5.3 – No entry to fenced or closed local government property</p> <p>Clause 5.5 – No unauthorised entry to function</p> <p>Clause 5.6 – Access of animals at aerodrome</p>
Function	<p>Use of local government property under the Shire of East Pilbara Public Places and Local Government Property Local Law 2011:</p> <ol style="list-style-type: none"> 1. Direct a person to leave local government property where they have contravened written law [cl. 4.8]. 2. Refuse entry to local government property [cl. 4.11]. 3. Refuse entry to a pool area [cl. 5.1(1)]. 4. Authorise access to fenced or closed local government property [cl. 5.3]. 5. Authorise a person entry to a function [cl. 5.5(2)]. 6. Authorise a person to bring an animal onto an aerodrome [cl. 5.6(2)(c)].
Delegates	<p>Activity Officer - Newman REC (Casual) Administration</p> <p>Officer - Airport Services</p> <p>Administration, Library & Activities Officer - Nullagine</p> <p>Aquatic Officer - Marble Bar</p> <p>Aquatic Officer - Newman</p> <p>Aquatic Officer - Newman (Casual)</p> <p>Aviation Administration/Operations Contract Manager</p> <p>CEO</p> <p>Community Capacity Building Officer</p> <p>Community Liaison Officer - Martumili Casual</p> <p>Community Liason officer - Martumili (Casual)</p> <p>Community Transport Officer</p> <p>Coordinator Art Production - Martumili</p> <p>Senior Ranger Coordinator Emergency Services and</p> <p>Community Safety</p> <p>Coordinator Environmental Health Services</p> <p>Coordinator Work, Health and Safety</p> <p>Adviosr</p> <p>Creche Attendant (Casual)</p> <p>Creche Supervisor</p> <p>Customer Service Supervisor - NWM REC CENTRE</p> <p>Deputy CEO/ Director Community</p> <p>Experience Director Community Experience</p> <p>Organisational Development</p> <p>Director Aviation & Regulatory Services</p> <p>Director Community Services</p> <p>Director Corporate Services</p> <p>Director Infrastructure Services</p> <p>Environmental Health Officer</p>

	Field Officer - Seasonal Field Officer- Martumili Fitness and Recreation Supervisor Gallery Officer - Martumili Group Fitness Instructor (Casual) Gym and Membership Officer Gym and Membership Officer (Casual) Kiosk Attendant (Casual) Library and Activities Officer - Newman (Casual) (Function 2) Library Officer - Newman (Part Time) Library <u>and Activities</u> Officer (Casual) Lifeguard - Newman (Casual) Manager Building Services Manager Community Safety Manager Community Services Manager Martumili Manager Operations Manager People & Culture Manager Place Manager Recreation Manager Waste Services Park Ranger - Cape Keraudren Place & Activities Officer - Marble Bar Place & Activities Officer - Nullagine Ranger Recreation Officer Refund Point Leading Hand Refund Point Operator (Casual) Senior Youth Engagement Officer Team Leader Aquatic Services Team Leader Community Capacity Building Team Leader Events Team Leader Library and Community Team Leader Recreation Services Team Leader Youth and Community Services Youth & Community Engagement Officer - Marble Bar Youth Engagement Assistant (Casual) Youth Engagement Assistant (part Time) Youth Engagement Officer
Conditions	Chief Executive Officer (Function 1, 2, 3, 4, 5, 6) Director Aviation and Regulatory Services (Function 1, 2, 4, 5, 6) Director Community Services (Function 1, 2, 3, 4, 5) Director <u>Aviation and Regulatory Infrastructure</u> Services (Function 1, 2, 3, 4, 5) Director Corporate Services (Function 1, 2, 3, 4, 5) Deputy CEO/Director Community Experience <u>Director Community Experience</u> Organisation Development (Function 1, 2, 3, 4, 5) Manager Community Safety (Function 1, 2, 3, 4, 5) Manager Operations (Function 1- 5) Manager People and Culture (Function 1-5) Senior Ranger Coordinator -Emergency Services and Community Safety (Function 1, 2, 3, 4, 5) Coordinator -Work, Health-and-Safety <u>Advisor</u> (Function 1-5) Park Ranger – Cape Keraudren (Function 1, 2, 3, 4, 5) Ranger(s) (Function 1, 2, 3, 4, 5) Manager Building Services (Function 1, 2, 3, 4, 5) Manager Recreation (Function 1, 2, 3, 4, 5) Manager Community Services (Function 1, 2, 3, 4, 5) Manager Waste Services (Function 1,-5)

	<p>Coordinator Environmental Health Services(Function 1, 2, 3, 5)</p> <p>Environmental Health Officer (Function 1, 2, 3, 4, 5)</p> <p>Administration Officer – Airport Services (Function 1, 2, 4, 5, 6)</p> <p>Aviation Admin / Operations Contract Manager (Function 1, 2, 4, 5, 6)</p> <p>Manager Martumili (Function 1, 2, 4, 5)</p> <p>Coordinator Art Production – Martumili (Function 1, 2, 4, 5)</p> <p>Field Officer (Seasonal) (Function 2)</p> <p>Community Liaison Officer – Martumili (Casual) (Function 2)</p> <p>Field Officer – Martumili (Function 2)</p> <p>Gallery Officer – Martumili (Function 2)</p> <p>Manager Place (Function 1, 2, 3, 4, 5)</p> <p>Team Leader Aquatic Services (Function 1, 2, 3, 4, 5)</p> <p>Team Leader Recreation Services (Function 1, 2, 3, 4, 5)</p> <p>Team Leader Events (Function 1, 2, 4, 5)</p> <p>Team Leader Community Capacity Building (Function 1, 2, 3, 4, 5)</p> <p>Team Leader Youth and Community Services (Function 1, 2, 3, 4, 5)</p> <p>Events Officer (Function 2)</p> <p>Events Officer (Casual) (Function 2)</p> <p>Community Capacity Building Officer (Function 2)</p> <p>Team Leader Library and Community Services (Function 1, 2, 5)</p> <p>Library and Activities Officer – Newman (Casual) (Function 2)</p> <p>Library Officer – Newman (Part Time) (Function 2)</p> <p>Place and Activities Officer – Nullagine (Function 1, 2, 4, 5)</p> <p>Place and Activities Officer – Marble Bar (Function 2, 3)</p> <p>Youth Engagement Assistant (Casual) (Function 2, 3)</p> <p>Youth Engagement Assistant (Part Time) (Function 2, 3)</p> <p>Senior Youth Engagement Officer (Function 2, 3)</p> <p>Community Transport Officer (Function 2)</p> <p>Aquatic Officer – Marble Bar (Function 2, 3)</p> <p>Kiosk Attendant (Casual) (Function 2, 3)</p> <p>Aquatic Officer – Newman (Casual) (Function 2, 3)</p> <p>Aquatic Officer – Newman (Function 2, 3, 5)</p> <p>Lifeguard – Newman (Casual) (Function 2, 3)</p> <p>Activity Officer – Newman Rec (Casual) (Function 2, 3)</p> <p>Customer Service Supervisor – Newman Recreation Centre (Function 1, 2, 5)</p> <p>Gym and Membership Officer (Casual) (Function 2)</p> <p>Gym and Membership Officer (Function 2)</p> <p>Creche Supervisor (Function 2)</p> <p>Creche Attendant (Casual) (Function 2)</p> <p>Fitness and Recreation Supervisor (Function 1, 2, 5)</p> <p>Group Fitness Instructor (Casual) (Function 2)</p> <p>Recreation Officer (Function 2)</p> <p>Refund Point Leading Hand (Function 2)</p> <p>Refund Point Operator (Casual) (Function 2)</p>
Express power to subdelegate	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Amendments			
Approved	Type	Amendment	References
10 Aug 2022	Amended delegation	Title change from refund point Operator to Refund Point Leading Hand.	Nil

Item 11.1.3 Appendix 1

Delegation	21.3.5 Thoroughfares – General
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<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.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 6.5 – notice to remove redundant crossing Clause 6.17 – notice to redirect or repair sprinkler Clause 6.18 – notice to remove or cut hazardous plants Clause 6.19 – notice to repair damage to thoroughfare Clause 6.20 – notice to remove thing unlawfully placed on thoroughfare
Function	<p>Authority to give notice with respect to activities in thoroughfares under the Shire of East Pilbara Public Places and Local Government Property Local Law 2011</p> <ol style="list-style-type: none"> 1. Notice to remove redundant crossing [cl. 6.5]. 2. Notice to redirect or repair sprinkler [cl. 6.17]. 3. Notice to remove or cut hazardous plants [cl. 6.18]. 4. Notice to repair damage to thoroughfare [cl. 6.19]. 5. Notice to remove thing unlawfully placed on thoroughfare [cl. 6.20].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Senior Ranger Coordinator Emergency Services and Community Safety Coordinator Environmental Health Services Director Aviation & Regulatory Services Director Community Services Director Corporate Services Environmental Health Officer Manager Building Services Manager Community Safety Manager Operations Park Ranger - Cape Keraudren Ranger

Subdelegate conditions	Director Aviation and Regulatory Services (Function 1, 2, 3, 5) Director Infrastructure Services (Function 1, 2, 3, 4, 5) Director Community Services (Function 3, 5) Manager Operations (Function 1, 2, 3, 4, 5) Manager Building Services (Function 2, 3) Coordinator Environmental Health Services (Function 2, 3) Environmental Health Officer (Function 2, 3) Manager Community Safety (Function 5) Senior Ranger Coordinator Ranger & Emergency and Community Safety Services (Function 3, 5) Park Ranger – Cape Keraudren (Function 5) Ranger(s) (Function 5)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Item 11.1.3 Appendix 1

Delegation	21.3.6 Grant Licence for Commercial Activity
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p> <p>s.9.10 (1) Appointment of authorised persons</p>
Express power or duty delegated	<p>Clause 12.9 – Grant a licence to a person authorising the person to provide a specified type of commercial activity at one or more specified public places</p> <p>Clause 12.12 - Grant a licence subject to any condition that the local government considers appropriate</p> <p>Clause 12.20 – renewals of licence</p> <p>Clause 12.21 - restrictions on renewal of licence</p> <p>Clause 12.22 - renewal of licence Clause</p> <p>12.23 – Suspension of licence Clause</p> <p>12.25 – Revocation of suspension Clause</p> <p>12.26 – cancellation of licence Clause</p> <p>12.29 – amendment of licence</p>
Function	<p>Grant Licence for Commercial Activity under the Shire of East Pilbara Public Places and Local Government Property Local Law 2011:</p> <ol style="list-style-type: none"> 1. Grant a licence to a person authorising the person to provide a specified type of commercial activity at one or more specified public places [cl. 12.9]. 2. Grant a licence subject to any condition that the local government considers appropriate [cl. 12.12]. 3. Renewals of licence [cl. 12.20]. 4. Restrictions on renewal of licence [cl. 12.21] 5. Renewal of licence [cl.12.22]. 6. Suspension of licence [cl. 12.23]. 7. Revocation of suspension [cl. 12.25]. 8. Cancellation of licence [cl. 12.26]. 9. Amendment of licence [cl. 12.29].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<p><i>Local Government Act 1995:</i></p> <p>s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Coordinator Environmental Health Services</p> <p>Director Aviation & Regulatory Services</p> <p>Environmental Health Officer</p> <p>Manager Building Services</p>
Subdelegate conditions	<p>Director Aviation and Regulatory Services (Function 1, 2, 3, 4, 5, 6, 7, 8, 9)</p> <p>Manager Building Services (Function 1, 2, 3, 4, 5, 6, 7, 8, 9)</p> <p>Coordinator Environmental Health Services (Function 1, 2, 3, 4, 5, 7, 9)</p> <p>Environmental Health Officer (Function 1, 2, 3, 4, 5, 7, 9)</p>

Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Item 11.1.3 Appendix 1

Delegation	21.3.7 Prescribed Offences – Schedule 5
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<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.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 13.1 Offences
Function	Infringements for prescribed offences as per schedule 5 – Modified Penalties
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Senior Ranger Coordinator Emergency Services and Community Safety Coordinator Environmental Health Services Director Aviation & Regulatory Services Director Community Services Director Corporate Services Director Infrastructure Services Environmental Health Officer Manager Building Services Manager Community Safety Manager Operations Park Ranger - Cape Keraudren Ranger
Subdelegate conditions	Nil
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

21.4 Cemeteries Local Law 2010

Delegation	21.4.1 General Powers
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<p><i>Local Government Act 1995:</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p> <p>s.9.10 (1) Appointment of authorised persons</p>
Express power or duty delegated	<p>Clause 2.4 – Grant of right of burial</p> <p>Clause 2.5 – Rights of holder</p> <p>Clause 2.6 – Renewal of grant</p> <p>Clause 2.7 – Replacement of grant</p> <p>Clause 2.8 – Transfer of grant</p> <p>Clause 2.9 – Exercising the rights of holder</p> <p>Clause 3.4 – Minimum Notice required</p> <p>Clause 3.5 – Fixing times for funerals</p> <p>Clause 3.7 – Times for burials</p> <p>Clause 4.2 – Funeral director's licence</p> <p>Clause 4.5 – Cancellation of funeral director's licence</p> <p>Clause 4.6 – Single funeral permits</p> <p>Clause 5.2 – Funeral processions</p> <p>Clause 5.5 – conduct of funeral by local government</p> <p>Clause 5.6 – Disposal of ashes</p> <p>Clause 6.1 – Depth of grave</p> <p>Clause 6.2 – Vaults and mausoleums</p> <p>Clause 6.3 – Re-opening a grave</p> <p>Clause 6.5 - Exhumation</p> <p>Clause 6.6 – Opening of coffin</p> <p>Clause 7.1 – Application for monumental work</p> <p>Clause 7.2 – Placement of monumental work</p> <p>Clause 7.4 – Operation of work</p> <p>Clause 7.5 – Removal of sand, soil or loam</p> <p>Clause 7.6 – Hours of work</p> <p>Clause 7.7 – Unfinished work</p> <p>Clause 7.8 – Use of wood</p> <p>Clause 7.9 – Plants and trees</p> <p>Clause 7.10 - Supervision</p> <p>Clause 7.12 – Placing of glass domes and vases</p> <p>Clause 7.13 – Monumental mason's licence</p> <p>Clause 7.15 – Carrying out monumental work</p> <p>Clause 7.17 – Cancellation of a monumental mason's licence</p> <p>Clause 7.18 – Application for single monumental work permit</p> <p>Clause 8.1 – Animals</p> <p>Clause 8.6 – Advertising</p> <p>Clause 8.7 – Obeying signs and directions</p> <p>Clause 8.8 – Removal from cemetery</p> <p>Clause 9.1 - Offences</p>

Function	<p>Authority to exercise various local government powers under the Shire of East Pilbara Cemeteries Local Law 2010:</p> <ol style="list-style-type: none"> 1. Clause 2.4 – Grant of right of burial 2. Clause 2.5 – Rights of holder 3. Clause 2.6 – Renewal of grant 4. Clause 2.7 – Replacement of grant 5. Clause 2.8 – Transfer of grant 6. Clause 2.9 – Exercising the rights of holder 7. Clause 3.4 – Minimum Notice required 8. Clause 3.5 – Fixing times for funerals 9. Clause 3.7 – Times for burials 10. Clause 4.2 – Funeral director's licence 11. Clause 4.5 – Cancellation of funeral director's licence 12. Clause 4.6 – Single funeral permits 13. Clause 5.2 – Funeral processions 14. Clause 5.5 – Conduct of funeral by local government 15. Clause 5.6 – Disposal of ashes 16. Clause 6.2 – Vaults and mausoleums 17. Clause 6.3 – Re-opening a grave 18. Clause 6.5 – Exhumation 19. Clause 6.6 – Opening of coffin 20. Clause 7.1 – Application for monumental work 21. Clause 7.2 – Placement of monumental work 22. Clause 7.5 – Removal of sand, soil or loam 23. Clause 7.6 – Hours of work 24. Clause 7.8 – Use of wood 25. Clause 7.9 – Plants and trees 26. Clause 7.12 – Placing of glass domes and vases 27. Clause 7.13 – Monumental mason's licence 28. Clause 7.15 – Carrying out monumental work 29. Clause 7.17 – Cancellation of a monumental mason's licence 30. Clause 7.18 – Application for single monumental work permit 31. Clause 8.1 – Animals 32. Clause 8.6 – Advertising 33. Clause 9.1 – Offences
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
Subdelegates	<p>Coordinator Corporate Services Customer Service and Library Officer - Marble bar Director Corporate Services</p> <p>Manager Corporate Services Manager Operations</p>

Subdelegate conditions	<p>Director Corporate Services (Function 4, 7, 8, 9, 12, 13, 16, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30)</p> <p>Manager Operations (Function 4, 7, 8, 9, 12, 13, 16, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30)</p> <p>Manager Corporate Services (Function 4, 7, 8, 9, 12, 13, 16, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30)</p> <p>Coordinator Corporate services (Function 4, 7, 8, 9, 12, 13, 16, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30)</p> <p>Customer Service and Library Officer Marble Bar (Function 4, 7, 8, 9, 12, 13, 16, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30)</p>
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Item 11.1.3 Appendix 1

Delegation	21.4.2 Authorised Officers
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<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.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 5.4 – Offenders may be ordered to leave Clause 6.1 – Depth of grave Clause 7.4 – Operation of work Clause 7.7 – Unfinished work Clause 7.10 – Supervision Clause 8.7 – Removal from the cemetery
Function	Powers of an authorised officer under the Shire of East Pilbara Cemeteries Local Law 2011. 1. Offenders may be ordered to leave [cl. 5.4]. 2. Depth of grave [cl. 6.1]. 3. Operation of work [cl. 7.4]. 4. Unfinished work [cl. 7.7]. 5. Supervision [cl. 7.10]. 6. Removal from the cemetery [cl. 8.7].
Delegates	CEO Director Corporate Services Director Infrastructure Services Manager Operations
Conditions	Chief Executive Officer (Function 1, 2, 3, 4, 5, 6) Director Corporate Services Director Infrastructure Services (Function 1, 2, 3, 4, 5, 6) Manager Operations (Function 1, 2, 3, 4, 5, 6)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	21.4.3 Prescribed Offences
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<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.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Schedule 1 – Prescribed offences Schedule 3 – Withdrawal of infringement notice
Function	Infringements for prescribed offences as per schedule 1 and withdrawal of infringement notice as per Schedule 3 of the Shire of East Pilbara Cemeteries Local Law 2011: 1. Prescribed offences [schedule 1]. 2. Withdrawal of infringement notice [schedule 3].
Delegates	CEO Senior Ranger Coordinator Emergency Services and Community Safety Director Community Services Manager Community Safety Park Ranger - Cape Keraudren Ranger
Conditions	Chief Executive Officer (Function 1, 2) Director Community Services (Function 1, 2) Manager Community Safety (Function 1) Senior Coordinator Ranger Emergency and Community Safety (Function 1) Park Ranger – Cape Keraudren (Function 1) Ranger(s) (Function 1)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

21.5 Dogs Local Law 2011

Delegation	21.5.1 Various Powers
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<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.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 2.3 – Release of impounded dogs Clause 4.0 – 4.16 – Application for Kennel Establishment Licence
Function	Authority to exercise various powers under the Shire of East Pilbara Dogs Local Law 201: 1. Release of impounded dogs [cl. 2.3].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Senior Ranger Coordinator Emergency Services and Community Safety Director Community Services Manager Community Safety Park Ranger - Cape Keraudren Ranger
Subdelegate conditions	Chief Executive Officer (Function 1) Director Community Services (Function 1) Manager Community Safety (Function 1) Senior Ranger Coordinator Emergency Services and Community Safety (Function 1) Park Ranger – Cape Keraudren (Function 1) Ranger(s) (Function 1)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

Delegation	21.5.2 Authorised Person
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<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.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Schedule 3 – Modified penalties Clause 7.6 – Withdrawal of infringement notice
Function	Infringements for prescribed offences as per schedule 3 and withdrawal of infringement notice as per cl.7.6 the Shire of East Pilbara Dogs Local Law 2011: 1. Prescribed offences [schedule 3]. 2. Withdrawal of infringement notice [cl.7.6].
Delegates	CEO Senior Ranger Coordinator Emergency Services and Community Safety Director Community Services Manager Community Safety Park Ranger - Cape Keraudren Ranger
Conditions	Original Decision Maker cannot review their own decisions.
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

21.6 Health Local Law 2011

Delegation	21.6.1 Various Powers
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<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.9.10 (1) Appointment of authorised persons

Item 11.1.3 Appendix 1

<p>Express power or duty delegated</p>	<p>Authority to exercise various powers under the Shire of East Pilbara Health Local Law 2011:</p> <p>Clause 2.4 – Outdoor event</p> <p>Clause 2.6 – Temporary works</p> <p>Clause 2.7 – Maintenance of sanitary conveniences and fittings</p> <p>Clause 2.15 – Kitchens</p> <p>Clause 3.1 – Dwelling house maintenance</p> <p>Clause 3.6 – Ventilation</p> <p>Clause 3.7 – Water supply</p> <p>Clause 3.8 – Rain water tanks</p> <p>Clause 3.15 – Licensing of morgues</p> <p>Clause 3.16 – Inspection of morgues</p> <p>Clause 3.17 – Cancellation of a morgue licence</p> <p>Clause 4.1 – Approved carrier</p> <p>Clause 4.5 – Waste food and refuse approvals</p> <p>Clauses 4.8-4.9 – Transport of butchers' waste approval</p> <p>Clause 5.4 – Public vehicles to be kept clean</p> <p>Clause 5.9 – Storage of fertilise in a dwelling house</p> <p>Clause 6.2 – Cleanliness</p> <p>Clause 6.5 – Animal enclosures</p> <p>Clause 6.6 – Cats</p> <p>Clause 6.10 – Conditions for keeping of an animal</p> <p>Clause 6.11 – Stables</p> <p>Clauses 6.14 and 6.16 – Keeping of poultry and pigeons and miscellaneous birds</p> <p>Clauses 6.18-19 – Various (Poultry and pigeons and miscellaneous birds)</p> <p>Clause 7.4 – Measures to be taken – flies</p> <p>Clause 7.5 – Local Government may execute work and recover costs - flies</p> <p>Clauses 7.10-7.12 – Measures to be taken – mosquitos</p> <p>Clause 7.15 – Measures to be taken to eradicate rodents</p> <p>Clause 7.19 – Restrictions on materials affording harbourage for rodents</p> <p>Clause 7.21 – Measures to be taken to eradicate cockroaches</p> <p>Clause 7.23 – Measures to taken to keep premises free from Argentine Ants</p> <p>Clause 7.25 – Measures to be taken to keep premises free from European wasp nests</p> <p>Clause 7.27 – Restrictions on keeping of bees in hives</p> <p>Clause 7.29 – Arthropod vectors of disease</p> <p>Clauses 8.2-8.5 and 8.7-8.9 – Infectious diseases</p> <p>Clause 8.11 – Local Government may carry out work and recover costs under Part 8 – infectious diseases</p> <p>Clause 9.4 – Approval of registration of a lodging house</p> <p>Clause 9.7 – Revocation of registration of a lodging house</p> <p>Clause 9.10 – Cooking facilities</p> <p>Clause 9.13 – Sanitary conveniences</p> <p>Clause 9.14 – Laundry</p> <p>Clause 9.18 – Restriction on use of rooms for sleeping</p> <p>Clause 9.21 – Ventilation</p> <p>Clauses 9.24-9.28 and 9.30-9.32– Lodging houses (various)</p> <p>Clause 10.7 – Registration (offensive trades)</p> <p>Clause 10.14 – Painting of walls etc (offensive trades)</p> <p>Clause 10.16 – Offensive material</p> <p>Clause 10.19 – Directions (offensive trades)</p> <p>Clause 10.36 – Reception room</p> <p>Clause 10.40 – Precautions against combustion</p> <p>Part 11 – Offences and penalties</p>
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Function	Authority to exercise various powers under the Shire of East Pilbara Health Local Law 2011:
	<ol style="list-style-type: none"> 1. Clause 2.4 – Outdoor event 2. Clause 2.6 – Temporary work 3. Clause 2.7 – Maintenance of sanitary conveniences and fittings 4. Clause 2.15 – Kitchens 5. Clause 3.1 – Dwelling house maintenance 6. Clause 3.6 – Ventilation 7. Clause 3.7 – Water supply 8. Clause 3.8 – Rain water tanks 9. Clause 3.15 – Licensing of morgues 10. Clause 3.16 – Inspection of morgues 11. Clause 3.17 – Cancellation of a morgue licence 12. Clause 4.1 – Approved carrier 13. Clause 4.5 – Waste food and refuse approvals 14. Clauses 4.8-4.9 – Transport of butchers' waste approval 15. Clause 5.4 – Public vehicles to be kept clean 16. Clause 5.9 - Storage of fertilise in a dwelling house 17. Clause 6.2 – Cleanliness 18. Clause 6.5 – Animal enclosures 19. Clause 6.6 – Cats 20. Clause 6.10 – Conditions for keeping of an animal 21. Clause 6.11 – Stables 22. Clauses 6.14 and 6.16 – Keeping of poultry and pigeons and miscellaneous birds 23. Clauses 6.18-19 – Various (Poultry and pigeons and miscellaneous birds) 24. Clause 7.4 – Measures to be taken – flies 25. Clause 7.5 – Local Government may execute work and recover costs - flies 26. Clauses 7.10-7.12 – Measures to be taken – mosquitos 27. Clause 7.15 – Measures to be taken to eradicate rodents 28. Clause 7.19 – Restrictions on materials affording harbourage for rodents 29. Clause 7.21 – Measures to be taken to eradicate cockroaches 30. Clause 7.23 – Measures to taken to keep premises free from Argentine Ants 31. Clause 7.25 – Measures to be taken to keep premises free from European wasp nests 32. Clause 7.27 – Restrictions on keeping of bees in hives 33. Clause 7.29 – Arthropod vectors of disease 34. Clauses 8.2-8.5 and 8.7-8.9 – Infectious diseases 35. Clause 8.11 - Local Government may carry out work and recover costs under Part 8 – infectious diseases 36. Clause 9.4 – Approval of registration of a lodging house 37. Clause 9.7 – Revocation of registration of a lodging house 38. Clause 9.10 – Cooking facilities 39. Clause 9.13 – Sanitary conveniences 40. Clause 9.14 – Laundry 41. Clause 9.18 – Restriction on use of rooms for sleeping 42. Clause 9.21 – Ventilation 43. Clauses 9.24-9.28 and 9.30-9.32– Lodging houses (various) 44. Clause 10.7 – Registration (offensive trade) 45. Clause 10.14 – Painting of walls etc (offensive trades) 46. Clause 10.16 – Offensive material 47. Clause 10.19 – Directions (offensive trades) 48. Clause 10.36 – Reception room 49. Clause 10.40 – Precautions against combustion 50. Part 11 – Offences and penalties

Delegates	CEO Coordinator Environmental Health Services Director Aviation & Regulatory Services Director Infrastructure Services Environmental Health Officer Manager Development Services Manager Waste Services
Conditions	Chief Executive Officer (Function 9, 11, 12, 19, 20, 22, 25, 35, 36, 37, 44, 50) Director Aviation and Regulatory Services (Function 12, 25, 35, 50) Director Infrastructure Services (Function 13, 14) Manager Development Services (Function 50) Manager Waste Services (Function 13, 14) Coordinator Environmental Health Services (Function 1, 2, 3, 4, 5, 6, 7, 8, 10, 13, 14, 15, 16, 17, 18, 21, 23, 24, 26, 27, 28, 29, 30, 31, 32, 33, 34, 38, 39, 40, 41, 42, 43, 45, 46, 47, 48, 49, 50) Environmental Health Officer (Function 1, 2, 3, 4, 5, 6, 7, 8, 10, 13, 14, 15, 16, 17, 18, 21, 23, 24, 26, 27, 28, 29, 30, 31, 32, 33, 34, 38, 39, 40, 41, 42, 43, 45, 46, 47, 48, 49, 50) Clause 1.5 of the Shire of East Pilbara Health Local Law 2011 provides that the exercise of powers by Senior Environmental Health Officer and Environmental Health Officer can only be undertaken by a person appointed to either role by the Shire of East Pilbara under the Health Act and includes an Acting or Assistant Environmental Health Officer
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

21.7 Fencing Local Law 2011

Delegation	21.7.1 Various Powers
Head of power	21 Shire of East Pilbara Local Laws
Delegator	Local Government
Express power to delegate	<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.9.10 (1) Appointment of authorised persons
Express power or duty delegated	Clause 2.1 – Sufficient fences Clause 2.2 – Fences within front setback areas Clause 2.5 – Fences on a rural lot Clause 2.7 – Fences across rights-of-way, public access or thoroughfares Clause 2.8 – General discretion of the local government Clauses 2.9-2.11 – Fencing materials Clauses 3.1-3.2 – Approvals Part 6 - Offences
Function	Authority to exercise various Powers under the Shire of East Pilbara Fencing Local Law 2011: <ol style="list-style-type: none"> 1. Clause 2.1 – Sufficient fences 2. Clause 2.2 – Fences within front setback areas 3. Clause 2.5 – Fences on a rural lot 4. Clause 2.7 – Fences across rights-of-way, public access or thoroughfares 5. Clause 2.8 – General discretion of the local government 6. Clauses 2.9-2.11 – Fencing materials 7. Clauses 3.1-3.2 – Approvals 8. Part 6 - Offences
Delegates	CEO Director Aviation & Regulatory Services Manager Building Services
Conditions	Decisions under this Functions 1, 2, 3, 5, 6 and 7 should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i> . Chief Executive Officer (Function 4, 8) Director Aviation and Regulatory Services (Function 4, 8) Manager Building Services (Function 1, 2, 3, 4, 5, 6, 7, 8)
Date adopted	22 July 2022
Adoption references	Item 11.2.4 OCM 22/07/2022

11.1.4 STATUS OF COUNCIL DECISIONS

Attachments: [Appendix 1 Status of Council Decision Register](#)
Responsible Officer: Steven Harding
Chief Executive Officer
Author: Tehsin Ali
Governance Administration Officer
Proposed Meeting Date: 28 July 2023
Author Disclosure of Interest: Nil

COUNCIL DECISION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 109)

Moved: Cr McWhirter-Brooks

Seconded: Cr Anick

That Council notes the report.

**CARRIED UNANIMOUSLY
RECORD OF VOTE: 7/0**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Lockyer, Coppin

Against: Nil

REPORT PURPOSE

To provide Council with advice of the status of outstanding Council decisions from previous meetings.

