



Shire of
Wongan-Ballidu

PUBLIC COPY

Minutes (Confirmed)

Ordinary Meeting of Council
Wednesday, 26 February 2025



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Item 1. ACKNOWLEDGEMENT OF COUNTRY / DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS

The Shire President, Cr Mandy Stephenson, declared the meeting open at 3:06pm.

All in attendance were reminded that the meeting was being audio recorded pursuant to Regulation 14I of the *Local Government (Administration) Regulations 1996* and that all audio recorded (except for when the meeting is closed to the public) would be made publicly available on the website with the minutes. When the meeting is closed to the public, those audio recordings will be kept in a secure and confidential location within the Shire's Electronic Document Records Management System.

Item 2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED

Attendees:

Cr Mandy Stephenson	Shire President
Cr Stuart Boekeman	Member
Cr Geoffrey Chambon	Member
Cr Dwight Coad	Member
Cr Brian Donnellan	Member
Cr Sue Starcevich	Member
Cr Matthew Sewell	Member

Apologies:

Nil

Staff:

Sam Dolzadelli	Chief Executive Officer
Melinda Lymon	Deputy Chief Executive Officer
Melissa Marcon	Manager of Regulatory Services
Stephen Casey	Manager of Works and Services
Kim Walsh	Manager Community and Customer Services
Tan Evans	Executive Assistant and Governance Officer (Minutes)

Public:

Nil

Item 3. PUBLIC QUESTION TIME

Nil

Item 4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil

Item 5. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil

Item 6. APPLICATION/S FOR LEAVE OF ABSENCE

Nil

Item 7. CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD WEDNESDAY, 18 DECEMBER 2024.

OFFICER RECOMMENDATION:

MOVED: CR COAD

SECONDED: Cr BOEKEMAN

1. That the Minutes of the Ordinary Meeting of Council held Wednesday, 18 December 2024 be CONFIRMED as a true and correct record of the proceedings.

**CARRIED: 7/0
RESOLUTION 010225**

For:

Cr M Stephenson
Cr S Boekeman
Cr G Chambon
Cr D Coad
Cr B Donnellan
Cr M Sewell
Cr S Starcevich

Against:

Item 8. NOTICE OF MATTERS FOR WHICH MEETING MAY BE CLOSED

Refer to item 10

Item 9. REPORTS OF OFFICERS AND COMMITTEES

9.1 GOVERNANCE

9.1.1 DELEGATED AUTHORITY REGISTER REVIEW

FILE REFERENCE:	A2.22 Local Government Act and Regulations
REPORT DATE:	19 February 2025
PREVIOUS MEETING REFERENCES:	February - annually
AUTHOR:	Tan Evans – EA & Governance Officer
REVIEWER:	Sam Dolzadelli – Chief Executive Officer
ATTACHMENTS:	9.1.1a Delegated Authority Register 2025. 9.1.1b Local Government Operational Guideline – Delegations, Authorisations and Acting Through.

PURPOSE OF REPORT:

To review and adopt the annual list of delegations.

BACKGROUND:

Under the *Local Government Act 1995* Council can delegate some of its functions to its committees or the Chief Executive Officer. The Chief Executive Officer may also delegate to other employees. These delegations are required to be reviewed once each financial year.

COMMENT:

The Governance Officer and CEO have reviewed the delegations in accordance with the Local Government Operational Guideline – Delegations.

The Delegations provided by Council to the Chief Executive Officer are as per the attached Delegated Authority Register, with changes that have occurred since the previous review 28 February 2024 outlined as follows;

FINANCE & ADMINISTRATION

DELEGATED AUTHORITY 03

DELEGATION: WAIVE, GRANT CONCESSIONS, OR WRITE-OFF DEBTS

SECTION/ACT: *Local Government Act 1995*, Section 6.12(c)

DELEGATION:

1. Council DELEGATES to the Chief Executive Officer authority to waive or grant concessions, wherein the amounts do not exceed \$500.
2. Council DELEGATES to the Chief Executive Officer authority and power to write off any amount of money less than \$500, owed to the Shire of Wongan-Ballidu that in his opinion are a bad debt. In exercising this

authority, the Chief Executive Officer is to take into consideration Council Policy and the prospects of recovering the debt.

MEETING: 21 August 2024 – Resolution 040824
Amended to include “Waive, Grant Concessions”

HEALTH, BUILDING & PLANNING

DELEGATION AUTHORITY 48

DELEGATION: DISPOSAL OF LOT 715 – 4 SHIELDS CRESCENT, WONGAN HILLS

SECTION/ACT: *Local Government Act 1995 – Sections 5.42 and 5.43*

DELEGATION:

1. DELEGATE authority to the Chief Executive Officer for the sale of Lot 715 - 4 Shields Crescent, Wongan Hills A558 for the sum of \$35,000 (plus GST if applicable) with each party responsible for their own settlement costs; and
2. DELEGATE authority to the Chief Executive Officer to review submissions received in accordance with Section 3.58 (3); and
3. That Council DECLARE that the Valuation carried out more than 6 months before the proposed disposition to be a true indication of the value at the time of this proposed disposition.

MEETING: 28 February 2024 – resolution 030224

New delegation replacing DA46

UPDATE: *Property due to settle 17 March 2025 – repeal February 2026*

DELEGATION AUTHORITY 49

DELEGATION: DISPOSAL OF LOT 32 – JENSEN STREET, WONGAN HILLS

SECTION/ACT: *Local Government Act 1995 – Sections 5.42 and 5.43*

DELEGATION:

1. DELEGATE authority to the Chief Executive Officer for the sale of Lot 1, 31 Jenson Street, Wongan Hills for the sum of \$45,000 (including GST) with each party responsible for their own settlement costs; and
2. DELEGATE authority to the Chief Executive Officer to review submissions received in accordance with Section 3.58 (3); and
3. That Council DECLARE that the Valuation carried out more than 6 months before the proposed disposition to be a true indication of the value at the time of this proposed disposition

REFERENCE: 24 April 2024 – resolution 030424

New delegation

UPDATE: Property settled 18/12/2024

Delegation for repeal

DELEGATION AUTHORITY 50

DELEGATION: DISPOSAL OF LOT 8 – 26 NINGHAN SRTEET, WONGAN HILLS
SECTION/ACT: *Local Government Act 1995 – Sections 5.42 and 5.43*
DELEGATION:

1. DELEGATE authority to the Chief Executive Officer for the sale of Lot 8, 26 Ninghan Road, Wongan Hills for the sum of \$45,000 (including GST) with each party responsible for their own settlement costs; and
2. DELEGATE authority to the Chief Executive Officer to review submissions received in accordance with Section 3.58 (3); and
3. That Council DECLARE that the Valuation carried out more than 6 months before the proposed disposition to be a true indication of the value at the time of this proposed disposition.

MEETING: 23 October 2024 – resolution 031024
New Delegation
UPDATE: Property settled 13/12/202
Delegation for repeal

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

Under the *Local Government Act 1995* Section 5.42 Council may delegate (by absolute majority) 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* subject to limitations imposed by Section 5.43.

The Chief Executive Officer may delegate to any employee of the Council under the *Local Government Act 1995* Section 5.44.

Section 5.46(1) of the *Local Government Act* mandates that the CEO is to keep a register of the delegations made to the CEO and to employees.

Section 5.46(2) of the *Act* mandates that, at least once every financial year, delegations are to be reviewed by the delegator.

STRATEGIC IMPLICATIONS:

There are no known strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental impacts associated with this proposal.
- **Economic**
There are no known economic impacts associated with this proposal.
- **Social**
There are no known social implications associated with this proposal.
- **Financial Implications**
There are no financial implications in relation to this item.

VOTING REQUIREMENTS: Absolute Majority

OFFICER RECOMMENDATION:

MOVED: Cr COAD

SECONDED: Cr SEWELL

That Council:

1. ENDORSES the annual review of its delegations in accordance with Section 5.46(2) of the *Local Government Act 1995*; and
2. ADOPTS the delegations of authority to the CEO as contained in the Shire's Delegated Authority Register, included as Attachment 1 to this report.

CARRIED: 7/0
RESOLUTION 020225
Against:

For:

Cr M Stephenson
Cr S Boekeman
Cr G Chambon
Cr D Coad
Cr B Donnellan
Cr M Sewell
Cr S Starcevich



Shire of Wongan-Ballidu

DELEGATED AUTHORITY REGISTER

2025

V1

REVIEW

Reviewed by	Date approved	Council Resolution
Council	24 February 2016	040216
Council	22 February 2017	020217
Council	28 February 2018	030218
Council	27 February 2019	040219
Council	25 March 2020	020320
Special	8 July 2020	050720
Council	23 September 2020	030920
Council	24 February 2021	040221
Council	28 April 2021	050421
Council	23 February 2022	030222
Council	22 February 2023	030223
Council	28 February 2024	020224
Council	26 February 2025	020225

AMENDMENTS

Delegation	Council Meeting Date	Council Resolution	Amendment
DA 11 - Delegation: Legal Proceedings – Bushfire Act	22 February 2017	030217	This delegation was deleted as it was found to be a repeat of Delegation 4.
DA 18 – Delegation: Chief Executive Officer Review Committee	22 February 2017	030217	This delegation was deleted as Council no longer has the Committee.
All Delegations	22 February 2017	030217	Delegations were renumbered to account for deletions.
DA 38 – Disposal of Lot 1 Jensen Street, Wongan Hills, Lot 8 Ninghan Road, Wongan Hills and 2 Elphin Crescent, Wongan Hills	22 February 2023	030223	Repealed



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Delegation	Council Meeting Date	Council Resolution	Amendment
DA 16 – Tenders	25 March 2020	020320	Repealed
DA 17 – Dog Act 1976 Section 10(AA)	25 March 2020	020320	Repealed
DA 18 – Cat Act 2011 Section 44	25 March 2020	020320	Repealed
DA 21 – Private Works on, Over, or Under Public Places	25 March 2020	020320	Repealed
DA 22 – Street Verge Treatments – Individual Properties	25 March 2020	020320	Repealed
DA 31 – Town Planning Functions	25 March 2020	020320	Repealed
DA 32 – Management/Agreement or Lease for Council owned Buildings, Facilities and Reserves	25 March 2020	020320	Repealed
DA 33 – Reserves Under Control of a Local Government	25 March 2020	020320	Repealed
DA 34 – Use Approval of Council Controlled Buildings	25 March 2020	020320	Repealed
DA 36 – Sale of Shields Crescent	25 March 2020	020320	Repealed
DA 38 – Disposal of Lot 1 Jensen Street, Wongan Hills, Lot 8 Ninghan Road, Wongan Hills and 2 Elphin Crescent, Wongan Hills	25 March 2020	020320	Repealed
DA39 – Sell Lot 166 Danubin Road, Wongan Hills	23 February 2022	030920	Repealed
DA 40 – Sell Shire Developed Lots on Shields Crescent	23 February 2022	050720	Repealed
DA 41 – Power of Appointment of additional complaints officer(s) to the Chief Executive Officer in accordance with the <i>Local Government (Model Code of Conduct) Regulations 2021</i> .	28 April 2021	050421	New delegation
DA42 – Disposal of lots 705 and 706 Shields Crescent Wongan Hills	22 February 2023	030223	Repealed
DA43 – Disposal of lot 710 14 Shields Crescent Wongan Hills	22 February 2023	030223	Repealed



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Delegation	Council Meeting Date	Council Resolution	Amendment
DA44 – Disposal of lot 708 30 Shields Crescent Wongan Hills	22 February 2023	030223	Repealed
DA45 – Disposal of lots 713 - 8 Shields Crescent Wongan Hills	28 February 2024	020224	Repealed
D02 - Donations	22 February 2023	030223	Repealed
DA46 – Disposal of lot 715 – 4 Shields Crescent Wongan Hills	28 February 2024	030224	Repealed (replaced with DA48)
DA47 – Disposal of Lot 251 on Deposited Plan 220267 Ballidu	22 February 2023	030223	Repealed
DA 48 – Disposal of Lot 715 - 4 Shields Crescent Wongan Hills	28 February 2023	030224	New Delegation
DA 13 – Staff Payments of Gratuities to Employees in Addition to Contract or Award	28 February 2024	020224	Deleted as CEO already has authority under Human Resources and Staff Management provisions
DA 49 – Disposal of Lot 32 Jensen Street Wongan Hills	26 February 2025	020225	Repealed
DA 50 – Disposal of Lot 8 Ninghan Street Wongan Hills	26 February 2025	020225	Repealed
DA 03 – Waive, Grant Concessions of Write-off Debt	21 August 2024	040824	Amended to include “Waive & Grant Concessions”



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INTRODUCTION

The Local Government Act 1995 provides a local government with the ability to delegate any of its powers or the authority discharge of any of its duties, other than those limited by (Section 5.43) or to a Committee (Section 5.17) and/or the Chief Executive Officer (Section 5.42).

In addition to the local government's ability to delegate, the Chief Executive Officer may also delegate (Section 5.44) to any employee of the local government the ability to exercise any of the Chief Executive Officer powers or discharge any of the Chief Executive Officer duties other than the power of delegation.

The Chief Executive Officer is to keep a register that records the delegations that are made to the Committees (Section 5.18) and the delegations that are made to the Chief Executive Officer and to employees of the local government (Section 5.46). The delegations register is to be reviewed by the delegator at least once every financial year.

DELEGATIONS TO COMMITTEES

DELEGATION OF SOME OF THE POWERS AND DUTIES TO CERTAIN COMMITTEES

A local government may delegate to a committee any of its powers and duties other than the power of delegation (Section 5.16), subject to certain limits (Section 5.17).

Section 5.16 – Local Government Act 1995

- (1) *Absolute majority required to delegate and cannot delegate the power of delegation.*
- (2) *To be in writing and may be general or conditional.*
- (3) *Can be for a period of time or indefinite.*
- (4) *Doesn't prevent Council acting through another person*

LIMITS ON DELEGATION OF POWERS AND DUTIES TO CERTAIN COMMITTEES

The authority to delegate the powers and duties of a local government to a committee is subject to the provisions contained in (Section 5.17) and this depends on the type of committee structure that is in place, as determined by (Section 5.9).

Section 5.17 – Local Government Act 1995

- (1) Can delegate to a Committee, comprising of members only, specified powers or duties under the Act; except:
 - i. Any power or duty that requires a decision of an absolute majority or 75% majority of the local government; and
 - ii. Any other power or duty that is prescribed.