BACKGROUND

Council has previously requested it be informed of the progress of the implementation of its previous decisions.

COMMENTS/OPTIONS/DISCUSSIONS

A list of the status of Council's decisions from the previous meeting is attached as **Appendix 1** to this report.

STATUTORY IMPLICATIONS/REQUIREMENTS

Recommendation is consistent with section 2.7 of the *Local Government Act 1995*.

POLICY IMPLICATIONS

Consistent with past policy and practices of the Council.

STRATEGIC COMMUNITY PLAN

5: Governance

Demonstrated accountability and corporate governance.

G1 Provide efficient, accountable and ethical governance.

G1.1 Enhance governance capability to deliver sustainable outcomes, roads and buildings

RISK MANAGEMENT CONSIDERATIONS

The continued reporting of the status of Council decisions mitigates compliance and reputational risks associated with Council decisions not been implemented.

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple Majority.

Status Of Council Decisions

Item No	Responsible Officer	Report Title	Accepted Recommendation	Council Resolution No.	Actioning Officer	Comments / Action Taken	Completion Date
ORDINARY COUNCIL MEETING - 30 JUNE 2023							
CHIEF EXECUTIVE OFFICER							
11.1.1	Steven Harding Chief Executive Officer	REGIONAL MOBILE NETWORK INFRASTRUCTURE	That Council: 1. Endorses a position in support of increased multi-carrier mobile network infrastructure across the East Pilbara District, including the re-use of mobile network infrastructure earmarked for decommissioning; 2. Authorises the President and Chief Executive Officer to promote Council’s position in their advocacy efforts; and 3. Authorises the Chief Executive Officer to prepare a submission to WALGA.	2023/ 83	Joshua Brown Manager Governance, Risk and Procurement	A submission to WALGA is to be drafted prior to the next Pilbara Country Zone.	Ongoing
11.1.2	Steven Harding Chief Executive Officer	AUDITED FINANCIAL STATEMENTS 2021/22 – CORRECTION		2023/ 84	Joshua Brown Manager Governance, Risk and Procurement	An accompanying statement has been prepared for publication on the website	21/07/2023
DIRECTOR CORPORATE SERVICES							
11.2.1	Steven Harding Chief Executive Officer	ANNUAL BUDGET 2023-2024	Document Centre\COUNCIL MINUTES AGENDAS\AAA New Folder Structure\Council Meetings\2023\20230630 June OCM\Hyperlinks for Resolutions Register\Budget Recommendation.docx That Council adopts the revised Shire of East Pilbara Long Term Financial Plan 2024-2033 included as Appendix 1. That Council adopts the revised Shire of East Pilbara Strategic Community and Corporate Business Plan 2022-2032 (Appendix 1 to the report). ABSOLUTE MAJORITY REQUIRED That Council adopts the monthly financial statements for the period ending 31 May 2023 of the 2022/23 financial year included as Appendix 1 to the report. That Council endorses the below payments for the period of 1 May 2023 to 31 May 2023: EFT Payments \$5,782,044.87 MasterCard Payments \$30,376.09 Direct Payments \$72,784.03	2023/ 87	Steve Leeson Director Corporate Services	Completed	30/06/2023
11.2.2	Steven Harding Chief Executive Officer	LONG TERM FINANCIAL PLAN 2024-2033		2023/ 88	Steve Leeson Director Corporate Services	Completed	30/06/2023
11.2.3	Steven Harding Chief Executive Officer	UPDATING THE STRATEGIC COMMUNITY AND CORPORATE BUSINESS PLAN 2022-2032		2023/ 89	Steve Leeson Director Corporate Services	Completed	30/06/2023
11.2.4	Steven Harding Chief Executive Officer	MONTHLY FINANCIAL STATEMENTS, INSURANCE AND INVESTMENT REPORT		2023/ 90	Steve Leeson Director Corporate Services	Adopted by Council	30/06/2023
11.2.5	Steve Leeson Director Corporate Services	CREDITORS FOR PAYMENT MAY 2023		2023/ 91	Thomas Gorman Manager Corporate Services	Completed	30/06/2023
DEPUTY CHIEF EXECUTIVE OFFICER / DIRECTOR COMMUNITY EXPERIENCE							
11.3.1	Steven Harding Chief Executive Officer	CUSTOMER SERVICE CHARTER	That Council: 1. Endorses the draft Customer Service Charter, as found at Appendix 1; and 2. Authorises the Chief Executive or sub-delegate to amend the Customer Service Charter as required. That Council approves the transition of the East Newman Activation program from Creating Communities to the Shire of East Pilbara, subject to external funding being secured for any resource implications. That Council adopts the revised Policy 6.5 Grants and Sponsorship attached as Appendix 1. Community Grants Program Recommendation.docx Sponsorship 2023-2024 Recommendation.docx In Kind Sponsorship Recommendation.docx	2023/ 92	Team Ninti (LG Management Challenge) Melissa Warren Team Leader Aquatic Services Nicole Montgomery Coordinator Grants and Sponsorship Marcin Makowski Coordinator Business Systems Mitch Landers Waste Sustainability and Education	Distributed to all staff and rollout commenced.	30/06/2023
11.3.2	Steven Harding Chief Executive Officer	EAST NEWMAN ACTIVATION PROGRAM		2023/ 93	Emma Landers Deputy CEO / Director Community Experience	Transition process commenced.	30/06/2023
11.3.3	Emma Landers Deputy CEO / Director Community Experience	GRANTS AND SPONSORSHIP POLICY AMENDMENT		2023/ 94	Nicole Montgomery Coordinator Grants & Advocacy	Adopted by Council	7/07/2023
11.3.4	Emma Landers Deputy Chief Executive Officer, Director Community Experience	COMMUNITY GRANTS PROGRAM 2023-24		2023/ 95	Nicole Montgomery Coordinator Grants and Advocacy	All applicants notified of outcome via letter. Feedback to be provided. Agreements for successful applicants sent.	7/07/2023
11.3.5	Emma Landers Deputy Chief Executive Officer, Director Community Experience	SPONSORSHIP 2023-24		2023/ 96	Nicole Montgomery Coordinator Grants and Advocacy	All applicants notified of outcome via letter. Feedback to be provided. Agreements for successful applicants sent.	7/07/2023
11.3.6	Emma Landers Deputy Chief Executive Officer, Director Community Engagement	IN-KIND SUPPORT GRANTS PROGRAM 2023/24		2023/ 97	Nicole Montgomery Coordinator Grants and Advocacy	All applicants notified of outcome via letter. Feedback to be provided. Agreements for successful applicants sent.	7/07/2023
DIRECTOR AVIATION AND REGULATORY SERVICES				Manager Strategic and Statutory Planning			

14.1.1	Vic Etherington Director Aviation and Regulatory Services	DEVELOPMENT APPLICATION P002/23 – EXTENSION OF USE NOT LISTED: WORKFORCE ACCOMMODATION – LOT 44 GREAT NORTHERN HIGHWAY, NEWMAN (OASIS @ NEWMAN)	Document Centre\COUNCIL MINUTES AGENDAS\AAA New Folder Structure\Council Meetings\2023\20230630 June OCM\Hyperlinks for Resolutions Register\DA Oasis @ Newman.docx	2023/ 99	Malcolm Somers Manager Strategic and Statutory Planning	Applicant advised of outcome via email/letter. Planning will monitor conditions of approval for compliance.	30/06/2023
14.1.2	Steven Harding Chief Executive Officer	NULLAGINE POOL	<p>That Council:</p> <p>1. Accepts the offer of funding from Atlas Iron of \$1,500,000 and authorises the Chief Executive Officer to execute any necessary funding agreement;</p> <p>2. Pursuant to section 6.8 of the Local Government Act 1995, authorises an amendment to the Shire's 2022-2023 Annual Budget to allocate funds from the contribution from Atlas Iron, to the Nullagine Pool Project as per the following table:</p> <p>Account Description Current Budget Amendment Revised Budget NEW Atlas Iron Contribution – Nullagine Pool \$0 \$1,500,000 \$1,500,000 NEW Atlas Iron Contribution – Nullagine Pool \$1,500,000 -\$1,500,000 \$0 SP – Nullagine Swimming Pool \$750,000 \$1,500,000 \$2,250,000</p> <p>3. Authorises the Chief Executive Officer to vary the Contract with Hydrilla for the 'Design and Construct' of a 25 m x 7.2 m swimming pool, a 6 m x 6 m toddler pool, hydraulics, plant, and equipment for a price of \$1,040,000 ex GST; and</p> <p>4. Approves a Purchase Order to be raised to the value of \$1,040,000 for the procurement of goods and services for the 'Design and Construct' of a 25 m x 7.2 m swimming pool, a 6 m x 6 m toddler pool, hydraulics, plant, and equipment from Hydrilla.</p>	2023/ 100	Etienne Vorster A/Director Infrastructure Services	Development applications and approval from DoH is underway.	30/06/2023
15.1.1	Vic Etherington Director Aviation & Regulatory Services	AWARD OF TENDER – RFT 11-2022/23 PROVISION OF AIRCONDITIONING SERVICES	<p>That Council:</p> <p>1. Not accept any Tender received for award for RFT 11-2022/23 – Provision of Air-conditioning Services in accordance with Regulation 18(5) of the Local Government (Functions and General) Regulations 1996; and</p> <p>2. Authorises the Chief Executive Officer to establish a Prequalified Supplier Panel for air conditioning servicing, repairs and maintenance.</p>	2023/ 101	Peter Edward Manager Building Services Dawn Ronchi Procurement Coordinator	Tenderers advised of the decision.	30/06/2023
15.1.2	Steven Harding Chief Executive Officer	MARBLE BAR HERITAGE ITEM	That Council authorises the Chief Executive Officer to commence negotiations with the party identified in the report for the possible acquisition of the heritage item identified in the report and provide Council with a further report on the outcome of the negotiations and any recommendations to proceed with the acquisition.	2023/ 102	Joshua Brown Manager Governance, Risk and Procurement	Initial discussions have taken place	Ongoing
15.1.3	Vic Etherington Director Aviation & Regulatory Services	AWARD OF TENDER - RFT 12-2022/23 – MARBLE BAR AIRPORT OPERATIONS MANAGEMENT	<p>1. Award Tender RFT 12-2022/23 - Marble Bar Airport Management to Regional Airport Management Services for an initial Contract period of two (2) years commencing on execution of the Contract for the tendered price of \$483,279.30.</p> <p>2. Approve the Chief Executive Officer to extend the Contract with the same conditions for a further period of one (1) year on expiry of the initial Contract period.</p> <p>3. Approve the Chief Executive Officer to extend the Contract with the same conditions for a further and final period of one (1) year on expiry of the first further period.</p> <p>4. Authorise the Chief Executive Officer to approve pricing variations (based on cpi) for the two further contract periods, and to approve any minor contract variations during the Contract duration..</p> <p>5. Approve the Chief Executive Officer to apply the common seal of the Shire of East Pilbara to the Contract between Regional Airport Management Services and the Shire of East Pilbara with respect to this Tender.</p>	2023/ 103	Dawn Ronchi Coordinator Procurement	Tenderers advised of the decision. Contract to be created.	30/06/2023
ACTING DIRECTOR INFRASTRUCTURE SERVICES				Manager Strategic and Statutory Planning			
15.2.1	Etienne Vorster A/Director Infrastructure Services	AWARD OF TENDER – RFT 08-2022/23 PREQUALIFIED SUPPLIER PANEL – MAJOR AND MINOR PLANT AND EQUIPMENT REPAIRS AND MAINTENANCE	<p>That Council:</p> <p>1. Awards Tender RFT 08-2022/23 - Panel of Prequalified Suppliers – Major and Minor Plant and Equipment Mechanical Repairs and Maintenance for all three (3) Separable Portions to the following two (2) Tenderers for their tendered rates for a period of one (1) year commencing on the date of contract execution:-</p> <ul style="list-style-type: none"> KingKira Group Shift Diesel & Earth <p>2. Approve the Chief Executive Officer to enter into two x one year further terms with</p>	2023/ 104	Dawn Ronchi Coordinator Procurement	Tenderers advised of the decision. Contracts to be created.	30/06/2023

11.2 ACTING DIRECTOR CORPORATE SERVICES

11.2.1 PAYMENT OF 2023/24 INSURANCE PREMIUMS

Attachments: [Appendix 1 Summary of Insurance Policies](#)
Responsible Officer: Steven Harding
Chief Executive Officer
Author: Joshua Brown
Manager Governance, Risk and Procurement
Proposed Meeting Date: 28 July 2023
Author Disclosure of Interest: Nil

COIUNCIL DECISION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 110)

Moved: Cr Baer

Seconded: Cr Lockyer

That Council:

1. Notes the increase in cost for the Shire's insurance premiums; and
2. Authorises the payment of \$1,895,705.93 (excluding GST) in two equal instalments to LGIS for the Shire's insurance policy premiums.

**CARRIED UNANIMOUSLY
RECORD OF VOTE: 7/0**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Lockyer, Coppin

Against: Nil

REPORT PURPOSE

To seek Council authorisation of the payment of the Shire's 2023/24 Insurance Premium.

BACKGROUND

The Shire maintains insurance policies through the Local Government Insurance Scheme (LGIS), which is a not-for-profit industry based mutual indemnity scheme owned by Western Australian local governments and which is focussed on meeting the unique requirements of the local government sector. Established in 1995 by local governments through the WA Local Government Association (WALGA), LGIS provides an industry based self-insurance Scheme, which incorporates protection for property, civil liability exposures, volunteer fire fighters and workers compensation.

COMMENTS/OPTIONS/DISCUSSIONS

Insurance cover is an essential measure to manage the Shire's exposure to risk. A summary of the Shire's insurance policies with LGIS and level of coverage is provided as **Appendix 1** to this report.

The Shire has received invoices for the payment of its premiums, which for the 2023/24 financial year are priced at \$1,895,705.93 (excl GST), payable in two equal instalments.

Scheme Fund	2022/23 Total Contribution (including GST)	2023/24 Base Contribution	GST	2023/24 Total Contribution	Comments in addition to the above Executive Summary/Market Reporting
LGIS Bushfire Volunteers	\$2,079.56	\$1,995.00	\$199.50	\$2,194.50	Based on declared number of BFV
LGIS Liability	\$188,645.60	\$181,785.76	\$18,178.58	\$199,964.34	Contribution uplift across the mutual
LGIS Casual Hirers Liability	\$0.00	\$0.00	\$0.00	\$0.00	Scheme Funded
LGIS Commercial Crime & Cyber	\$24,843.98	\$23,764.04	\$2,376.40	\$26,140.44	Increase in cost for cover across the mutual
LGIS Management Liability	\$26,372.44	\$25,127.92	\$2,512.79	\$27,640.71	Increase in cost for cover across the mutual
LGIS Pollution Legal Liability	\$23,085.18	\$21,616.12	\$2,161.61	\$23,777.73	3% increase on LGIS indemnity coverages
LGIS Property	\$1,196,819.80	\$1,290,954.48	\$129,095.45	\$1,420,049.93	Contributions have increased - due to 7% uplift in total declared values and a rate increase of 10% due to high level of claims over the last 12 month for the Shire
LGIS Motor Vehicle Fleet	\$152,386.46	\$111,132.00	\$11,113.20	\$122,245.20	19% reduction in total fleet value. 5yr loss ratio of over 150%
LGIS WorkCare	\$187,398.61	\$237,689.81	\$23,768.98	\$261,458.79	39% increase in estimated wages. Flat rate has remained the same as expiry
LGIS Corporate Travel	\$1,170.57	\$1,132.73	\$113.27	\$1,246.00	Increase in cost for cover across the mutual
LGIS Voluntary Workers	\$516.68	\$508.07	\$50.81	\$558.88	Increase in cost for cover across the mutual
*Total Scheme Membership	\$1,803,318.88	\$1,895,705.93	\$189,570.59	\$2,085,276.52	Overall increase of 15% mainly driven by fluctuations in the Property contributions and increase estimated wages for Workcover.

This year's premium represents an increase of 15 percent and has been calculated by LGIS on the Shire's past claims, increasing costs and increased estimated wages for the purposes of workers' compensation.

In 2022/23, a total of 64 claims have been closed to date, with \$905,875 paid out by LGIS with respect to those claims.

Regulation 11 of the *Local Government (Functions and General) Regulations 1996* and section 9.58(6)(b) of the *Local Government Act 1995* exempt the use of LGIS from a public tender process as the Scheme is provided as part of a mutual, where WALGA Member local governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is not subject to Council's Procurement Tender Procedures Policy.

Should Council resolve to seek quotations from alternative insurance suppliers, a public tender process will need to be undertaken.

Given the cost of insurance for 2023/24, which exceed the delegated authority to the Chief Executive Officer, Council authorisation is required to approve the payment of the premiums.

OPTIONS

1. That Council accepts the recommended action below; or
2. That Council reassess its risk appetite and reduces its level of coverage – this is not recommended as an immediate response, as it would likely leave the Shire heavily exposed to significant financial loss without insurance cover in the interim; and / or
3. That Council authorises the Chief Executive Officer to undertake a public tender process – this is also not recommended for the same reasons as in 2.

STATUTORY IMPLICATIONS/REQUIREMENTS

Consistent with regulation 11 of the *Local Government (Functions and General) Regulations 1996* and section 9.58(6)(b) of the *Local Government Act 1995*.

POLICY IMPLICATIONS

Consistent with Council's Procurement and Tender Procedures Policy.

STRATEGIC COMMUNITY PLAN

Governance

- G1 Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community's assets and resources.
- G1.1 Continued focus on good governance, transparency and community and stakeholder engagement in significant decisions, including place-based plans.
- G1.4 Ensure a high standard of organisational management and effectiveness

RISK MANAGEMENT CONSIDERATIONS

Financial - Medium

FINANCIAL IMPLICATIONS

Council has allocated \$1,578,689 in the 2023/24 Annual Budget for insurance and \$356,000 in Employee On-Costs for Workers Compensation which when combined will meet the invoiced amount from LGIS of \$1,895,705.93 (excluding GST).

VOTING REQUIREMENTS

Simple Majority

	Policies	Discription Summary	Max level of cover
	LGIS Bushfire	Volunteer bush fire brigade members for incl. but not limited to medical , loss of salary and death benefit	20,000,000
	LGIS Liability	When the member becomes legally liable to pay compensation in respect of - Death or persoanl injury and loss or damge to property	600,000,000
	LGIS Casual Hirers Liability	Any person or group of persons(with exclusions) who hires council facility for non commercial or non profit making purposesless than 12 times per year.	10,000,000
	LGIS Commercial Crime and Cyber	Loss sustained as result of - internal crime- external crime - theft - physical loss or damage	1,000,000
	LGIS Management Liability	Councillors and Officers Liability, Statutory liability, employment practices liability	8,000,000 in aggregate
	LGIS Pollution Legal Liability	Airport, animal management facility, caravan parks, depots, helathcare facitities, landfill, waste transfer stations, WWTP and others	50,000,000 depending on the claim
	LGIS Property	Risk of physical loss, destruction or damage to owned property and general property and resultant business interruption loss	600,000,000
	LGIS Motor Vehicle Fleet	All owned motor vehicles and trailers, leased, mortgaged under hire purchahse agreement, hired in or let out on hire, loaned to or by	20,000,000
	LGIS Work Care	Coverage in accordance with the Workers Compensation and Injury Managaement Act 1981 incl. unlimited common law cover	10,000,000 (indemnity)

	LGIS Corporate Travel	Coverage for President, Chairperson, elected members councillors, CEO, Executives, all other employees of the member, accompanying partners/spouse/children, voluntary workers, for Medical, personal accident and sickness, kidnap and ransom, hijack and detention, evacuation, cancellation and disruption, etc. when undertaking journey on behalf of the member over 50kms from normal place of residence or members premises	10,000,000
	LGIS Voluntary Workers	Only whilst person is engaged in work as an elected member or voluntary worker as authorised by the member. President, Chairperson, elected members, councillors, voluntary workers, children involved in excursions, members of any committees established by the member - Government labour market, training, work experience or job creation projects.	10,000,000
	Marine Cargo	Shipments &/or sending of all goods belonging to insured's business inc. but not limited to Office supplies, building materials, tools, computer equipment, plant and machinery and Employees personal household effects.	250,000

11.2.2 CREDITORS FOR PAYMENT JUNE 2023

Responsible Officer: Steve Leeson
Director Corporate Services

Author: Thomas Gorman
Manager Corporate Services

Proposed Meeting Date: 28 July 2023

Location/Address: N/A

Name of Applicant: N/A

Author Disclosure of Interest: Nil

COIUNCIL DECISION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 111)

Moved: Cr McWhirter-Brooks
Seconded: Cr Anick

That Council endorses the below payments for the period of 1 June 2023 to 30 June 2023:

Cheque Payments	\$689.22
EFT Payments	\$9,282,569.08
MasterCard Payments	\$48,916.42
Direct Payments	\$156,933.73

**CARRIED UNANIMOUSLY
RECORD OF VOTE: 7/0**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Lockyer, Coppin,

Against: Nil

REPORT PURPOSE

To seek Council endorsement of payment to creditors.

BACKGROUND

As per the attachment list, outlines payments made to creditors since the Council meeting on 30 June 2023.

COMMENTS/OPTIONS/DISCUSSIONS

<u>PAYMENT TYPE</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Cheques	25235 – 25236	\$689.22
EFT Payments	EFT69244 – EFT69815	\$9,282,569.08
MasterCard		\$48,916.42
Direct Debit Payments	DD18316.2 – DD18420.36	\$156,933.73
GRAND TOTAL		<u>\$9,489,108.45</u>

Please note the Shire's accounts payable system allows only a limited field for the description of goods/services purchased, therefore the description shown on the attached Schedule of Accounts may not be shown in its entirety.

CANCELLED AND UNUSED CHEQUES:

Unused Cheques

Nil

Cancelled Cheques & EFTs

Nil

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government (Financial Management) Regulations 1996)
Part 2 – General Financial Management
Reg. 11

- (1) *A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of:*
- (a) *cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and*
 - (b) *petty cash systems.*

Local Government (Financial Management) Regulations 1996
Part 2 – General Financial Management
Reg. 12

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

POLICY IMPLICATIONS

3.12 Corporate Credit Card

3.14 Procurement and Tender Procedures Policy

STRATEGIC COMMUNITY PLAN

5: Governance

G1 Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community's assets and resources.

G1.1 Continued focus on good governance, transparency and community and stakeholder engagement in significant decisions, including place-based plans.

G1.4 Ensure a high standard of organisational management and effectiveness

RISK MANAGEMENT CONSIDERATIONS

Compliance – Moderate

FINANCIAL IMPLICATIONS

Total payments of \$9,489,108.45

VOTING REQUIREMENTS

Simple Majority.

SHIRE OF EAST PILBARA

List of Payments Made - June 2023

Reference	Date	Name	Description	Amount
25235	01/06/2023	SOEP - REC CENTRE PETTY CASH	Volleyball Umpire Competition for weeks 15th May & 22nd May	\$ 280.00
25236	19/06/2023	SOEP - NEWMAN PETTY CASH	Petty Cash Reimbursement - Milk, Tea coffee etc	\$ 409.22
				Total Cheques \$ 689.22
Electronic Fund Transfers (EFT)				
EFT69244	01/06/2023	BEVERLEY ROGERS	Artist Payment	\$ 600.00
EFT69245	01/06/2023	BUGAI WHYOUTLER	Artist Payment	\$ 2,000.00
EFT69246	01/06/2023	CHAPMAN, MAYIKA	Artist Payment	\$ 187.50
EFT69247	01/06/2023	CORBAN CLAUSE WILLIAMS	Artist Payment	\$ 500.00
EFT69248	01/06/2023	Chantelle Samson	Artist Payment	\$ 1,800.00
EFT69249	01/06/2023	Chloe Jadai	Artist Payment	\$ 200.27
EFT69250	01/06/2023	DOREEN CHAPMAN	Artist Payment	\$ 1,000.00
EFT69251	01/06/2023	Desmond Taylor	Artist Payment	\$ 804.76
EFT69252	01/06/2023	JULIA BURTON	Artist Payment	\$ 200.00
EFT69253	01/06/2023	KUMPAYA GIRGIRBA	Artist Payment	\$ 300.00
EFT69254	01/06/2023	LILY JATARR LONG	Artist Payment	\$ 140.40
EFT69255	01/06/2023	MULYATINGKI MARNEY	Artist Payment	\$ 300.00
EFT69256	01/06/2023	NGAMARU BIDU	Artist Payment	\$ 2,000.00
EFT69257	01/06/2023	ROMA GIBSON	Artist Payment	\$ 300.00
EFT69258	01/06/2023	Sylvia Wilson	Artist Payment	\$ 2,760.00
EFT69259	01/06/2023	YIKARTU BUMBA	Artist Payment	\$ 369.00
EFT69260	01/06/2023	Adrienne Mortimer	Councillors Fees	\$ 1,964.50
EFT69261	01/06/2023	Annabell Landy	Councillors Fees	\$ 1,964.50
EFT69262	01/06/2023	Anthony Middleton	Councillors Fees	\$ 7,328.50
EFT69263	01/06/2023	David Kular	Councillors Fees	\$ 1,964.50
EFT69264	01/06/2023	KAREN LOCKYER	Councillors Fees	\$ 1,964.50
EFT69265	01/06/2023	Lang Tree Eric Coppin	Councillors Fees	\$ 1,964.50
EFT69266	01/06/2023	Matthew Anick	Councillors Fees	\$ 1,964.50
EFT69267	01/06/2023	Peta Baer	Councillors Fees	\$ 1,964.50
EFT69268	01/06/2023	Stacey Smith	Councillors Fees	\$ 1,964.50
EFT69269	01/06/2023	Wendy McWhirter-Brooks	Councillors Fees	\$ 3,149.92
EFT69270	01/06/2023	AHRENS GROUP PTY LTD	Upgrade works from Ahrens - Subject to settlement	\$ 42,466.46
EFT69271	01/06/2023	ALL FLAGS	Triangular Bases for Vario Arch	\$ 192.50
EFT69272	01/06/2023	AMW Audit Pty Ltd	Completion of Martumili Financial Processes Audit	\$ 19,800.00
EFT69273	01/06/2023	AVIAIR	Freight of item from Kunawrritji	\$ 33.80
EFT69274	01/06/2023	Austindo Engineering Pty Ltd	Airport Unit - Patio extension and concrete works	\$ 31,494.15
EFT69275	01/06/2023	BEACON EQUIPMENT	Head Speed Feed W5	\$ 595.00
EFT69276	01/06/2023	BEAUREPAIRES PORT HEDLAND	Fitting of Tyres	\$ 857.45
EFT69277	01/06/2023	BROOKS HIRE SERVICES PTY LTD	Two Week Hire of Excavator	\$ 6,599.82
EFT69278	01/06/2023	Binbirri Contracting Pty Ltd	Gravel Resheet RFT 05-2022/23	\$ 79,475.00
EFT69279	01/06/2023	Blackwoods	NWMP Supplies	\$ 918.19
EFT69280	01/06/2023	Brianna Margaret Elton	Marketing Q2	\$ 4,500.00
EFT69281	01/06/2023	Buckman Enterprises t/a Code Hire	Ethel Creek Parks	\$ 8,236.25
EFT69282	01/06/2023	CADD Building Construction and Maintenance Pty Ltd	Housing - Capital Internal works	\$ 28,641.24
EFT69283	01/06/2023	COATES HIRE	Generator - SKVA (Diesel)	\$ 228.66
EFT69284	01/06/2023	CRESCENDO MUSIC IMPORTS	Music equipment for Youth Centre	\$ 2,505.35
EFT69285	01/06/2023	CUSTOMER FIRST CONTRACTING PTY LTD	SOEP Staff Housing - CFC Electrical Install Cooktop	\$ 4,874.37
EFT69286	01/06/2023	Christopher Scanlan	Food & Supplies for camping to Parnnurr & Jigalong	\$ 217.96
EFT69287	01/06/2023	Creations by Amber Rose	Anzac Day Wreath	\$ 200.00
EFT69288	01/06/2023	DEANS AUTOGLASS	Supply and Fit Windscreen	\$ 5,944.40
EFT69289	01/06/2023	Dick Tracey Contracting Pty Ltd	Adhoc works at Marble Bar Airport- RFT 02-2022/23	\$ 132,209.00
EFT69290	01/06/2023	EAST PILBARA EARTHMOVING PTY LTD	Gravel Resheet and Drainage - RFT-05 2022/23	\$ 134,491.94
EFT69291	01/06/2023	Eric Plet	Phone Reimbursement	\$ 125.00
EFT69292	01/06/2023	BRIDGETOWN DESIGN AND PRINT	Pilbara East Selfie Frame	\$ 522.50
EFT69293	01/06/2023	ES2 Enterprise Solutions	Onsite Service - Maintenance on Shire Admin Server	\$ 7,459.56
EFT69294	01/06/2023	EUROFINS ARL PTY LTD	RFQ-05 2021/22 - WATER SAMPLING	\$ 1,126.95
EFT69295	01/06/2023	EXECUTIVE MEDIA	Caravanning Australia Magazine with SOEP	\$ 209.30
EFT69296	01/06/2023	Flowtek Plumbing and Gas Pty Ltd	Install Submeter at Caravan Park	\$ 5,289.39
EFT69297	01/06/2023	Frank Ashworth	Phone Reimbursement	\$ 100.00
EFT69298	01/06/2023	Fuji Xerox Australia Pty Ltd	Fujifilm Copier Monthly Charges - Rental & Usage	\$ 3,405.87
EFT69299	01/06/2023	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Service & Repair - Tyre Replacement	\$ 3,580.50
EFT69300	01/06/2023	GALVINS PLUMBING SUPPLIES	Solenoid Valve and Sprinkler	\$ 1,458.00
EFT69301	01/06/2023	Hedland Home Hardware	Supply and Deliver to Cape K	\$ 35,270.04
EFT69302	01/06/2023	Hersey's Safety	Goods for Newman Depot as per receipt.	\$ 15,292.79
EFT69303	01/06/2023	Himac Group Pty Lts	Supply and Freight for Waste Water Treatment Plant Bobcat	\$ 1,776.50
EFT69304	01/06/2023	KARLKA NIYAPARLI ABORIGINAL CORPORATION	Welcome to Country- Naidoc Film	\$ 1,375.00
EFT69305	01/06/2023	Kalgan Cleaning Services	SOEP Housing Kalgans Cleaning	\$ 143.00
EFT69306	01/06/2023	Keynote Entertainment Pty Ltd	Flights-Perth to Newman Return for NAIDOC Ball	\$ 1,684.56
EFT69307	01/06/2023	Kunawarritji Aboriginal Corporation (Outback Stores)	Supply goods to Desert Rd Inspections (TC Ilsa)	\$ 520.47
EFT69308	01/06/2023	LANDMARK PRODUCTS LTD	Supply of Bins	\$ 67,815.00
EFT69309	01/06/2023	LG Community Partners Pty Ltd	Finance Consultancy Services Annual Budget/ LTFP/ S&W/ Service Plans	\$ 8,800.00
EFT69310	01/06/2023	Life Apparel Co Pty Ltd	NAIDOC 2023 polos - Reproduction Licensing	\$ 4,248.31
EFT69311	01/06/2023	Mad Cow Entertainment Company of Western Australia	Youth Week 2023 - Fun Day Event	\$ 15,720.00
EFT69312	01/06/2023	Marble Bar Community Resource Centre	Hire of Projector for Reconciliation Community Movie	\$ 35.00
EFT69313	01/06/2023	Michelle Gibson	Music/Entertainment services at the The Eclipse Event	\$ 700.00
EFT69314	01/06/2023	NEWMAN HOME HARDWARE & ICE PLUS	Monthly PO for Parks & Gardens - May 2023	\$ 681.60
EFT69315	01/06/2023	Newman MM Pty Ltd - Mia Mia Newman	Accommodation 2 nights	\$ 480.00
EFT69316	01/06/2023	Nor-West Freight Services Pty Ltd	Monthly Freight PO - April and May 2023	\$ 243.21
EFT69317	01/06/2023	Nully Capital Pty Ltd	RPT Bus - Meals x9	\$ 389.50
EFT69318	01/06/2023	Office Of The Auditor General	Audit Expenses for the Financial year 2021/2022	\$ 80,410.00
EFT69319	01/06/2023	Osborne Autos Pty Ltd	Supply 1 x ISUZU Ute MU-X LSM 4x4 3.0L T/D 6Spd Auto Wagon MY22 Model: UJ0R204	\$ 52,221.55
EFT69320	01/06/2023	PARNGGURR ABORIGINAL	Accommodation - 2x Nights	\$ 720.00
EFT69321	01/06/2023	PIRTEK NEWMAN	Repairs for Shire Waste Department	\$ 2,246.23
EFT69322	01/06/2023	Pilbara Solutions Pty Ltd T/A Hedland Mobile Windscreens	Service & Repair - Windscreen Replacement	\$ 3,008.50
EFT69323	01/06/2023	RKT Maintenance Service RKT Maintenance Service	SOEP Staff Housing Gardening Services	\$ 450.00
EFT69324	01/06/2023	Repco Auto Parts (Port Hedland)	2 x Batteries for the electrical work at Cape Keraudren.	\$ 247.37