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To a Committee comprising Council Members and employees, any of the local government's powers or duties that can be delegated to the Chief Executive Officer.

- (2) To a Committee, which includes Council Members, employees and other persons; or Council Members and other persons; or employees and other persons, any of the local governments powers or duties that are necessary or convenient for the proper management of –
 - i. The local governments property; or
 - ii. An event in which the local government is involved.
- (3) A local government cannot delegate any of its powers or duties to a committee, which is comprised of other persons only.

REGISTER OF DELEGATIONS TO COMMITTEES

Section 5.18 – Local Government Act 1995

A local government is to keep a register of delegations made to committees and these delegations are to be reviewed at least once in every financial year.

DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER

DELEGATIONS OF SOME POWERS AND DUTIES TO THE CHIEF EXECUTIVE OFFICER

A local government may delegate to the Chief Executive Officer any of its powers and duties other than the power of delegation (Section 5.42), subject to certain limits (Section 5.43).

Section 5.42 – Local Government Act 1995

- (1) Absolute majority required to delegate
- (2) To be in writing and may be general or conditional.

LIMITS ON DELEGATIONS TO CHIEF EXECUTIVE OFFICER

The authority to delegate the powers and duties of a local government to the Chief Executive Officer is subject to the provisions contained in (Section 5.43).

Section 5.43 – Local Government Act 1995

A local government cannot delegate to the Chief Executive Officer any of the following powers or duties:

- a) That requires an absolute majority of Council or a 75% majority of Council;
- b) Accepting a tender which exceeds an amount determined by Council
- c) Appointing an auditor;
- d) Acquiring or disposing of any property valued at an amount exceeding an amount determined by the Council;
- e) Any of the local government's powers under Section 5.98, 5.99 or 5.100;
- f) Borrowing money on behalf of the local government



- g) Hearing or determining an objection of a kind referred in Section 9.5 of the Act:
- h) Any power or duty that requires Ministerial or Governors approval;
- i) Such other powers or duties that may be prescribed.

REGISTER OF, AND RECORDS RELEVANT TO DELEGATIONS TO CHIEF EXECUTIVE OFFICER

Section 5.46 – Local Government Act 1995

The Chief Executive Officer is to keep a register of the delegations made to the Chief Executive Officer and these delegations are to be reviewed at least once in every financial year.

DELEGATIONS FROM THE CHIEF EXECUTIVE OFFICER TO OTHER EMPLOYEES

The Chief Executive Officer may delegate to any employee of the local government the right to exercise any of the Chief Executive Officer powers or the discharge of any of the Chief Executive Officer duties other than the power of delegation (Section 5.44).

Section 5.44 – Local Government Act 1995

- A delegation must be in writing or in an instrument of delegation.
- Council delegation to the Chief Executive Officer and the Chief Executive Officers power to delegate are subject to any condition imposed by the Council on its delegation to the Chief Executive Officer.
- Chief Executive Officer has the ability to impose conditions or further conditions on a delegation; and
- The definition of 'conditions' includes qualifications, limitations or exceptions.

REGISTER OF, AND RECORDS RELEVANT TO DELEGATIONS TO CHIEF EXECUTIVE OFFICER

Section 5.46 – Local Government At 1995

The Chief Executive Officer is to keep a register of the delegations made by the Chief Executive Officer and these delegations are to be reviewed at least once in every financial year.

OTHER MATTERS RELEVANT TO DELEGATIONS

- (1) Can be for a period of time or indefinite.
- (2) Absolute majority required to amend or revoke a delegation;
- (3) Nothing prevents Council from performing any of its functions by acting through another person other than the Chief Executive Officer: or
- (4) A Chief Executive Officer from performing any of his or her functions by acting through another person;



- (5) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

REGULATION 19 – LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996

“Where a power or duty has been delegated under the Act to the Chief Executive Officer or to any other local government employee, the person to who the power or duty has been delegated is to keep a written record of:

- a) How the person exercised the power or discharged the duty;
- b) When the person exercised the power or discharged the duty;
- c) The persons or classes of persons, other than council or Committee members of the local government, directly affected by the exercise of the power or the discharge of the duty.”



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01. Payments from Municipal and Trust Funds

Date of Delegation: 28 February 2018
Delegation Resolution: 040218
File Number: F1.1
Reviewed: 28 February 2024
Delegation Resolution: 020224

SECTION/ACT:

Local Government Act 1995, Section 6.7, 6.9 and 6.10

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates the Chief Executive Officer is authorised to make payments from the Municipal and Trust Funds manually and electronically, including transferring funds to and from the Reserve accounts as allowed for in the budget as per the following condition.

CONDITION:

A listing of all payments made is to be presented to the next ordinary meeting of Council.



03. Waive, Grant Concessions, or Write-Off Debts

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	F1.1
Reviewed:	21 August 2024
Delegation Resolution:	040824

SECTION/ACT:

Local Government Act 1995, Section 6.12

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

1. Council delegates to the Chief Executive Officer authority to waive or grant concessions, wherein the amounts do not exceed \$500.
2. Council delegates to the Chief Executive Officer authority and power to write off any amount of money less than \$500, owed to the Shire of Wongan-Ballidu that in his opinion are a bad debt. In exercising this authority, the Chief Executive Officer is to take into consideration Council Policy and the prospects of recovering the debt.

CONDITIONS:

1. No amounts exceeding \$500.00
2. The full details of the waiver, concession or write-off is to be recorded on the appropriate financial record and the report to be provided to Council on a monthly basis

NOTE:

s.6.12(2) of the Local Government Act 1995 does not allow money owed to the Shire in respect of rates and service charges to be waived or for a concession in relation to such money to be granted



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04. Authorised Persons

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	F1.8.7
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government Act 1995, Section 9.10(1); Bush Fires Act 1995, Section 59(3) and Section 59(a); Control of Vehicles (Off Road Areas) Act 1978

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

1. That the Ranger be appointed as an Authorised Officer under the *Control of Vehicles (Off-road Areas) Act 1978*
2. Council delegates authority to the Chief Executive Officer under section 59(3) of the *Bush Fires Act 1954* to institute and carry out proceedings for offences against the *Bush Fires Act 1954*.
3. Council delegates authority to the Ranger under section 59(3) of the *Bush Fires Act 1954* to issue infringements under section 59a of the *Bushfires Act 1954*.



05. Appointment of Authorised Persons

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	A2.22
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government Act 1995, Section 9.10

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates to the Chief Executive Officer authority to appoint persons to exercise the powers of a Local Government under subdivisions 2, 3 and 4 of Division 3 of Part 3 and subdivisions 1 and 2 of Division 2, Part 9 of the *Local Government Act 1995*.

A person who is authorised to give infringement notices under Section 9.16 is not to be made an authorised person for the purposes of Section 9.17, 9.19 or 9.20. In this event the Chief Executive Officer is not an authorised person under Section 9.16 of the *Local Government Act 1995*.



06. Enforcement and Legal Proceedings

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	A2.22
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government Act 1995, Section 3.39, 9.10, 5.42 and Litter Act 1979 Section 31 (2b)

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates to the Chief Executive Officer authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions for the enforcement of provision of the various Acts and instigate legal proceedings accordingly.



07. *Withdrawal of Infringement Notices*

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	A2.22.1
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government Act 1995, Section 9.20

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates to the Chief Executive Officer authority to withdraw infringement notices issued under the *Local Government Act 1995, Dog Act 1976, Councils Local Laws* and the *Bush Fires Act 1954*.



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08. *Authorised Officers – Litter Act 1979*

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	A2.22.2
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Litter Act 1979, Section 26 (1) (c)

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates to the Chief Executive Officer authority to appoint “Authorised Officers” as detailed in the *Litter Act 1979*.



09. Impounding of Goods

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	L3.3
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government Act 1995, Section 3.39

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates to the Chief Executive Officer authority to remove and impound any goods that are involved in a contravention that can lead to impounding.

10. *Disposing of Confiscated or Uncollected Goods*

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	L3.3
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government Act 1995, Section 3.47

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates to the Chief Executive Officer authority to dispose of any goods that have been impounded.



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12. Execution and Affixing of Common Seal to Documents

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	Common Seal Register
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government Act 1995 – Section 9.49A(3)

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Notwithstanding the provisions of Section 9.49 of the *Local Government Act 1995*, Council delegates to the Chief Executive Officer authority to affix the Common Seal to documents to be executed by the Shire where such documents are consistent and in accord with a resolution of Council, Council Policy or a delegated power.

14. *Disposal of Surplus Furniture & Equipment*

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	A2.20.4
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government Act 1995 – Sections 3.58, 5.42 and 5.43 and Local Government (Functions and General)

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates its authority and power to the Chief Executive Officer to dispose of surplus furniture with a market value of less than \$20,000.



15. Corporate Credit Card

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	F1.9.2
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government Act 1995, Section 5.42, Section 5.44 and Section 6.5 and Regulation 11 of the Local Government (Financial Management) Regulations 1996. Sections 53 and 55 of the *Financial Administration and Audit Act 1985*.

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates to the Chief Executive Office authority to make payments via the Corporate Credit Card in accordance with Council's Policy – Fuel and Credit Cards.

19. Temporary Road Closures

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	T3.2 & D9.2
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government Act 1995, Section 3.50A, 3.50[1], 3.50[1a], 3.50[4].3.50[6] and 3.50[8] and Road Traffic (Events on Roads) Regulations 1991

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

1. Council delegates to the Chief Executive Officer authority to temporarily close thoroughfares to vehicles.
2. Council delegates to the Chief Executive Officer authority to determine applications for the temporary closure of roads for the purpose of conducting events.

20. *Payment of Crossover Contribution*

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	T1.9
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government Act 1995 – Section 5.42

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates to the Chief Executive Officer authority to pay Council's contribution to the construction of a crossover in accordance with Council's Policy - Vehicle Crossovers.

23. Seed Collection – Wildflower Picking

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	ES1.3.3
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government Act 1995

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates to the Chief Executive Officer authority to grant approval to pick wildflowers on Council controlled reserves; and approval to collect seeds on Council controlled reserves.

CONDITIONS:

All applications to be in writing; preference given to local land care groups/businesses.

24. Demolition Licences

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	B1.5
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government (Miscellaneous Provisions) Act 1960, Section 374A

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates to the Chief Executive Officer authority to issue demolition licences.



25. Buildings – Issuing Notices Requiring Alterations

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	B1.2
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government (Miscellaneous Provisions) Act 1960, Section 401

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates to the Chief Executive Officer authority to issue a Notice requiring alterations where a breach of building requirements is considered sufficient to warrant the issue of a Notice.



26. Buildings – Unlawful Works

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	B1.9
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government (Miscellaneous Provisions) Act 1960, Section 401A

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates to the Chief Executive Officer authority to direct a survey of a building to be considered to be in a dangerous state and to issue a notice, requiring the owner or occupier to take it down, secure or repair it, as the case requires, if the survey confirms a building to be in a dangerous state.

27. Buildings – Dangerous

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	B1.2
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government (Miscellaneous Provisions) Act 1960, Sections 403, 404

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates to the Chief Executive Officer authority to direct a survey of a building that is considered to be in a dangerous state.

If the Building Surveyor, or other competent person, certifies that the building is in a dangerous state, to cause the building to be shored up or otherwise secured and a proper hoarding or fence to be put up for the protection of the public from danger, and shall cause a written notice to be served on the owner or occupier of the building requiring him/her forthwith to take it down, secure, or repair it as the case requires.

28. Private Swimming Pool Inspections

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	B1.8
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government Act, 1995 Sections 5.42 & 5.44 and Schedule 9.2(3) and Section 2, Section 245A (5), (6) and (7) of the Local Government (Miscellaneous Provisions) Act 1960

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates to the Chief Executive Officer authority to appoint officer(s) of the Council as "Authorised Officers" as required in Section 245A (5), (6) & (7) of the *Local Government (Miscellaneous Provisions) Act 1960* for the purposes of inspecting and enforcing private swimming pool local laws or regulations. The delegate(s) has the authority to deal with such matters relevant to this declaration.



29. Building Licences

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	B1.1
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government (Miscellaneous Provisions) Act 1960 Section 374

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates to the Chief Executive Officer authority to approve plans submitted and issue building licences.

CONDITIONS:

A summary of building licenses issued to be submitted to Council monthly.



30. *Sale and/or Consumption of Liquor – Council Property*

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	D5.3
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Not Applicable

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates to the Chief Executive Officer authority to approve applications for the sale of liquor and/or the consumption of liquor on property under the care, control and management of Council.

35. Subdivision Clearance

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	D3.0
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government Act 1995 – Sections 5.42, Planning & Development Act 2005, Local Planning Scheme No 5

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates to the Chief Executive Officer authority to clear conditions on WAPC subdivision / amalgamation approvals in accordance with any relevant Council Policy, Specification, and Local Planning Scheme No 5, or other relevant Act or Regulation.

CONDITIONS:

The payment of bond in lieu or completion of works in order to clear a condition of subdivision.

37. Health Act

Date of Delegation:	28 February 2018
Delegation Resolution:	040218
File Number:	A2.22
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government Act 1995 – Sections 5.42, *Health Act 1911* – Section 26

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

Council delegates to the Chief Executive Officer the Functions and Powers of the *Health Act 1911* as provided by Section 26 of the *Health Act 1911*.



Shire of Wongan-Ballidu

41. Appointment of Additional Complaints Officer(s)

Date of Delegation:	28 April 2021
Delegation Resolution:	050421
File Number:	A1.16
Reviewed:	28 February 2024
Delegation Resolution:	020224

SECTION/ACT:

Local Government Act 1995 – Sections 5.104(7)

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

1. Council delegates the power of appointment of additional complaints officer(s) to the Chief Executive Officer in accordance with the *Local Government (Model Code of Conduct) Regulations 2021*.



Shire of Wongan-Ballidu

48. *Disposal of Lot 715 - 4 Shields Crescent, Wongan Hills*

Date of Delegation: 28 February 2024
Delegation Resolution: 030224
File Number: A1.1.6
Reviewed:
Delegation Resolution:

SECTION/ACT:

Local Government Act 1995 Sections 5.42 and 5.43

OFFICER(S) UPON WHOM DELEGATION CONFERRED:

Chief Executive Officer

AUTHORITY DELEGATED:

1. DELEGATE authority to the Chief Executive Officer for the sale of Lot 715 - 4 Shields Crescent, Wongan Hills A558 for the sum of \$35,000 (plus GST if applicable) with each party responsible for their own settlement costs; and
2. DELEGATE authority to the Chief Executive Officer to review submissions received in accordance with Section 3.58 (3); and
3. That Council DECLARE that the Valuation carried out more than 6 months before the proposed disposition to be a true indication of the value at the time of this proposed disposition.



Delegations, Authorisations and Acting Through

Local Government Operational Guideline

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Part 1 – Introduction

This guideline has been developed by the Department of Local Government, Sport and Cultural Industries (DLGSC) following a review of the previous guideline from January 2007 regarding delegations. A series of changes have been made over various years to the *Local Government Act 1995* and regulations which need to be reflected in this guideline. Likewise, the broader legislation that local governments administer has also changed significantly since 2007 including:

- The passing of the *Food Act 2008*, *Building Act 2011*, *Cat Act 2011* and *Public Health Act 2016*.
- Amendments to the *Dog Act 1976*.
- Introduction of many amendments to the *Local Government Act 1995* which have created new functions or amended existing functions in a local government.
- Creation of the *Planning and Development (Local Planning Schemes) Regulations 2015* which standardised a number of aspects of planning decision making.

In addition, following the *Local Government Legislation Amendment Act 2019* there have been reforms of the powers relating to authorised persons. This guideline will now also address this form of decision making.

Within the context of government administration and administrative law, this guideline:

- explains the concept of delegation;
- explains how delegations relate to or are derived from legislation;
- explains and illustrates the associated concept of ‘acting through’;
- provides guidance on determining which powers and duties should be delegated;
- explains the procedure for making delegations; and
- provides examples of delegations from selected powers and duties set out in the *Local Government Act 1995*, *Cat Act 2011* and *Dog Act 1976* and associated regulations.

This guideline also contains a list of various powers and duties in the *Local Government Act 1995*, *Cat Act 2011* and *Dog Act 1976* and their associated regulations and identifies powers and duties capable of delegation and to who they can be delegated.

This guideline, while making mention of delegations that can be given under the *Building Act 2011*, *Bush Fires Act 1954*, *Public Health Act 2016*, *Food Act 2008*, *Graffiti Vandalism Act 2016* does not address these acts in a comprehensive manner as they are not legislation that is administered by the Department of Local Government, Sport and Cultural Industries.

The DLGSC also notes that some state government authorities have delegated to local governments, their CEOs and employees certain functions under various acts including the *Planning and Development Act 2005* and *Environmental Protection Act 1986*.

Nothing in this guideline is intended to constitute legal advice, and independent legal advice should be sought where required.

Part 2 – How local governments make decisions

2.1. Introduction

Local Governments in Western Australia can make decisions in various ways based upon the framework established by the *Local Government Act 1995* and the varied functions conferred on local government in various other laws.

There are two critical decision making bodies in local government, the council, which is the principal decision making body and the CEO, who is conferred with certain functions under the LG Act. Other laws delegate additional powers and functions to these bodies.

2.2. Express power

Where a particular power or function is attributed to a “local government” then this power may be exercised by the Council. Likewise, where a function is directed to the “CEO” of the local government, then the CEO may exercise that power. An example of an express power is the power of delegation itself, as found in section 5.42 for the council and 5.44 for the CEO of the *Local Government Act 1995*.

A council makes decisions by the passing of a resolution, with the support of the required majority.

A CEO can decide in writing and may do so verbally, if permitted by the law. However, a written decision is always preferable to ensure clarity and a clear record is kept.

However, if a Council or CEO had to exercise every function they are conferred by the law, it would likely result in an unmanageable situation. As a result, the *Local Government Act 1995* and other Acts allow for a local government and the CEO, to delegate their functions, to authorise a person to exercise certain functions and where appropriate to act through.

2.3. Delegations

Case law establishes that:

- a delegation is to appoint another person to exercise a power or discharge a duty; and
- a delegation does not strip the person making the delegation of the right to exercise the delegated power or discharge the delegated duty.

Delegations are used in local government in a number of circumstances including where:

- The business of the local government could not be efficiently carried on if the council or CEO were to personally exercise their discretion to enforce all the rights or discharge all the duties; and
- Through practical administration, the council or CEO needs to appoint other employees to exercise their discretion to make decisions, exercise powers or discharge duties on behalf of the local government.

Several potential delegated functions may also be matters that may be subject to review or appeal at the State Administrative Tribunal or a court. As a result, it is important that persons to whom a delegation is given are suitably qualified to make those decisions. This is important as delegating to a qualified decision maker will ensure decisions are being made by a person with suitable training and experience.

While there is a requirement for local government delegations to be authorised by the particular law (as is explained in part 3.2 of these guidelines), there is no limitation, unless expressly provided in the law, on appointing a person to act on behalf of the local government or the CEO, provided the delegated power does not include the power of delegation itself.

Likewise certain functions in various laws may be exercised by a person with an authorisation given under the relevant law. These authorised persons can then exercise the particular functions that the authorised class of persons may exercise.

There is a legal distinction between a delegation and an authorisation. A delegation entails the conferral of full discretionary powers pursuant to an express statutory power. A delegate decides in their own name. An

authorisation is an authority granted to a position or person to undertake a function for and on behalf of the authoriser. The authorised person decides in the name of the authoriser, not their own name.

2.4. Authorisation

The *Local Government Act 1995* and various other Acts confer functions on authorised persons. These include powers to:

- enter onto property, subject to that law with or without the approval of the owner or occupier
- issue an infringement for a breach of the law
- seize or impound goods or animals in accordance with that law.

Some local laws confer functions on 'authorised persons' for the purpose of the relevant local law. Once an employee is appointed as an 'authorised person', it is not necessary for the CEO or council to delegate any powers to that employee for that employee to exercise the functions of an authorised person. This includes the function of issuing an infringement notice.

However; if the particular function in the local law is that of 'local government' or 'CEO' then those functions would require delegation, not an authorisation.

The functions of an authorised person are specifically highlighted in the relevant law and an authorisation allows them to exercise only those powers. An authorisation does not allow a person to exercise all the powers of a local government under that law. An authorisation can also be conditional.

For the purposes of the:

- *Local Government Act 1995*,
- *Caravan Parks and Camping Grounds Act 1995*,
- *Cat Act 2011*,
- *Cemeteries Act 1986*,
- *Control of Vehicles (Off-road Areas) Act 1978*,
- *Dog Act 1976*; and
- any subsidiary legislation made under those Acts, which includes regulations and local laws.

A person may be authorised to carry out the functions of an authorised person under those acts by section 9.10 of the *Local Government Act 1995*. Section 9.10 provides that a local government CEO may appoint in writing persons or a class of persons as authorised persons for one or more of those laws and may specify conditions or limitations. The CEO must issue each person appointed under section 9.10 an identity card which includes the name and insignia of the local government, the name and photograph of the person and details of their appointment.

Other legislation providing for authorisation (or equivalent) are:

- *Public Health Act 2016* – Section 24 provides for an enforcement agency (a local government) to designate authorised officers, noting section 25 requires certain qualifications.
- *Food Act 2008* – Section 122 provides for the appointment of authorised officers who are suitably qualified to carry out the functions of an authorised officer.
- *Planning and Development Act 2005* – Section 234 provides for the appointment of a designated person for the purposes of sections 228, 229, 230 and 231.
- *Planning and Development (Local Planning Scheme) Regulations 2015* – Schedule 2, clause 79 allows for the CEO of a local government to appoint an officer of the local government as an authorised officer for the purpose of monitoring compliance with the local planning scheme.
- *Building Act 2011* – Section 96 provides for the designation of authorised persons under that act.
- *Building Regulations 2012* – Regulation 70 deals with approved officers and authorised officers.
- *Litter Act 1979* – Section 26 establishes that council members and employees are authorised officers for the purpose of that act. Section 27AA allows for the appointment of honorary inspectors.
- *Tobacco Products Control Act 2006* – Section 77 provides for the appointment of restricted investigators.

- *Bush Fires Act 1954* – Section 38 deals with the appointment of Bush Fire Control Officers by local governments.
- *Health (Miscellaneous Provisions) Act 1911* – Section 26 allows a local government to appoint a deputy to exercise all of the powers and functions of the local government under that Act.

An example of a section providing power to an authorised person is section 9.16(1) of the *Local Government Act 1995*, which provides:

- (1) *An authorised person who has reason to believe that a person has committed a prescribed offence against a regulation or local law made under this Act may, within 28 days after the alleged offence is believed to have been committed, give an infringement notice to the alleged offender.*

2.5. Implied authorisation

Some legislation that local governments administer do not include any power of delegation or authorisation, as a result this would typically require the council to exercise that function. However, as a result of the decision in *Carltona Ltd v Commissioner of Works* [1943] 2 All ER 560 which has been introduced into Australian common law by cases such as *O'Reilly v State Bank of Victoria Commissioners* [1983] HCA 47 there is a concept of implied authorisation.

Implied authorisation provides that where:

- a law does not provide a manner to delegate or authorise a person to carry out a function; and
- where that person is normally too busy to exercise the many and varied statutory functions placed on them personally that, of necessity, they must either delegate or act through an agent.

The DLGSC does not recommend that implied authorisation be relied upon without obtaining independent legal advice based upon the specifics of the decision. It is recommended that where an implied authority is relied on, an instrument of authorisation be adopted by the Council or CEO, giving authority for the authorised person to exercise the relevant function on their behalf such as a Council policy or CEO's procedure.

Implied authorisation is highlighted in the case of the certificates issued under sections 39 and 40 of the *Liquor Control Act 1988* for local governments which have several potential venues that can serve liquor. The issue of these certificates is not a decision relying on discretion as it provides advice if the venue has the relevant planning, building, health and other local law approvals. To produce this certificate a local government employee needs to search the relevant records and provide the specific facts of previous decisions relating to that property. As a result, the decision can be described in the context of larger local governments as being a situation where:

- a law does not provide a manner to delegate or authorise a person to carry out the council's functions under sections 39 and 40;
- the council is normally too busy to deal with these matters on top of the many and varied statutory functions placed on them;
- there is no discretion, and the task is operational and administrative; and
- of necessity, the council either delegate or act through an agent.

It is encouraged that a council adopt a policy or some other form of standing resolution or policy, based on independent legal advice, indicating that it grants authority for appropriate local government officers to exercise the functions under sections 39 and 40 of the *Liquor Control Act 1988* on its behalf.

2.6. Acting through

In addition to covering delegations, the *Local Government Act 1995* provides for 'acting through'. Section 5.45 of the Act states that in relation to delegations, nothing prevents a 'local government from performing any of its functions by acting through a person other than the CEO' or 'a CEO from performing any of his or her functions by acting through another person'.

However, Section 5.45(2) of the Act is not itself a head of power, but rather is included for the avoidance of doubt to ensure it is clear that the council reserves the right to undertake its functions through someone other than the

CEO, provided that the council has the underlying power to make a particular resolution based on consideration of the functions and powers of a local government acting through the council as conferred by the balance of the Act.

The Act does not specifically define the meaning of the term 'acting through'. However, the key difference between a delegation and 'acting through' is that a delegate exercises the delegated decision making function in his or her own right. Where a person has no discretion in carrying out a function, then that function may be undertaken by another through the 'acting through' concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For administrative purposes, a person may sign a letter on behalf of the CEO while, with delegated powers, the person would sign a letter in his or her own name, in accordance with the delegated authority.

It is critical in understanding the types of functions that are appropriate for 'acting through' another person in preference to delegation. This can be demonstrated through the following example. In this case, the council gives the CEO the power to call tenders subject to certain cost parameters. If that power is delegated, the CEO could call tenders if the CEO believed the cost parameters had been satisfied (even if the council's opinion was different to the CEO's opinion). However, under an 'acting through' arrangement, the CEO could only call tenders if the council was satisfied about the cost parameters.

2.7. Authority through policy and procedures

Another method of providing decision making authority can be through the policies adopted by the council and the procedures prepared by the CEO. For example, the purchasing policy adopted by the council should provide authority for the CEO and other employees the CEO authorises to incur liabilities and procure goods and services for the local government.

Likewise, the CEO's procedure on the proper maintenance and security of the financial records of the local government may set out who can make amendments to the financial journals and the like.

Using policy and procedures in this matter can assist in establishing decision making frameworks where no specific function is provided in the relevant legislation.

2.8. Operational authority and decisions

Another notable form of decision-making power is the general operational authority of the CEO and other employees of the local government. This authority stems from the CEO's function to manage the day to day operations of the local government, employee and manage staff and their duties under the *Work Health and Safety Act 2020*.

This includes matters relating to human resources and work health and safety, except for the employment of the CEO and senior employees (if designated pursuant to section 5.37(1)), as the responsibilities of the employer are exercised by the CEO and other supervisory staff.

2.9. Delegations by the State Government to local government

Certain functions of the State Government have been delegated to local governments or employees of those local governments. These include delegations under the *Planning and Development Act 2005* and *Environmental Protection Act 1986*. Local governments should ensure they read and understand the powers and conditions of any delegated authority given to them by the State.

In particular, some delegations may be direct to the CEO of the local government meaning that the council of a local government does not have a role in making that decision.

Information regarding delegations to a local government should be sought from the relevant authority making the delegation.

Part 3 – Power to delegate

3.1. Legislative powers for delegations in local government

The legislation authorising the delegation of certain local government powers or duties and requiring records to be maintained in respect of such delegations, includes the:

- *Local Government Act 1995*;
- *Building Act 2011*;
- *Bush Fires Act 1954*;
- *Cat Act 2011*;
- *Dog Act 1976*;
- *Food Act 2008*;
- *Graffiti Vandalism Act 2016*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*; and
- *Public Health Act 2016*;

3.1.1. Local Government Act 1995

The provisions of the *Local Government Act 1995* which provide for delegations by a local government, or its CEO are as follows:

- Section 5.16(1), states: ‘Under and subject to section 5.17, a local government may delegate to a committee any of its powers and duties other than this power of delegation.’
- Section 5.42(1), states: ‘A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2),(3) or (5).’
- Section 5.44(1), states: ‘A CEO may delegate to any employee of the local government the exercise of any of the CEO’s powers or the discharge of any of the CEO’s duties under this Act other than this power of delegation.’

The Act has been framed in a way that determines whether powers and duties can be delegated or not, namely:

- If the term ‘council’ or ‘by resolution’ is used, then it is the council itself which must carry out that function.
- If the term ‘local government’ is used then delegation may be possible, subject to any other express powers against delegation.
- If the term ‘the CEO’ is used then unless expressly provided otherwise, the CEO may delegate that function.