EFT69325	01/06/2023	Rosina Tuck-Davidson	Purchase of Diesel for Fleet Vehicle	\$	536.53
EFT69326	01/06/2023	SARAH STAMPFLI/SERENE BEDLAM	Photo Booth Service for 2023 NAIDOC Youth Ball	\$	1,000.00
EFT69327	01/06/2023	SMITHS DETECTION (AUSTRALIA) PTY LTD	ETD Unit - Maintenance	\$	4,129.40
EFT69328	01/06/2023	Shane Hayes	Phone Reimbursement - Internet	\$	95.00
EFT69329	01/06/2023	Specialist Apps Pty Ltd	Pilbara East App Development: Screen Technology	\$	7,150.00
EFT69330	01/06/2023	Symone Ishak	Reimbursement for Fuel - Travel to & from Newman	\$	445.93
EFT69331	01/06/2023	TYREPOWER NEWMAN	Service & Repair.	\$	135.00
EFT69332	01/06/2023	Team Global Express (previously TOLL/IPEC)	Freight Charges	\$	2,158.15
EFT69333	01/06/2023	The Good Grocer Newman IGA	Catering- Naidoc Film	\$	1,995.00
EFT69334	01/06/2023	Theresa Foster ta Newman Graffiti Removal	Removal of Graffiti	\$	3,017.52
EFT69335	01/06/2023	ULTI MECH	Service & Repair	\$	1,275.82
EFT69336	01/06/2023	GVV Fencing Vidot Family Trust	Supply and Install - High chainwire cage	\$	48,400.00
EFT69337	01/06/2023	Wilson Parking Australia 1992 Pty Ltd	Car Park Monitoring Services at Newman Airport	\$	1,650.00
EFT69338	01/06/2023	ZIPFORM STATIONERY	A5 Perforated Receipt Paper	\$	939.00
EFT69339	06/06/2023	ALL-RID PEST MANAGEMENT	Annual Termite Inspection , Newman Depot	\$	3,410.00
EFT69340	06/06/2023	Black Diamond Modular Buildings Pty Ltd	Applicant accidentally paid the Building Fees for a Building Permit twice, so refund was required.	\$	10,469.87
EFT69341	06/06/2023	CHILD SUPPORT AGENCY	Payroll Deductions	\$	1,651.24
EFT69342	06/06/2023	CIVIL AVIATION SAFETY AUTHORITY	Marble Bar Licence and Inspection Fee	\$	13,300.00
EFT69343	06/06/2023	Fiona Robinson	Power Reimbursement	\$	778.44
EFT69344	06/06/2023	Mothers Day Classic Foundation Limited	Mothers Day Classic Walk Fundraising	\$	1,056.00
EFT69345	06/06/2023	Phoebe Jones	Accommodation at Nalbarra Station for Martumili	\$	450.00
EFT69346	06/06/2023	Terrence Ray Sargent - Sole Trader	EHO Services until further notice	\$	7,106.25
EFT69347	06/06/2023	GVV Fencing Vidot Family Trust	Supply and Install Chainwire Fencing at Nullagine	\$	93,115.00
EFT69348	08/06/2023	ACTROL PARTS	General Stock and Tools	\$	3,635.58
EFT69349	08/06/2023	AHRENS GROUP PTY LTD	Insurance Claim Expenses - Airport Break in and Damage	\$	11,698.61
EFT69350	08/06/2023	AMPAC Debt Recovery (WA) Pty Ltd	Rate Debt Recovery	\$	720.50
EFT69351	08/06/2023	All Automotive Glass Port Hedland Pty Ltd	Replace windscreen of RPT Bus	\$	510.00
EFT69352	08/06/2023	Austindo Engineering Pty Ltd	SOEP Housing Maintenance	\$	6,348.17
EFT69353	08/06/2023	BRIDGETOWN DESIGN AND PRINT	Junior Program Posters	\$	544.50
EFT69354	08/06/2023	BROOKS HIRE SERVICES PTY LTD	Hire Portable Toilets and Fleet Showers Cape Keraudren	\$	17,214.33
EFT69355	08/06/2023	Binbirri Contracting Pty Ltd	Gravel Resheet - Quote and RFT 05-2022/23	\$	82,555.00
EFT69356	08/06/2023	Blackwoods	WWTP Supplies	\$	196.31
EFT69357	08/06/2023	Buckman Enterprises t/a Code Hire	Stogie Street Footpath Work	\$	8,566.25
EFT69358	08/06/2023	CADD Building Construction and Maintenance Pty Ltd	Maintenance Construction of the Kurra Caravan Park	\$	31,145.14
EFT69359	08/06/2023	CITY OF KARRATHA	Cossack Art Award	\$	288.00
EFT69360	08/06/2023	CM Technology Group t/a Trading as CMTG Networks	Tape Storage July 2022 to June 2023	\$	1,515.26
EFT69361	08/06/2023	CUSTOMER FIRST CONTRACTING PTY LTD	Various invoices (7 jobs)	\$	12,633.61
EFT69362	08/06/2023	Carl Christopher Pilkington	Winner Christmas Lights Competition in Marble Bar	\$	500.00
EFT69363	08/06/2023	Complete Office Supplies	Stationery Order March	\$	1,137.97
EFT69364	08/06/2023	Corsign WA Pty Ltd	Signage for Newman Airport - Short Term Car Park	\$	1,262.80
EFT69365	08/06/2023	Department of Water and Environmental Regulation	Wastewater Treatment Plant LICENSE RENEWAL	\$	8,736.89
EFT69366	08/06/2023	Dick Tracey Contracting Pty Ltd	Vegetation Maintenance - RFT-05 2022/23	\$	83,847.50
EFT69367	08/06/2023	EAST PILBARA EARTHMOVING PTY LTD	Jigalong Road to repair RFT 05- 2022/23	\$	326,266.05
EFT69368	08/06/2023	EUROFINS ARL PTY LTD	RFO-05 2021/22 WATER SAMPLING ANALYSIS	\$	422.40
EFT69369	08/06/2023	EUROPCAR	Vehicle hire	\$	2,597.95
EFT69370	08/06/2023	EXTERIA	Supply and deliver goods for park	\$	42,574.40
EFT69371	08/06/2023	Elizabeth Chadwick	Various graphic design works	\$	400.00
EFT69372	08/06/2023	Enviropacific Services Limited	RO Plant Service at Newman Airport	\$	7,548.75
EFT69373	08/06/2023	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Service & Repair	\$	214.50
EFT69374	08/06/2023	GALVINS PLUMBING SUPPLIES	Monthly PO for Parks & Gardens - May 2023	\$	541.73
EFT69375	08/06/2023	HOLCIM (AUSTRALIA) PTY LTD	Supply and deliver road base to Newman Waste Facility	\$	1,703.65
EFT69377	08/06/2023	Hedland Auto Electronics Pty Ltd	Repairs to lights	\$	3,471.71
EFT69378	08/06/2023	Hedland Home Hardware	Supply and deliver cement powder	\$	19,071.25
EFT69379	08/06/2023	J & S LABOUR & MACHINERY HIRE	RPT Bus - Vehicle Inspection	\$	204.65
EFT69380	08/06/2023	KOMATSU AUSTRALIA PTY LTD	Supply and fit new cutting	\$	5,690.75
EFT69381	08/06/2023	LANDGATE (DOLA)	PO for Financial Year 2022/2023 for valuation services	\$	2,150.50
EFT69382	08/06/2023	LG Solutions PL t/a Pulse Software	Pulse Licence and Implementation Fees Learning	\$	19,541.50
EFT69383	08/06/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Registration - Regional Management Challenge 2023	\$	4,250.00
EFT69384	08/06/2023	MCLEODS BARRISTERS & SOLICITORS	Provision of legal advice	\$	800.00
EFT69385	08/06/2023	Marble Bar General Store	Reconciliation Breakfast @ EPIS	\$	576.20
EFT69386	08/06/2023	Mark Keogh Pty Ltd tas Mark Keogh Training	4 WD Training - Martumili Field Officer	\$	495.00
EFT69387	08/06/2023	NEWMAN HOME HARDWARE & ICE PLUS	Waste Supplies	\$	1,995.20
EFT69388	08/06/2023	ONSITE RENTAL GROUP	Box Trailer Cage 8x5 for Cape Keraudren	\$	1,876.08
EFT69389	08/06/2023	PILBARA MOTOR GROUP	Service & Repair	\$	7,619.11
EFT69390	08/06/2023	PIRTEK NEWMAN	Service & Repairs	\$	497.54
EFT69391	08/06/2023	Pilbara Solutions Pty Ltd T/A Hedland Mobile Windscreens	Service & Repair - Windscreen Replacement	\$	2,024.00
EFT69392	08/06/2023	Prudential Investment Services Corp Pty Ltd	Investment Advisory Services 2022-23	\$	1,870.00
EFT69393	08/06/2023	REXEL ELECTRICAL SUPPLIES	SOEP Projects/ Renovations Nullagine Public Toilets	\$	1,494.16
EFT69394	08/06/2023	RGR ROAD HAULAGE (NEWMAN)	Transport Shermac Water Cart from Perth to Newman	\$	3,850.00
EFT69395	08/06/2023	RKT Maintenance Service RKT Maintenance Service	SOEP Staff Housing Maintenance RKT-Garden Servicing	\$	300.00
EFT69396	08/06/2023	Rachel Green	Manager Coaching for 5 managers Ref RGE-0099	\$	11,778.00
EFT69397	08/06/2023	SMITHS DETECTION (AUSTRALIA) PTY LTD	X-ray Equipment fault	\$	42,749.30
EFT69398	08/06/2023	SONIC HEALTHPLUS PTY LTD	HR Wellbeing Fund -Vaccination and Skin Cancer Check	\$	743.60
EFT69399	08/06/2023	STOCKMAN ENGINEERING	Outer Shafts for Orbal WWTP	\$	64,150.90
EFT69400	08/06/2023	Shorty'z Tukka Van	Reconciliation - Community Movie Night	\$	946.80
EFT69401	08/06/2023	Spick and Span Commercial Property Maintenance Pty Ltd	Carpet Cleaning of Newman Library	\$	1,375.00
EFT69402	08/06/2023	Sportspeople Group Pty Ltd	Job Advertisement	\$	214.50
EFT69403	08/06/2023	THE SHADE SAIL MAN	Airport Unit - Repairs to Shade Sail	\$	1,100.00
EFT69404	08/06/2023	TYREPOWER NEWMAN	Service & Repair	\$	242.25
EFT69405	08/06/2023	Technogym Australia Pty Ltd	My Wellness Kiosk	\$	6,251.75
EFT69406	08/06/2023	UNIFORMS AT WORK PTY LTD	Uniform Order February 2023	\$	132.00
EFT69407	08/06/2023	WATER CORPORATION	Water Charges 080323 to 090523	\$	46,890.88
EFT69408	08/06/2023	WESTRAC PTY LTD	Service & Repair	\$	4,365.12
EFT69409	08/06/2023	Water Infrastructure Science And Engineering (WISE)	Liquid Ponds Superintendency	\$	23,078.63
EFT69410	08/06/2023	Annabelle Peterson	Artist Payment	\$	120.00
EFT69411	08/06/2023	BEVERLEY ROGERS	Artist Payment	\$	300.00
EFT69412	08/06/2023	BUGAI WHYOUTLER	Artist Payment	\$	2,000.00
EFT69413	08/06/2023	Derrick Butt	Artist Payment	\$	500.00
EFT69414	08/06/2023	Janelle Booth	Artist Payment	\$	378.60
EFT69415	08/06/2023	KUMPAYA GIRGIRBA	Artist Payment	\$	1,300.00

EFT69416	08/06/2023	MARIANNE BURTON	Artist Payment	\$	485.00
EFT69417	08/06/2023	MARY ROWLANDS	Artist Payment	\$	303.00
EFT69418	08/06/2023	MULYATINGKI MARNEY	Artist Payment	\$	300.00
EFT69419	08/06/2023	NANCY CHAPMAN	Artist Payment	\$	500.00
EFT69420	08/06/2023	NOLA TAYLOR	Artist Payment	\$	1,500.00
EFT69421	08/06/2023	ROMA GIBSON	Artist Payment	\$	330.00
EFT69422	08/06/2023	ROXANNE NEWBERRY	Artist Payment	\$	1,044.00
EFT69423	08/06/2023	Shaylene Taylor	Artist Payment	\$	75.00
EFT69424	14/06/2023	Alphonse Bullen	Artist Payment	\$	65.25
EFT69425	14/06/2023	BEVERLEY ROGERS	Artist Payment	\$	300.00
EFT69426	14/06/2023	BUGAI WHYOLTER	Artist Payment	\$	2,000.00
EFT69427	14/06/2023	CORBAN CLAUSE WILLIAMS	Artist Payment	\$	600.00
EFT69428	14/06/2023	DENISE ATKINS	Artist Payment	\$	200.00
EFT69429	14/06/2023	DOREEN CHAPMAN	Artist Payment	\$	665.00
EFT69430	14/06/2023	Derrick Butt	Artist Payment	\$	237.51
EFT69431	14/06/2023	Desmond Taylor	Artist Payment	\$	800.00
EFT69432	14/06/2023	GLADYS BIDU	Artist Payment	\$	266.14
EFT69433	14/06/2023	HELEN DALE SAMSON	Artist Payment	\$	675.82
EFT69434	14/06/2023	JUDITH ANYA SAMSON	Artist Payment	\$	330.00
EFT69435	14/06/2023	KUMPAYA GIRGIRBA	Artist Payment	\$	300.00
EFT69436	14/06/2023	MARIANNE BURTON	Artist Payment	\$	300.00
EFT69437	14/06/2023	MARY ROWLANDS	Artist Payment	\$	120.00
EFT69438	14/06/2023	MAY CHAPMAN	Artist Payment	\$	45.25
EFT69439	14/06/2023	MULYATINGKI MARNEY	Artist Payment	\$	300.00
EFT69440	14/06/2023	Marianne Larry	Artist Payment	\$	112.50
EFT69441	14/06/2023	NGAMARU BIDU	Artist Payment	\$	1,100.00
EFT69442	14/06/2023	Natasha Surprise	Artist Payment	\$	276.00
EFT69443	14/06/2023	Olivia Kate Marie Wilson	Artist Payment	\$	400.00
EFT69444	14/06/2023	PAULINE WILLIAMS	Artist Payment	\$	180.00
EFT69445	14/06/2023	ROMA GIBSON	Artist Payment	\$	607.40
EFT69446	14/06/2023	Sarah Jones	Artist Payment	\$	138.00
EFT69447	14/06/2023	THELMA JUDSON	Artist Payment	\$	600.00
EFT69448	14/06/2023	Yvonne Mandijalu	Artist Payment	\$	500.00
EFT69449	14/06/2023	ALL-RID PEST MANAGEMENT	General Pest Service	\$	204.60
EFT69450	14/06/2023	AMPAC Debt Recovery (WA) Pty Ltd	Standing PO for Debt Recovery	\$	787.56
EFT69451	14/06/2023	ARM Security - CTI Security Services Pty Ltd	Solosafe and Monitoring	\$	395.92
EFT69452	14/06/2023	AVIAIR	Mail plane freight to and from community	\$	214.40
EFT69453	14/06/2023	Austindo Engineering Pty Ltd	Vacant Demolition of dwelling	\$	40,315.00
EFT69454	14/06/2023	Australian Taxation Office (PAYG)	PPE: 14/05/2023 and 28/05/2023	\$	286,312.18
EFT69455	14/06/2023	BROOKS HIRE SERVICES PTY LTD	Portable Toilets and Fleet Showers for Cape Keraudren	\$	893.06
EFT69456	14/06/2023	Blackwoods	Toilet Utilities	\$	1,012.32
EFT69457	14/06/2023	Blueforce P/L	Software to provide Licence Plate direct to WAPOL SOCC	\$	7,800.38
EFT69458	14/06/2023	Brianna Margaret Elton	Marketing Q2 15/05/2023 - 11/06/2023	\$	2,000.00
EFT69459	14/06/2023	CHAPMAN & BAILEY	RFT 10-202021 - Art Supplies MM supply FY 2022/23	\$	9,604.67
EFT69460	14/06/2023	CUSTOMER FIRST CONTRACTING PTY LTD	REC CENTRE - Water Leak Damage	\$	4,919.59
EFT69461	14/06/2023	Cameron Hennessy	Volunteer Food Expenses	\$	361.89
EFT69462	14/06/2023	Chris Fittler	Food supplies for Punmu and Kunawarritji Desert Trip	\$	199.50
EFT69463	14/06/2023	DEANS AUTOGLASS	Windscreen	\$	1,479.50
EFT69464	14/06/2023	Doublegee Entertainment	WA Day 2023 -DUO Band	\$	2,000.00
EFT69465	14/06/2023	Easifleet Group	PPE: 14/05/2023	\$	1,348.46
EFT69466	14/06/2023	Etienne Vorster	Staff Meeting Costs	\$	160.00
EFT69467	14/06/2023	FLEX FITNESS	Recreation Centre Purchase	\$	231.16
EFT69468	14/06/2023	Flowtek Plumbing and Gas Pty Ltd	Yurlu Caravan Park Maintenance	\$	10,843.85
EFT69469	14/06/2023	HEDLAND EMPORIUM PTY LTD	Supply Goods	\$	18.50
EFT69470	14/06/2023	HOLCIM (AUSTRALIA) PTY LTD	Delivery of road base - 100 tonne.	\$	6,751.77
EFT69471	14/06/2023	HOSPITALITY INN PORT HEDLAND	RPT Bus - Accommodation x 6 including Meals	\$	5,283.00
EFT69472	14/06/2023	JH Computer Services	HP Elitbook - Windows 10	\$	6,884.90
EFT69473	14/06/2023	Joshua Brown	Reimbursement of Monies	\$	56.37
EFT69474	14/06/2023	Kalgan Cleaning Services	Arrange Cleaning Service	\$	764.50
EFT69475	14/06/2023	Kelly Boardman	Lunch for Training Course	\$	98.79
EFT69476	14/06/2023	LG Community Partners Pty Ltd	Financial Consulting Services	\$	4,400.00
EFT69477	14/06/2023	MARKETFORCE	Public Notice - Intention to impose Fees and Charges	\$	4,451.71
EFT69478	14/06/2023	Magellan Powertronics Pty Ltd	Site inspection at Cape Keraudren.	\$	3,000.80
EFT69479	14/06/2023	Mark Keogh Pty Ltd tas Mark Keogh Training	Modular Extreme Cases, Modular Soft Pack First Aid kits and mobile Defib for Ranger vehicles	\$	7,153.40
EFT69480	14/06/2023	Mathew Scott Pennington	Reimbursement of Costs Travel	\$	180.13
EFT69481	14/06/2023	Minuteman Press Perth	Printing of Story Collection Books	\$	1,560.35
EFT69482	14/06/2023	NEWMAN HOME HARDWARE & ICE PLUS	Keys cut for Newman studio	\$	636.55
EFT69483	14/06/2023	NORTHSTAR ASSET	Twilight Movie	\$	385.00
EFT69484	14/06/2023	Natural Power Solutions Pty Ltd	Eaton 5P 1550VA / 1100W Tower UPS with LCD 150 x 445 x 230, 16.0kg	\$	1,822.70
EFT69485	14/06/2023	Newman Hotel Motel	2023 WA Day celebrations - Fortescue Golf Club.	\$	480.00
EFT69486	14/06/2023	Nor-West Freight Services Pty Ltd	Monthly Freight PO - VGV Fencing	\$	59.21
EFT69487	14/06/2023	North West Alliance Pty Ltd	Refund of incorrect payment received 120523 and 190523	\$	698.78
EFT69488	14/06/2023	Nully Capital Pty Ltd	Youth Week - Refreshments at Nullagine	\$	674.20
EFT69489	14/06/2023	OWEN MARK QUIGLEY	Power Reimbursement	\$	265.76
EFT69490	14/06/2023	PARKS & LEISURE AUSTRALIA	Park & Leisure Jobs Advertisement	\$	198.00
EFT69491	14/06/2023	PCC Productions	Production for DUO band for the WA Day Celebrations	\$	5,249.55
EFT69492	14/06/2023	PHILIP SWAIN	Environmental Health Inspect Mine Sites	\$	6,207.50
EFT69493	14/06/2023	PILBARA ELECTRICAL	Lifeproof Iphone 11 Casing	\$	109.95
EFT69494	14/06/2023	PILBARA META MAYA	Electricity Charges 180223 to 300323	\$	43.31
EFT69495	14/06/2023	Pitipan Sutiwan	Supply of Maintenance Grader Operator Groceries	\$	151.07
EFT69496	14/06/2023	Punmu Aboriginal Corporation	Fuel	\$	891.17
EFT69497	14/06/2023	REXEL ELECTRICAL SUPPLIES	Step ladders and Lockout kits	\$	3,719.89
EFT69498	14/06/2023	Reeno Morasutti	Reimburse Trip for maintenance work	\$	919.03
EFT69499	14/06/2023	SARAH STAMPFLI/SERENE BEDLAM	Reconciliation Week - Community Virtual Breakfast	\$	2,300.00
EFT69500	14/06/2023	SCOPE BUSINESS IMAGING	Printing Costs and Monthly Rental of Konica Minolta	\$	451.00
EFT69501	14/06/2023	SONIC HEALTHPLUS PTY LTD	Pre-employment Medicals May - July 2023	\$	2,395.80
EFT69502	14/06/2023	STOCKMAN ENGINEERING	Install new Augers and Gearboxes at the WWTP Inlet	\$	34,369.50
EFT69503	14/06/2023	Seasons Hotel - Jerry (Business) CT Pty Ltd aft Newman Hotel (Business) Trust	Accommodation 1x Night and Meal	\$	4,892.00
EFT69504	14/06/2023	Shane Hayes	Telephone Charges 131122 to 121222	\$	100.00
EFT69505	14/06/2023	Social Pinpoint Pty Ltd	SOEP Community Safety & Crime Prevention Plan	\$	3,663.00

EFT69506	14/06/2023	Sonia Morasutti	Carpentry Items	\$	95.57
EFT69507	14/06/2023	Spick and Span Commercial Property Maintenance Pty Ltd	Newman Caravan Park - Cleaning Service		
				\$	88,369.48
EFT69508	14/06/2023	Susan Abouav	Power Reimbursement	\$	435.99
EFT69509	14/06/2023	Team Global Express (previously TOLL/IPEC)	Freight Charges for JH Computers	\$	212.73
EFT69510	14/06/2023	The Good Grocer Newman IGA	Youth Centre After School Weekly Food Shopping	\$	804.96
EFT69511	14/06/2023	Total Green Recycling Pty Ltd	Recycling of Shire and Community E-waste.	\$	1,990.95
EFT69512	14/06/2023	Total Tools Osborne Park	Digital Measuring Wheel	\$	267.00
EFT69513	14/06/2023	UDLA P/L	Design of The Laneway Upgrade	\$	17,589.00
EFT69514	14/06/2023	UNIFORMS AT WORK PTY LTD	Uniform Order for Councillor	\$	1,018.74
EFT69515	14/06/2023	Vic Flow Civil	Work Protection on Warralong Road - RFT 05-2022/23	\$	132,726.00
EFT69516	14/06/2023	VicFlow Pty Ltd	Hire of Ston Excavator - RFT 05-2022/23	\$	23,523.50
EFT69517	14/06/2023	WA LOCAL GOVERNMENT ASSOC.	Councillor training	\$	588.00
EFT69518	14/06/2023	Wormald Australia Pty Ltd	Newman Airport monthly Inspection	\$	646.82
EFT69519	14/06/2023	Yonga Solutions Pty Ltd	Reconciliation Week Event Posters	\$	330.00
EFT69520	16/06/2023	TELSTRA	Telephone Enterprise Works - six months to October 2023		
				\$	181,603.55
EFT69521	16/06/2023	Theresa Foster ta Newman Graffiti Removal	Carry out Graffiti Removal	\$	3,352.80
EFT69522	20/06/2023	Coastmac Pty Ltd ta Coastmac Trailers	Supply BT1050R Trailer	\$	7,513.00
EFT69523	22/06/2023	BEVERLEY ROGERS	Artist Payment	\$	300.00
EFT69524	22/06/2023	BUGAI WHYOUTLER	Artist Payment	\$	2,000.00
EFT69525	22/06/2023	CORBAN CLAUSE WILLIAMS	Artist Payment	\$	400.00
EFT69526	22/06/2023	Carleston Miller	Artist Payment	\$	642.75
EFT69527	22/06/2023	Chloe Jadai	Artist Payment	\$	200.00
EFT69528	22/06/2023	Curtis Taylor	Artist Payment	\$	1,386.00
EFT69529	22/06/2023	GLADYS BIDU	Artist Payment	\$	378.00
EFT69530	22/06/2023	Jenny Butt	Artist Payment	\$	500.00
EFT69531	22/06/2023	KUMPAYA GIRGIRBA	Artist Payment	\$	300.00
EFT69532	22/06/2023	MARIANNE BURTON	Artist Payment	\$	300.00
EFT69533	22/06/2023	MULYATINGKI MARNEY	Artist Payment	\$	300.00
EFT69534	22/06/2023	NANCY CHAPMAN	Artist Payment	\$	2,000.00
EFT69535	22/06/2023	NGAMARU BIDU	Artist Payment	\$	400.00
EFT69536	22/06/2023	NOREENA KADIBIL	Artist Payment	\$	1,329.00
EFT69537	22/06/2023	PAULINE WILLIAMS	Artist Payment	\$	894.00
EFT69538	22/06/2023	Patricia Badal	Artist Payment	\$	110.40
EFT69539	22/06/2023	Robina Clause	Artist Payment	\$	372.00
EFT69540	22/06/2023	89 ENTERPRISES	SOEP Housing - Maintenance	\$	344.99
EFT69541	22/06/2023	ADVAM PTY LTD	Credit Card Payment Services for FY 22/23	\$	352.18
EFT69542	22/06/2023	ALL-RID PEST MANAGEMENT	General Pest Service	\$	204.60
EFT69543	22/06/2023	AUSTRALIAN INSTITUTE OF MANAGEMENT	Manager and Coaching Skills Training Course	\$	4,470.00
EFT69544	22/06/2023	AVS Northwest	Rental Market and FV Valuation of 'The Edge'	\$	4,720.47
EFT69545	22/06/2023	Austindo Engineering Pty Ltd	MARBLE BAR- Remove and replace two dilapidated power poles total cost \$33,235.65	\$	83,424.03
EFT69546	22/06/2023	BRIDGETOWN DESIGN AND PRINT	Rec Centre 4 x Membership Pads	\$	616.00
EFT69547	22/06/2023	Blackwoods	Goods Supplies for Cape Keraudren	\$	1,090.43
EFT69548	22/06/2023	Blueforce P/L	Extension Of Tecom System - Access Card Doors	\$	8,637.94
EFT69549	22/06/2023	Brilliance Removals	Relocation expenses - Environmental Health Officer	\$	3,420.00
EFT69550	22/06/2023	Building Certification Services WA Pty Ltd	Site Inspection at Nullagine Caravan Park	\$	1,540.00
EFT69551	22/06/2023	CADD Building Construction and Maintenance Pty Ltd	Housing Capital Work - RFT01	\$	55,211.64
EFT69552	22/06/2023	CHAPMAN & BAILEY	Art Supplies - RFT 10-202021 - FY 2022/23	\$	12,906.71
EFT69553	22/06/2023	CLEANAWAY PTY LTD (acct 53651265)	Newman Kerbside Collections 2022/2023	\$	74,952.02
EFT69554	22/06/2023	CUSTOMER FIRST CONTRACTING PTY LTD	Supply and Installation Solar System	\$	5,610.00
EFT69555	22/06/2023	DESIGNA AUSTRALIA PTY LTD	Car park maintenance at Newman Airport for FY 22/23	\$	19,371.30
EFT69556	22/06/2023	ELGAS	Gas Service Charge x 2	\$	264.00
EFT69557	22/06/2023	EM ELECTRICAL MOVEMENT	Reported Electrical Shock at Yurlu Caravan Park, cost for testing building and it's electrical system.	\$	594.00
EFT69558	22/06/2023	EMILIA GALATIS	WN project- Development of body work and Fabrication		
				\$	3,520.00
EFT69559	22/06/2023	Enviropacific Services Limited	RO Plant Service - Flight, Accommodation, Meals, Car hire for FY 22/23	\$	12,681.42
EFT69560	22/06/2023	FL Costello & Co	Yurlu Caravan Park Purchase - 2 x coin operated, heavy duty Washing Machines.	\$	8,052.00
EFT69561	22/06/2023	FOXTEL CABLE TELEVISION	Monthly Foxtel Subscription	\$	265.00
EFT69562	22/06/2023	Flowtek Plumbing and Gas Pty Ltd	Yurlu Caravan Park Plumbing works / Insurance claim.	\$	8,661.60
EFT69563	22/06/2023	Frank Ashworth	Uniforms and Computer Equipment	\$	349.67
EFT69564	22/06/2023	GALVINS PLUMBING SUPPLIES	Monthly PO for Parks & Gardens	\$	542.74
EFT69565	22/06/2023	Harriett Clark	Food Allowance for Volunteer Program - Martumili	\$	394.98
EFT69566	22/06/2023	Katie Nash	Membership Refund	\$	477.15
EFT69567	22/06/2023	Kunawarritji Aboriginal Corporation (Outback Stores)	Groceries	\$	94.41
EFT69568	22/06/2023	LANDGATE (DOLA)	Annual UV Mining Roll	\$	27,221.33
EFT69569	22/06/2023	LG Community Partners Pty Ltd	Financial Consulting Services	\$	7,920.00
EFT69570	22/06/2023	LG Solutions PL t/a Pulse Software	Pulse License and Implementation Fees	\$	26,647.50
EFT69571	22/06/2023	LISA DEVEREUX	Reimbursement	\$	323.35
EFT69572	22/06/2023	MARKETFORCE	SOEP -Planning - Precinct Structure Plan	\$	358.86
EFT69573	22/06/2023	MCLEODS BARRISTERS & SOLICITORS	Legal advice, Document Preparation and Execution	\$	5,474.28
EFT69574	22/06/2023	Malcolm Somers	Work Trip include meal	\$	31.95
EFT69575	22/06/2023	Marble Bar Roadhouse and Travellers Rest	Marble Bar Accommodation - 2x Nights	\$	1,140.00
EFT69576	22/06/2023	Mathew Scott Pennington	Phone reimbursement	\$	100.00
EFT69577	22/06/2023	Modern Teaching Aids Pty Ltd	Purchase Wooden Furniture	\$	125.18
EFT69578	22/06/2023	NATIONAL AUSTRALIA DAY COUNCIL	Grant Underspend	\$	2,945.44
EFT69579	22/06/2023	NEWMAN HOME HARDWARE & ICE PLUS	Hydrochloric Acid	\$	613.39
EFT69580	22/06/2023	NEWMAN NETBALL ASSOCIATION	Successful Participation Grant	\$	1,500.00
EFT69581	22/06/2023	NORTH WEST DISTRIBUTORS	NAC - Refreshments	\$	863.45
EFT69582	22/06/2023	Newman Hotel Motel	Security guard for WA Day	\$	780.00
EFT69583	22/06/2023	Newman MM Pty Ltd - Mia Mia Newman	2023 WA Day Accommodation - 2x Nights	\$	2,088.00
EFT69584	22/06/2023	North Regional Tafe	Excel - Intermediate Training	\$	8,440.00
EFT69585	22/06/2023	PARNGGURR ABORIGINAL	Martumili art space Parnggurr Maintenance	\$	11,948.10
EFT69586	22/06/2023	PILBARA GLAZING SERVICES	Broken emergency exit window / Insurance claim, Newman House	\$	1,256.35
EFT69587	22/06/2023	PIRTEK NEWMAN	Hydraulic Repairs NWMF	\$	64.90
EFT69588	22/06/2023	Peter Edwards	Purchase of Medications	\$	24.95
EFT69589	22/06/2023	Phoebe Jones	Vinyasa Classes	\$	1,650.00
EFT69590	22/06/2023	REXEL ELECTRICAL SUPPLIES	Marble Bar Race Weekend	\$	693.62