Section 2 of the *Local Government (Miscellaneous Provisions) Act 1960* effectively incorporates the provisions of that Act into the *Local Government Act 1995*, and therefore the delegation provisions of the *Local Government Act 1995* apply to the *Local Government (Miscellaneous Provisions) Act 1960*.

Further under section 46 of the Interpretation Act 1984, “a reference in a written law to a written law shall be construed so as to include a reference to any subsidiary legislation made under that written law”. As a result, the powers of delegation within the *Local Government Act 1995* extend to the Regulations and local laws made under that Act.

3.1.2. Building Act 2011

Section 127 of the *Building Act 2011* provides that a local government may delegate any of its powers or duties as a permit authority under another provision of this Act. This section further provides that a delegation of a local government’s powers or duties may be only to a local government employee but not a committee.

Section 127(6A) further provides for the CEO to delegate functions delegated to them by the Council under that Act.

It is noted that subsection (7), provides ‘nothing in this section limits the ability of the delegator to perform a function through an officer or agent’ giving effect to acting through under this Act.

3.1.3. Bush Fires Act 1954

Section 48 of the *Bush Fires Act 1954* provides for a local government to delegate powers to its CEO, stating that:

‘A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.’

It is particularly noted that there is no power of sub-delegation under the *Bush Fires Act 1954*, meaning only the Council or CEO may exercise powers under that Act except for two sections being:

- Section 17, where this function can be delegated to the Mayor/President and the Chief Bush Fire Control Officer jointly.
- Section 59 and 59A where the local government may delegate to a bush fire control officer or other officer to prosecute offences against that act and to issue infringement notices.

Section 48 further provides, ‘nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business’.

3.1.4. Cat Act 2011

Sections 44 and 45 of the *Cat Act 2011* provide for the council to be able to delegate its functions to the CEO, and the CEO to delegate their functions to employees. Section 46(2) provides for acting through.

It also requires under section 47, a register of delegations to be kept, the delegations to be reviewed each financial year and records of the discharge of delegated duties to be kept.

3.1.5. Dog Act 1976

Section 10AA of the *Dog Act 1976* provides for the council to delegate its powers or duties, under that Act to the CEO. Unlike the *Cat Act 2011* or *Local Government Act 1995* the *Dog Act 1976* provides that a delegation may expressly authorise the delegate to further delegate the power or duty. This means that the CEO can further delegate a duty or power delegated to them under that Act, but only where the delegation given by Council expressly authorises this. Section 10AA(5) provides for acting through.

Section 10AB requires a register of delegations to be kept as well as review of those delegations each financial year.

3.1.6. Food Act 2008

The *Food Act 2008* confers many functions upon enforcement agencies, which include local governments. Section 118(2) of the *Food Act 2008* provides:

‘A function conferred or imposed on an enforcement agency may be delegated —
...
(b) if the enforcement agency is a local government... — subject to subsections (3) and (4), in accordance with the regulations.’

Section 118(3) provides that the performance of functions by delegates is subject to any conditions imposed or guidelines adopted by the CEO of the department of the public service principally assisting in the administration of the *Food Act 2008*, which at this time is the Director General of the Department of Health.

Section 118(4) provides that regulations may make specific provision for sub-delegation, and if a function is sub-delegated it is also subject to the same conditions and guidelines as a delegation.

The *Food Act 2008* does not address acting through for local government enforcement agencies.

3.1.7. Graffiti Vandalism Act 2016

Section 16 of the *Graffiti Vandalism Act 2016* provides for the council to delegate the local governments functions under that Act to the CEO. Section 17 provides for the CEO to likewise delegate any of their functions and any function delegated to them, to the employees of the local government.

3.1.8. Planning and Development Act 2005

A local government has no power to delegate under the *Planning and Development Act 2005*. Therefore, any discretionary decision-making function under that Act may only be exercised by the council. Those functions relate

to implementation of the decision of Council can be carried out administratively (e.g., issuing public notice of a planning scheme amendment).

Section 5.42 of the *Local Government Act 1995* provides that a local government can delegate its powers under section 214(2),(3) and (5) of the *Planning and Development Act 2005* to its CEO.

The *Planning and Development (Local Planning Scheme) Regulations 2015*, in Schedule 2 set out the model scheme text that applies to all local planning schemes. In Part 10, Clause 82 of that Schedule the council, by absolute majority, may delegate to a committee or the CEO the exercise of any of the local government's powers or duties under the scheme. Clause 83 allows the CEO to delegate their functions and duties, including those delegated by the Council to employees of the local government.

Clause 84 also applies sections 5.45 and 5.46 of the *Local Government Act 1995* to delegations under the *Planning and Development (Local Planning Scheme) Regulations 2015*. This means provision is made for acting through and there is a requirement to maintain delegations in a register and review those delegations each financial year.

3.1.9. Public Health Act 2016

Local governments are enforcement agencies under section 4 of the *Public Health Act 2016*. Section 21 allows enforcement agencies, that are local governments to delegate their powers or duties to either their CEO or an authorised officer, designated under that Act.

Section 21 also provides for sub-delegation if it is expressly provided for in regulations. At this time no regulations have been made permitting sub-delegation, as a result the CEO cannot delegate any of their functions under this Act to employees. Instead, the council can directly delegate functions to authorised officers, such as the environmental health officer.

3.2. Legislative powers to delegate relate only to the Act in which they are contained

Some local governments have mistakenly attempted to use the legislative powers of delegation contained in one Act to delegate a power or duty contained in another Act. Unless expressly stated to the contrary, a legislative power to delegate only relates to the powers or duties under the Act in which the delegation power is located.

It is not possible to, for example, rely on section 5.42(1) of the *Local Government Act 1995* to delegate any of a local government's powers under the *Bush Fires Act 1954* to a CEO. Any delegation by a local government of its powers under the *Bush Fires Act 1954* can only be delegated by the delegation provisions of that Act.

Likewise, some local governments have mistakenly tried to use the powers of delegation in the *Local Government Act 1995* to delegate functions which are not found in the Act such as the appointment of consultants, the giving of sponsorship or the approval of public art. A delegation under the *Local Government Act 1995* can only be given relating to a specific function that is provided in the *Local Government Act 1995*, regulations or a local law. In relation to the three examples provided:

- Consultants provide a service, they accordingly are procured in accordance with the local government's purchasing policy and the approval process contained in that policy, or through a public tender under the *Local Government (Functions and General) Regulations 1996*. Some functions relating to tenders can be delegated to the CEO and by the CEO to employees however there is not a specific function in those regulations relating to consultants. It is possible to place conditions on a delegation relating to the procurement of consultants, however this cannot be a delegated function in and of itself.
- Sponsorship or grants are not provided for specifically in the *Local Government Act 1995*. It is also not normally considered procurement. Typically, these matters are dealt with in council policy and the CEO's procedures, which can provide an approval mechanism for the giving of sponsorship and grants. While there is a legislative power to make payments from the local government bank account, this does not deal particularly with sponsorship. Like consultants, it is possible to place conditions on a delegation relating to the procurement of consultants, however this cannot be a delegated function in and of itself.

- Public art is a typical part of a development approval process, as a result this matter should be dealt with through a delegation under the *Planning and Development (Local Planning Schemes) Regulations 2015* or a policy addressing public art.

3.3. The rule against sub-delegation

Notwithstanding that only some of the relevant legislation expressly prohibits sub delegation, the common law prohibits sub delegation unless it is expressly provided for by legislation.

For the avoidance of doubt, an example of sub-delegation is where person A is delegated to exercise a power and they attempt to delegate to person B to exercise the power which was originally delegated to person A.

An example is the *Bush Fires Act 1954*. Unlike the *Local Government Act 1995*, the *Bush Fires Act 1954* does not provide for a CEO to delegate to another employee to exercise the powers delegated by council to the CEO under section 48 of that Act. Therefore, only the CEO may exercise the powers delegated by council to the CEO under that Act.

3.4. Statutory limitations on delegations

There are limitations on all the above legislative provisions which provide for the delegation of powers and duties.

Many of the limitations relate to sub-delegation. Other limitations include whether the delegation must be in writing, what types of powers and duties can be delegated and what type of majority decision is required to delegate a power or duty.

Not all the limitations can be addressed in this operational guideline, due to their number and detail. However, most of the limitation provisions are located close to the provisions which provide for the delegations.

As the *Local Government Act 1995* is the Act under which most delegations will be made by local government, this guideline will discuss the limitations on delegations contained within that Act.

3.4.1. Delegations to committees

Section 5.17 of the *Local Government Act 1995* provides limitations on what powers and duties a local government can delegate to its committees. Section 5.17(1) limits the powers and duties which can be delegated to committees, according to the types of members which constitute the committees for example:

- Council members only;
- Council members and employees only;
- Council members and other persons only;
- Council members, employees and other persons; or
- Employees and other persons only.

Section 5.17(2) prohibits absolutely the delegation of any powers or duties to committees comprised of other persons only (no council members or employees).

3.4.2. Delegations to the CEO

Sections 5.43(a) to 5.43(i) of the *Local Government Act 1995* provide limitations on what powers and duties a council can delegate to its CEO, as follows:

- 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 council;
- appointing an auditor;
- acquiring or disposing of any property valued at an amount exceeding an amount determined by the council;
- any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- borrowing money on behalf of the local government;
- hearing or determining an objection of a kind referred in section 9.5;
- the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government; or
- any power or duty that requires the approval of the Minister or the Governor.

Section 5.43(i) of the Act provides for regulations to prescribe further powers or duties which cannot be delegated to the CEO.

The following regulations prescribe powers and duties which cannot be delegated to a CEO:

Regulation 18G of the *Local Government (Administration) Regulations 1996* prohibits the delegation to a CEO of the powers and duties under sections 7.12A(2), 7.12A(3)(a) and 7.12A(4) of the *Local Government Act 1995* (relating to duties of a local government with respect to audits). Regulation 6 of the *Local Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

3.4.3. Delegations to other local government employees

Section 5.44(1) of the *Local Government Act 1995* provides for the CEO to make delegations to other employees.

The obvious main limitation of section 5.44(1) is that it expressly prohibits any sub-delegation of the power to delegate. This means that once the CEO has delegated a power or duty to an employee or employees, that power or duty cannot be on-delegated to other employees.

Just as a delegation to a CEO by a council may be done with conditions attached, when delegating to another employee a CEO may attach conditions to the delegation, provided that the CEO does not purport to delegate more powers or duties to the other employee than were delegated to the CEO.

Part 4 – Responsibilities of delegates

4.1. Powers under the Interpretation Act 1984

Section 59 of the *Interpretation Act 1984* explains the particular elements of the power to delegate when it appears in various Acts. It states:

‘Construction of Power to Delegate

- (1) Where a written law confers power upon a person to delegate the exercise of any power or the performance of any duty conferred or imposed upon him under a written law –
 - (a) such a delegation shall not preclude a person so delegating from exercising or performing at any time a power or duty so delegated;
 - (b) such a delegation may be made subject to such conditions, qualifications, limitations or exceptions as the person so delegating may specify;
 - (c) if the delegation may be made only with the approval of some person, such delegation, and any amendment of the delegation, may be made subject to such conditions, qualifications, limitations or exceptions as the person whose approval is required may specify;
 - (d) such a delegation may be made to a specified person or to persons of a specified class, or may be made to the holder or holders for the time being of a specified office or class of office;
 - (e) such a delegation may be amended or revoked by instrument in writing signed by the person so delegating;
 - (f) in the case of a power conferred upon a person by reference to the term designating an office, such a delegation shall not cease to have effect by reason only of a change in the person lawfully acting in or performing the functions of that office.
- (2) The delegation of a power shall be deemed to include the delegation of any duty incidental thereto or connected therewith and the delegation of a duty shall be deemed to include the delegation of any power incidental thereto or connected therewith.
- (3) Where under a written law an act or thing may or is required to be done to, by reference to or in relation to, a person and that person has under a written law delegated a relevant function conferred or imposed on him with respect to or in consequence of the doing of that act or thing, the act or thing shall be regarded as effectually done if done to, by reference to or in relation to the person to whom the function has been delegated.’

It is important to be aware that under these provisions, the delegator retains the power to make decisions, despite the fact that a delegation has occurred.

Also, in situations when several people occupy a particular office throughout either the day or week (e.g., ranger officers), a delegation by office enables an employee who occupies that office for the time being, to exercise the powers and duties delegated to that office.

A delegation by office will also enable an employee who temporarily occupies an office, say in an acting role whilst the normal occupier of the office is sick, to efficiently exercise the powers and duties delegated to that office, without the need to go through the delegation process again. Care needs to be taken in ensuring that the person has the appropriate qualifications where required.

When delegating by office, it is essential to ensure that the office described is a distinctly identifiable office (for example Manager, Corporate Services). It is also good practice to ensure, where lawful, delegations follow the line of management. That means where an employee has a delegation, their manager also has that delegation.

4.2. Records of delegations

The requirements to keep records of delegations to committees, CEOs and other employees are contained in sections 5.18 and 5.46 of the *Local Government Act 1995*.

In relation to delegations to committees, section 5.18 states that:

‘A local government is to keep a register of the delegations made [to committees] under this Division and review the delegations at least once every financial year.’

In relation to delegations to CEOs and other employees, section 5.46 states that:

The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.

At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

The registers of delegations to committees and the CEO should include details of the resolutions which record the delegation (and any conditions) and can be kept in an electronic or paper format. In the case of a delegation from the CEO to an officer the register should also contain a copy of the memorandum/instrument of delegation.

Obligations are imposed on the recipients of delegated powers and duties. Under section 5.46 of the *Local Government Act 1995*, regulation 19 of the *Local Government (Administration) Regulations 1996* requires delegates to keep a record of each occasion on which they exercise the powers or discharge the duties delegated to them, stating that:

‘Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of-

- (a) how the person exercised the power or discharged the duty;*
- (b) when the person exercised the power or discharged the duty; and*
- (c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.’*

This provision does not necessarily require the keeping of a register and other efficient record keeping practices would be sufficient. However, it is recommended that such systems provide for accessible accountability of the performance of these tasks.

4.3. Delegates to disclose interests and lodge returns

Part 5 Division 6 of the *Local Government Act 1995* (disclosure of financial interests) also applies to delegates of powers and duties.

Section 5.71 states that:

‘If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and:

- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and
- (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter.

Penalty: \$10,000 or imprisonment for 2 years.'

Sections 5.75 and 5.76 of the *Local Government Act 1995* require employees who have been delegated powers or duties to lodge primary and annual returns. Sections 5.75 and 5.76 state:

5.75 Primary Returns

- (1) A relevant person other than the CEO must lodge with the CEO a primary return in the prescribed form within 3 months of the start day.
- (2) A CEO must lodge with the mayor or president a primary return in the prescribed form within 3 months of the start day.
- (3) This section does not apply to a person who:
 - (a) has lodged a return within the previous year; or
 - (b) has, within 3 months of the start day, ceased to be a relevant person.

Penalty: \$10,000 or imprisonment for 2 years.

5.76 Annual returns

- (1) Each year, a relevant person other than the CEO must lodge with the CEO an annual return in the prescribed form by 31 August of that year.
- (2) Each year, a CEO must lodge with the mayor or president an annual return in the prescribed form by 31 August of that year.

Penalty applicable to subsections (1) and (2): \$10,000 or imprisonment for 2 years.

'Relevant person' includes a 'designated employee' who has been delegated a power or duty.

Section 5.78 of the *Local Government Act 1995* prescribes the information which must be included in the primary and annual returns.

Where an officer acts temporarily in a position with delegated power, that person will need to complete a financial interest return unless they have only acted in that position for less than 3 months.

It is noted that the requirement to complete a primary and annual return applies to delegations given under Part 5, Division 4 of the *Local Government Act 1995*, and not to delegations given under other acts.

Part 5 – Determining what should be delegated

A decision to delegate a power or duty should be made by local governments only after thorough consideration of whether the delegation will facilitate the effective operation of the local government. This will therefore depend on the circumstances of each local government.

A local government council is unable to deal with all the numerous issues and duties concerning its local government. As far as is possible and reasonable, councils should be predominantly concerned with dealing with higher level policy matters for their local governments. Councils should not be involved in administrative matters. Duties and powers which are operational in nature but exercise a discretion should be delegated to the CEO.

Powers and duties can be delegated to CEOs with comprehensive conditions attached. The conditions limit the exercise of powers or discharge of duties to circumstances prescribed by the council. For example, a development application which does not satisfy the conditions attached to a delegation, must be referred to the council for determination.

It is important to again note the difference between a delegation of a power or duty and the implementation of a council or CEO decision – see section 4 of this guideline in relation to ‘acting through’.

An example of carrying out a council decision (compared to exercising a delegated power or duty) is where a council approves an annual budget which includes the expenditure of \$40,000 for particular road maintenance to be carried out by employees. Employees do not need to be delegated the power to carry out their operational functions.

In the example above, if the relevant employees believe it is necessary to spend more funds than approved in the budget, they must refer that matter to the council for its approval – the adoption of an annual budget can only be done by an absolute majority of council, which under section 5.43(a) of the *Local Government Act 1995* cannot be delegated to the CEO or any other employee.

The principal consideration for a local government when deciding if it should delegate a power or duty, is whether the delegation will improve the efficiency of the local government’s operations whilst ensuring that its policies are consistently implemented. See the attached schedule which lists those items where acting through would be a suitable mechanism for achieving that efficiency. Local governments also need to consider the content of their local laws and whether delegation may be necessary in some circumstances. It is important to note that ‘authorised persons’, however, can normally carry out the ‘policing’ type powers in local laws.

5.1. Procedure for delegations by council

This part considers the procedure for council to make a delegation.

When CEOs identify a duty or power of the local government which can be delegated and they believe that if it is delegated it will provide better efficiency, they should put the proposed delegation to their council, for approval.

A recommendation to council for a delegation is relatively straightforward. The essential elements of a delegation recommendation are:

- correct and accurate identification of the power or duty to be delegated;
- correct and accurate identification of the person or office to whom or which the power or duty is to be delegated;
- correct and accurate definition of the circumstances (if any) in which the power or duty can be exercised or discharged; and
- conditions on the exercise of the power or discharge of the duty.

It is important to note again that all delegations by council require an absolute majority decision.

Once a delegation has been made by council, the delegation must be recorded in the delegation register.

Under regulation 19 of the *Local Government (Administration) Regulations 1996*, the delegate must keep written records of when and how they exercise the delegated power or discharge the delegated duty, and the persons or classes of persons affected by the exercise of the power or discharge of the duty.

5.2. Procedure for delegations by CEO

Similar to delegations by councils, delegations by CEOs must accurately and correctly identify all elements of the delegation.

Employee proposals for delegations (for themselves or for other employees) should be provided to the CEO. The recommendations should be in a format similar to recommendations for delegations by councils.

As with delegations by council, written records of delegations by the CEO must be kept in the delegations register and delegates must keep records of their exercise of delegated powers or discharge of delegated duties.

Schedule of powers and duties

The attached schedule lists the powers and duties under the *Local Government Act 1995*, *Cat Act 2011*, *Dog Act 1976* (with associated regulations) which cannot be delegated, those that can be delegated, and to whom the powers and duties can be delegated. It additionally highlights those duties that are for an authorised person. It also lists those matters where ‘acting through’ may be the most practical way of carrying out those functions.

It is not suggested that all of the powers and duties which can be delegated should be delegated – the schedule is provided only as an indication of what can be delegated if it is appropriate for a particular local government. Each local government will need to consider their own circumstances, including the expertise of proposed delegates, when deciding on a course of action.

Local Government Act 1995 and Regulations

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 2 – Constitution of Local Government							
2.11(2)	Changing the method of electing the mayor or president	Yes					Absolute majority required.
2.12A(1)(c)	Giving local public notice of proposal		Yes				
2.12A(2)	Deciding to conduct a poll of electors to change the method of election for the mayor/president to election by council	Yes					
Schedule 2.1, clause 2	Making a proposal to the advisory board for a matter set out in section 2.1 of the Act		Someti mes				While this function could be delegated, the Local Government Advisory Board may request the council consider the proposal.
Schedule 2.2, clause 4	Dealing with a submission made by electors, to change, wards or the number of councillors	Yes					Absolute majority required.

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 2 – Constitution of Local Government (continued)							
Schedule 2.2, clause 5 & 9	Making a proposal to the Advisory Board or Minister to change wards or the number of councillors	Yes					Absolute majority required.
Schedule 2.2, clause 6	Review of wards		Yes	Yes	Yes		
Schedule 2.2, clause 7	Giving public notice of review		Yes				
Part 3 – Functions of Local Government and Local Government (Functions and General) Regulations 1996							
3.5, 3.6and 3.12(4)	Making of a local law, including making of a local law that applies outside its district with the Governors approval	Yes					Absolute majority required.
3.12(3), (5) and (6)	Giving local public notice of a local law and publication in the gazette		Yes				
3.15	Ensuring people are informed of the purpose and effect of all local laws		Yes				
3.16(1), (2) and (3)	Giving public notice of the review of a local law, considering submissions and preparing a report at a council meeting		Yes				
3.16(4)	Determining if a local law should be amended or repealed	Yes					Absolute majority required.
3.18, 3.19, 3.20 & 3.21	Duties when performing executive functions		Yes				

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 3 – Functions of Local Government and Local Government (Functions and General) Reg 1996 (continued)							
3.22(1)	Payment of compensation when the local government causes damage through the performance of the local government's functions under the Act, regulations or local laws				Yes		
3.24	Authorising persons to exercise the functions under Part 3, Division 3, Subdivision 2 of the Act				Yes		
3.25 – 3.27	Issue of notices requiring an owner or occupier to take action in relation to a matter set out in Schedule 3.1 and 3.2 of the Act and taking of action if a person does not comply.					Yes	Authorised under section 3.24, not section 9.10.
3.31	After giving notice of entry a person may enter onto land					Yes	
3.34	A local government may enter land in an emergency without notice or consent and giving of notice of entry where it is practical to do so		Yes		Yes		

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 3 – Functions of Local Government and Local Government (Functions and General) Reg 1996 (continued)							
3.36	A local government may make an opening in a fence to do works on property subject to providing the owner or occupier with 3 days written notice		Yes		Yes		
3.39	Removal and impounding of goods					Yes	
3.40	Impounding of goods in or on a vehicle		Yes			Yes	
3.40A(1)	Removal and impounding of abandoned vehicle wreck					Yes	
3.40A(2), (4) and (5)	Giving of notices and declaring a vehicle an abandoned vehicle wreck		Yes		Yes		
3.42	Giving of notice of impounded non-perishable goods		Yes				
3.44	Giving notice of the place where an alleged offender may collect their goods		Yes				
3.46	Refuse to allow release of impounded or removed goods until costs are paid		Yes				
3.47	Disposal of confiscated or uncollected goods		Yes		Yes		

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 3 – Functions of Local Government and Local Government (Functions and General) Reg 1996 (continued)							
3.47A	Euthanasia of an impounded animal that is too ill or injured to be practically treated		Yes		Yes		
3.48	Recovery of costs through court for impounding expenses		Yes		Yes		
3.50	Closing a throughfare		Yes		Yes		
3.50A	Partially closing a throughfare		Yes		Yes		
3.51	Notifying persons of alteration or realignment or draining of a throughfare		Yes				
3.52	Duty to keep throughfares otherwise open and make plans available		Yes				
3.53(3)	Making agreement on control and management of otherwise unvested facility that lies within 2 or more local government districts			Yes	Yes		
3.54	Doing anything that a board appointed under the Parks and Reserves Act 1895 could do on land reserved under the Land Administration Act 1997 and placed under the control and management of the local government.		Yes	Yes	Yes		

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 3 – Functions of Local Government and Local Government (Functions and General) Reg 1996 (continued)							
3.57	Inviting tenders prior to entry into contract of a prescribed kind			Yes (limited)	Yes (limited)		Must include monetary limit of amount that the CEO can enter into a contract for.
3.58	Disposal of property			Yes (limited)	Yes (limited)		Must include maximum value that the CEO can dispose of property.
3.59(2), (3) & (4)	Preparation of business plan and giving of public notice for major trading undertaking or major land transaction		Yes				
3.59(5)	Deciding if to proceed with major land transaction or major trading undertaking	Yes					Absolute majority required.
3.61, 3.65	Decisions to establish regional local government or amend establishment agreement	Yes					Ministerial approval required.
3.69, 3.70	Decisions to establish regional subsidiary or amend regional subsidiary charter	Yes					Ministerial approval required. Absolute majority required under Minister's policy.
F&G Reg 10	Preparation of the business plan		Yes				
F&G Reg 11A	Preparation and adoption of purchasing policy			Yes	Yes		

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 3 – Functions of Local Government and Local Government (Functions and General) Reg 1996 (continued)							
F&G Reg 11(2)(f)	Determining that the local govt. has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier and as a result not inviting tenders for a contract exceeding \$250,000.			Yes	Yes		
F&G Reg 11(2)(h)	Determining that the local govt. is satisfied that the contract represents value for money and entering into the contract with that person who satisfies the other criteria in regulation 11(2)(h).			Yes	Yes		
F&G Reg 11(3)	Determining that that the goods or services are required for the purposes of addressing a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency declaration relates for the purpose of region 11(2)(aa).			Yes	Yes		

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 3 – Functions of Local Government and Local Government (Functions and General) Reg 1996 (continued)							
F&G Reg 14(2a)	Determine in writing the criteria for deciding which tender should be accepted			Yes	Yes		
F&G Reg 14(5)	After a notice has been given under sub regulation (1) or (2), vary the information referred to in sub regulation (3) by taking reasonable steps to give each person who has sought copies of the tender documents or each acceptable tenderer, as the case may be, notice of the variation		Yes		Yes		
F&G Reg 18(4)	Assess, tenders that have not been rejected under sub regulation (1), (2), or (3) by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.			Yes	Yes		This assessment is typically conducted by a tender assessment panel, the decision to accept the tender should however be made by a delegate. Note the ability to accept a tender must be limited to a monetary amount by the council under section 5.43.

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 3 – Functions of Local Government and Local Government (Functions and General) Reg 1996 (continued)							
F&G Reg 18(4a)	Request a tenderer to clarify the information provided in the tender		Yes		Yes		
F&G Reg 18(5)	Decline to accept any tender			Yes	Yes		
F&G Reg 18(6)&(7)	Accept the next most advantageous tender, where the local government is unable to form a contract with the originally successful tenderer, or the original successful tenderer terminates the contract.			Yes	Yes		
F&G Reg 20(1)	Making a minor variation to the goods and services required prior to entering into a contract with the successful tenderer			Yes	Yes		
F&G Reg 20(2)	If the successful tenderer is unable to enter into the contract to supply the varied requirements, choose the next most advantageous tenderer.			Yes	Yes		
F&G Reg 21	Decide to seek expressions of interest to make a preliminary selection from among potential tenderers			Yes	Yes		

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 3 – Functions of Local Government and Local Government (Functions and General) Reg 1996 (continued)							
F&G Reg 23	Considering the expressions of interest received		Yes				It is the CEO's responsibility to list those persons who are satisfactory as acceptable tenderers.
F&G Reg 24AB	Establish a panel of pre-qualified suppliers to supply particular goods or services to the local government			Yes	Yes		
F&G Reg 24AC	Be satisfied that there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers.			Yes	Yes		
F&G Reg 24AD(3)	Determine in writing the criteria for deciding which applications should be accepted.			Yes	Yes		
F&G Reg 24AD(6)	Vary the information referred to in sub regulations (4) and (5) by taking reasonable steps to give each person who has sought detailed information about the proposed panel or each person who has applied, as the case may be, notice of the variation.		Yes		Yes		

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 3 – Functions of Local Government and Local Government (Functions and General) Reg 1996 (continued)							
F&G Reg 24AH(3)	Assess the by means of a written evaluation of the extent to which each application satisfies the criteria for deciding which applications to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.			Yes	Yes		This assessment is typically conducted by a panel of tenderers, the decision to accept a person onto a panel should however be made by a delegate.
F&G Reg 24AH(4)	Request an applicant clarify the information provided in their application		Yes		Yes		
F&G Reg 18(5)	Decline to accept any tender			Yes	Yes		
F&G Reg 24AJ	Enter into a contract, or contracts, for the supply of goods or services with a pre-qualified supplier who is part of a panel of pre-qualified suppliers for the supply of those particular goods or services.			Yes	Yes		
F&G Reg 24C & 24G	Give a regional price preference in accordance with Part 4A of the LG (F&G) Regs 1996. Choose not to apply the regional price preference for a particular tender.			Yes	Yes		

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 3 – Functions of Local Government and Local Government (Functions and General) Reg 1996 (continued)							
F&G Reg 24E & 24F	Prepare and adopt a regional price preference policy in accordance with regulation 24E of the LG (Functions and General) Regulations 1996.			Yes	Yes		
F&G Reg 30(2)(a)	Consider that that ownership of the land would be of significant benefit to anyone other than the transferee and dispose of land worth less than \$5000 accordingly.			Yes	Yes		
F&G Reg 30(2a)(a)	Fix the reserve price for disposal of property by public auction			Yes	Yes		
F&G Reg 32	Form or take part in the forming of a body corporate under the Incorporated Associations Act 2015, Strata Titles Act 1985 or Community Titles Act 2018.			Yes	Yes		
Part 4 – Elections and other polls and Local Government (Elections) Regulations 1997							
4.20(2)	Appointing a person other than the CEO or electoral commissioner to conduct an election	Yes					Absolute majority required.
4.20(4)	Appointing the Electoral Commissioner to conduct an election	Yes					Absolute majority required.