EFT69591	22/06/2023	Rachel Green	Management Coaching with Directors	\$	3,143.00
EFT69592	22/06/2023	Rainbow Pilbara Pty Ltd	Labelling	\$	103.95
EFT69593	22/06/2023	Regional Airport Management Services PL TA RAMS	Management Services - RFT 03-2021/22	\$	199,693.52
EFT69594	22/06/2023	Ronice Preston	Power Reimbursement	\$	146.93
EFT69595	22/06/2023	SIGMA CHEMICALS	WaterLink Spin Touch Bench Top	\$	7,650.18
EFT69596	22/06/2023	SONIC HEALTHPLUS PTY LTD	Pre-Employment Medicals	\$	1,793.00
EFT69597	22/06/2023	Seasons Hotel - Jerry (Business) CT Pty Ltd aft Newman Hotel (Business) Trust	NAIDOC Ball Catering	\$	27,500.00
EFT69598	22/06/2023	Spick and Span Commercial Property Maintenance Pty Ltd	Cleaning Services - various invoices	\$	38,591.64
EFT69599	22/06/2023	Sportspower Newman	Moving Forward Program	\$	150.00
EFT69600	22/06/2023	Stephen Leeson	Phone Reimbursement	\$	79.00
EFT69601	22/06/2023	Stephen Mason	Supply of Groceries	\$	386.29
EFT69602	22/06/2023	Steve Dhu	Power Reimbursement	\$	140.64
EFT69603	22/06/2023	TYREPOWER NEWMAN	Battery - Tractor at Airport	\$	235.00
EFT69604	22/06/2023	Tango Information Technology Pty Ltd	Digital Strategy Roadmap	\$	20,102.50
EFT69605	22/06/2023	Technogym Australia Pty Ltd	Newman Fitness Centre Equipment Servicing	\$	2,384.71
EFT69606	22/06/2023	Vanguard Publishing Pty Ltd t/a Premium Publishers	Advertising - Shire of East Pilbara	\$	974.88
EFT69607	22/06/2023	Vernon Peters	Refund for Dog Registration	\$	100.00
EFT69608	22/06/2023	VicFlow Pty Ltd	Water truck hire for Waste Management Facility	\$	15,738.80
EFT69609	22/06/2023	WESTRAC PTY LTD	Service to H260 Compactor.	\$	2,455.02
EFT69610	22/06/2023	Wilson Parking Australia 1992 Pty Ltd	Car Park Monitoring Services for FY 22/23	\$	1,650.00
EFT69611	22/06/2023	Emerson Raine - Agent for The Owners of Red Sands Park	Red Sands Levy notice 010723 - 300923	\$	4,292.14
EFT69612	22/06/2023	HORIZON POWER	Electricity Charges 140423 to 120623	\$	228.67
EFT69613	22/06/2023	Property Gallery - Strata	Strata Fees 010723-300923	\$	2,488.50
EFT69614	22/06/2023	TELSTRA	Telephone Charges to 100623	\$	4,817.07
EFT69615	23/06/2023	Binbirri Contracting Pty Ltd	Works on Munjina Royhill Road, RFT 05-2022/23	\$	68,453.00
EFT69616	29/06/2023	AHRENS GROUP PTY LTD	Replacement of Emu Oval Cricket Nets - Wire Fence	\$	24,521.07
EFT69617	29/06/2023	ALL-RID PEST MANAGEMENT	Mosquito barrier treatment for Newman Airport	\$	962.50
EFT69618	29/06/2023	AMIAD WATER SYSTEMS	150MM SUPER & 200MM 200uM WEAWEWIRE SCREEN	\$	5,999.40
EFT69619	29/06/2023	AUSTRALIA DAY COUNCIL OF WA INC	Gold Membership Subscription	\$	720.00
EFT69620	29/06/2023	AVIAIR	Mail Freight for Community - Parngurr to Kunawarriritji	\$	410.00
EFT69621	29/06/2023	Apex CO Pty Ltd	Purchase of Hire Equipment	\$	5,303.00
EFT69622	29/06/2023	Asset Vision Pty Ltd	Shire Building Components Works	\$	6,160.00
EFT69623	29/06/2023	Austindo Engineering Pty Ltd	Shire Admin Building - Installation	\$	17,955.09
EFT69624	29/06/2023	Autopro Newman	Supply Globe Headlight	\$	94.99
EFT69625	29/06/2023	BHP BILLITON IRON ORE PTY LTD	Electricity Charges 180223 to 190423	\$	10,792.94
EFT69626	29/06/2023	BRIDGETOWN DESIGN AND PRINT	Pilbara East banners x2	\$	737.00
EFT69627	29/06/2023	BROOKS HIRE SERVICES PTY LTD	Hire of WA320 Loader for Newman Landfill	\$	23,367.63
EFT69628	29/06/2023	BUDGET CAR & TRUCK RENTAL PERTH	Hire Car for Management from 01st April to 31st May	\$	2,065.82
EFT69629	29/06/2023	BUNNINGS GROUP LTD	Giprocking Material - Maintenance for Airport Office	\$	132.42
EFT69630	29/06/2023	Binbirri Contracting Pty Ltd	Emergency Works on Mount Divide Road - RFT 05-2022/23	\$	285,725.00
EFT69631	29/06/2023	Blackwoods	Supply Goods	\$	2,384.53
EFT69632	29/06/2023	Blueforce P/L	New Electronic Sign out front of Shire.	\$	3,863.38
EFT69633	29/06/2023	CAM MANAGEMENT SOLUTIONS (CAMMS)	CAMMS Managed Service Jun 23 to May 24	\$	44,000.00
EFT69634	29/06/2023	CLEANAWAY PTY LTD (acct 53651265)	Newman Kerbside Collections 2022/2023	\$	74,952.02
EFT69635	29/06/2023	CLEANAWAY PTY LTD (acct 53963365)	Delivery and Cleaning Service	\$	3,081.65
EFT69636	29/06/2023	CLEANAWAY WASTE MANAGEMENT LTD (Acc 170:73037222)	Annual Purchase Order Bin Pick up Service	\$	7,665.19
EFT69637	29/06/2023	CUSTOMER FIRST CONTRACTING PTY LTD	Airport Insurance claim 30 Lineal Meter Chain Mesh Fencing.	\$	48,154.77
EFT69638	29/06/2023	Complete Office Supplies	Stationery Order February 2023	\$	2,176.93
EFT69639	29/06/2023	Crystal Printing Solutions T/A Worldwide	Payment envelopes for Cape Keraudren	\$	2,695.00
EFT69640	29/06/2023	Danthonia Designs	Install LED Electronic Sign Shire Office - RFQ 02-2022/23)	\$	55,015.63
EFT69641	29/06/2023	David Gray & Co Pty Ltd	Newman Administration Building Office Bins Order	\$	6,270.06
EFT69642	29/06/2023	Dick Tracey Contracting Pty Ltd	Supply and Install New Perimeter Fence	\$	272,143.90
EFT69643	29/06/2023	EAST PILBARA BMX CLUB	Letterbox drop - Public Notice for Community Feedback	\$	400.00
EFT69644	29/06/2023	EAST PILBARA EARTHMOVING PTY LTD	Emergency Works on Talawana Track RFT 05-2022/23	\$	554,885.21
EFT69645	29/06/2023	EL ROSS CARAVANS	Supply Goods	\$	1,402.50
EFT69646	29/06/2023	ES2 Enterprise Solutions	ES2 - IT Managed Services for 2022/2023 - May 2023	\$	21,202.50
EFT69647	29/06/2023	EUROFINS ARL PTY LTD	RFQ-05 2021/22 WATER SAMPLING ANALYSIS	\$	3,790.05
EFT69648	29/06/2023	EUROPCAR	Vehicle hire	\$	3,981.94
EFT69649	29/06/2023	Easy2c	Bin Collection Calanders 2023-2024	\$	4,764.10
EFT69650	29/06/2023	Flowtek Plumbing and Gas Pty Ltd	Major Plumbing works / Insurance claim at Yurlu Caravan Park	\$	17,232.03
EFT69651	29/06/2023	Fuji Xerox Australia Pty Ltd	SOEP - Maintenance	\$	119.92
EFT69652	29/06/2023	GALVINS PLUMBING SUPPLIES	Fujifilm Copier Monthly Charges - July 2022 to June 2023	\$	651.20
EFT69653	29/06/2023	GHD PTY LTD	Supply cement to Nullagine Depot	\$	1,212.20
EFT69654	29/06/2023	GOESCAPE Pty Ltd	SOEP - Newman WWTP - Adhoc Technical Support	\$	2,114.13
EFT69655	29/06/2023	HOLCIM (AUSTRALIA) PTY LTD	Staff housing at Marble Bar - Electrical Maintenance	\$	1,819.18
EFT69656	29/06/2023	HOSPITALITY INN PORT HEDLAND	Supply and Deliver	\$	649.00
EFT69657	29/06/2023	Hedland Home Hardware	RPT Bus - Accommodation x 4 and Meals included	\$	22,872.73
EFT69658	29/06/2023	Hersey's Safety	Supply of Cement Powder to Nullagine	\$	4,962.93
EFT69659	29/06/2023	Ixom Operations Pty Ltd	Supply Water Pressure Cleaner	\$	3,264.80
EFT69660	29/06/2023	JH Computer Services	Supply Chlorine Drum for Waste Water Treatment Plant	\$	1,100.00
EFT69661	29/06/2023	Jigalong Community Inc	Logitech H340 and USB Headsets	\$	360.00
EFT69662	29/06/2023	KIWIIRKURRA ROADHOUSE	Accommodation for 2 x in Jigalong	\$	2,400.00
EFT69663	29/06/2023	KMART AUSTRALIA LTD	Supply Diesel for Grader Camp	\$	636.50
EFT69664	29/06/2023	KOMATSU AUSTRALIA PTY LTD	Supply Bedding for Accomodation Units	\$	2,592.21
EFT69665	29/06/2023	LANDGATE (DOLA)	Supply Goods	\$	834.10
EFT69666	29/06/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PO for Financial year 2022/2023 for Valuation Services	\$	750.00
EFT69667	29/06/2023	LUNA EVENTS	Pilbara Kimberley Forum 2023	\$	772.73
EFT69668	29/06/2023	LYNX INTEGRATED SYSTEMS	Purchase of Large Round Table Cloths	\$	913.00
EFT69669	29/06/2023	Lime Intelligence Pty Ltd	Investigate Lighting System	\$	11,000.00
EFT69670	29/06/2023	Liquitek Pty Ltd	Market Analysis and Performance Tracking	\$	425,902.78
EFT69671	29/06/2023	MAJOR MOTORS PTY LTD	Install Clarifier	\$	1,536.27
EFT69672	29/06/2023	MARBLE BAR HOLIDAY PARK	Supply Goods	\$	480.00
			Accomodations 3x Nights	\$	

EFT69673	29/06/2023	MSS SECURITY PTY LTD	Provide Security Screeners at Newman Airport	\$	444,677.54
EFT69674	29/06/2023	Marble Bar Roadhouse and Travellers Rest	Accommodation 12x Nights and Meals	\$	6,340.00
EFT69675	29/06/2023	Mase Industries ta Newman Low Loaders Transport & Logistics	Transport CAT 825 Compactor	\$	660.00
EFT69676	29/06/2023	Minuteman Press Perth	Various Waste Facility Signs	\$	20,539.83
EFT69677	29/06/2023	Muresk Institute - Department of Workforce and Training	Animal Welfare Emergencies Program	\$	8,673.00
EFT69678	29/06/2023	NEWMAN HOME HARDWARE & ICE PLUS	Potting Mix All Purpose	\$	12,737.82
EFT69679	29/06/2023	NEWMAN VETERINARY HOSPITAL	Animal treatment from Newman Vets.	\$	240.00
EFT69680	29/06/2023	Newman Hotel Motel	Tablecloths Cleaning - Events Team	\$	105.00
EFT69681	29/06/2023	Newman Mainstreet Project T/A Red Desert Events	Equipment Hire for NAIDOC Ball.	\$	1,246.80
EFT69682	29/06/2023	OFFICE LINE	Purchase of Equipment Hire	\$	4,642.00
EFT69683	29/06/2023	PARNNGURR ABORIGINAL	Cleaning of garden at Parnngurr staff accommodation	\$	1,000.00
EFT69684	29/06/2023	PCC Productions	NAIDOC Ball Newman Production Hire	\$	6,725.36
EFT69685	29/06/2023	PILBARA ELECTRICAL	IPHONE 14 PRO	\$	3,143.50
EFT69686	29/06/2023	PILBARA MOTOR GROUP	Service & Repair	\$	7,234.03
EFT69687	29/06/2023	PIRTEK NEWMAN	Repairs for Shire Waste Department	\$	12.29
EFT69688	29/06/2023	PLAYMASTER PTY LTD	Install New Playground at Ethel Creek Park Newman	\$	145,410.10
EFT69689	29/06/2023	Phoebe Jones	Pop-up Yoga 3x Days	\$	330.00
EFT69690	29/06/2023	Pilbara Solutions Pty Ltd T/A Hedland Mobile Windscreens	Service & Repair	\$	2,225.00
EFT69691	29/06/2023	Punmu Aboriginal Corporation	Fuel for Community Visits Trip	\$	272.64
EFT69692	29/06/2023	REXEL ELECTRICAL SUPPLIES	Electrical Supplies	\$	2,035.80
EFT69693	29/06/2023	RGR ROAD HAULAGE (NEWMAN)	Transport pallets from Carabooda to Newman	\$	6,001.25
EFT69694	29/06/2023	Rainbow Pilbara Pty Ltd	Volleyball Medal Gold	\$	418.30
EFT69695	29/06/2023	Regional Airport Management Services PL TA RAMS	Rams-Airport Management Coverage- May 2023	\$	48,262.50
EFT69696	29/06/2023	SMITHS DETECTION (AUSTRALIA) PTY LTD	Maintenance for Screening Equipment at Airport	\$	10,692.00
EFT69697	29/06/2023	STOCKMAN ENGINEERING	Emergency Works for Waste Services	\$	22,059.73
EFT69698	29/06/2023	SURVEY GROUP	Shire Drainage Network	\$	11,728.75
EFT69699	29/06/2023	Sarah Jackson for Marley Jackson	Successful Participation Grant application	\$	300.00
EFT69700	29/06/2023	Shift Diesel and Earth	Replacemnet of Starter Motor	\$	13,252.80
EFT69701	29/06/2023	Spick and Span Commercial Property Maintenance Pty Ltd	Cleaning Services - multiple sites	\$	42,944.57
EFT69702	29/06/2023	Staykool Airconditioning & Electrical Services (MDL Elect & AC P/L)	Replace Mitsubishi Electric Split System - Marble Bar	\$	5,394.35
EFT69703	29/06/2023	Sungem Investments T/as Marina Bricklayers	Concrete path build from Calcott Cr to Stojic Rd Newman	\$	61,138.00
EFT69704	29/06/2023	TRAFFIC FORCE	Traffic Management Plan & Site Inspection	\$	693.00
EFT69705	29/06/2023	TYREPOWER NEWMAN	Service & Repair	\$	3,722.78
EFT69706	29/06/2023	Tambinah Pty Ltd	Delivery of Diesel	\$	1,705.00
EFT69707	29/06/2023	The Good Grocer Newman IGA	Catering for Cancer Council Biggest Morning Tea	\$	1,205.76
EFT69708	29/06/2023	ULTI MECH	Service and Repair	\$	855.95
EFT69709	29/06/2023	Vic Flow Civil	Supply Concrete Works - RFT 05 2022/23	\$	1,272,761.59
EFT69710	29/06/2023	VicFlow Pty Ltd	Water Truck Hire for Waste Management Facility	\$	39,262.30
EFT69711	29/06/2023	WAITOC	WAITOC Membership Fee for Martumili	\$	125.00
EFT69712	29/06/2023	WEST AUSTRALIAN NEWSPAPERS LIMITED	North West Telegraph 2022/23	\$	1,642.55
EFT69713	29/06/2023	WESTRAC PTY LTD	Supply Cutting Edges and Bolts	\$	4,945.67
EFT69714	29/06/2023	WOW Wipes	Fitness centre	\$	847.00
EFT69715	29/06/2023	Wormald Australia Pty Ltd	Fire Inspection - Newman Airport	\$	646.82
EFT69716	29/06/2023	HORIZON POWER	Electricity Charges 140423 to 120623	\$	245.60
EFT69717	29/06/2023	TELSTRA	Telephone Charges 10 June 2023	\$	17,613.43
EFT69718	30/06/2023	ALANA PATCH	Artist Payment	\$	138.00
EFT69719	30/06/2023	BEVERLEY ROGERS	Artist Payment	\$	300.00
EFT69720	30/06/2023	BUGAI WHYOUTLER	Artist Payment	\$	2,000.00
EFT69721	30/06/2023	CORBAN CLAUSE WILLIAMS	Artist Payment	\$	495.40
EFT69722	30/06/2023	Danita Wise	Artist Payment	\$	372.00
EFT69723	30/06/2023	Desmond Taylor	Artist Payment	\$	300.00
EFT69724	30/06/2023	ELIZABETH TOBY	Artist Payment	\$	1,002.00
EFT69725	30/06/2023	Frances Castles	Payment for Sculpture	\$	230.40
EFT69726	30/06/2023	GLADYS BIDU	Artist Payment	\$	400.00
EFT69727	30/06/2023	JUDITH ANYA SAMSON	Artist Payment	\$	1,600.00
EFT69728	30/06/2023	KUMPAYA GIRGIRBA	Artist Payment	\$	300.00
EFT69729	30/06/2023	LORNA LINMURRA	Artist Payment	\$	336.00
EFT69730	30/06/2023	LUCELLE FRANCIS	Artist Payment	\$	525.00
EFT69731	30/06/2023	Lynette Rowlands	Artist Payment	\$	138.00
EFT69732	30/06/2023	MARIANNE BURTON	Artist Payment	\$	200.00
EFT69733	30/06/2023	MULYATINGKI MARNEY	Artist Payment	\$	300.00
EFT69734	30/06/2023	Marlene Anderson	Artist Payment	\$	750.60
EFT69735	30/06/2023	May Burton	Artist Payment	\$	396.00
EFT69736	30/06/2023	Nuria Shirley Jadai	Payment for Sculpture	\$	185.60
EFT69737	30/06/2023	Olivia Kate Marie Wilson	Artist Payment	\$	327.00
EFT69738	30/06/2023	Peggy Gibbs	Artist Payment	\$	237.00
EFT69739	30/06/2023	Timera Frank	Artist Payment	\$	461.25
EFT69740	30/06/2023	Tressina Abbott	Artist Payment	\$	157.45
EFT69741	30/06/2023	BUGAI WHYOUTLER	Artist Payment	\$	1,672.23
EFT69742	30/06/2023	Adrienne Mortimer	Councillors Fees	\$	1,964.50
EFT69743	30/06/2023	Annabell Landy	Councillors Fees	\$	1,964.50
EFT69744	30/06/2023	Anthony Middleton	Councillors Fees	\$	7,328.50
EFT69745	30/06/2023	David Kular	Councillors Fees	\$	1,964.50
EFT69746	30/06/2023	KAREN LOCKYER	Councillors Fees	\$	1,964.50
EFT69747	30/06/2023	Lang Tree Eric Coppin	Councillors Fees	\$	1,964.50
EFT69748	30/06/2023	Matthew Anick	Councillors Fees	\$	1,964.50
EFT69749	30/06/2023	Peta Baer	Councillors Fees	\$	1,964.50
EFT69750	30/06/2023	Stacey Smith	Councillors Fees	\$	1,964.50
EFT69751	30/06/2023	Wendy McWhirter-Brooks	Councillors Fees	\$	3,149.92
EFT69752	30/06/2023	ASIT (WA) Ltd	Facilitation of Basketball Tournament & Coaching	\$	3,850.00
EFT69753	30/06/2023	AUSTRALIAN INSTITUTE OF MANAGEMENT	The New Manager and Coaching Skills Training Course	\$	770.00
EFT69754	30/06/2023	Aaron Pitcher	Accommodations 3x Nights - Marble Bar	\$	109.58
EFT69755	30/06/2023	Andrea Ahipene	Power Reimbursement 16/04/23 - 19/06/23	\$	212.59
EFT69756	30/06/2023	Apollo Fabrications	Supply and Freight for Skip Bins	\$	51,301.25
EFT69757	30/06/2023	Austindo Engineering Pty Ltd	SOEP Housing - Maintenance - mulitple invoices	\$	41,692.76
EFT69758	30/06/2023	Australian Taxation Office (FBT)	Fringe Benefit Return	\$	132,639.03
EFT69759	30/06/2023	Australian Taxation Office (PAYG)	PPE: 11/06/2023 & 25/06/2023	\$	298,904.08

EFT69760	30/06/2023	Autopro Newman	Tradies Acc Pack and Suit	\$	828.98
EFT69761	30/06/2023	BHP BILLITON IRON ORE PTY LTD	Electricity Charges - Old Kurra Village	\$	29,301.40
EFT69762	30/06/2023	BROOKS HIRE SERVICES PTY LTD	Loader Hire with Forks Attachment for Cape Kerauden	\$	15,661.14
EFT69763	30/06/2023	BUDGET CAR & TRUCK RENTAL PERTH	Hire Car for Management	\$	2,784.80
EFT69764	30/06/2023	Benchmark Engineering Pty Ltd	Universal Peno Kit with Case including Freight.	\$	2,447.50
EFT69765	30/06/2023	Binbirri Contracting Pty Ltd	Grading on Skulls Springs Road - RFT 05 2022/23	\$	228,000.00
EFT69766	30/06/2023	Blackwoods	Supply Goods	\$	79.92
EFT69767	30/06/2023	Bridgestone Tyre Centre Port Hedland	Supply and Fit Tyres	\$	1,836.89
EFT69768	30/06/2023	CADD Building Construction and Maintenance Pty Ltd	SOEP Staff Housing - Repairs Works	\$	6,960.80
EFT69769	30/06/2023	CHILD SUPPORT AGENCY	Payroll Deductions	\$	1,616.06
EFT69770	30/06/2023	CUSTOMER FIRST CONTRACTING PTY LTD	Supplied and Replace to LED Streetlights	\$	22,837.54
EFT69771	30/06/2023	Cheryl Wainwright	Sport Power	\$	83.97
EFT69772	30/06/2023	Christopher Scanlan	Power Reimbursement 16/04/2023 - 17/06/2023	\$	116.48
EFT69773	30/06/2023	Complete Power Solutions Pty Ltd	Water Treatment Unit Inspection - Cape Kerauden.	\$	3,080.00
EFT69774	30/06/2023	Department of Premier & Cabinet	Approval for Hope Down 1 & 4	\$	171.60
EFT69775	30/06/2023	Dick Tracey Contracting Pty Ltd	Fencing and Gates at Ethel Creek Park	\$	219,223.77
EFT69776	30/06/2023	Duncan Solutions Australia Reino International Pty Ltd	Restocking Fee for Car Park Machines	\$	7,234.48
EFT69777	30/06/2023	EAST PILBARA VETERINARY SERVICE	Veterinary Services for Sentinel Chicken Program	\$	10,492.05
EFT69778	30/06/2023	Easifleet Group	PPE: 11/06/2023	\$	1,348.46
EFT69779	30/06/2023	Flowtek Plumbing and Gas Pty Ltd	Supply and Installation for Public Toilet	\$	6,230.35
EFT69780	30/06/2023	GALJO PTY LTD T/A EAST PILBARA TYRE SERVICE	Tyre Replacement including Dispose	\$	319.00
EFT69781	30/06/2023	Graffiti Removal System P/L	Graffiti Remover	\$	7,931.00
EFT69782	30/06/2023	HART SPORT	Medallions for 2023 Newman Family Fun Run	\$	815.00
EFT69783	30/06/2023	IT VISION	Licences for SynergySoft	\$	554.40
EFT69784	30/06/2023	Jamie Gibson	Power Reimbursement 15/04/2023 - 15/06/2023	\$	254.62
EFT69785	30/06/2023	KOMATSU AUSTRALIA PTY LTD	Supply Goods	\$	919.25
EFT69786	30/06/2023	LILS RETRAVISION PORT HEDLAND	Staff Housing Maintenance - Marble Bar	\$	998.00
EFT69787	30/06/2023	Maddie Sharrock	Reimbursement for Fuel	\$	528.86
EFT69788	30/06/2023	Marble Bar Community Resource Centre	Printing for March 2023 OCM	\$	900.20
EFT69789	30/06/2023	Melissa Warren	Reimbursement for Membership	\$	396.74
EFT69790	30/06/2023	Michael Zion	Power Reimbursement 16/04/2023 - 17/06/2023	\$	140.06
EFT69791	30/06/2023	NEWMAN HOME HARDWARE & ICE PLUS	Purchasing Hardware Items	\$	248.00
EFT69792	30/06/2023	NORTH WEST DISTRIBUTORS	Kiosk Consumables	\$	560.31
EFT69793	30/06/2023	Newman MM Pty Ltd - Mia Mia Newman	Accommodation	\$	3,840.00
EFT69794	30/06/2023	Newman Womens Shelter	Successful Grant Application for Youh Music Progam	\$	865.00
EFT69795	30/06/2023	Nor-West Freight Services Pty Ltd	Monthly Freight PO - April-June 2023	\$	184.09
EFT69796	30/06/2023	PILBARA ELECTRICAL	Fridge Purchased for Newman Youth Centre	\$	2,279.86
EFT69797	30/06/2023	PILBARA MOTOR GROUP	Supply Fuel Tank Cap Replacemnt	\$	48.08
EFT69798	30/06/2023	PathWest Laboratory Medicine WA	Newman Airport RO Plant - Chemical water sampling	\$	587.40
EFT69799	30/06/2023	Paul Miller	Power Reimbursement 19/04/2023 - 12/06/2023	\$	220.97
EFT69800	30/06/2023	Paul Robbins	Reimbursement for Hat and Sun Protection	\$	61.95
EFT69801	30/06/2023	Peter Edwards	Purchase Medications	\$	24.95
EFT69802	30/06/2023	RKT Maintenance Service RKT Maintenance Service	SOEP Staff Housing Maintenance - Garden Servicing	\$	200.00
EFT69803	30/06/2023	Red Desert Events	Successful Small Grant Application	\$	1,100.00
EFT69804	30/06/2023	Redfish Technologies Pty Ltd	HDMI Distribution Amplifier and HDMI Cable	\$	1,664.38
EFT69805	30/06/2023	Renee Hutchins	Power Reimbursement 21/04/23 - 14/06/2023	\$	108.22
EFT69806	30/06/2023	Rosemary Jasper Your Life Live it Your Way	WHS Services	\$	4,675.00
EFT69807	30/06/2023	SONIC HEALTHPLUS PTY LTD	Pre-employment Medicals May - July 2023	\$	902.00
EFT69808	30/06/2023	Shane Hayes	Power Reimbursement 05/04/2023 - 17/06/2023	\$	459.61
EFT69809	30/06/2023	Stephen Leeson	Power Reimbursement 14/04/2023 - 18/06/2023	\$	72.36
EFT69810	30/06/2023	Susan Abouav	Power Reimbursement 11/04/23 - 17/06/23	\$	55.77
EFT69811	30/06/2023	Sylvana Caranna	Diesel for Shire Vehicle	\$	779.88
EFT69812	30/06/2023	TYREPOWER NEWMAN	Service & Repairs	\$	3,927.51
EFT69813	30/06/2023	Tari Jeffers	Power Reimbursement 16/04/2023 - 17/06/2023	\$	63.12
EFT69814	30/06/2023	Veronica Hains	Power Reimbursement 21/04/2023 - 14/06/2023	\$	174.06
EFT69815	30/06/2023	Vic Flow Civil	Panel - Plant & Other Equipment Hire RFT 05-2022/23	\$	81,143.98
				Total EFT Payments	\$ 9,282,569.08