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 4 – Elections and other polls and Local Government (Elections) Regulations 1997 (continued)							
4.61(2)	Deciding to conduct an election as a postal election	Yes					Absolute majority required.
Election Reg 9 and 91	Agree the fees to be paid to an electoral officer or electoral commission		Yes		Yes		
Election Reg 17	Retention of enrolment eligibility claim forms and notices		Yes		Yes		
Election Reg 28(1b)	Credit the deposit to the fund of the local government		Yes		Yes		
Election Reg 89	Conduct a poll in the manner considered appropriate in the circumstances described in subregulation (1).				Yes		
Part 5 – Administration and Local Government (Administration) Regulations 1996							
5.8	Establishment of committees	Yes					Absolute majority required.
5.10	Appointment of members of a committee	Yes					Absolute majority required.
5.11A	Appointment of deputy members of a committee	Yes					Absolute majority required.
5.15	Reduction of quorum for committee	Yes					Absolute majority required.
5.16	Delegation of powers and duties to a committee	Yes					Absolute majority required.
5.18	Keeping a register of delegations to committees and reviewing those delegations		Yes				
5.27(2)	Setting the date of electors general meeting				Yes		

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 5 – Administration and Local Government (Administration) Regulations 1996 (continued)							
5.36(1) & (2)	Employment of the CEO	Yes					Absolute majority required.
5.36(4)	Advertising a vacancy in the role of CEO		Yes				
5.37(1)	Designation of senior employees			Yes	Yes		
5.37(3)	Advertising a vacancy in a senior employee role		Yes				
5.38(1)	Review of the performance of the CEO	Yes					Absolute majority required by the CEO standards.
5.39(8)	Ensuring the CEO is paid in accordance with the determination of the Salaries and Allowances Tribunal	Yes					As council is the CEO's employer, it is only appropriate that the council carry out this duty.
5.39B	Adoption or amendment to CEO standards	Yes					Absolute majority required.
5.39C	Adoption or amendment of policy for temporary employment or appointment of a CEO	Yes					Absolute majority required.
5.42	Delegation of powers and duties to the CEO, subject to section 5.43 and any regulations	Yes					Absolute majority required.
5.50(1)	Preparation of a policy for termination payments above the contract or award			Yes	Yes		

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 5 – Administration and Local Government (Administration) Regulations 1996 (continued)							
5.50(2)	Payment of an amount to an employee whose employment is ended that is above the amount set out in the policy			Yes	Yes		
5.53(1)	Preparation of the annual report		Yes				
5.54	Acceptance of annual report	Yes					Absolute majority required.
5.56	Planning for the future		Yes				Note that the Administration Regulations establish a number of duties relating to the preparation of plans for the future.
5.62(1B)(a)(i)	Approval, in accordance with the event attendance policy, a person's attendance at an event, to enable the ticket or attendance at an event to become an excluded gift				Yes		
5.74(1) definition of designated employee	Nomination of a designated employee				Yes		
5.90A	Adoption or amendment of policy for attendance at events	Yes					Absolute majority required.
5.95(7)	Release of confidential information	Yes					Resolution of council required.

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 5 – Administration and Local Government (Administration) Regulations 1996 (continued)							
5.96	Making available copies of information		Yes				
5.98 – 5.100	Payment of fees and allowances and reimburse- ments for council members	Yes					Absolute majority required.
5.104	Adoption or amendment of code of conduct for council members, committee members and candidates	Yes					Absolute majority required.
5.127	Preparation of report on training		Yes		Yes		
5.128(1)&(2)	Adoption or amendment to policy for continuing professional development	Yes					Absolute majority required.
5.128(5)	Review of the policy on contin- uing professional development		Yes				
Admin Reg 14	Ensuring notice papers and agendas are published on the website at the same time they are available to council		Yes				
Admin Reg 14E	Giving notice of electronic meeting		Yes				
Admin Reg 18A	Giving statewide public notice of vacancy in CEO or senior employee role		Yes				
Admin Reg 18FB & 18FC	Certification of compliance with adopted standards for CEO recruitment or termination	Yes					Resolution and absolute majority required.

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 5 – Administration and Local Government (Administration) Regulations 1996 (continued)							
Admin Reg 18FB & 18FC	Giving a copy of the resolution of compliance to the Director General of DLGSC		Yes				
Admin Reg 19C	Ensuring a strategic community plan is made for the district including having regard to the matters required by the regulation including content and consultation		Yes				
Admin Reg 19C	Determining if to adopt the strategic community plan	Yes					Absolute majority required.
Admin Reg 19DA	Ensuring a corporate business plan is made for the district including having regard to the matters required by the regulation including content and review		Yes				
Admin Reg 19DA	Determining if to adopt the corporate business plan	Yes					Absolute majority required.
Admin Reg 29A	Making available information under regulation 29A(2)	Yes					Resolution required.
Part 6 – Financial Management & Local Government (Financial Management) Regulations 1996							
6.2 & 6.3	Preparation of a budget		Yes				
6.2 & 6.3	Adoption or amendment of the budget	Yes					Absolute majority required.
6.4	Preparation of annual financial report and submission to the auditor		Yes				

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 6 – Financial Management & Local Government (Financial Management) Regulations 1996 (continued)							
6.9(3)	Payment or delivery of money to persons entitled to it		Yes				
6.9(4)	Transfer of money held in trust for 10 years to its municipal fund, but must repay it to a person who establishes a right to the repayment, together with any interest earned on the investment.		Yes		Yes		
6.11(1)	Establishing and maintaining a reserve account or giving public notice of a change to a reserve account		Yes				
6.11(2)	Changing or using the money in a reserve account for another purpose	Yes					Absolute majority required.
6.12(1)(a)	Granting a discount or incentive for early payment of money with the annual budget	Yes					Absolute majority required.
6.12(1)(b)&(c)	Granting a concession or writing off any amount of money and applying any conditions			Yes	Yes		
6.13	Determining amount of interest payable on money owed to a local government, other than rates and services charges	Yes					Absolute majority required.

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 6 – Financial Management & Local Government (Financial Management) Regulations 1996 (continued)							
6.14	Investment of surplus funds in accordance with Part III of the Trustees Act 1962 and Local Government (Financial Management) Regulations 1996			Yes	Yes		
6.15	Receipt of revenue		Yes				
6.16	Imposing or amending of fees and charges	Yes					Absolute majority required.
6.19	Giving notice of fees and charges		Yes				
6.20	Power to borrow	Yes					Absolute majority required by either budget adoption or subsequent additional borrowing.
6.20	Giving local public notice related to borrowing		Yes				
6.26	If Co-operative Bulk Handling Ltd and a local government cannot reach an agreement, under section 6.26(2)(i), the local government may refer the matter to the Minister for determination			Yes	Yes		

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Part 6 – Financial Management & Local Government (Financial Management) Regulations 1996 (continued)							
6.32, 6.33, 6.35, 6.37, 6.38	Imposing a general rate on rateable land or an emergency rate, or a rate following the quashing of a general valuation, rate or service charge, including the imposition of a differential rate, minimum payments, specified area rates or service charges	Yes					Absolute majority required.
6.36	Giving local public notice of intention to impose differential rates or minimum payments		Yes				
6.39, 6.40	Compiling or amending the rate record, including any reassessment of rates or service charges payable and payment of any refund and issue of the rates notice.		Yes		Yes		
6.45	Imposing an additional charge (including by way of interest) for payment by instalments				Yes		Preferably adopted by council with the annual budget.
6.46	Providing a discount or other incentive for early payment of rates or service charges	Yes					Absolute majority required.

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Part 6 – Financial Management & Local Government (Financial Management) Regulations 1996 (continued)							
6.47	Waiving or granting concessions on rates or service charges	Yes					Absolute majority required.
6.49	Entering into agreements for payment of rates or service charges				Yes		
6.50	Determining the due date of rates and service charges				Yes		
6.51	Imposing interest on unpaid rates or service charges and costs of recovery of unpaid rates and service charges	Yes					Absolute majority required. Maximum interest limited by regulations.
6.56	Recovery of rates or service charges and costs of recovery by proceedings in court				Yes		
6.60	Giving notice to a lessee of land to pay rent to the local government to satisfy the rate or service charge, including giving notice to the lessor and where the lessee does not pay rent recovering the rate or service charge from the lessee.		Yes		Yes		
6.61	Request the occupier, agent or person who receives rent to give the name and address of the owner to the local government		Yes		Yes		

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 6 – Financial Management & Local Government (Financial Management) Regulations 1996 (continued)							
6.64(1)	Take action under section 6.64 in respect of rates and service charges that have been unpaid for 3 years				Yes		Note subject to section 5.43(d) and 6.68(3A).
6.64(2)	Give notice of the taking of possession of land to the owner and affix the notice in a conspicuous part of the land		Yes		Yes		
6.64(3)	Lodge or withdraw a caveat for unpaid rates or service charges				Yes		
6.69	Acceptance of payment of outstanding rates and service charges and causing sale of land to be cancelled		Yes		Yes		
6.71, 6.72, 6.74	Causing land to be transferred to the crown or the local government				Yes		Note subject to section 5.43(d)
6.76	Dealing with objections to the rate record including allowing or disallowing the objection, extending the time to make an objection and giving notice of the decision			Yes	Yes		
FM Reg 5A	Compliance with the AAS		Yes				

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 6 – Financial Management & Local Government (Financial Management) Regulations 1996 (continued)							
FM Reg 6	Ensuring that employee who is delegated responsibility for day to day accounting and financial management is not responsible for internal audit or reviewing the work of the internal auditor.		Yes				
FM Reg 8	Maintaining separate bank accounts		Yes				
FM Reg 11	Development of procedures for payments			Yes	Yes		
FM Reg 12	Making payments from the municipal fund or trust fund				Yes		Note, this is not the power to incur a liability (e.g. approve a purchase order). These powers are established through the tender regulations and the local government's purchasing policy.
FM Reg 17A	Valuation of assets in financial reports		Yes				
FM Reg 19	Procedures for investments			Yes	Yes		
FM Reg 32	Excluding amounts when calculating budget deficiency		Yes				
FM Reg 33	Lodging copy of budget with Director General of DLGSC		Yes				

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Part 6 – Financial Management & Local Government (Financial Management) Regulations 1996 (continued)							
FM Reg 33A	Undertaking review of budget and providing a copy of the review and determination to the DLGSC		Yes	Yes	Yes		
FM Reg 33A	Determination on if to adopt budget review	Yes					Absolute majority required.
FM Reg 34(1)	Preparing monthly financial report		Yes				
FM Reg 34(5)	Adoption of a percentage or value for material variances			Yes	Yes		Ideally adopted with budget by council.
Part 7 – Audit & Local Government (Audit) Regulations 1996							
7.1A	Establishment of an Audit Committee and appointment of its members	Yes					Absolute majority required.
7.1B	Delegation of powers and duties under Part 7 to the Audit Committee	Yes					The power of delegation itself cannot be delegated.
7.12AE 7.12AI	Making payment to the Auditor		Yes		Yes		
7.12A(1)	Doing everything in its power to assist the auditor to conduct the audit or carry out the auditor's other duties including ensuring that audits are conducted successfully and expeditiously.		Yes	Yes (Audit Committee)	Yes		
7.12A(2)	Meeting with the auditor at least once a year			Yes (Audit Committee)	Forbidden (Admin Reg 18G)		

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 7 – Audit & Local Government (Audit) Regulations 1996 (continued)							
7.12A(3)	Considering the audit report, determine the action to be taken in response and ensuring that action is taken			Yes (Audit Committee)	Forbidden (Admin Reg 18G)		
7.12A(4)	Preparing a report addressing matters identified as significant by the auditor in the audit report and providing it to the Minister.			Yes (Audit Committee)	Forbidden (Admin Reg 18G)		
Audit Reg 14	Carrying out the compliance audit		Yes				
Audit Reg 14	Adoption of compliance audit	Yes					Must be considered by audit committee and adopted by council.
Part 8 – Scrutiny of the Affairs of Local Governments							
8.2(2)	Upon receiving a notice from the Minister or Director General, providing the information to the Minister or Director General in the time specified in the notice.		Yes		Yes		
8.14(3)	A local government must give the Minister written advice setting out the things that it has done or proposes to do to give effect to the recommendations of the authorised person.			Yes	Yes		It is strongly recommended the council adopt the final response.

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Part 8 – Scrutiny of the Affairs of Local Governments (continued)							
8.15B	Giving a response to the Minister's show cause notice			Yes	Yes		It is strongly recommended the council adopt the final response.
8.23(4)	A local government must give the Minister advice of what things it has done, or will do, to comply with an Inquiry Panel's report within 35 days of receiving the report, or give its comment on a recommendation to dismiss the council.			Yes	Yes		It is strongly recommended the council adopt the final response.
Part 9 – Miscellaneous Provisions & Local Government (Uniform Local Provisions) Regulations 1996							
9.5	Allowing an extension of time for lodging an objection			Yes	Yes		
9.6(1)	An objection under Part 9 is to be dealt with by the council or a committee authorised by council to deal with it	Yes		As an authorisation			
9.6(5)	The local government must give the person who made the objection notice of how it was disposed of and reasons why		Yes	Yes	Yes		

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Part 9 – Miscellaneous Provisions & Local Government (Uniform Local Provisions) Regulations 1996 (continued)							
9.9(1)(a) and 9.9(2)	Order the revocation of the suspension of a decision because it is considered that there are urgent reasons why the effect of the decision should not be suspended or suspension of the effect of the decision is reasonably likely to endanger the safety of any person, cause damage to property, or to create a serious public nuisance.	Yes		As an authorisation			
9.9(1)(b) 9.9(3)	The local government considers that there are urgent reasons why the effect of the decision should not be suspended or suspension of the effect of the decision is reasonably likely to endanger the safety of any person, cause damage to property, or to create a serious public nuisance and giving notice in writing stating the reasons for that decision.				Yes		

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Part 9 – Miscellaneous Provisions & Local Government (Uniform Local Provisions) Regulations 1996 (continued)							
9.11	Authorising a person for the purposes of section 9.11				Yes		Note section 9.11 in sub-section (4) includes a power of arrest.
9.24	Authorising a person to commence a prosecution for an offence against the Local Government Act 1995, regulations made under that Act or a local law.				Yes		
9.49A	Authorising persons to sign documents on behalf of a local government	Yes					Resolution of council required.
9.63	Refer a dispute between two local governments to the Minister	Yes					Minister's decision required.
ULP Reg 5	Issue written notice to a person who is carrying out work over or near a footpath on local government property and require them to take action.				Yes		
ULP Reg 6	Grant or renew permission to obstruct a throughfare			Yes	Yes		
ULP Reg 7A	Request a person remove an object obstructing a throughfare that has fallen from their land		Yes		Yes		

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Part 9 – Miscellaneous Provisions & Local Government (Uniform Local Provisions) Regulations 1996 (continued)							
ULP Reg 7	Request a person remove a structure, tree or plan that is encroaching without lawful authority on a public thoroughfare		Yes		Yes		
ULP Reg 9	Grant permission to have a gate across a public thoroughfare			Yes	Yes		
ULP Reg 11(1)	Consider an excavation dangerous and request the owner or occupier of the land to fill in or securely fence the excavation				Yes		
ULP Reg 11(5)&(6)	Grant or renew permission to make or leave an excavation on a thoroughfare or part of land adjoining a public thoroughfare and impose such conditions as are thought fit			Yes	Yes		
ULP Reg 12	Approve the construction of a crossover or agree to construct the crossover for the applicant			Yes	Yes		
ULP Reg 13	Give a notice to a person to require an owner or occupier to construct or repair a crossover				Yes		
ULP Reg 15	Deciding what is a standard crossing	Yes					Decided by resolution of council or local law.

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Part 9 – Miscellaneous Provisions & Local Government (Uniform Local Provisions) Regulations 1996 (continued)							
ULP Reg 17	Grant permission for construction on, over or under a public thoroughfare or other public place which is local government property and impose such conditions as thought fit.			Yes	Yes		
ULP Reg 20	Give notice of works for supply of gas or water		Yes				
ULP Reg 21	Give notice to the owner or occupier of land if the clearing of land might cause land having a common boundary with local government property to be adversely affected by wind erosion or sand drift.				Yes		

Cat Act 2011 and Dog Act 1976 and Regulations

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Cat Act 2011							
9	Grant the registration of a cat		Yes	Delegation to a committee is not permitted under the <i>Cat Act 2011</i>	Yes		
9 & 13	Refuse the registration of a cat and give notice of the reasons				Yes		Decision subject to review by SAT.
10 & 13	Cancellation of the registration of a cat and give notice of the reasons				Yes		Decision subject to review by SAT.
11	Allot a registration number or issue a replacement registration certificate or tag		Yes		Yes		
12	Maintain a register of cats		Yes		Yes		
26	Issue a cat control notice				Yes		
37 & 39	Decide to grant, or renew an approval for a person to breed cats and give a certificate or any replacement certificate to the applicant				Yes		
37 & 40 & Cat Reg 22	Decide to refuse an approval for a person to breed cats and give notice of the decision.				Yes		Decision subject to review by SAT.

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Cat Act 2011 (continued)							
38 & 40	Cancel an approval to breed cats and give notice of the decision			Delegation to a committee is not permitted under the <i>Cat Act 2011</i>	Yes		Decision subject to review by SAT.
44	Power of delegation	Yes					The common law prohibits delegation of the power to delegate.
49	Recover in court the costs of destruction of a cat				Yes		
70	Dealing with objection	Yes					Must be dealt with by council or a committee.
79	Making of local laws under the <i>Cat Act 2011</i>	Yes					Making of local laws must always be done by the council (absolute majority required).
Cat (Uniform Local Provisions) Regulation 2013							
Cat ULP Reg 9	Grant or refuse approval to keep additional cats including imposing any conditions or granting approval for additional cats but less than the amount applied for.			Delegation to a committee is not permitted under the <i>Cat Act 2011</i>	Yes		Decision subject to review by SAT.

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Dog Act 1976							
10AA	Delegation by local government.			Delegation to a committee is not permitted under the <i>Dog Act 1976</i>	Yes		A council may expressly authorise the CEO to further delegate any delegation such as to employees.
10A	Making payments to veterinarians towards the cost of the sterilisation and issue directions in writing as a condition of receipt of that payment				Yes		
14	Maintaining a register of dogs		Yes				
15	Discounting or waiving a registration fee				Yes		
16(1)	Appointing another place for registering dogs		Yes		Yes		
16(2)(a)	Affecting the registration of a dog					Yes (Registration Officer)	
16(2)(b), (3) and (4)	Direct the refusal of an application to register a dog and notify the applicant of the reasons for that decision				Yes		
17A	Giving notice to an owner that a dog cannot be registered				Yes		

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Dog Act 1976 (continued)							
17(4) and (5)	Apply to a Justice of the Peace for an order authorising seizure of a dog and cause the dog to be seized and detained or destroyed.			Delegation to a committee is not permitted under the <i>Dog Act 1976</i>	Yes		Note (5) is following an SAT decision.
26(3)	Grant an exemption from the requirements of the local law relating to the limit of dogs without needing an approved kennel establishment				Yes		
27	Grant, renew, refuse or cancel a licence for an approved kennel establishment				Yes		May apply to SAT for review of a decision to refuse/cancel licence.
29 and 33G	Require payment of impounding fees, recover costs in court of money due under the Act, dispose of a dog impounded				Yes		
31	Specify a place where dogs are prohibited, dog exercise areas and rural leashing areas	Yes					Absolute majority decision.

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
Dog Act 1976 (continued)							
31	Issue local public notice of intention to designate areas		Yes	Delegation to a committee is not permitted under the <i>Dog Act 1976</i>			
33E and 33F	Declaration of a dangerous dog and giving notice to the owner of the declaration.				Yes	Yes	Authorisation must be specifically given for this section to an authorised person and this authorisation applies to section 39.
33F(6), 33G(4) and 33H(4)	Consider and decide on an objection and given notice to the objector of the decision				Yes		The person who issued the declaration of a dangerous dog should not decide on the objection.
33H	Revoke dangerous dog declarations or proposal to destroy dog				Yes		
33M	Determine the recoverable expenses of a local government relating to a dangerous dog				Yes		
39	Apply to the Magistrates court for an order that a dog be destroyed				Yes	Yes	
40	Appoint a person to carry out the order of the State Administrative Tribunal				Yes		

Section/ Regulation	Function of the local government	Delegation Prohibited	Suitable for Acting Through	Suitable for Delegation to a Committee	Suitable for Delegation to the CEO	Authority of an Authorised Person	Notes
<i>Dog Act 1976 (continued)</i>							
44	Authorise a person to undertake enforcement proceedings			Delegation to a committee is not permitted under the <i>Dog Act 1976</i>	Yes	Yes	
49	Making of local laws	Yes					Making of local laws must always be done by the council (absolute majority required).
<i>Dog Regulations 2013</i>							
Regulation 35	Withdrawal of an infringement notice.			Delegation to a committee is not permitted under the <i>Dog Act 1976</i>	Yes	Yes	

Document information

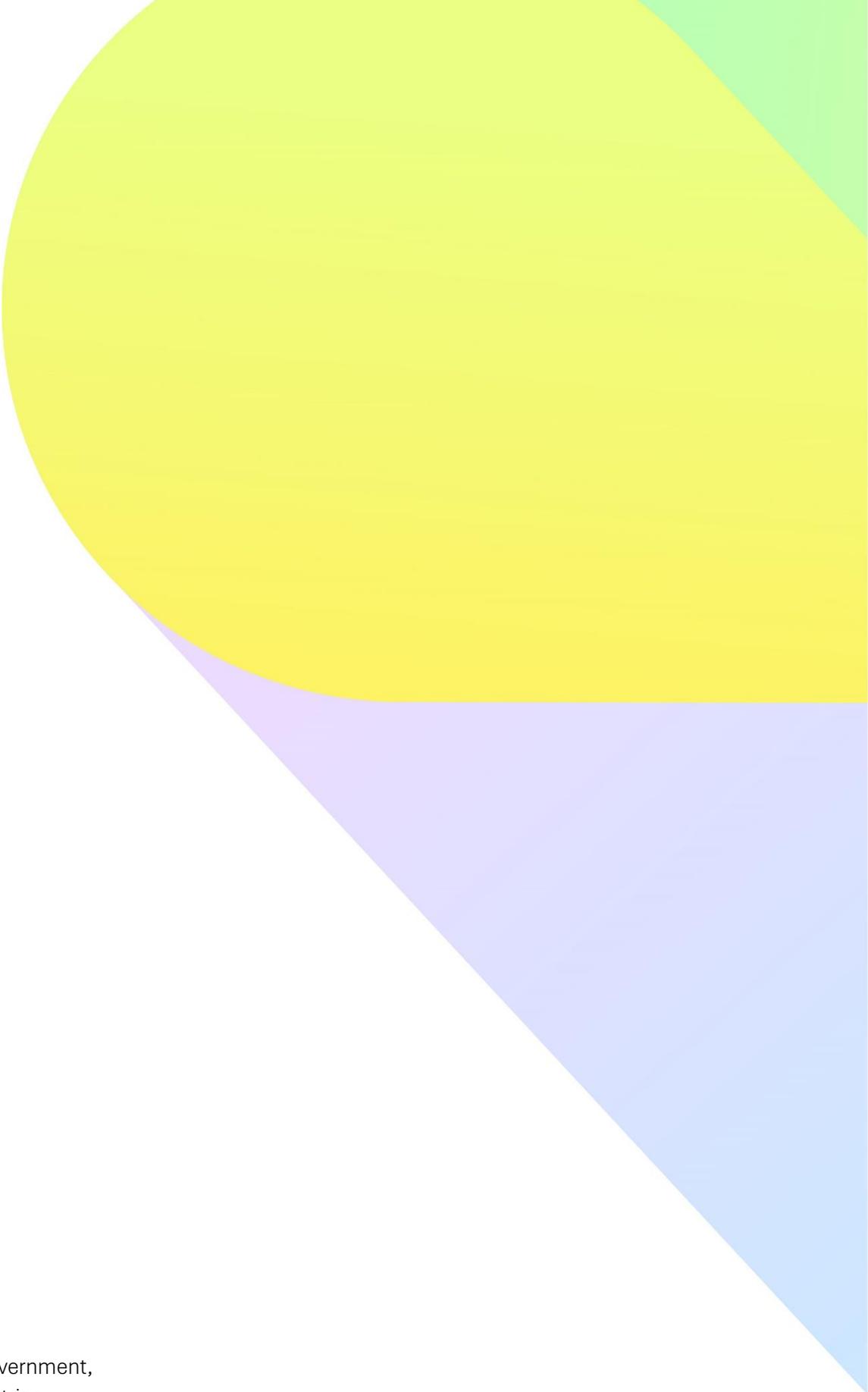
Approved by	L. Horton	Date: 21 August 2024
Status	Approved for publication	
Version	1.00	
Policy Owner	DLGSC – Local Government Support and Engagement team	
Primary Contact	Director Support and Engagement	
Effective date	16 July 2024	
Next review date	16 July 2026	
File reference		

Revisions

Version	Date	Reviewer	Details of revision
	16 July 2024	C. Perham	Updated information in Part 3.1.6, updated document to new DLGSC branding, added version control.

Version history

Version	Date	Name & Position / Committee	Status / Notes
1.00	16 July 2024	C. Perham, Senior Strategy and Reporting Officer	Reviewed for approval



Department of Local Government,
Sport and Cultural Industries
PO BOX 8349
Perth Business Centre WA 6849
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Website: www.dlgsc.wa.gov.au

9.1.2 APPOINTMENT OF WA ELECTORAL COMMISSION TO CONDUCT ORDINARY ELECTION 18 OCTOBER 2025

FILE REFERENCE:	Election Management
REPORT DATE:	19 February 2025
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
AUTHOR:	Sam Dolzadelli – Chief Executive Officer
ATTACHMENTS:	9.1.2a. WAEC Written Agreement – 2025 LG Elections 9.1.2b. WAEC Cost Estimate – 2025 LG Elections

PURPOSE OF REPORT:

The purpose of this report is to recommend that Council resolve to appoint the Western Australian Electoral Commission (WAEC) to conduct, as a postal election, the Shire of Wongan-Ballidu's Ordinary Election on 18 October 2025.

BACKGROUND:

Local government elections for office bearers of Council are conducted bi-annually (every second year), on the third Saturday in October. The next Ordinary Election is to be held Saturday 18 October 2025.

The Western Australian Electoral Commission has offered to conduct the Shire of Wongan-Ballidu's Ordinary Election and historically the Shire has engaged WAEC to undertake this, as it ensures professional and impartial conduct of elections.

Two specific motions are required to be passed by Council in order for formal acceptance of the WAEC's offer to be presented to the WAEC. These two motions stem from the *Local Government Act 1995*, and are outlined below.

Section 4.20(4) enables the local government to declare the Electoral Commissioner to be responsible for the conduct of an election (after having obtained their agreement).

Section 4.61(2) enables the local government to decide to conduct the election as a postal election.

Both require absolute majority decisions of Council.

POLICY REQUIREMENTS:

Nil

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995 – Part 4, Division 4.
Local Government (Elections) Regulations 1997

STRATEGIC IMPLICATIONS:

Nil

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental impacts associated with this proposal.
- **Economic**
There are no known economic impacts associated with this proposal.
- **Social**
There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

The cost estimate provided by the WAEC (as included in attachment 2) to conduct the 2025 Ordinary Election by postal vote for the Shire of Wongan-Ballidu is \$14,505 (ex. GST). This amount will need to be incorporated into the Shire's 2025/26 Annual Budget.