Direct Debits

DD18316.2	01/06/2023	Aware Super	Payroll Deductions	\$	16.26
DD18385.1	11/06/2023	Aware Super	Payroll Deductions	\$	42,657.81
DD18385.2	11/06/2023	IOOF Investments Services Ltd	Superannuation Contributions	\$	149.45
DD18385.3	11/06/2023	ANZ SMART CHOICE SUPER	Payroll Deductions	\$	959.18
DD18385.4	11/06/2023	Shane Donation Super Fund	Superannuation Contributions	\$	227.77
DD18385.5	11/06/2023	PLUM SUPERANNUATION	Superannuation Contributions	\$	353.37
DD18385.6	11/06/2023	UNISUPER	Payroll Deductions	\$	3,747.43
DD18385.7	11/06/2023	Voyage Superannuation	Superannuation contributions	\$	608.29
DD18385.8	11/06/2023	Australian Retirement Trust	Superannuation Contributions	\$	920.16
DD18385.9	11/06/2023	TWU Super	Payroll Deductions	\$	709.62
DD18420.1	25/06/2023	Aware Super	Payroll Deductions	\$	40,374.76
DD18420.2	25/06/2023	IOOF Investments Services Ltd	Superannuation Contributions	\$	149.45
DD18420.3	25/06/2023	ANZ SMART CHOICE SUPER	Payroll Deductions	\$	880.19
DD18420.4	25/06/2023	Shane Donation Super Fund	Superannuation Contributions	\$	125.05
DD18420.5	25/06/2023	PLUM SUPERANNUATION	Superannuation Contributions	\$	353.37
DD18420.6	25/06/2023	UNISUPER	Payroll Deductions	\$	3,747.43
DD18420.7	25/06/2023	Voyage Superannuation	Superannuation Contributions	\$	608.29
DD18420.8	25/06/2023	Australian Retirement Trust	Superannuation Contributions	\$	1,535.07
DD18420.9	25/06/2023	TWU Super	Payroll Deductions	\$	1,108.19
DD18432.1	25/06/2023	Aware Super	Superannuation Contributions	\$	201.92
DD18385.10	11/06/2023	ANZ Smart Choice Super (Retirement Portfolio Service)	Superannuation Contributions	\$	319.83
DD18385.11	11/06/2023	AMP Signature Super	Superannuation Contributions	\$	122.13
DD18385.12	11/06/2023	AUSTRALIAN SUPER	Payroll Deductions	\$	9,205.65
DD18385.13	11/06/2023	Insignia Financial Ltd	Superannuation Contributions	\$	16.18
DD18385.14	11/06/2023	The Trustee for Hesta	Superannuation Contributions	\$	267.10
DD18385.15	11/06/2023	ESSENTIAL SUPER	Payroll Deductions	\$	559.81
DD18385.16	11/06/2023	AMP Super Fund	Superannuation Contributions	\$	554.74
DD18385.17	11/06/2023	Brighter Super	Superannuation Contributions	\$	244.58
DD18385.18	11/06/2023	HESTA SUPER FUND	Superannuation Contributions	\$	277.63
DD18385.19	11/06/2023	Future Super Fund	Superannuation Contributions	\$	102.09
DD18385.20	11/06/2023	Spirit Super	Superannuation Contributions	\$	40.70
DD18385.21	11/06/2023	Hostplus Superannuation Fund	Superannuation Contributions	\$	1,131.69
DD18385.22	11/06/2023	The Trustee for Australian Retirement Trust / QSuper	Payroll Deductions	\$	898.85
DD18385.23	11/06/2023	COLONIAL FIRST STATE	Payroll Deductions	\$	1,048.05
DD18385.24	11/06/2023	EQUIPSUPER	Superannuation Contributions	\$	484.61

DD18385.25	11/06/2023	Macquarie Super Accumulator Account	Payroll Deductions	\$	1,187.61
DD18385.26	11/06/2023	Construction and Building Unions Superannuation Fund	Superannuation Contributions	\$	423.96
DD18385.27	11/06/2023	The Trustee for Retail Employees Superannuation Trust	Superannuation Contributions	\$	403.52
DD18385.28	11/06/2023	IOOF PORTFOLIO SERVICE SUPER FUND	Superannuation Contributions	\$	30.82
DD18385.29	11/06/2023	Sun Super	Payroll Deductions	\$	1,271.52
DD18385.30	11/06/2023	AMP	Superannuation Contributions	\$	1,052.11
DD18385.31	11/06/2023	Hostplus	Payroll Deductions	\$	3,388.15
DD18385.32	11/06/2023	REST SUPERANNUATION	Superannuation Contributions	\$	2,322.43
DD18385.33	11/06/2023	Mercer Super Trust	Superannuation Contributions	\$	1,819.98
DD18385.34	11/06/2023	AUSTRALIAN ETHICAL SUPER	Superannuation Contributions	\$	771.35
DD18385.35	11/06/2023	MLC MASTERKEY SUPER FUNDAMENTALS	Superannuation Contributions	\$	88.23
DD18420.10	25/06/2023	ANZ Smart Choice Super (Retirement Portfolio Service)	Superannuation Contributions	\$	1,235.30
DD18420.11	25/06/2023	AMP Signature Super	Superannuation contributions	\$	172.51
DD18420.12	25/06/2023	AUSTRALIAN SUPER	Payroll Deductions	\$	8,436.98
DD18420.13	25/06/2023	Insignia Financial Ltd	Superannuation Contributions	\$	171.43
DD18420.14	25/06/2023	The Trustee for Hesta	Superannuation Contributions	\$	308.86
DD18420.15	25/06/2023	ESSENTIAL SUPER	Payroll Deductions	\$	559.81
DD18420.16	25/06/2023	AMP Super Fund	Superannuation Contributions	\$	548.96
DD18420.17	25/06/2023	Brighter Super	Superannuation Contributions	\$	249.88
DD18420.18	25/06/2023	HESTA SUPER FUND	Superannuation Contributions	\$	124.43
DD18420.19	25/06/2023	Future Super Fund	Superannuation Contributions	\$	100.17
DD18420.20	25/06/2023	Spirit Super	Superannuation Contributions	\$	40.70
DD18420.21	25/06/2023	Hostplus Superannuation Fund	Superannuation Contributions	\$	1,068.75
DD18420.22	25/06/2023	The Trustee for Australian Retirement Trust / QSuper	Payroll Deductions	\$	1,495.97
DD18420.23	25/06/2023	COLONIAL FIRST STATE	Payroll Deductions	\$	1,062.36
DD18420.24	25/06/2023	EQUIPSUPER	Superannuation Contributions	\$	532.56
DD18420.25	25/06/2023	Macquarie Super Accumulator Account	Payroll Deductions	\$	1,187.61
DD18420.26	25/06/2023	Construction and Building Unions Superannuation Fund	Superannuation Contributions	\$	411.91
DD18420.27	25/06/2023	The Trustee for Retail Employees Superannuation Trust	Superannuation Contributions	\$	403.52
DD18420.28	25/06/2023	IOOF PORTFOLIO SERVICE SUPER FUND	Superannuation Contributions	\$	121.35
DD18420.29	25/06/2023	Sun Super	Payroll Deductions	\$	1,271.52
DD18420.30	25/06/2023	C & M HARDEFELDT SUPER PTY LTD ATF C & M HARDEFELDT SUPER FUND	Superannuation Contributions	\$	338.48
DD18420.31	25/06/2023	Hostplus	Payroll Deductions	\$	4,207.39
DD18420.32	25/06/2023	AMP	Superannuation Contributions	\$	1,052.11
DD18420.33	25/06/2023	REST SUPERANNUATION	Superannuation Contributions	\$	2,097.35
DD18420.34	25/06/2023	Mercer Super Trust	Superannuation Contributions	\$	1,846.37
DD18420.35	25/06/2023	AUSTRALIAN ETHICAL SUPER	Superannuation Contributions	\$	771.35
DD18420.36	25/06/2023	The trustee for HUB24 SUPER FUND	Superannuation Contributions	\$	53.56
				Total Direct Debits	\$ 156,933.73

Credit Cards
Amy Mukhaje

30/06/2023	WOOLWORTHS	4381	NEWMAN	AU		\$	36.25
30/06/2023	NEWMAN HARDWARE		NEWMAN	WA		\$	23.00
30/06/2023	NEWMAN HARDWARE		NEWMAN	WA		\$	18.75
30/06/2023	NEWMAN HARDWARE		NEWMAN	WA		\$	7.95
30/06/2023	SPOT	COVINGTON	LA55500363180083408753159		30.69US	\$	46.02
27/06/2023	NEWMAN HARDWARE		NEWMAN	WA		\$	91.03
27/06/2023	SPOT	COVINGTON	LA55500363177083405057781		280.47US	\$	421.03
26/06/2023	SPOTLIGHT PTY LTD		STH MELBOURNEAU			-\$	4.00
26/06/2023	SPOTLIGHT PTY LTD		STH MELBOURNEAU			-\$	20.00
26/06/2023	SPOTLIGHT PTY LTD		STH MELBOURNEAU			-\$	8.00
26/06/2023	-THE-ICONIC-417000000		SYDNEY	NS		\$	486.89
26/06/2023	SQ *EAST PILBARA MAINT		Newman	WA		\$	48.00
26/06/2023	KIMBERLEY INTERPRETI		BROOME			\$	330.00
26/06/2023	OFFICEWORKS		BENTLEIGH EAS			\$	591.31
26/06/2023	WOOLWORTHS	4381	NEWMAN	AU		\$	27.79
26/06/2023	WOOLWORTHS	4381	NEWMAN	AU		\$	45.15
26/06/2023	WOOLWORTHS	4381	NEWMAN	AU		\$	50.00
26/06/2023	WOOLWORTHS	4381	NEWMAN	AU		\$	271.44
26/06/2023	NEWS LIMITED		SURRY HILLS			\$	40.00
23/06/2023	NEWMAN HARDWARE		NEWMAN	WA		\$	23.10
23/06/2023	SPOTLIGHT PTY LTD		STH MELBOURNEAU			\$	1,762.50
23/06/2023	ADOBE PRODUCTS		Sydney	AU		\$	28.59
23/06/2023	OFFICEWORKS		BENTLEIGH EAS			\$	208.85
22/06/2023	SPOT	COVINGTON	LA55500363172083497751015		13.86US	\$	20.29
21/06/2023	DROPBOX*1FLN3Q7RJ6Z6		D02FD79			\$	184.67
21/06/2023	AMPOL NEWMAN 54455F		NEWMAN			\$	388.32
20/06/2023	NEWMAN HARDWARE		NEWMAN	WA		\$	685.00
19/06/2023	NEWMAN HARDWARE		NEWMAN	WA		-\$	45.56
19/06/2023	WOOLWORTHS	4381	NEWMAN	AU		\$	101.21
16/06/2023	WOOLWORTHS	4381	NEWMAN	AU		\$	86.00
15/06/2023	WOOLWORTHS	4381	NEWMAN	AU		\$	351.27
15/06/2023	PARNAWARRIIGA L0033		NEWMAN	AU		\$	23.13
15/06/2023	NEWMAN HARDWARE		NEWMAN	WA		\$	94.13
14/06/2023	ADOBE PHOTOGRAPHY PLAN		Sydney	AU		\$	14.29
12/06/2023	MAILCHIMP *MISC		MAILCHIMP.COMGA			\$	121.11
12/06/2023	NEWMAN HARDWARE		NEWMAN	WA		\$	205.50
9/06/2023	WOOLWORTHS	4381	NEWMAN	AU		\$	49.50
9/06/2023	MYOB AUSTRALIA		BURWOOD EAST			\$	170.00
8/06/2023	NEWMAN FUEL AND SERV		NEWMAN	WA		\$	349.60
7/06/2023	WOOLWORTHS	4381	NEWMAN	AU		\$	132.00
7/06/2023	NEWMAN HARDWARE		NEWMAN	WA		\$	42.73
7/06/2023	BREAKDOWN PTY LTD		NEWMAN			\$	99.99
5/06/2023	SKYMESH		Fortitude ValAU			\$	74.95
5/06/2023	AMAZON WEB SERVICES		SYDNEY	NS		\$	54.01
2/06/2023	Optus PrePaid		MELBOURNE	AU		\$	40.00
2/06/2023	Optus PrePaid		MELBOURNE	AU		\$	60.00
1/06/2023	WOOLWORTHS	4381	NEWMAN	AU		\$	99.00
1/06/2023	WOOLWORTHS	4381	NEWMAN	AU		\$	8.22
Total							\$ 7,935.01

28/06/2023	WOOLWORTHS	4381	NEWMAN	AU	\$	99.00
28/06/2023	WOOLWORTHS	4381	NEWMAN	AU	\$	99.00
28/06/2023	WOOLWORTHS	4381	NEWMAN	AU	\$	99.00
27/06/2023	DEPT OF JUSTICE-CTG PA		PERTH		\$	74.50
15/06/2023	WOOLWORTHS	4381	NEWMAN	AU	\$	13.10
13/06/2023	AST MANAGEMENT		MOLENDINAR	QL	\$	1,306.67
13/06/2023	AST MANAGEMENT		MOLENDINAR	QL	\$	188.54
13/06/2023	PRECISION COLLISION		KARRATHA	WA	\$	800.00
12/06/2023	SQ *STALFE ENGINEERING		Newman	WA	\$	669.44
5/06/2023	REXEL ELECTRICAL SUP		OSBORNE PARK	WA	\$	257.07
1/06/2023	LATHAMS STEEL DOORS		MYAREE	WA	\$	1,210.00
Total						\$ 4,816.32

Bevan Klein

27/06/2023	WOOLWORTHS	4381	NEWMAN	AU	\$	172.84
23/06/2023	Marble Bar General St		Marble Bar	WA	\$	414.02
22/06/2023	Woolworths Online		BELLA VISTA	AU	-\$	1.60
12/06/2023	Marble Bar General St		Marble Bar	WA	\$	100.99
8/06/2023	Woolworths Online		BELLA VISTA	AU	\$	213.75
8/06/2023	Woolworths Online		BELLA VISTA	AU	\$	243.77
8/06/2023	DOT - LICENSING		NEWMAN		\$	51.85
8/06/2023	DOT - LICENSING		NEWMAN		\$	218.10
8/06/2023	DOT - LICENSING		NEWMAN		\$	571.05
7/06/2023	Woolworths Online		BELLA VISTA	AU	\$	149.98
7/06/2023	Woolworths Online		BELLA VISTA	AU	\$	285.14
7/06/2023	Woolworths Online		BELLA VISTA	AU	\$	156.63
1/06/2023	REECE 6042		WEDGEFIELD	WA	\$	389.07
Total						\$ 2,965.59

Steven Harding

30/06/2023	WOOLWORTHS	4381	NEWMAN	AU	\$	108.57
30/06/2023	LSP*Mia Mia Newman		Newman	AU	\$	7.00
30/06/2023	The Newman Hotel		Newman	WA	\$	597.00
28/06/2023	UBER *TRIP		Sydney	AU	\$	23.98
28/06/2023	GM CABS PTY LTD		MASCOT		\$	63.00
26/06/2023	APPLE.COM/BILL		SYDNEY	AU	\$	1.49
26/06/2023	UBER *TRIP		Sydney	AU	\$	13.86
26/06/2023	UBER *TRIP		Sydney	AU	\$	20.42
26/06/2023	SWAN TAXIS PTY LTD		VICTORIA PARKAU		\$	28.98
26/06/2023	UBER *TRIP		Sydney	AU	\$	19.30
23/06/2023	THE CUTTING BOARD NEW		PERTH		\$	23.00
23/06/2023	TRANSPERTH TICKET MAND		MANDURAH		\$	10.00
22/06/2023	TRANSPERTH TICKET MAND		MANDURAH		\$	10.00
21/06/2023	Optus PrePaid		MELBOURNE	AU	\$	30.00
20/06/2023	CANVA* I03821-0768819		CAMDEN	DE119.40 USD	\$	174.22
20/06/2023	MANGROVE RESORT		BROOME	WA	\$	103.53
14/06/2023	UBER *TRIP		Sydney	AU	\$	26.68
13/06/2023	Live Payments*Live Pa		Barangaroo	AU	\$	56.81
8/06/2023	web*farmweekly		1300 090 805	NS	\$	5.00
8/06/2023	Mega Office Supplies		0755243888	NS	\$	625.90
8/06/2023	FACEBK *N89SRR7GR2		fb.me/ads	IR	\$	78.00
6/06/2023	MANGROVE RESORT		BROOME	WA	\$	3,595.13
5/06/2023	VIRGIN AUST LOUNGE		BRISBANE	QL	\$	399.00
Total						\$ 6,020.87

Steve Leeson

30/06/2023	CASA LEVY		PHILLIP		\$	40.00
29/06/2023	Harvey Norman Online		Homebush WestNS		\$	65.95
28/06/2023	THE PUBOLOGIST		NEWMAN	WA	\$	3,355.00
22/06/2023	WOOLWORTHS	4381	NEWMAN	AU	\$	756.00
21/06/2023	SWAN CERAMICS		OSBORNE PARK	WA	\$	3,124.33
20/06/2023	WOOLWORTHS	4381	NEWMAN	AU	\$	22.63
20/06/2023	WOOLWORTHS	4381	NEWMAN	AU	\$	42.55
20/06/2023	THE EASTERN ACOUSTIC O		NEWCASTLE WES		\$	2,475.00
19/06/2023	WANEWSDTI		Osborne Park	WA	\$	28.00
13/06/2023	BookEasy Australia		Australia Fa	WA	\$	548.90
9/06/2023	WOOLWORTHS	4381	NEWMAN	AU	\$	13.00
8/06/2023	SMARTSHEET INC.		BELLEVUE	WA	\$	1,980.00
8/06/2023	DJI TECHNOLOGY AUSTRAL		Keysborough	AU	\$	7,306.00
8/06/2023	CODETWO		JELENIA GORA	267.25 USD	\$	406.32
8/06/2023	RESEARCH WAR HEROES		MALVERN	VI	\$	74.00
6/06/2023	REMARKABLE		OSLO	DU	\$	4.99
2/06/2023	WOOLWORTHS	4381	NEWMAN	AU	\$	39.16
1/06/2023	Woolworths Online		BELLA VISTA	AU	\$	343.20
Total						\$ 20,625.03

Emma Landers

27/06/2023	SP LIFE-APPAREL-CO		CURRUMBIN	QL	\$	142.14
26/06/2023	JUDROC PTY LTD		MIDVALE		\$	261.00
23/06/2023	PADDLE.NET*LOCATIFY		London	05184893173093488087959 79.20EU	\$	128.24
22/06/2023	PRIXCAR TRANSPORT SERV		ALTONA NORTH VI		\$	3,592.50
20/06/2023	MANGROVE RESORT		BROOME	WA	\$	741.50
20/06/2023	SANDFIRE RH 6308		EIGHTY MILE BWA		\$	97.90
20/06/2023	BP BROOME 6075		BROOME	WA	\$	152.26
20/06/2023	LANDGATE		MIDLAND		\$	84.60
20/06/2023	LANDGATE		MIDLAND		\$	28.20
19/06/2023	KMART 1359		BROOME	AU	\$	60.00
19/06/2023	Matso's Broome Brewer		Broome	WA	\$	211.00
15/06/2023	Cable Beach Club		Broome	WA	\$	398.90
15/06/2023	ZANDERS AT CABLE BEACH		CABLE BEACH	AU	\$	196.00
15/06/2023	MANGROVE RESORT		BROOME	WA	\$	30.50
15/06/2023	MANGROVE RESORT		BROOME	WA	\$	193.50
14/06/2023	MANGROVE RESORT		BROOME	WA	\$	128.00
14/06/2023	WWW.ZANDERS.COM.* ME&U		CABLE BEACH	WA	\$	44.66

	\$	62.70
Total	\$	6,553.60
Total Credit Card Payments	\$	48,916.42
Total Payments	\$	9,489,108.45

Item 11.2.2 Appendix 1

11.2.3 MONTHLY FINANCIAL STATEMENTS, INSURANCE AND INVESTMENT REPORT

Attachments: [Appendix 1 Monthly Financial Report June 2023](#)
[Appendix 2 Investments June 2023](#)

Responsible Officer: Steve Leeson
Director Corporate Services

Author: Thomas Gorman
Manager Corporate Services

Proposed Meeting Date: 28 July 2023

Location/Address: N/A

Name of Applicant: N/A

Author Disclosure of Interest: Nil

COUNCIL DECISION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 112)

Moved: Cr Baer

Seconded: Cr McWhirter-Brooks

That Council adopts the monthly financial statements for the period ending 30 June 2023 of the 2022/23 financial year included as Appendix 1 to the report.

**CARRIED UNANIMOUSLY
RECORD OF VOTE: 7/0**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Lockyer, Coppin,

Against: Nil

REPORT PURPOSE

The Monthly Financial Statements provide details of the Shire of East Pilbara's (the Shire's) current year to date financial position in relation to the 2022-2023 Annual Budget, as amended from time to time, including the reporting of material variances.

BACKGROUND

The reporting of monthly financial information is a requirement under section 6.4 of the *Local Government Act 1995* ("the Act") and regulation 34 of the *Local Government (Financial Management) Regulations 1996* ("the Regulations").

Appendix 1 details the financial activities of the Shire for the period 1 July 2022 to 31 May 2023 of the current financial year.

There are four sections to the monthly report:

1. Monthly Health Checks and Summary Graphs;
2. Statutory Reports – Rate Setting Statement, Operating Statement, Cash Flow;
3. Various other Notes to give Council an overview of the Shire's current financial situation, including Material Variances for Programs and Nature and Type as per Council's adopted variance threshold limits of 10% or \$10,000 for operating, and 10% or \$50,000 for capital, whichever is higher; and
4. A Capital Projects schedule detailing all expenditure.

Appendix 2 is the Monthly Investments Report.

Any immediate annual budget considerations are also presented within the monthly financial report.

COMMENTS/OPTIONS/DISCUSSIONS

Variances

Material variances in the Shire 2022 - 2023 annual budget are disclosed within **Appendix 1**.

Investments

The Shire's portfolio accrued over \$290k in interest and returned 4.33%pa exceeding the bank bill benchmark's 3.72%. For the 2022/23 Financial Year, the portfolio has returned 2.96% exceeding the bank bill index benchmark's 2.89%.

Investment portfolio details are disclosed within **Appendix 2**.

Insurance Report

For the month of June, 5 property claims were settled for \$10,000 with 26 claims still open in various stages of completion.

MAU.190063 | PC0495 | TC Ilsa

A cash settlement of \$932,610.00 for partial satisfaction and discharge of all claims under PR0039470 | MAU.190063 | PC0495 was authorised as a direct payment to the Shire. Progress on the Residential, plant and equipment and miscellaneous assets is still ongoing.

Data is being sourced for the non-insurable assets to be assessed by DRFAWA.

STATUTORY IMPLICATIONS/REQUIREMENTS

Local Government Act 1995

Part 6 Financial Management

Division 4 General financial provisions

Section 6.4(2)

“The financial report is to:

- (a) be prepared and presented in the manner and form prescribed; and*
- (b) contain the prescribed information.”*

Section 6.8 (1) (b)

*“Expenditure from municipal fund not included in annual budget is to be authorised in advance by resolution”. *Absolute majority required.*

POLICY IMPLICATIONS

- 3.1 Accounting Policies
- 3.5 Budget Management – Capital Acquisitions
- 3.9 Investments Policy

STRATEGIC COMMUNITY PLAN

Governance

- G1 Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community’s assets and resources.
- G1.1 Continued focus on good governance, transparency and community and stakeholder engagement in significant decisions, including place-based plans.
- G1.4 Ensure a high standard of organisational management and effectiveness

RISK MANAGEMENT CONSIDERATIONS

Legislative - Medium

FINANCIAL IMPLICATIONS

Should Council not adopt the financial statements or defer consideration of the officer’s recommendation, the Shire may be considered non-compliant with its statutory obligations with respect to its reporting of financial activity statements.

VOTING REQUIREMENTS

Simple Majority



Shire of EAST
Pilbara
AUSTRALIA'S LARGEST SHIRE

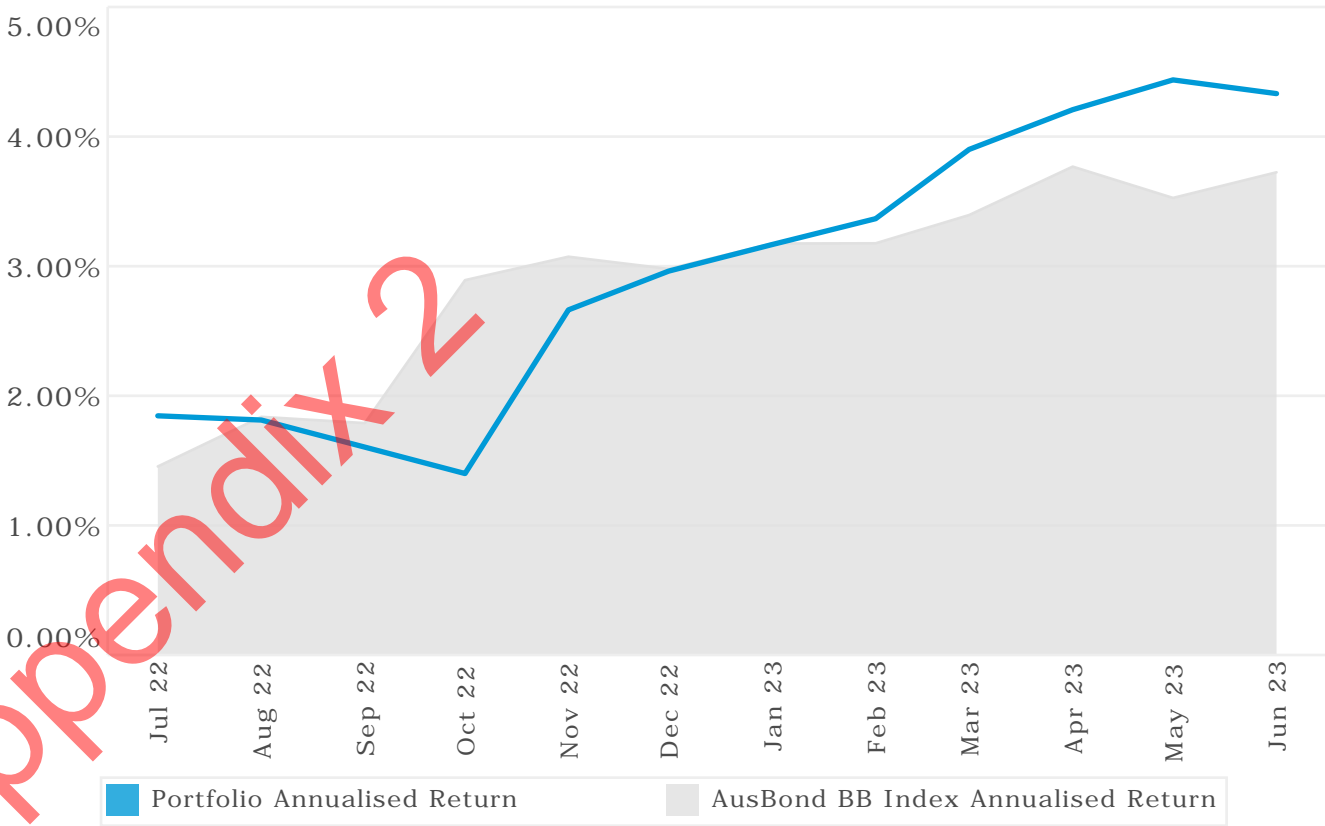
Investment Summary Report
June 2023



Investment Holdings

Investment Performance

	Face Value (\$)	Current Value (\$)	Current Yield (%)
Cash	6,760,211	6,760,211	0.0033
Term Deposit	70,000,000	71,001,051	4.8081
	76,760,211	77,761,262	4.3849

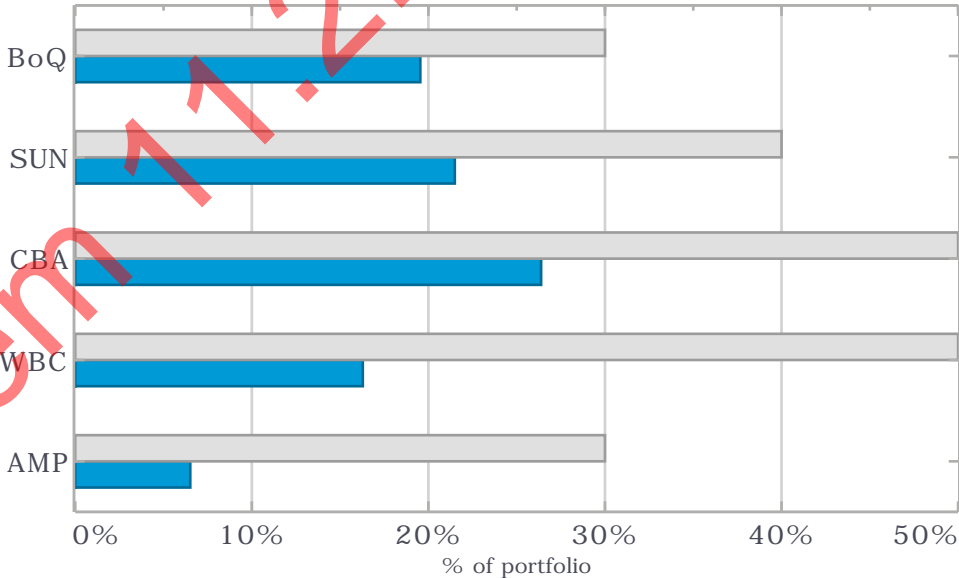
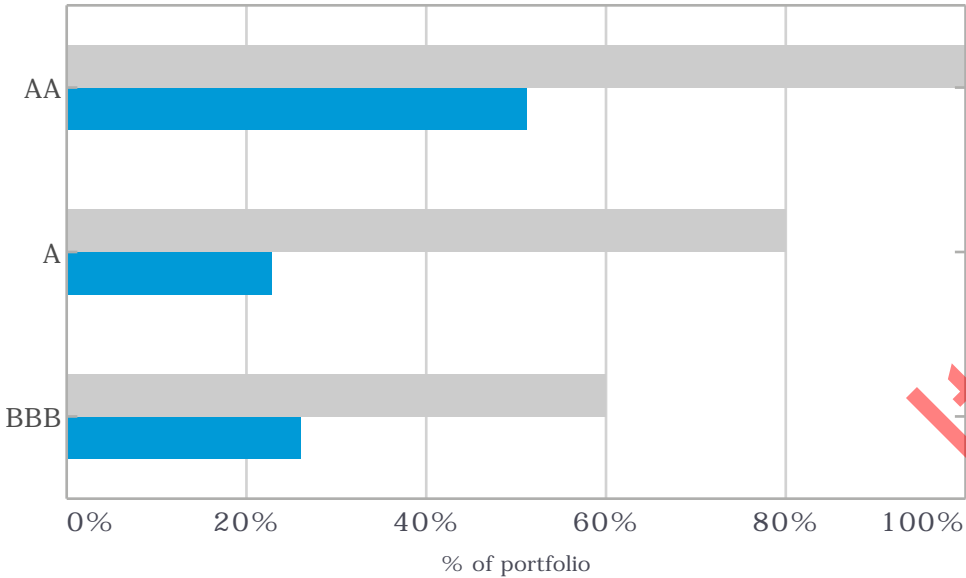


Investment Policy Compliance

Total Credit Exposure

Individual Institutional Exposures

Term to Maturities



	Face Value (\$)	Policy Max
Between 0 and 1 years	76,760,211	100% 100% a
	76,760,211	

Portfolio Exposure

Investment Policy Limit

Shire of East Pilbara
Investment Holdings Report - June 2023



Cash Accounts											
	Face Value (\$)	Current Rate (%)	Institution	Credit Rating			Current Value (\$)	Deal No.			Reference
	8,501.16	2.5947%	Macquarie Bank	A+			8,501.16	541691			Accelerator
	6,751,709.76	0.0000%	Bankwest	AA-			6,751,709.76	541653			
	6,760,210.92	0.0033%					6,760,210.92				

Term Deposits											
Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
10-Jul-23	1,000,000.00	4.4500%	Macquarie Bank	A+	1,000,000.00	10-Mar-23	1,013,776.71	543926	13,776.71	At Maturity	
18-Jul-23	5,000,000.00	4.4700%	Suncorp Bank	A+	5,000,000.00	11-Jan-23	5,104,708.22	543696	104,708.22	At Maturity	
9-Aug-23	3,000,000.00	4.5200%	Commonwealth Bank of Australia	AA-	3,000,000.00	9-Feb-23	3,052,753.97	543836	52,753.97	At Maturity	
23-Aug-23	3,000,000.00	5.4800%	Bank of Queensland	BBB+	3,000,000.00	15-Jun-23	3,007,206.58	544206	7,206.58	At Maturity	
20-Sep-23	3,000,000.00	5.0400%	Suncorp Bank	A+	3,000,000.00	14-Jun-23	3,007,042.19	544200	7,042.19	At Maturity	
20-Oct-23	2,500,000.00	4.6200%	Suncorp Bank	A+	2,500,000.00	20-Apr-23	2,522,783.56	544025	22,783.56	At Maturity	
26-Oct-23	2,500,000.00	4.6500%	Westpac Group	AA-	2,500,000.00	26-Apr-23	2,521,020.55	544063	21,020.55	At Maturity	
4-Nov-23	5,000,000.00	4.7200%	Westpac Group	AA-	5,000,000.00	4-Nov-22	5,154,531.51	543568	154,531.51	At Maturity	
7-Nov-23	5,000,000.00	4.8000%	AMP Bank	BBB	5,000,000.00	7-Nov-22	5,155,178.08	543521	155,178.08	At Maturity	
8-Nov-23	2,500,000.00	4.7000%	Westpac Group	AA-	2,500,000.00	8-Nov-22	2,575,650.68	543569	75,650.68	At Maturity	
14-Nov-23	3,000,000.00	4.7800%	Suncorp Bank	A+	3,000,000.00	10-May-23	3,020,429.59	544087	20,429.59	At Maturity	
26-Nov-23	2,500,000.00	4.6600%	Westpac Group	AA-	2,500,000.00	26-Apr-23	2,521,065.75	544064	21,065.75	At Maturity	
12-Dec-23	2,500,000.00	4.4000%	Commonwealth Bank of Australia	AA-	2,500,000.00	12-Dec-22	2,560,575.34	543646	60,575.34	At Maturity	
12-Dec-23	3,000,000.00	4.5500%	Suncorp Bank	A+	3,000,000.00	12-Apr-23	3,029,917.81	544018	29,917.81	At Maturity	
16-Jan-24	2,500,000.00	4.7500%	National Australia Bank	AA-	2,500,000.00	12-May-23	2,516,267.12	544096	16,267.12	At Maturity	
13-Feb-24	1,500,000.00	5.0100%	Commonwealth Bank of Australia	AA-	1,500,000.00	13-Feb-23	1,528,412.88	543823	28,412.88	At Maturity	
12-Mar-24	10,000,000.00	4.9000%	Bank of Queensland	BBB+	10,000,000.00	9-Mar-23	10,153,041.10	543919	153,041.10	At Maturity	
3-Apr-24	5,000,000.00	5.0600%	Commonwealth Bank of Australia	AA-	5,000,000.00	1-Jun-23	5,020,794.52	544144	20,794.52	At Maturity	
13-May-24	4,000,000.00	4.7200%	National Australia Bank	AA-	4,000,000.00	12-May-23	4,025,863.01	544097	25,863.01	At Maturity	
4-Jun-24	1,500,000.00	5.3000%	Commonwealth Bank of Australia	AA-	1,500,000.00	7-Jun-23	1,505,227.40	544169	5,227.40	At Maturity	
12-Jun-24	2,000,000.00	5.4800%	Bank of Queensland	BBB+	2,000,000.00	15-Jun-23	2,004,804.38	544205	4,804.38	At Maturity	

Shire of East Pilbara
Investment Holdings Report - June 2023



Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
	70,000,000.00	4.8081%			70,000,000.00		71,001,050.95		1,001,050.95		

Item 11.2.3 Appendix 2

Shire of East Pilbara
Accrued Interest Report - June 2023



Investment	Deal No.	Comments	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Yield (% pa)
Cash									
Bankwest	541653					0.00	0	0.00	0.00%
Macquarie Bank	541691					17.88	0	17.88	2.59%
						17.88		17.88	0.00%
Term Deposits									
AMP Bank	543570		5,000,000.00	22-Nov-22	21-Jun-23	131,513.70	20	12,465.75	4.55%
Bank of Queensland	542870		8,000,000.00	15-Jun-22	15-Jun-23	332,000.00	14	12,734.25	4.15%
Commonwealth Bank of Australia	542826		5,000,000.00	1-Jun-22	1-Jun-23	156,500.00	0	0.00	
Commonwealth Bank of Australia	543802		1,500,000.00	8-Feb-23	7-Jun-23	21,175.48	6	1,067.67	4.33%
Suncorp Bank	543544		3,000,000.00	11-Nov-22	14-Jun-23	73,158.90	13	4,423.56	4.14%
Macquarie Bank	543926		1,000,000.00	10-Mar-23	10-Jul-23	0.00	30	3,657.53	4.45%
Suncorp Bank	543696		5,000,000.00	11-Jan-23	18-Jul-23	0.00	30	18,369.86	4.47%
Bank of Queensland	544206		3,000,000.00	15-Jun-23	23-Aug-23	0.00	16	7,206.58	5.48%
Commonwealth Bank of Australia	543836		3,000,000.00	9-Feb-23	9-Aug-23	0.00	30	11,145.20	4.52%
Suncorp Bank	544200		3,000,000.00	14-Jun-23	20-Sep-23	0.00	17	7,042.19	5.04%
Suncorp Bank	544025		2,500,000.00	20-Apr-23	20-Oct-23	0.00	30	9,493.15	4.62%
Westpac Group	544063		2,500,000.00	26-Apr-23	26-Oct-23	0.00	30	9,554.80	4.65%
AMP Bank	543521		5,000,000.00	7-Nov-22	7-Nov-23	0.00	30	19,726.03	4.80%
Suncorp Bank	544087		3,000,000.00	10-May-23	14-Nov-23	0.00	30	11,786.30	4.78%
Westpac Group	543568		5,000,000.00	4-Nov-22	4-Nov-23	0.00	30	19,397.26	4.72%
Westpac Group	543569		2,500,000.00	8-Nov-22	8-Nov-23	0.00	30	9,657.53	4.70%
Westpac Group	544064		2,500,000.00	26-Apr-23	26-Nov-23	0.00	30	9,575.34	4.66%
Commonwealth Bank of Australia	543646		2,500,000.00	12-Dec-22	12-Dec-23	0.00	30	9,041.09	4.40%
Suncorp Bank	544018		3,000,000.00	12-Apr-23	12-Dec-23	0.00	30	11,219.18	4.55%
National Australia Bank	544096		2,500,000.00	12-May-23	16-Jan-24	0.00	30	9,760.27	4.75%
Commonwealth Bank of Australia	543823		1,500,000.00	13-Feb-23	13-Feb-24	0.00	30	6,176.72	5.01%
Bank of Queensland	543919		10,000,000.00	9-Mar-23	12-Mar-24	0.00	30	40,273.98	4.90%

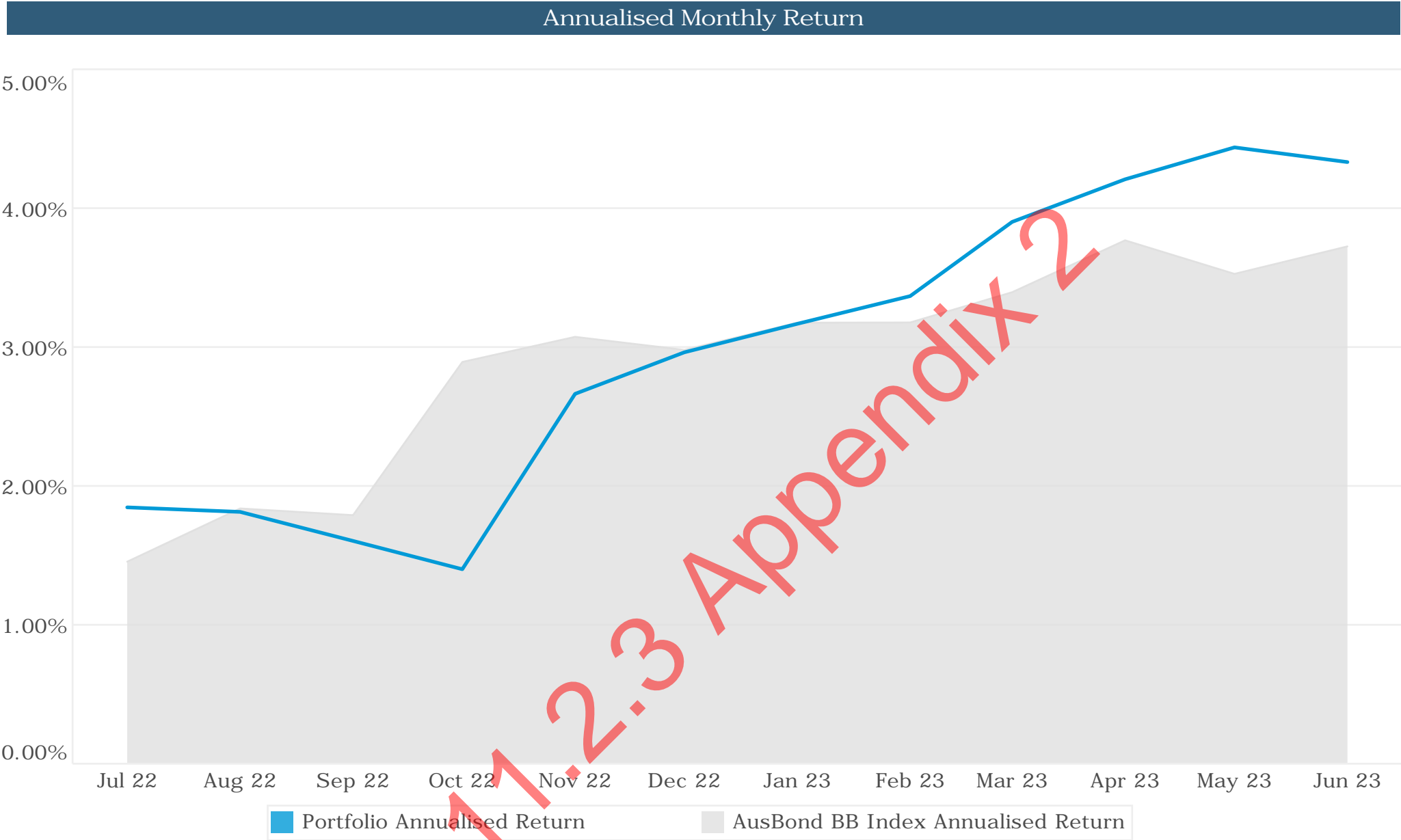
Shire of East Pilbara

Accrued Interest Report - June 2023



Investment	Deal No.	Comments	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Yield Accrued (\$)	Interest Yield (% pa)
Commonwealth Bank of Australia	544144		5,000,000.00	1-Jun-23	3-Apr-24	0.00	30	20,794.52	5.06%
National Australia Bank	544097		4,000,000.00	12-May-23	13-May-24	0.00	30	15,517.80	4.72%
Bank of Queensland	544205		2,000,000.00	15-Jun-23	12-Jun-24	0.00	16	4,804.38	5.48%
Commonwealth Bank of Australia	544169		1,500,000.00	7-Jun-23	4-Jun-24	0.00	24	5,227.40	5.30%
						714,348.08		290,118.34	4.72%
<u>Grand Totals</u>						<u>714,365.96</u>		<u>290,136.22</u>	<u>4.33%</u>

Item 11.2.3 Appendix 2

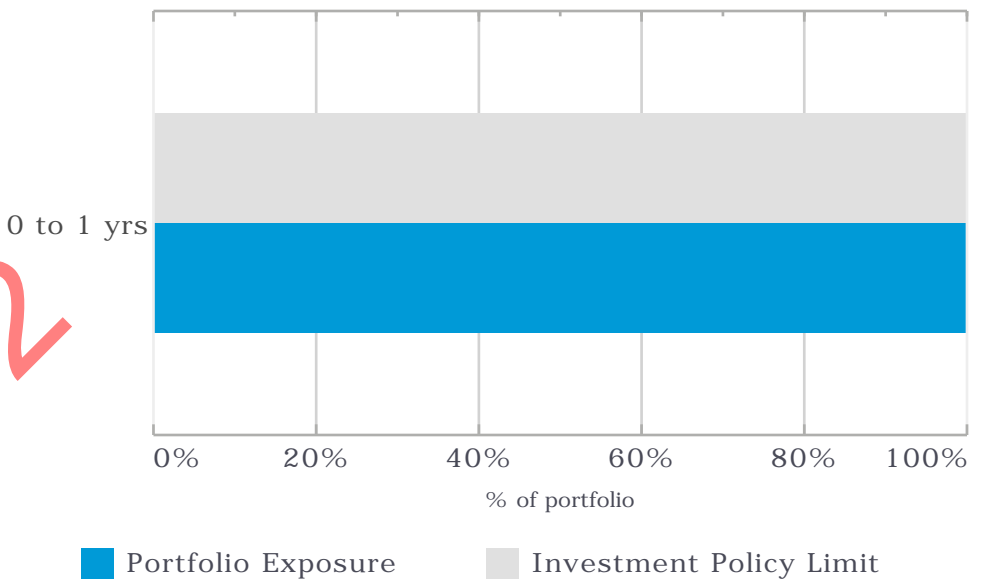
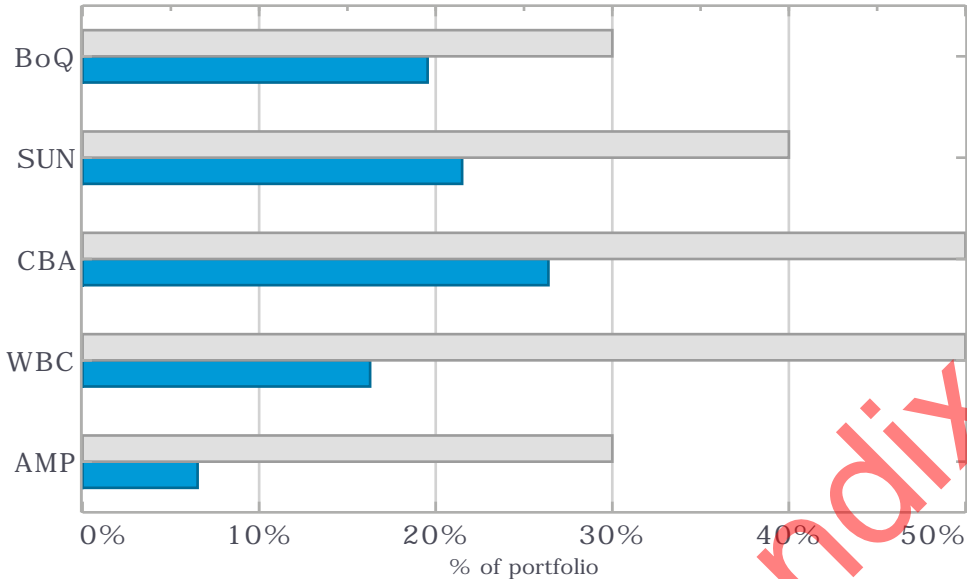
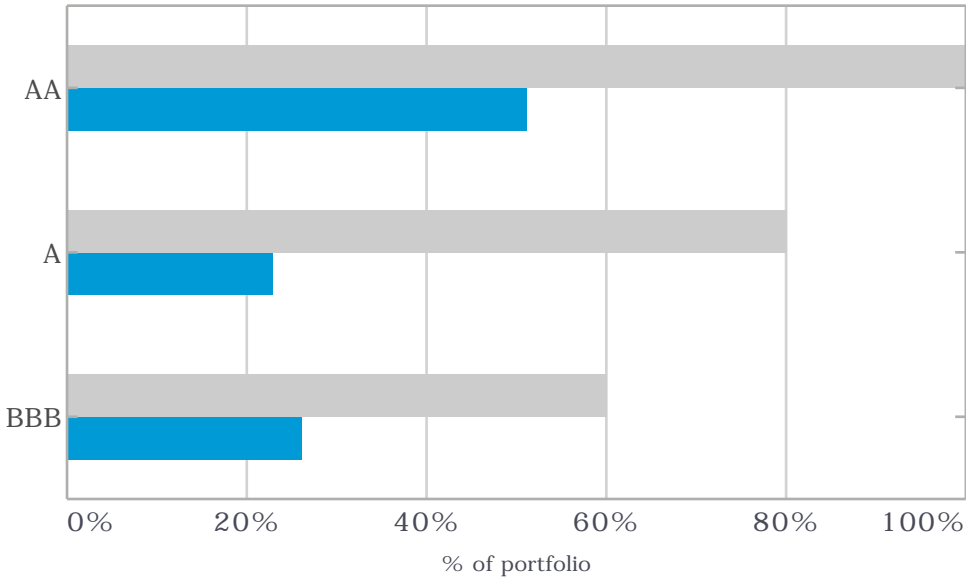


Historical Performance Summary (% pa)			
	Portfolio	Annualised BB Index	Outperformance
Jun 2023	4.33%	3.72%	0.61%
Last 3 months	4.33%	3.67%	0.66%
Last 6 months	3.91%	3.46%	0.45%
Financial Year to Date	2.96%	2.89%	0.07%
Last 12 months	2.96%	2.89%	0.07%

Shire of East Pilbara
Investment Policy Compliance Report - June 2023



Total Credit ExposureIndividual Institutional ExposuresTerm to Maturities



Credit Rating Group	Face Value (\$)	Policy Max
AA	39,251,710	51% 100% a
A	17,508,501	23% 80% a
BBB	20,000,000	26% 60% a
	76,760,211	

Institution	% of portfolio	Investment Policy Limit	
Bank of Queensland (BBB+)	20%	30%	a
Suncorp Bank (A+)	21%	40%	a
Commonwealth Bank of Australia (AA-)	26%	50%	a
Westpac Group (AA-)	16%	50%	a
AMP Bank (BBB)	7%	30%	a
National Australia Bank (AA-)	8%	50%	a
Macquarie Bank (A+)	1%	40%	a

	Face Value (\$)	Policy Max
Between 0 and 1 years	76,760,211	100% 100% a
	76,760,211	

a = compliant
r = non-compliant

Shire of East Pilbara

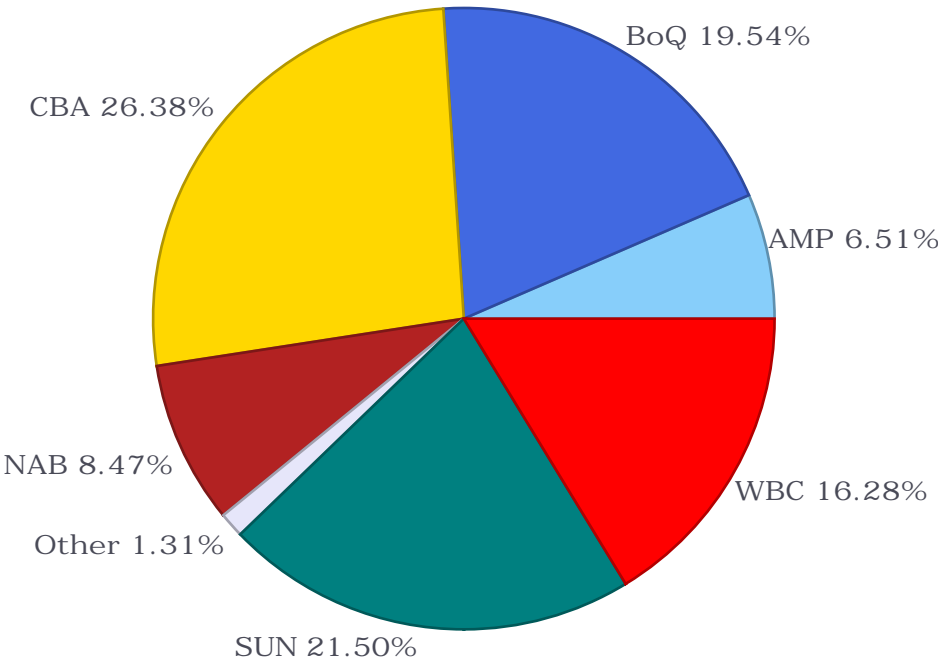
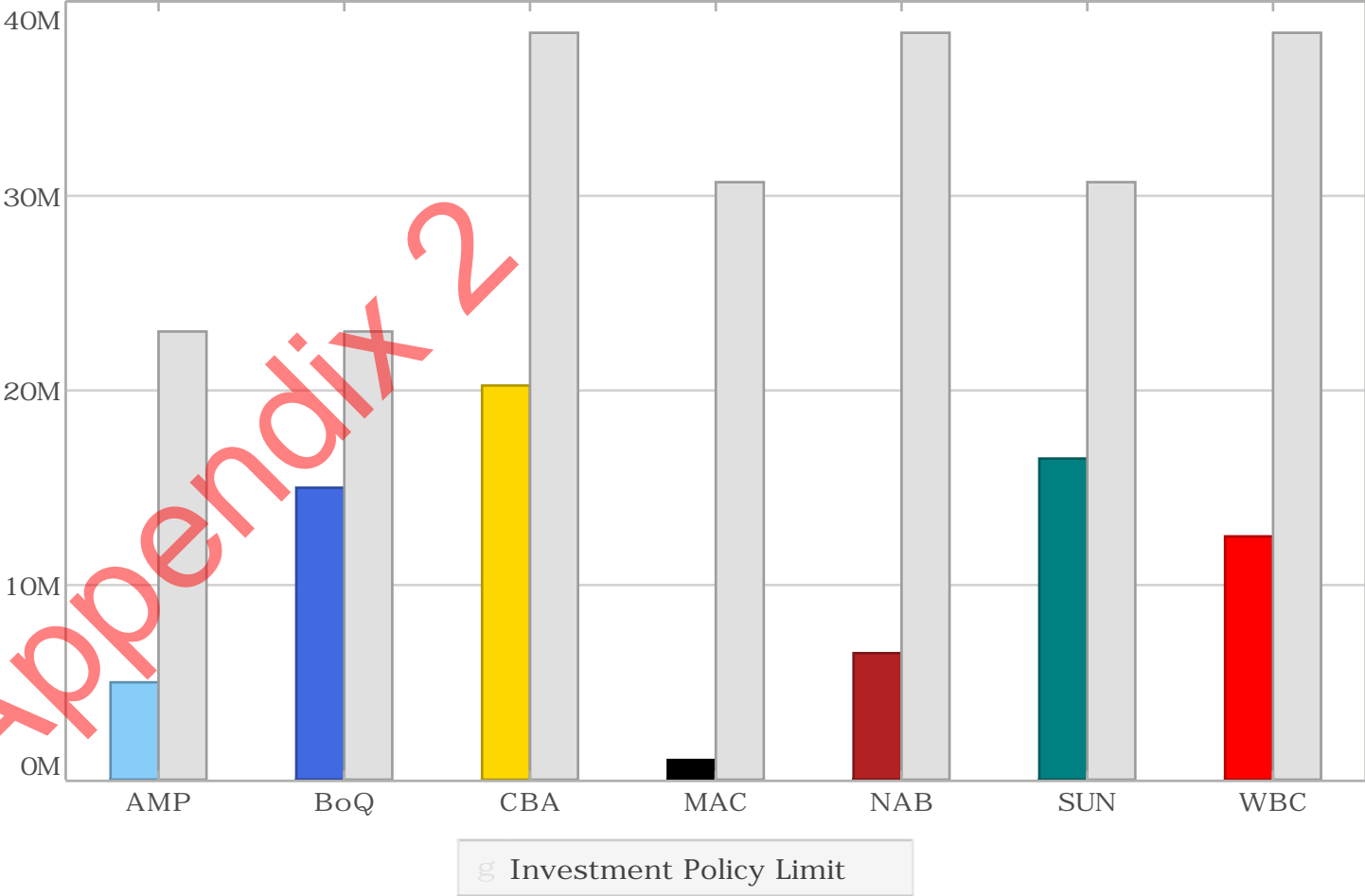
Individual Institutional Exposures Report - June 2023



Individual Institutional Exposures

Individual Institutional Exposure Charts

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB)	5,000,000	7%	23,028,063	30%	18,028,063
Bank of Queensland (BBB+)	15,000,000	20%	23,028,063	30%	8,028,063
Commonwealth Bank of Australia (AA-)	20,251,710	26%	38,380,105	50%	18,128,395
Macquarie Bank (A+)	1,008,501	1%	30,704,084	40%	29,695,583
National Australia Bank (AA-)	6,500,000	8%	38,380,105	50%	31,880,105
Suncorp Bank (A+)	16,500,000	21%	30,704,084	40%	14,204,084
Westpac Group (AA-)	12,500,000	16%	38,380,105	50%	25,880,105
	76,760,211				



Shire of East Pilbara
Cashflows Report - June 2023



Actual Cashflows for June 2023						
Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount	
1-Jun-23	542826	Commonwealth Bank of Australia	Term Deposit	Maturity: Face Value	5,000,000.00	
		Commonwealth Bank of Australia	Term Deposit	Maturity: Interest Received/Paid	156,500.00	
				Deal Total	5,156,500.00	
1-Jun-23	544144	Commonwealth Bank of Australia	Term Deposit	Settlement: Face Value	-5,000,000.00	
				Deal Total	-5,000,000.00	
				Day Total	156,500.00	
7-Jun-23	543802	Commonwealth Bank of Australia	Term Deposit	Maturity: Face Value	1,500,000.00	
		Commonwealth Bank of Australia	Term Deposit	Maturity: Interest Received/Paid	21,175.48	
				Deal Total	1,521,175.48	
7-Jun-23	544169	Commonwealth Bank of Australia	Term Deposit	Settlement: Face Value	-1,500,000.00	
				Deal Total	-1,500,000.00	
				Day Total	21,175.48	
14-Jun-23	543544	Suncorp Bank	Term Deposit	Maturity: Face Value	3,000,000.00	
		Suncorp Bank	Term Deposit	Maturity: Interest Received/Paid	73,158.91	
				Deal Total	3,073,158.91	
14-Jun-23	544200	Suncorp Bank	Term Deposit	Settlement: Face Value	-3,000,000.00	
				Deal Total	-3,000,000.00	
				Day Total	73,158.91	
15-Jun-23	542870	Bank of Queensland	Term Deposit	Maturity: Face Value	8,000,000.00	
		Bank of Queensland	Term Deposit	Maturity: Interest Received/Paid	332,000.00	
				Deal Total	8,332,000.00	
15-Jun-23	544205	Bank of Queensland	Term Deposit	Settlement: Face Value	-2,000,000.00	
				Deal Total	-2,000,000.00	
				Day Total	3,332,000.00	
15-Jun-23	544206	Bank of Queensland	Term Deposit	Settlement: Face Value	-3,000,000.00	
				Deal Total	-3,000,000.00	
				Day Total	3,332,000.00	

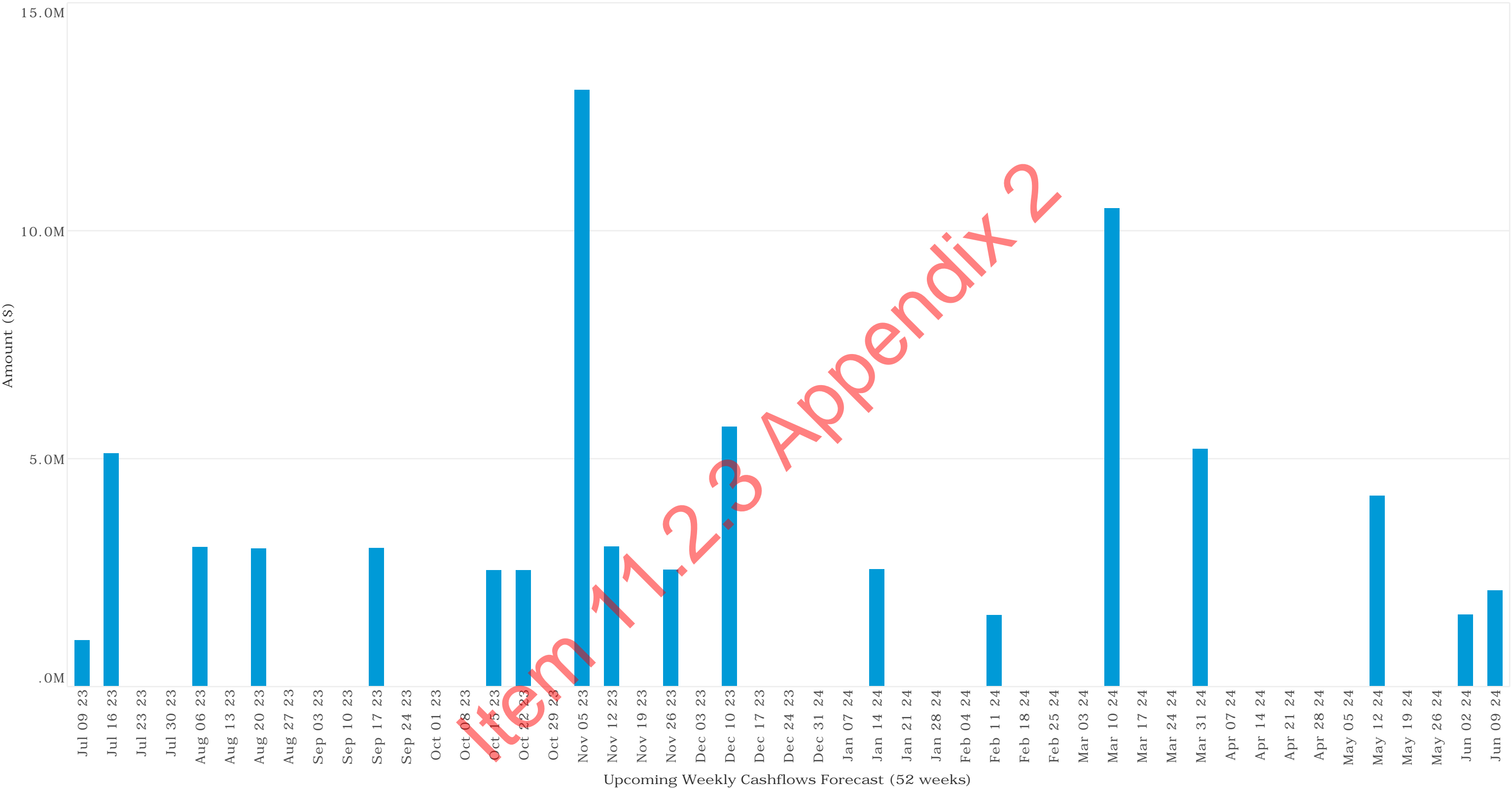
Shire of East Pilbara
Cashflows Report - June 2023

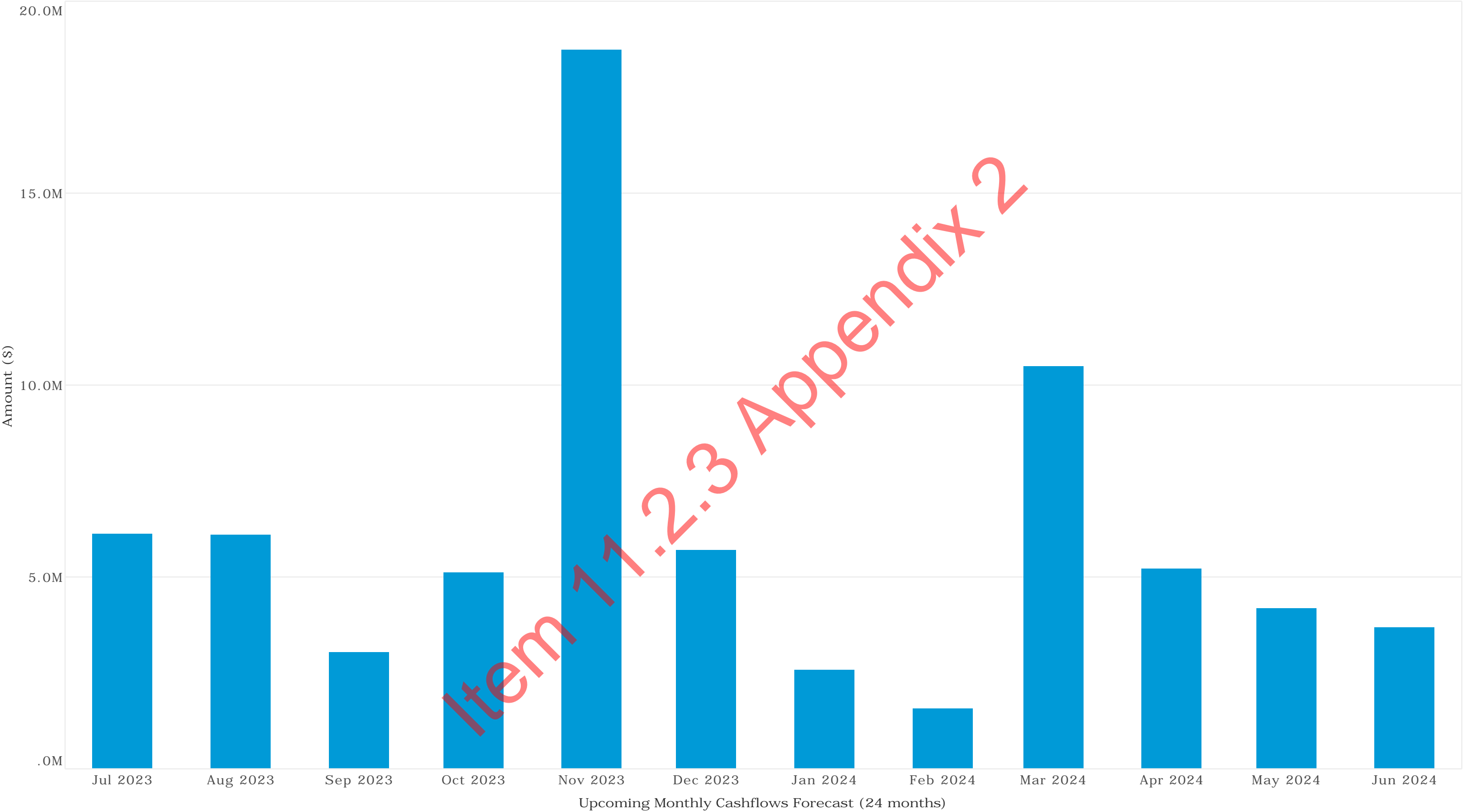


Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
21-Jun-23	543570	AMP Bank	Term Deposit	Maturity: Face Value	5,000,000.00
		AMP Bank	Term Deposit	Maturity: Interest Received/Paid	131,513.70
		Deal Total			5,131,513.70
Day Total					5,131,513.70
Total for Month					8,714,348.09

Forecast Cashflows for July 2023

Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
10-Jul-23	543926	Macquarie Bank	Term Deposit	Maturity: Face Value	1,000,000.00
		Macquarie Bank	Term Deposit	Maturity: Interest Received/Paid	14,873.97
		Deal Total			1,014,873.97
				Day Total	1,014,873.97
18-Jul-23	543696	Suncorp Bank	Term Deposit	Maturity: Face Value	5,000,000.00
		Suncorp Bank	Term Deposit	Maturity: Interest Received/Paid	115,117.80
		Deal Total			5,115,117.80
				Day Total	5,115,117.80
				Total for Month	6,129,991.78





11.3 DIRECTOR AVIATION AND REGULATORY SERVICES

11.3.1 MINUTES OF LOCAL EMERGENCY MANAGEMENT COMMITTEES

Attachments: [Appendix 1 Marble Bar LEMC Minutes](#)
[Appendix 2 Nullagine LEMC Minutes](#)
[Appendix 3 Newman LEMC Minutes](#)

Responsible Officer: Vic Etherington
Director Aviation and Regulatory Services

Author: Christopher Scanlan
Manager Community Safety

Proposed Meeting Date: 28 July 2023

Location/Address: N/A

Name of Applicant: N/A

Author Disclosure of Interest: Nil

COUNCIL DECISION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 113)

Moved: Cr McWhirter-Brooks

Seconded: Cr Lockyer

That Council receives the Minutes of the following meetings of the Local Emergency Management Committees:

- Marble Bar LEMC – 17 May 2023;
- Nullagine LEMC – 18 May 2023; and
- Newman LEMC – 19 May 2023.

**CARRIED UNANIMOUSLY
RECORD OF VOTE: 7/0**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Lockyer, Coppin,

Against: Nil

REPORT PURPOSE

The purpose of this report is for Council to receive the minutes of the most recent meetings of the Marble Bar, Newman and Nullagine Local Emergency Management Committees, and to note their decisions and recommendations.

BACKGROUND

Section 38(1) Emergency Management Act 2005 ("the Act") requires local governments to establish one or more Local Emergency Management Committees (LEMCs) for the district. If more than one LEMC is established, the local government is to specify the area for which the committee is to exercise its functions.

The functions of the LEMC as prescribed by the Act are to:

- Advise and assist the local government in ensuring that Local Emergency Management Arrangements (LEMA) are established for the district; and
- Liaise with public authorities and other persons and key organisations in the development, review and testing of LEMA.

At its meeting on 24 February 2023, Council adopted new Terms of Reference for each of the LEMCs.

The functions of the Committees are:

- To advise and assist Council in establishing local emergency management arrangements for Marble Bar;
- To liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements for Marble Bar; and
- To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed regulations.

COMMENTS/OPTIONS/DISCUSSIONS

Meetings of the LEMCs were held between 17-19 May 2023. The unconfirmed ordinary minutes of each meeting are attached as **Appendices 1-3**.

STATUTORY IMPLICATIONS/REQUIREMENTS

Consistent with section 38 of the *Emergency Management Act 2005* and section 5.8 of the *Local Government Act 1995*. Section 5.8 of the *Local Government Act 1995* requires an absolute majority decision to establish committees.

POLICY IMPLICATIONS

No known policy implications.

STRATEGIC COMMUNITY PLAN

2: Social

- 2 Safe, connected and family-friendly communities where all people thrive, and have their needs met at all ages and stages of life.
- 2.3 Advocacy and partnerships for addressing issues impacting safety of communities, and improving information sharing and coordination.
- 2.4 Promote healthy and safe lifestyle choices, and uphold public health and safety.

5: Governance

- G1 Vibrant local democracy, forward-thinking civic leadership, and transparent stewardship of the community's assets and resources.
- G1.1 Continued focus on good governance, transparency and community and stakeholder engagement in significant decisions, including place-based plans.
- G1.4 Ensure a high standard of organisational management and effectiveness

RISK MANAGEMENT CONSIDERATIONS

Compliance – Minor

FINANCIAL IMPLICATIONS

No financial resource impact.

VOTING REQUIREMENTS

Simple Majority.

Marble Bar Council Chambers & TEAMS

After an incident the LEMA arrangements are reviewed and then it will be presented to the LEMC.

7.5. Marble Bar Airport Emergency Plan – Jenny Kox

As discussed in 5.1

Marble Bar Airport Emergency Plan v1 attached

8.0 AGENCY REPORTS

8.1 DFES

Paul Maddern – Congratulations and well done for all efforts during TC Ilsa. There was a lot of damage on mine sites that was not reported. HMA for cyclones is DFES and reporting and communication is required to go through DFES. The ISG and OASG were used and stakeholders or organisations attending these need to report internally and not to other external contacts for streamlining information and this process may need to be reviewed. DFES are concerned that all the rain and damage to roads has resulted in a large buildup of grass and is concern for the fire season. DFES met with Martu people out on country last week and identified some key risk areas. The communities themselves need a lot of work and firebreaks around the communities needs to be done. DFES have been emphasizing with communities to start their slashing programs. From a mitigation side there is a lot of grass that is curing very fast at around 90-95% cured and could contain fire at any time day or night.

Kim Maddern – provided an update on the Shire's Bushfire Risk Management Plan. Kim's contract finishes 30 June 2023 and the plan is to provide the Chris Scanlan with the Plan so it can be submitted to OBRM. There is a plan to have Chris Scanlan trained within the system so he can operate the system. Training will be online.

Discussions between Paul and Chris around mitigation, community visits and assistance. Discussions to continue at a later time.

Chris thanked DFES for everything including guidance during TC Ilsa.

8.2 Department of Communities

Pauline Howrie was on leave during TC Ilsa. Pauline asked if the Recreation Centre as the evacuation centre had been repaired for a broken window. Chris advised that the Recreation Centre was not used as it is not a category 5 cyclone rated. Chris also mentioned that the Civic Centre will undertake modifications such as roller shutters, re-doing the roof and installing showers inside the building to make this more suitable. Department of Communities learned a lot from the incident and have now decided that they will put 50% of the capacity for any evacuation centre with bedding and store that at the centres. A few staff are still deployed in recovery in the Kimberley and are looking at developing a couple of standing operation procedures out of TC Ilsa and they will be rolling out training.

8.3 DFES

Matt Reimer asked about the LEMA being reviewed as it is already endorsed. Chris confirmed LEMA has been endorsed by Council in March but as a result of TC Ilsa the LEMA has been reviewed and will be forward to Matt to be tabled at the next DEMC and add to the document centre on the Shire's website.

8.4 Newcrest

Reuben Campbell – Paul Maddern visited site recently to meet with Emergency Services Coordinator, a good start to be involved in this forum and be more active and engaged in the community especially with Pumu close by. Outcomes from the recent cyclone were some actions internally that will be identified and rectified but other than that it went relatively smoothly.

Paul Maddern mentioned that he visited Woodie and Telfer and are looking at doing a MOU for response for more eyes and assistance in those areas.

8.5 FMG

Kent Barton – Iron Bridge was unaffected during TC Ilsa, went into lockdown for an exercise which was good, everyone was accounted for and back in camp with ration packs and stayed in lockdown until the all clear came through. Was a good exercise and well done. There was a little bit of damage up near Shay Gap and Pardoo with a substation having a few doors blown in. Going to put management team through some nationally accredited training for better understanding.

8.6 WAPOL

Carl Pilkington - Thanks to all people and services during TC Ilsa, was good to see everyone come together.

8.9 SOEP

Dave Olney updated that Cape K was significantly damaged during the cyclone, every building was either damaged or destroyed. Lost a lot of vehicles, both Shire owned and personal. A sea container holding all tools was found 4km away from the house. Thanks to DFES and SES who attended and secured all buildings and helped to allow the Cape to reopen. Pardoo Roadhouse may not be reopening which will affect Cape K. Damage to the surrounding stations with fences down and stock wondering.

Chris Scanlan updated that the Shire is in recovery stage and liaising with the Lord Mayor Relief stress fund and trying to organize one off payments to people who may have lost personal items due to TC Ilsa. Going through the process of contacting people who were impacted to understand what personal items were lost and the cost to send off to the Lord Mayor. Recovery Group is still running and the Shire is still putting plans together to get the roads back up and running and support those business and organisations to get back on their feet. In the background there is also a Master Plan being created for Cape Keraudren and the Pardoo area and conversations about what the Shire can do and what is required such as a fuel station.

9.0 GENERAL BUSINESS

9.1 – LEMC amalgamation briefing paper

Council endorsed the current model and have suggested trialing a combined LEMC once a year – August would be most suitable if we proceed with this option.

Pauline Howrie voiced concern for the smaller LEMC and attendance numbers dropping off in the amalgamation takes place.

9.2 – National Disaster Relief Grant application for upgrades to MB Civic Centre.

As discussed in 8.2 and further discussions on generators and the Recreation Centre.

10.0 CLOSURE AND NEXT MEETING

Meeting Closed: 1240hrs

Next Meeting: 23 August 2023

MISSION STATEMENT

"To enhance the quality of life in the Shire of East Pilbara by working cooperatively with the public and within the framework of State Legislation and the Shire of East Pilbara Policies and Local Laws to proactively enforce the laws and provide for a safer environment."

NULLAGINE Local Emergency Management Committee (LEMC) Meeting

Thursday 18 May 2023 at 10.30 hours

Gallop Hall & TEAMS

1.0 ACKNOWLEDGEMENT OF COUNTRY

I acknowledge the Traditional Owners of the land on which we gather today, the Palyku (Pal – ku) people, and their continuing connection to the land, waters and community. I pay my respects to all their elders, past, present and emerging.

2.0 ATTENDANCE

Christopher Scanlan	Shire of East Pilbara (Chair)
Paul Robins	Shire of East Pilbara
Pauline Howrie	Department of Communities
Matt Reimer	DFES
Paul Maddern	DFES
Simon Bennett	WAPOL
Simone Mckinlay	WACHS

3.0 APOLOGIES

Cr. Wendy McWhirter-Brooks – Shire of East Pilbara

4.0 CONFIRMATION OF MINUTES – Thursday 9 March 2023

Moved: Matt Reimer

Seconded: Paul Robins

5.0 TABLED DOCUMENTS

Nil

6.0 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

7.0 STANDING ITEMS

7.1. Post-incident reports – currently in recovery phase for TC Ilsa.

The Shire have received handover of Impact Statement, assessments are currently been undertaken at Cape K and on Shire roads.

7.2. Post-exercise reports

Nil

7.3. Funding nominations and application progress – DRFWA applications underway for TC Ilsa.

As a result of TC Ilsa the Shire is going through the DRFWA applications and there is another application for a severe storm that went through Newman on the 30th March 2023.

7.4. Review LEMA arrangements

As a result of these incidents, the LEMA is being reviewed.

8.0 AGENCY REPORTS

8.1 WAPOL

Simon – Prospectors have started to return to the area. Atlas Iron are impacting travelers and the condition of the main road and police are receiving reports.

Chris Scanlan advised that Main Roads are sealing the road.

Simon mentioned the evacuation centre being the school and some confusion about accessing the evacuation centre and that the keys had been taken from the police and that there were no keys in town. People were being directed to the Police Station.

Conversations with Pauline Howrie in relation to evacuation centres, supplies held at the Police Station and keys.

Paul Maddern added that a team was sent to Nullagine prior to the cyclone to re-con food supplies and communications. DFES did not identify any stock issues in the shops. Feedback on bedding has been received and will be relayed.

8.2 WACHS

Nothing to report

Discussion around the pigs being removed from town.

8.3 DFES

Paul Maddern asked the group if the contract for bitumising the road McPhee Creek to Roy Hill has been awarded?

Conversations around the previous LEMC minutes where it was stated that works should be completed by April 2024.

Conversations on the road conditions and the number of vehicles on the road.

Paul added that during an incident there is one HMA and one reporting structure and everyone needs to follow this.

Matt Reimer reminds the committee that it is time for the annual reporting for all LEMC's.

Kim Maddern provided an update on the Shire's Bushfire Risk Management Plan. Kim's contract finishes 30 June 2023 and the plan is to provide the Chris Scanlan with the management plan so it can be submitted to OBRM. There is a plan to have Chris Scanlan trained within the system so he can operate the system. Training will be online.

Mitigation work planned that is mapped around the Nullagine area.

Chris thanked DFES for everything including guidance during TC Ilsa.

8.4 Department of Communities

Pauline Howrie mentioned that while still in recovery phase for Kimberley floods and TC Ilsa, the Department has decided to add 50% capacity bedding. In the past, Communities requested people bring their own bedding it appeared to be an issue during TC Ilsa.

8.5 Shire of East Pilbara

Chris Scanlan updated that the Shire is in the recovery stage post TC Ilsa. SoEP are speaking to those who require support, assessing roads, Cape Keraudren is open although requires extensive repairs. Currently working on updating Section 33 Notice. Firebreak inspections were carried out in Marble Bar last week, while 183 notices are due to be sent out for Newman. Ranger team are heading out for community visits with Meta Maya, with two trips covering Parngurr, Jigalong, Punmu and Kunawarritji. Three new staff members have started in the last 4-6 weeks.

9.0 GENERAL BUSINESS

9.1 – LEMC amalgamation briefing paper.

Council endorsed the current model and have suggested trialing a combined LEMC once a year – August would be most suitable if we proceed with this option.

9.2 – Upcoming funeral and sports festival

Simon mentioned that there is an upcoming funeral 24th of June 2023 in Nullagine and the population in town is expected to triple. Martu sports festival will be held in Punmu 10th July with expected numbers of 700-800 from communities.

9.3 – Share folder

Pauline asked for a possible Team's link for current documents such as contact list, minutes etc for easy access.

Admin Support to action this.

10.0 CLOSURE AND NEXT MEETING:

Meeting Closed: 1110hrs

Next Meeting: 24 August 2023

MISSION STATEMENT

"To enhance the quality of life in the Shire of East Pilbara by working cooperatively with the public and within the framework of State Legislation and the Shire of East Pilbara Policies and Local Laws to proactively enforce the laws and provide for a safer environment."

Item 11.3.1 Appendix 2

NEWMAN Local Emergency Management Committee (LEMC) Meeting

Friday 19 May 2023 at 1109 hours

Newman Shire Chambers & TEAMS

1.0 ACKNOWLEDGEMENT/INTRODUCTION

I acknowledge the Traditional Owners of the land on which we gather today, the Nyiyaparli (Nee-ya-bar-li) people, and their continuing connection to the land, waters and community. I would also like to acknowledge the Martu people as the Custodians of Jigalong which sits in Nyiyaparli County. I pay my respects to their leaders, past, present and emerging.

2.0 ATTENDANCE

Steven Harding	Shire of East Pilbara
Cr. Anything Middleton	Shire of East Pilbara (Chair)
Paul Robins	Shire of East Pilbara
Charl Van Der Merwe	BHP
Megan Ewing	BHP
Peter Ellis	Main Roads
Terry Mellor	RTIO
Paul Maddern	DFES
Kim Maddern	DFES
Peter Cameron	DFES
Matt Reimer	DFES
Lindsey Amesbury	BHP
Rod Meerman	Capricorn Metals
Bernie McConnachie	WAPOL
Sarah Hennings	WACHS

3.0 APOLOGIES

Christopher Scanlan Shire of East Pilbara

4.0 CONFIRMATION OF MINUTES – Friday 10 March 2023

Moved: Megan Ewing Seconded: Paul Robins

5.0 TABLED DOCUMENTS

Nil

6.0 BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 – Road closure updates on website

Updated as information comes to hand, the information displayed on the website for road closures is current.

7.0 STANDING ITEMS

7.1. Post-incident reports

Steven Harding CEO updated the committee that the Shire is in the recovery stage post TC Ilsa. The Shire are currently undertaking assessments of the damage. There is significant damage to the roads and emergency works are underway. Buildings and machinery at Cape Keraudren were all damaged however the Cape is open for business. The Shire is ensuring all paperwork is in order to be submitted for federal funding.

7.2. Post-exercise reports

Post exercise reports for the Shire's Airports have been tabled previously.

7.3. Funding nominations and application progress

DRFWA funding underway for TC Ilsa and Severe Storm in Newman on the 30 March 2023 which resulted in damage to drainage infrastructure in excess of \$500,000.

7.4. Review LEMA arrangements

Shire of East Pilbara is currently reviewing the LEMA arrangements.

8.0 PRESENTATION – BHP Emergency Procedures for Tailings Storage Facility – Charl Van Der Merwe

Presentation is attached.

Conversations around HMA being DFES, and DFES request to be added for correspondence for Ophthalmia Dam.

9.0 AGENCY REPORTS

9.1 DFES

Paul Maddern – well done to all involved with TC Ilsa. If you are involved in an OASG or ISG, only one contact from each organisation is required. There is only one reporting structure and one HMA. Fire breaks out at communities are still ongoing, some communities with the buffel grass is horrific at the moment so there will be a lot of mitigation work done but if we can get those firebreaks around those communities done as a priority. In Parnngurr the buffel grass has died right off in the community and is over a metre high and they have no tractor or anything out there to slash.

Kim Maddern – the mapping has been completed and currently working on the Bushfire Risk Management Plan. Hoping the plan will be finished by mid-June to be reviewed by Local Government and then submitted to OBRM by 30th June 2023.

9.2 WAPOL

Bernie McConnachie OIC – Nothing to report other than positive feedback through district office in relation to the last event. There's a few things to do with the communication out to some of the very remote communities conducted by Jigalong that worked very affectively. We have debriefed locally with any other issues.

9.3 WACHS

Sas Hennings mentioned that WACHS will have two representatives for OASG or ISG as per WACHS structuring. Hospital is good and undertaking bushfire management planning shortly. With JEV, there are ongoing clinics with PAMS going out to Western Desert and also being available here in Newman and at this stage there has been no further confirmation of testing through the chickens.

Megan Ewing asked how often the chickens are tested.

Sas updated that testing has ramped up and they are also testing wild hogs. When there is nothing to show, testing is monthly however testing every two weeks at the moment.

9.4 Main Roads

Nothing to report

9.5 BHP

Nothing to report

9.5 Shire of East Pilbara

Nothing to report

10.0 GENERAL BUSINESS

10.1 – LEMC amalgamation briefing paper

Council endorsed the current model and have suggested trialing a combined LEMC once a year – August would be most suitable if we proceed with this option.

11.0 CLOSURE AND NEXT MEETING

Meeting closed: 1148hrs

Next Meeting: 25 August 2023

MISSION STATEMENT

"To enhance the quality of life in the Shire of East Pilbara by working cooperatively with the public and within the framework of State Legislation and the Shire of East Pilbara Policies and Local Laws to proactively enforce the laws and provide for a safer environment."

Item 11.3.1 Appendix 3

11.4 DEPUTY CEO / DIRECTOR COMMUNITY EXPERIENCE

11.4.1 BLOODY SLOW CUP 2022 SPONSORSHIP

Attachments: [Appendix 1 Grants and Sponsorship Policy](#)
[Appendix 2 Application Appraisal](#)

Responsible Officer: Emma Landers
Deputy CEO/ Director Community Experience

Author: Nikki Montgomery
Coordinator Grants and Advocacy

Proposed Meeting Date: 28 July 2023

Author Disclosure of Interest: Nil

COUNCIL DECISION / OFFICER RECOMMENDATION

(Resolution No: 2023/ 114)

Moved: Cr McWhirter-Brooks

Seconded: Cr Lockyer

That Council approves the request from Western Australia Police Legacy for Sponsorship funding of \$10,045 in-kind support for the Bloody Slow Cup 2023.

**CARRIED UNANIMOUSLY
RECORD OF VOTE: 7/0**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Lockyer, Coppin,

Against: Nil

REPORT PURPOSE

For Council to consider the Sponsorship funding request from Western Australia Police Legacy for the Bloody Slow Cup 2023.

BACKGROUND

At its meeting held 30 June 2023, Council adopted the revised Grants and Sponsorship Policy (**Appendix 1**). This encompasses Sponsorships and the ongoing grants provided throughout the year.

As per the Grants and Sponsorship Guidelines, organisations are required to submit a sponsorship application two months prior to their event, must be \$5,000 or more and requests for assistance must be approved by Council.

Providing sponsorship to local community groups and organisations aligns to the Shire's Community vision to build on our strengths to grow and create opportunities for all and to be proud, connected and resourced. The sponsorship recommendation is based on the impacts and outcomes these proposed activities will deliver for the community whilst aligning to the Shire's Community Vision and Strategic Community Plan whilst providing economic benefits to the Shire of East Pilbara.

The Bloody Slow Cup is an annual event held in Newman to honour four WA Police officers who were tragically killed in a plane crash on Australia Day in 2001.

Taking place over a weekend, the event commences with a remembrance ceremony at the crash site followed by a schedule of competitive sporting games including cricket, golf, netball and soccer followed by the highlighted Australia vs New Zealand rugby match.

COMMENTS/OPTIONS/DISCUSSIONS

The Shire has to date approved Sponsorship funding to three applicants for the 2023/24 financial year totaling \$39,955, with \$10,045 remaining in the Sponsorship budget.

Each sponsorship application is assessed by an Assessment Panel against the eligibility and selection criteria; and provides a recommendation to support or not support an application.

More information on the application and rationale for recommendation can be found in **Appendix 2**.

Activity/Organisation	Requested Support \$	Recommended Support \$	Remaining Grant Budget
Total 2023/24 budget allocation			\$50,000
Amount remaining in the current budget allocation			\$10,045
Western Australia Police Legacy/ Bloody Slow Cup 2023	\$15,500 (In-Kind)	\$10,045. (In-Kind)	\$0
Sub-total of recommended applications within the budget	\$15,500	\$10,045	\$0

STATUTORY IMPLICATIONS/REQUIREMENTS

Consistent with s.6.2 of the *Local Government Act 1995*

POLICY IMPLICATIONS

6.5 Grant and Sponsorship

STRATEGIC COMMUNITY PLAN

1: Economic

A diverse and sustainable economy, with a balanced population, providing equal opportunities and prosperity for all, and a fair share of the returns from our resources

- 1.1. Develop strong networks for collaboration within and across the corporate and public sectors for growing exports, with a focus on agriculture, mining services, Aboriginal business and tourism
- 1.2. Work with local entrepreneurs, existing businesses and artists to increase their internal capacity and explore business opportunities that will reduce leakage from the local economy
- 1.4. Collaborate with key stakeholders on brand promotion, tourism accommodation, investment in attractions and product development, and supporting infrastructure such as wayfinding and signage

2: Social

Safe, connected and family-friendly communities where all people thrive, and have their needs met at all ages and stages of life

- 2.4. Promote health and safe lifestyles choices, and uphold public health and safety
- 2.6. Support local sporting clubs and community organisations to grow their capacity to increase healthy activity and cohesion
- 2.7. Support art and culture, and events and activities that bring people together in shared experience and celebration
- 2.8. Improve inclusion and harmony across the diverse groups in the population

RISK MANAGEMENT CONSIDERATIONS

Reputational – Moderate

FINANCIAL IMPLICATIONS

Recommendation is within existing budget allocation.

VOTING REQUIREMENTS

Simple Majority.

6.5 Grants and Sponsorship

1. Objective

Provide a sound governance framework for determining applications for grants and sponsorship; and establish a clear decision-making process providing certainty for applicants for grant and sponsorship opportunities from the Shire of East Pilbara ("the Shire"). Policy

2. Policy

This Policy is applicable to any grant or sponsorship arrangement where the Shire funds another organisation or individual to deliver a specific project or initiative.

3. Definitions

In this Policy-

'Applicant' is the individual or organisation making the application.

'Grant' is defined as a form of financial assistance that funds a community group or organisation to deliver a specific project. Grants are cash and/or in-kind contribution provided to a recipient for a specific, eligible purpose where there is no expected commercial return.

'Grants and sponsorship guidelines' the guidelines published by the Shire's Chief Executive Officer in accordance with this Policy.

'In-kind' means where the Shire provides the value of its resources, goods or services to eligible parties instead of cash as part of a grant or sponsorship. In-kind contribution can include the fees associated with Shire services such as equipment hire, venue and facility costs, transfer of equipment, waste services and permits with all in-kind support attached to a dollar amount.

'Personal benefit' is any gift or benefit for the purposes of the Local Government Act 1995 or applicable code of conduct.

'Sponsorship' a commercial arrangement in which a sponsor receives a contribution in money and/or in-kind support in return for the Shire receiving negotiated and specific benefits such as in-kind or promotional opportunities.

Any reference in this Policy to a dollar threshold for decision making on a funding limit is taken to be the combined amount of cash and in-kind support contribution.

4. Aims

Through the provision of grants and sponsorship, the Shire aims to:

- a. Strengthen the community by supporting a diverse range of activities, projects and initiatives that are responsive and representative of community needs;
- b. Build the capacity of individuals, community groups and local organisations to develop and implement sustainable solutions at a local level;
- c. Create community connections which drive activities that achieve strategic priorities as identified in the Shire's Strategic Community Plan;
- d. Recognise and celebrate the Shire's diversity, history, lifestyle, environment and uniqueness; and
- e. Support projects that deliver an economic benefit for the Shire's local businesses.

Detailed objectives associated with specific grant programs and sponsorships are outlined in the Shire's grants and sponsorship guidelines.

5. Programs and guidelines

The Shire's Chief Executive Officer (CEO) will establish the grants and sponsorship guidelines to provide operational details and administration of the Shire's grants and sponsorship program.

The grants and sponsorship guidelines must be:

- a. In line with this Policy and relevant legislation; and
- b. Published on the Shire's website.

The grants and sponsorship guidelines will outline:

- a. Funding categories;
- b. Application processes and timeframes;
- c. Amounts that can be applied for;
- d. Additional grant category specific information including assessment criteria;
- e. Assessment process;
- f. Items ineligible for funding;
- g. Funding Agreement; and
- h. Acquittal process.

6. General Program Eligibility

The following eligibility conditions apply to all grants and sponsorship. Applicants should:

- a. Reside, operate or provide a service that directly benefits people within the Shire of East Pilbara;
- b. Have no outstanding debts to, or grant acquittals with the Shire;
- c. Be registered as a not-for-profit body or registered charity within the Australian Charities and not-for-profit Commission (excluding Participation Grants applicants);
- d. Use funding solely for the purposes outlined by the Shire in the agreement;
- e. Submit their application within the timeframe outlined in the grants and sponsorship guidelines; and
- f. Must be able to provide a current Australian Business Number (ABN) and current Public Liability Insurance for duration of the funding term.

The following are ineligible to apply for a grant and sponsorship:

- a. Activities that have already commenced or have been completed (retrospective funding);
- b. Cash prizes, gifts or fundraising activities;
- c. Recurrent operating expenses eg. Administration costs, staff wages and utilities;
- d. Activities that promote racism, violence, discrimination or segregation;
- e. To service outstanding debts or loans;
- f. Activities or events that are the responsibility of State or Federal Government;
- g. Purchasing or provision of alcohol, or the costs associated with meeting Liquor Licensing requirements;
- h. An individual's personal expenses eg. Living and medical;
- i. Political activities;
- j. Religious activities;

- k. Activities or events that conflict with planned Shire events;
- l. Activities or events that duplicate what another organisation is already delivering;
- m. State or Federal Government Departments, Agencies and Organisations (excludes Schools);
- n. Activities that generate income which is not used for the purposes of the project; and
- o. An applicant who has already received funding or in-kind support within the same financial year.

Other eligibility requirements and funding conditions may apply to specific funding categories, as set out in the grants and sponsorship guidelines and/or agreements.

The Shire reserves the right to withdraw funding from a successful applicant if the activity is not progressing satisfactorily, the organisation ceases to be eligible, the organisation breaches the Agreement or the activity poses a reputational risk for the Shire. Should this occur the recipient will be liable for costs involved and funds will be returned to (or recovered by) the Shire.

7. Assessment and Approval Process

Assessment

All eligible applications for grants and sponsorship will be assessed against the selection criteria identified in the grants and sponsorship guidelines.

Applications will be prioritised in accordance with the Shire's Strategic Community Plan and the allocated budget for grants and sponsorship.

Applications that do not require Council approval will be assessed by the Chief Executive Officer's sub-delegate, who will then provide a recommendation to the Chief Executive Officer or authorised sub-delegate. The decision maker may not be involved in the assessment of applications.

The Chief Executive Officer will establish an internal Assessment Panel. The Assessment Panel will meet to discuss and assess applications requiring Council approval. The Assessment Panel will make recommendations to the Chief Executive Officer to report to Council for approval.

Applications may only be approved subject to the availability of funds in the approved Annual Budget.

Canvassing of Councillors or Assessment Panel members will disqualify applicants.

Decision Making

Funding applications are assessed independently of the decision maker (Council, delegate or sub-delegate).

Applications up to a value not exceeding \$3,000 may be made by the Chief Executive Officer or sub-delegate. The Chief Executive Officer may determine certain categories of grant, and set Council approval thresholds below \$3,000.

8. Agreement and Acquittal

Agreement

All successful applicants are required to enter into a formal written funding agreement prior to funds being released by the Shire.

The funding agreement will include:

- a. Purpose;
- b. Term of funding;
- c. Shire contribution and approved activities;
- d. Confirmation of any co-contributions;
- e. Grant and sponsorship terms and conditions including requirement for successful applicant to complete an acquittal within 28 days of the project competition; termination of agreement and repayment of funds;
- f. Expected Shire benefits;
- g. Shire Branding requirements;
- h. Media, communications and other promotional opportunities; and
- i. Declaration on behalf of recipient.

Acquittal

An acquittal must be provided to the Shire within 28 days of the conclusion of approved grant or sponsorship project.

The acquittal must include:

- a. Financial statements including receipts;
- b. Details of the project including how many people attended, benefit to the community, outcomes;
- c. Evidence on how the Shire was acknowledged; and
- d. Photos, survey results or feedback provided from attendees.

Acquittals will be retained by the Shire to ensure compliance with agreement and used in consideration of any future funding requests from the applicant.

9. Conflicts of Interest

In the administration and awarding of grants and sponsorship any real, potential or perceived conflicts of interest must be managed in accordance with the Local Government Act 1995, its regulations and the codes of conducts.

Employees, Assessment Panel members and elected members with any involvement with a grant or sponsorship application must declare:

- a. any direct or indirect financial interests they have with the application; and
- b. any impartial interests they have with any application.

10. Reporting

A formal report will be provided to Council every 6 months with funding requests and decisions made.

Information Bulletin will be updated to monthly with all incoming and outgoing funding applications.

Inclusion of funding provided in the Shire's Annual Report.

Shire will promote its funding of applicants, projects, events and other initiatives through social media and Shire website, and using other media outputs as appropriate.

11. Review of Policy

This Policy will reviewed every 12 months.

12. Authorisation Details

References:	The Chief Executive Officer, or delegate, may amend the Grants and Sponsorship Guidelines as required.		
Authorised by:	Council		
Date:	24 September 2010	Item No.	9.2.3
Review/Amendment Date	31 January 2014	Item No.	9.2.2
Review/Amendment Date	27 June 2015	Item No.	9.2.5
Review/Amendment Date	28 August 2020	Item No.	9.3.1
Review/Amendment Date	25 November 2022	Item No.	11.3.1
Next Review	Annual		
Responsible Directorate	Organisation Development		
Responsible Officer	Director Organisation Development		
File No.			

Appendix 2: Summary of Application and Recommendation Rationale - Bloody Slow Cup 2023

Applicant Details		
Applicant Name	Western Australia Police Legacy	
Previous Support (5-year period)	2021- \$12,000 Sponsorship 2022- \$12,000 Sponsorship	
Project Details		
Project Title	Bloody Slow Cup 2023	
Project Date/Location	20 th October – 22 nd October 2023	Newman
Project Description	The Bloody Slow Cup is an event held annually to commemorate the passing of 4 Police Officers in a plane crash near Newman on the 26 th January 2001. The rugby game, remembrance service and other smaller events are held each year to assist with the fundraising for WA Police Legacy, a not for profit charity that looks after the families of deceased Police Officers.	
Total Amount Requested	\$15,500 comprising of: \$15,500 in-kind contribution	
Recommendation	APPROVE a one-year term	
Recommended Amount	\$10,045 in-kind support	
Specific Activities	In-Kind activities supported: <ul style="list-style-type: none">• Oval hire• Venue hire• Equipment hire In-kind activities not supported: <ul style="list-style-type: none">• Newman Airport landing fees	
Benefits	<ul style="list-style-type: none">• Logo on promotional materials• Named as presenting partner• Banners on display during activity• Radio Acknowledgement• Media Acknowledgement	
Recommendation Rationale	The Assessment Panel recommend supporting the application for \$10,045 in-kind, for the following reasons: <ul style="list-style-type: none">• Provides a benefit to the community• Provides brand exposure and positive public recognition benefits to the Shire of East Pilbara• Supports the Shire of East Pilbara’s goals as identified in its Strategic Community Plan• Positively increases awareness and raises the profile of the Shire of East Pilbara• Does not duplicate an activity already available in the local area• Provides a direct economic benefit to the Shire, increasing visitors, visitor dwell time and visitor spending	

Appendix 2: Summary of Application and Recommendation Rationale - Bloody Slow Cup 2023

Applicant Details		
Applicant Name	Western Australia Police Legacy	
Previous Support (5-year period)	2021- \$12,000 Sponsorship 2022- \$12,000 Sponsorship	
Project Details		
Project Title	Bloody Slow Cup 2023	
Project Date/Location	20 th October – 22 nd October 2023	Newman
Project Description	The Bloody Slow Cup is an event held annually to commemorate the passing of 4 Police Officers in a plane crash near Newman on the 26 th January 2001. The rugby game, remembrance service and other smaller events are held each year to assist with the fundraising for WA Police Legacy, a not for profit charity that looks after the families of deceased Police Officers.	
Total Amount Requested	\$15,500 comprising of: \$15,500 in-kind contribution	
Recommendation	APPROVE a one-year term	
Recommended Amount	\$10,045 in-kind support	
Specific Activities	In-Kind activities supported: <ul style="list-style-type: none">• Oval hire• Venue hire• Equipment hire In-kind activities not supported: <ul style="list-style-type: none">• Newman Airport landing fees	
Benefits	<ul style="list-style-type: none">• Logo on promotional materials• Named as presenting partner• Banners on display during activity• Radio Acknowledgement• Media Acknowledgement	
Recommendation Rationale	The Assessment Panel recommend supporting the application for \$10,045 in-kind, for the following reasons: <ul style="list-style-type: none">• Provides a benefit to the community• Provides brand exposure and positive public recognition benefits to the Shire of East Pilbara• Supports the Shire of East Pilbara’s goals as identified in its Strategic Community Plan• Positively increases awareness and raises the profile of the Shire of East Pilbara• Does not duplicate an activity already available in the local area• Provides a direct economic benefit to the Shire, increasing visitors, visitor dwell time and visitor spending	

11.4.2 GROWING REGIONS PROGRAM GRANT - YOUTH AND COMMUNITY HUB

Responsible Officer: Emma Landers
Deputy CEO / Director Organisation
Development

Author: Paul Miller
Manager Recreation Services

Proposed Meeting Date: 28 July 2023

Location/Address: N/A

Name of Applicant: N/A

Author Disclosure of Interest: Nil

COUNCIL DECISION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 115)

Moved: Cr Baer

Seconded: Cr McWhirter-Brooks

That Council:

1. Approves the Growing Regions grants program expression of interest submission, through the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, for the Youth and Community Hub project.
2. Supports the allocation of \$1.5 million for the 2024/25 Capital Budget, subject to the successful approval of the Growing Regions grants program, full application.

**CARRIED UNANIMOUSLY
RECORD OF VOTE: 7/0**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Lockyer, Coppin,

Against: Nil

REPORT PURPOSE

For council to consider an application to the Department of Infrastructure, Transport, Regional Development, Communications and the Arts under the Growing Regions grants program, for the Youth and Community Hub project.

BACKGROUND

The Growing Regions Program – Round One will run over three years from 2023/24 to 2025/26 and was announced as part of the October 2022 federal budget.

The program will deliver community and economic benefits by investing in community-focused infrastructure which revitalises regions and enhances amenity and liveability throughout regional Australia.

The objectives of the program are:

- Constructing or upgrading community infrastructure that fills an identified gap or need for community infrastructure
- Contributing to achieving a wide range of community socio-economic outcomes
- Strategically aligned with regional priorities

The intended outcomes of the program are:

- Delivery of community-focused infrastructure that contributes to local and regional priorities
- Provision of infrastructure which benefits the community by improving equity and supporting diverse social inclusion
- To contribute to the achievement of broader Government priorities such as net zero emissions, gender equity, and/or First Nations priorities
- Growing local economies and enhancing amenities and liveability in the regions

COMMENTS/OPTIONS/DISCUSSIONS

Securing the necessary funding for the Youth and Community Hub project is essential in order to deliver this priority project. The Growing Regions Program round one, will be delivered through a two-stage selection process. Applicants are required to submit an expression of interest at stage one and if successful, applicants will be invited to submit a full application at stage two.

The maximum grant available for successful full applications is \$15 million and projects located in very remote locations are eligible to ninety percent maximum funding contribution of the total eligible project costs, for which the Shire qualifies. In order to submit the expression of interest council will need to commit ten percent of the total funding, which equates to \$1.5 million, as part of the 2024/25 budget process.

Officers have a tight timeframe to complete the expression of interest application, which needs to be lodged by 1 August 2023. The outcome for the expression of interest will be advised by 1 November 2023 and if successful to the next stage, lodgement of a full application is due by 12 December 2023.

STATUTORY IMPLICATIONS/REQUIREMENTS

Nil

POLICY IMPLICATIONS

3.3 BUDGET PREPARATION

STRATEGIC COMMUNITY PLAN

1: Economic

Economic

E1 A diverse and sustainable economy, with a balanced population, providing equal opportunities and prosperity for all, and a fair share of the returns from our resources.

E1.4 Collaborate with key stakeholders on brand promotion, tourist accommodation, investment in attractions and product development, and supporting infrastructure such as wayfinding and signage

2: Social

Social

S1.1 *Advocacy, partnerships and delivery of children's, family and young people's services.*

S1.7 *Provide facilities, services, and Support art and culture, and events and activities that bring people together in shared experience and celebration.*

S1.8 *Improve inclusion and harmony across the diverse groups in the population.*

RISK MANAGEMENT CONSIDERATIONS

If the expression of interest and progression to the submission of a full application is not successful, other funding options will need to be sourced. There would be an option to re-apply in future funding rounds.

FINANCIAL IMPLICATIONS

Budget allocation of \$1.5 million will be required as part of the 2024/25 capital budget process.

VOTING REQUIREMENTS

Simple Majority.

12 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF COUNCIL

The following motions have been circulated and were proposed to be introduced as new business of an urgent nature:

- 14.1 Motions for WA Local Government Association Annual General Meeting 2023
- 14.2 Ordinary Council Meeting – Change of Location

COUNCIL RESOLUTION

Moved: Cr Middleton

Seconded: Cr McWhirter-Brooks

That Council consider items:

14.1 Motions for WA Local Government Association Annual General Meeting 2023

14.2 Ordinary Council Meeting – Change of Location

as new business of an urgent nature in accordance with section 5.23(2) of the *Local Government Act 1995* at the Ordinary Council Meeting of 28 July 2023.

**CARRIED UNANIMOUSLY
RECORD OF VOTE 7/0**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Coppin, Lockyer

Against: Nil

Notation:

When a matter is considered urgent in section 14 only the President can move that the matter be considered if agreed that the matter is of an urgent nature.

14.1 MOTIONS FOR WA LOCAL GOVERNMENT ASSOCIATION ANNUAL
GENERAL MEETING 2023

COUNCIL DECISION

(Resolution No: 2023/ 116)

Moved: Cr McWhirter-Brooks

Seconded: Cr Kular

That the Council of the Shire of East Pilbara presents the following motions to the WALGA Annual General Meeting:

1. 'That WALGA State Council requests the Salaries and Allowances Tribunal to review mileage travel allowances for Councillors in Shires in remote Local Government Areas';
2. 'That WALGA State Council reviews the LGIS coverage of windscreen and vehicle damage for northern and remote Councils to include cover for windscreen and vehicle damage on unsealed roads'; and
3. 'That WALGA State Council advocates to the WA State and the Commonwealth Governments to address the dire shortage of affordable key worker family housing options in regional and remote towns to encourage families to live and work in regional and remote towns. Social housing is addressed at both the State and Federal levels.

**CARRIED UNANIMOUSLY
RECORD OF VOTE: 7/0**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Lockyer, Coppin,

Against: Nil

14.2 ORDINARY COUNCIL MEETING – CHANGE OF LOCATION

COUNCIL DECISION

(Resolution No: 2023/ 117)

Moved: Cr Baer

Seconded: Cr McWhirter-Brooks

That Council:

- 1. Postpones convening its 25 August 2023 Ordinary Council Meeting in either Parnngurr or Punmu to a date following the local government elections, to be considered by the incoming elected Council;**
- 2. That an incoming elected Council consider requesting an invitation to visit a First Nations community and to arranging a program of activities and inspections in consultation with local community;**
- 3. Changes the location of the 25 August 2023 Ordinary Council Meeting to Nullagine; and**
- 4. Authorises the Chief Executive Officer to publish the changes on the Shire's website.**

**CARRIED
RECORD OF VOTE: 6/1**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Lockyer

Against: Cr Coppin

15 CONFIDENTIAL MATTERS BEHIND CLOSED DOORS

COUNCIL RESOLUTION

Moved: Cr Baer

Seconded: Cr Kular

That the meeting be closed to the public in accordance with section 5.23(2) of the *Local Government Act 1995* to consider items:

15.1.1 PROPOSED LEASE – NEWMAN AIRPORT

15.1.2 PROPOSED LEASE – ‘THE EDGE’, NEWMAN

15.1.3 PROPOSED DEED OF EXTENSION AMENDMENT – NEWMAN AIRPORT

15.1.4 PROPOSED LICENCE AMENDMENT – NEWMAN AIRPORT

15.2.1 CONTRACT VARIATION - RFT 04-2022/23 - AIRFIELD LIGHTING UPGRADE (NEWMAN AIRPORT)

**CARRIED UNANIMOUSLY
RECORD OF VOTE 7/0**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Coppin, Lockyer

Against: Nil

Closed session of Council commenced at 12.12pm.

15.1 CHIEF EXECUTIVE OFFICER

15.1.1 PROPOSED LEASE – NEWMAN AIRPORT

Responsible Officer: Steven Harding
Chief Executive Officer

Author: Joshua Brown
Manager Governance, Risk and Procurement

Proposed Meeting Date: 28 July 2023

Author Disclosure of Interest: Nil

COUNCIL DECISION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 118)

Moved: Cr Baer

Seconded: Cr McWhirter-Brooks

That Council:

1. Gives local public notice in accordance with s.3.58(3)(a) of the *Local Government Act 1995* of the proposed disposition of land in the form of a Lease between the Shire and Fortescue Helicopters Pty Ltd over Lease Area 12, within Reserve 44775, Newman Airport, for an initial term of five (5) years (2023 to 2028) with options for three (3) further terms of five (5) years exercisable at the discretion of the Lessor. The initial rent payable is \$16,500 per annum plus GST, subject to an annual fixed increase of 3% or CPI whichever of the two is the greater on each anniversary of the commencement of the Lease, and a market rent review at the commencement of each further term;
2. Delegates authority under s. 3.58(3)(b) to the Chief Executive Officer to consider any submissions made in response to the local public notice given and to enter into a Lease on the terms of (1) of this resolution, subject to the necessary approval from the Minister for Lands;
3. Authorises the Chief Executive Officer to extend the Lease with the same conditions for a the First Further Term of five (5) years (2028 to 2033) on the expiry of the initial Lease Term, subject to the Lessee not being in default;

4. Authorises the Chief Executive Officer to extend the Lease with the same conditions for the Second Further Term of five (5) years (2033 to 2038) on the expiry of the First Further Term, subject to the Lessee not being in default;
5. Authorises the Chief Executive Officer to extend the Lease with the same conditions for the Third Further Term of five (5) years (2038 to 2043) on the expiry of the Second Further Term, subject to the Lessee not being in default; and
6. Authorises the Chief Executive Officer to enter into any Minor Variations to the Lease over the life of the Lease, in accordance with Council's Minor Variations Policy.

**CARRIED UNANIMOUSLY
RECORD OF VOTE: 7/0**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Lockyer, Coppin,

Against: Nil

REASONS FOR CONFIDENTIALITY

That in accordance with section 5.23 (2) of the *Local Government Act 1995* the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- (c) A contract entered into or which may be entered into by the Local Government and relates to matters to be discussed at the meeting.

Cr Lockyer having declared an interest in this item left the Chamber at 12.38pm and took no part in the discussion of vote. Cr Lockyer returned to Chamber at 12.52pm

15.1.2 PROPOSED LEASE – ‘THE EDGE’, NEWMAN

Responsible Officer: Steven Harding
Chief Executive Officer

Author: Joshua Brown
Manager Governance, Risk and Procurement

Proposed Meeting Date: 28 July 2023

Author Disclosure of Interest: Nil

COUNCIL DECISION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 119)

Moved: Cr Baer

Seconded: Cr Kular

That Council:

1. Gives local public notice in accordance with s.3.58 of the Local Government Act 1995 of the proposed disposition of land in the form of a Lease between the Shire and LMT Chill Investments Pty Ltd over the Café and al fresco dining area (identified in the report), within Reserve 38771, 10 Lee Lane, Newman, for an initial term of two (2) years (2023 to 2025) with options for one (1) further term of two (2) years exercisable at the discretion of the Lessor. The initial rent payable is \$32,500 per annum plus GST, subject to an annual fixed increase of 3% or CPI whichever of the two is the greater on each anniversary of the commencement of the Lease, and a market rent review at the commencement of any further term. The Lessee is to meet the cost of outgoings;
2. Delegates authority under s. 3.58(3)(b) to the Chief Executive Officer to consider any submissions made in response to the local public notice given and to enter into a Lease on the terms of (1) of this resolution, subject to the necessary approval from the Minister for Lands;
3. Authorises the Chief Executive Officer to extend the Lease with the same conditions for the First Further Term of two (2) years (2025 to 2027) on the expiry of the initial Lease period, subject to the Lessee not being in default; and

4. Authorises the Chief Executive Officer to enter into any minor variations to the Lease over the life of the Lease, in accordance with Council's Minor Variations Policy.

CARRIED UNANIMOUSLY

RECORD OF VOTE: 6/0

Cr Lockyer having declared an interest in this item was absent for the vote

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Coppin,

Against: Nil

REASONS FOR CONFIDENTIALITY

That in accordance with section 5.23 (2) of the *Local Government Act 1995* the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- (c) A contract entered into or which may be entered into by the Local Government and relates to matters to be discussed at the meeting.

15.1.3 PROPOSED DEED OF EXTENSION AMENDMENT – NEWMAN AIRPORT

Responsible Officer: Steven Harding
Chief Executive Officer

Author: Joshua Brown
Manager Governance, Risk and Procurement

Proposed Meeting Date: 28 July 2023

Author Disclosure of Interest: Nil

COUNCIL DECISION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 120)

Moved: Cr Baer

Seconded: Cr McWhirter-Brooks

That Council:

1. **Revokes Decision 2022/163; and**
2. **Authorises the Chief Executive Officer to enter into a Deed of Extension between the Shire and Raw Hire Pty Ltd over a portion of the Airport Reserve 44775 known as Lease Area 3 and Lease Area 4, for a First Further Term of five (5) years (1 January 2023 to 31 December 2027), subject to the necessary approval from the Minister for Lands. The initial rent payable is \$98,312.90 plus GST, subject to a market rent review at the commencement of each further term;**
3. **Authorises the Chief Executive Officer to extend the Lease with the same conditions for the Second Further Term of five (5) years (1 January 2028 to 31 December 2032) on expiry of the First Further Term, subject to the Lessee not being in default; and**
4. **Authorises the Chief Executive Officer to enter into any Minor Variations to the Lease over Lease term, in accordance with Council's Minor Variations Policy.**

**CARRIED UNANIMOUSLY
RECORD OF VOTE: 7/0**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Lockyer, Coppin

Against : Nil

REASONS FOR CONFIDENTIALITY

That in accordance with section 5.23 (2) of the *Local Government Act 1995* the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- (c) A contract entered into or which may be entered into by the Local Government and relates to matters to be discussed at the meeting.

15.1.4 PROPOSED LICENCE AMENDMENT – NEWMAN AIRPORT

Responsible Officer: Steven Harding
Chief Executive Officer

Author: Joshua Brown
Manager Governance, Risk and Procurement

Proposed Meeting Date: 28 July 2023

Author Disclosure of Interest: Nil

COUNCIL DECISION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 121)

Moved: Cr Anick

Seconded: Cr McWhirter-Brooks

That Council:

1. Revokes Decision 2023/22; and
2. Gives local public notice in accordance with s.3.58 of *the Local Government Act 1995* of the proposed disposition of land in the form of a Licence between the Shire and Virgin Australia Cargo Pty Ltd over Area FS01 (shared) and Area FS03 within Reserve 44775, Newman Airport, for an initial term of one (1) year (2023 to 2024) with options for two (2) further terms of one (1) (year). The initial licence fee payable is \$5,000 per annum plus GST, subject to an annual CPI increase (capped at 5%), and the recovery of outgoing costs, subject to the necessary approval from the Minister for Lands;
3. Delegates authority under s. 3.58(3)(b) to the Chief Executive Officer to consider any submissions made in response to the local public notice given and to enter into a Licence on the terms of (1) of this resolution, subject to the necessary approval from the Minister for Lands;
4. Authorises the Chief Executive Officer to extend the Licence with the same conditions for the First Further Term of one (1) year (2024 to 2025) on expiry of the initial Licence Term, subject to the Licensee not being in default;
5. Authorises the Chief Executive Officer to extend the Licence with the same conditions for the Second Further Term of one (1) year (2025 to 2026) on expiry of the First Further Term, subject to the Licensee not being in default; and
6. Authorises the Chief Executive Officer to enter into any Minor Variations to the Licence over the Licence term, in accordance with Council's Minor Variation Policy.

**CARRIED UNANIMOUSLY
RECORD OF VOTE: 7/0**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Lockyer, Coppin,

Against: Nil

REASONS FOR CONFIDENTIALITY

That in accordance with section 5.23 (2) of the *Local Government Act 1995* the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- (c) A contract entered into or which may be entered into by the Local Government and relates to matters to be discussed at the meeting.

15.2 DIRECTOR AVIATION AND REGULATORY SERVICES

15.2.1 CONTRACT VARIATION - RFT 04-2022/23 - AIRFIELD LIGHTING UPGRADE (NEWMAN AIRPORT)

Responsible Officer: Vic Etherington
Director Aviation and Regulatory Services

Author: Shiwani Nair
Aviation Operations Manager

Proposed Meeting Date: 28 July 2023

Author Disclosure of Interest: Nil

COUNCIL DECISION / OFFICER'S RECOMMENDATION

(Resolution No: 2023/ 122)

Moved: Cr McWhirter-Brooks

Seconded: Cr Anick

That Council:

1. Pursuant to section 6.8 of the *Local Government Act 1995*, authorises an amendment to the Shire's 2023/24 Annual Budget to transfer funds from the Shire's Airport Reserve Account to cover unspent 2022/2023 funds for the completion of the Airfield Lighting Upgrade (Newman Airport):

Account	Description	Budget	Amendment	Revised Budget
129419	Safety & Security - Lighting	\$0	\$4,000,000	\$4,000,000
129828	Transfers From Reserve - Airport	\$0	(\$4,000,000)	(\$4,000,000)
	Net Budget Impact		\$0	

2. Accepts the variation to the original contract price of \$3,351,984.42 ex GST with an additional \$150,000 ex GST to amend the design to incorporate the replacement of the fifth existing pole and provision of CASA MOS compliant floodlighting to the General Aviation (GA) Apron; and
3. Authorises the Chief Executive Officer to execute the Contract Variation between Airport Alliance Contracting and the Shire of East Pilbara.

**CARRIED UNANIMOUSLY
RECORD OF VOTE: 7/0**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Lockyer, Coppin,

Against: Nil

REASONS FOR CONFIDENTIALITY

That in accordance with section 5.23 (2) of the *Local Government Act 1995* the meeting is closed to members of the public with the following aspect(s) of the Act being applicable to this matter:

- (c) A contract entered into or which may be entered into by the Local Government and relates to matters to be discussed at the meeting.

COUNCIL RESOLUTION

Moved: Cr McWhirter-Brooks

Seconded: Cr Anick

That the meeting return to Open Council in accordance with 5.23(2) of the *Local Government Act 1995*.

**CARRIED UNANIMOUSLY
RECORD OF VOTE 7/0**

For: Shire President, Deputy Shire President, Crs Anick, Kular, Baer, Lockyer, Coppin

Against: Nil

DATE OF NEXT MEETING

25 August 2023 at Nullagine Council Chambers

CLOSURE

Before closing the meeting the Presiding Member wished Emma Landers, the Deputy CEO / Director of Community Experience, farewell with the best wishes from the Council, CEO and Staff as she commences her new role with the City of Karratha. He thanked Ms Landers for her dedication and commitment to the Shire during her tenure.

The Ordinary Council Meeting of the Shire of East Pilbara held on 30 June 2023 was declared closed at 1.04pm. The Presiding Member thanked Councillors and Staff for their attendance.