COMMENT:

The above cost estimate is based on the following factors:

- Method of election will be postal;
- 3 Councillor(s) vacancies;
- 1,000 electors;
- Response rate of approximately 60%;
- Appointment of a local returning officer; and
- Count to be conducted at our office using CountWA.

It is recommended to engage the WAEC to conduct the election by postal vote as this ensures the professional and impartial conduct of the election.

VOTING REQUIREMENTS: Absolute Majority.

OFFICER RECOMMENDATION:

MOVED: Cr BOEKEMAN

SECONDED: Cr COAD

That Council, by absolute majority:

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

CARRIED: 7/0

RESOLUTION 030225

For:

Cr M Stephenson
Cr S Boekeman
Cr G Chambon
Cr D Coad
Cr B Donnellan
Cr M Sewell
Cr S Starcevich

Against:



Mr Sam Dolzadelli
Chief Executive Officer
Shire of Wongan-Ballidu
PO Box 84
WONGAN HILLS WA 6603

Dear Mr Dolzadelli,

Written Agreement: 2025 Local Government Ordinary Election

I refer to your correspondence dated 3 January 2025 in which you accept the Western Australian Electoral Commission's Cost Estimate for the 2025 Local Government Ordinary Election, as outlined in my letter to you dated 12 December 2024 (the Cost Estimates Letter).

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

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

Please note that:

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

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

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

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'R Kennedy'.

Robert Kennedy
ELECTORAL COMMISSIONER

9 January 2025



Mr Sam Dolzadelli
Chief Executive Officer
Shire of Wongan-Ballidu
PO Box 84
WONGAN HILLS WA 6603

Dear Mr Dolzadelli,

Cost Estimate Letter: 2025 Local Government Ordinary Election

As you are aware, the next local government ordinary election will be held on 18 October 2025. This letter is your Cost Estimate for the Western Australian Electoral Commission to conduct your election, should you proceed with making a declaration under the *Local Government Act 1995* for us to do so.

Cost Estimate

The Commission has estimated the cost to conduct your Council's election in 2025 as a postal election at approximately \$14,505 (ex GST).

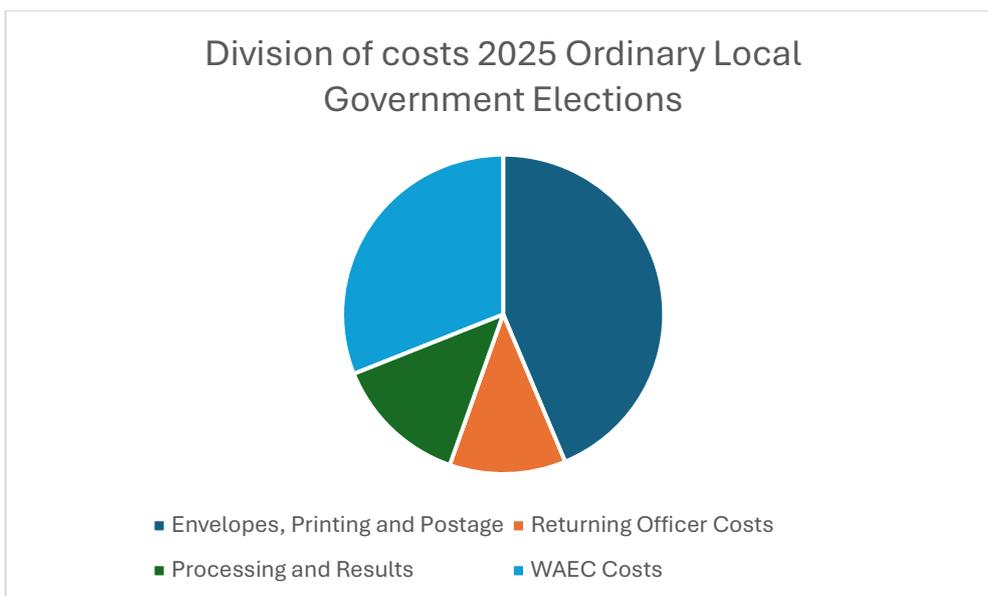
This cost has been based on the following assumptions:

- The method of election will be postal;
- 3 Councillor(s) vacancies;
- 1000 electors;
- response rate of approximately 60%
- appointment of a local Returning Officer; and
- count to be conducted at your office using CountWA.

If any of these assumptions are not correct, please contact us and we can provide a new cost estimate.

Cost Methodology

To provide your estimate, the Commission has estimated the costs of all aspects of the election, from supply of materials to staffing costs. For the 2025 Local Government elections, we have applied the following apportionment across the State:



For individual local Governments the exact apportionment of costs may differ slightly from the above, as the cost categories are determined by applying the following variables:

- Envelopes, Printing and Postage, and WAEC Costs are determined by the number of electors in your Local Government;
- Processing and Results is determined by the expected response rate for your election; and
- Returning Officer Costs are determined by the complexity of the election for the Returning Officer; we classify Local Governments into bands depending on a number of factors including number of Wards, number of vacancies and the number of candidates, and then we pay our Returning Officers a rate which reflects this band.

Estimated Cost of 2025 Local Government Elections

The Commission estimates that the total cost of conducting the Local Government Elections across Western Australia in 2025 will increase by \$1.3 million, compared to 2023. The key drivers for this cost increase are as follows:

- a 45% cost increase from Australia Post, comprising of a 25% increase which came into effect in March 2024, and an additional 20% proposed increase currently being considered by the Australian Competition and Consumer Commission, which if approved will take effect in July 2025; and
- a 9% increase in the salaries paid to Returning Officers as required by the Public Sector CSA Agreement 2024.

Variations to the final costs for your Council

In accordance with the *Local Government (Elections) Regulations 1997*, the Commission conducts elections on the basis of full accrual cost recovery. This means that should the actual costs incurred to conduct the election be less or greater than what we have estimated, the final cost may differ from the cost estimate you have been provided.

Whilst we aim to keep additional costs at a minimum wherever possible, the following are examples of where cost increases may arise:

- If a Returning Officer is selected that is not local to your area;
- If you elect for Australia Post Priority Service for the lodgement of your election package;
- If casual staff are required for the issuing of Replacement Election Packages;
- If casual staff are required to assist the Returning Officer on election day or night; or
- Unanticipated cost increases from our suppliers.

We will endeavour to keep you informed of any unanticipated cost increases as they are incurred during the election.

Service Commitment

The Commission is committed to conducting elections impartially, effectively, efficiently and professionally. Following each election event, we review our performance and identify ways to improve our service delivery.

The Commission acknowledges that during the 2023 Local Government Ordinary Elections, the results for many Local Governments were delayed. Since this time we have improved our Count Processes, and as demonstrated through extraordinary elections conducted in 2024, we are now able to finalise our results more quickly whilst still retaining accuracy and integrity.

If you have any suggestions for improvements we can make to deliver your election, your feedback is welcome at all times.

Next Steps

Should you wish to accept this cost estimate and proceed with the Electoral Commission undertaking this election, there are specific steps that must be taken under the *Local Government Act 1995*. These steps are summarised in the attached flow chart (Attachment A).

As outlined in the flow chart, if you accept this Cost Estimate then please advise of us this in writing, so that we can issue a Written Agreement letter. Both the Cost Estimate letter, and the Written Agreement letter then need to be taken to Council for a decision.

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

Yours sincerely,



Robert Kennedy
ELECTORAL COMMISSIONER

12 December 2024

9.1.3 CONSULTANCY BUDGET AMENDMENT

FILE REFERENCE:	Finance Management/Budget
REPORT DATE:	20 February 2025
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Council Workshop 19 February 2025
AUTHOR:	Sam Dolzadelli – Chief Executive Officer

PURPOSE OF REPORT:

The purpose of this report is to recommend that Council increase the budget allocation for consultancy services to ensure adequate funding is available to engage external consultants for matters pertinent to Council's forward planning of the Copper Mine Project.

BACKGROUND:

At the workshop held on 19 February 2025, in which five of seven elected members and the CEO attended, it was determined that it would be prudent to engage an external professional to assist the Shire throughout a range of upcoming planning, engagement and consultation processes in relation to the proposed Copper Mine Project within the Shire's district. In addition to this, it was agreed that throughout this process, it is highly likely that various expert advice and consultancy services would be required (i.e. town planning, legal, environmental.) To this end, Council provided in principle support to proceed with bringing an agenda item to the February Ordinary Council Meeting to allocate budget funds to cover any consultancy costs that may arise, inclusive of the initial consultant engagement.

POLICY REQUIREMENTS:

Nil.

LEGISLATIVE REQUIREMENTS:

- Section 6.8(1)(b) of the *Local Government Act 1995*

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental impacts associated with this proposal.
- **Economic**
There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

The budget amendment recommended is to increase the consultancy fees expenditure budget by \$50,000. As this pertains to the planning of a special project, it is recommended that the funds be transferred from the Special Projects Reserve in the first instance and can be reviewed through the budget review process and 2025/26 budget planning process.

COMMENT:

Budget Amendment

Council is requested to approve the following amendments to the 2024/25 adopted Annual Budget, with explanations provided in the table below. Pursuant to section 6.8(1)(b) of the *Local Government Act 1995*, this will require an absolute majority decision of Council.

The following budget amendment was supported in principle by Council at the workshop held 19 February, to ensure adequate funding was allocated to cover any consultancy costs that may arise, inclusive of the initial consultant engagement.

Income/Expense/Other	Description	Adopted Budget	Proposed amended budget	Variance Increase/(Decrease) in funding position	Comment
Operating Expenditure – Materials and contracts	Consultants	(\$35,000)	(85,000)	(\$50,000)	Budget allocation for consultancy services relating to the Copper Mine Project.
Transfer from reserves	Transfer from Special Projects Reserve	\$30,000	\$80,000	\$50,000	To fund the above allocation.
Change in net current assets (funding position)				\$0	

VOTING REQUIREMENTS: Absolute majority.

ABSOLUTE MAJORITY REQUIRED: Yes, required for budget amendments – s6.8(1)(b) of *Local Government Act 1995*.

OFFICER RECOMMENDATION:

MOVED: Cr COAD

SECONDED: Cr CHAMBON

That Council:

1. Pursuant to section 6.8(1)(b) of the *Local Government Act 1995* authorises, by absolute majority, the following budget amendments to the 2024/25 adopted Annual Budget:

Income/Expense	Description	Adopted Budget	Proposed amended budget	Variance Increase/(Decrease) in funding position	Comment
Operating Expenditure – Materials and contracts	Consultants	(\$35,000)	(\$85,000)	(\$50,000)	Budget allocation for consultancy services relating to the Copper Mine Project.
Transfer from reserves	Transfer from Special Projects Reserve	\$30,000	\$80,000	\$50,000	To fund the above allocation.
Change in net current assets (funding position)				\$0	

CARRIED: 7/0
RESOLUTION 040225
Against:

For:
Cr M Stephenson
Cr S Boekeman
Cr G Chambon
Cr D Coad
Cr B Donnellan
Cr M Sewell
Cr S Starceвич

9.2 ADMINISTRATION & FINANCIAL SERVICES

9.2.1 ACCOUNTS SUBMITTED FOR DECEMBER 2024

FILE REFERENCE:	F1.4
REPORT DATE:	20 February 2025
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Rachael Waters – Finance Officer
REVIEWER:	Melinda Lymon – Deputy Chief Executive Officer
ATTACHMENTS:	9.2.1 List of Payments for December 2024

PURPOSE OF REPORT:

For Council to receive the accounts paid for 1 December 2024 to 31 December 2024, as submitted.

BACKGROUND:

This information is provided to the Council on a monthly basis in accordance with provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

COMMENT:

The *Local Government (Financial Management) Regulations 1996* requires a list of accounts paid by the CEO and a list of payments made by employees via purchasing cards to be presented to Council and recorded in the minutes.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

Regulations 13 and 13A of the *Local Government (Financial Management) Regulations 1996* are applicable to this agenda item and attached reports.

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

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee’s name; and
 - (b) the amount of the payment; and

- (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
- (a) for each account which requires council authorisation in that month –
 - (i) the payee’s name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under subregulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Regulation 13A – Payments by employees via purchasing cards

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

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental impacts associated with this proposal.

➤ **Economic**

There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

All payments are made within the confines of Councils adopted budget.

VOTING REQUIREMENTS: Simple Majority

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION:

MOVED: Cr BOEKEMAN

SECONDED: Cr COAD

That Council, in accordance with Regulation 13 and 13A of the *Local Government (Financial Management) Regulations 1996*, receives the list of payments for the month ended 31 December 2024 totalling \$927,003.37 (Refer to Attachment). This includes payments made under delegated authority and payments made using purchasing cards by authorised employees.

**CARRIED: 7/0
RESOLUTION 050225**

For:

Cr M Stephenson
Cr S Boekeman
Cr G Chambon

Cr D Coad
Cr B Donnellan
Cr M Sewell
Cr S Starcevich

Against:

Question taken on notice:

Request made by Cr SEWELL for further information on Pavillion fan cost.
CEO to gather information and advise Councillors in writing.

LIST OF PAYMENTS FROM 1ST DECEMBER 2024 TO 31ST DECEMBER 2024

Payment / Invoice	Date	Description	Amount
EFT Payment - EFT00047			
1231 - WONGAN HILLS HOTEL			
218425	05/12/24	Council Refreshments for Council Dinner 23/10/24	328.49
214720	05/12/24	Accommodation for Michael Alvares - CRC Event (Kite Workshop)	150.00
		Total 1231	478.49
124 - MOORA GLASS SERVICE			
5498	05/12/24	27c Quinlan St - rewire front & back door, supply and fit wheels	709.50
		Total 124	709.50
1278 - DEPARTMENT OF COMMERCE - BUILDING COMMISSION			
Oct-24	05/12/24	BSL for October 2024	1,703.80
		Total 1278	1,703.80
131 - IXOM OPERATIONS PTY LTD			
6894933	05/12/24	Service Fee for Chlorine - Pool & Ovals	286.44
		Total 131	286.44
1580 - INTEGRATED ICT - A MARKET CREATIONS COMPANY			
35245	05/12/24	November Billing - Office 365 for Medical Centre	159.72
		Total 1580	159.72
162 - DALLIMORE NOMINEES PTY LTD			
9286	05/12/24	3/20 Stickland St - uplift & remove flooring replace with Vinyl, install skirting boards	3,906.00
		Total 162	3,906.00
1645 - FEGAN BUILDING SURVEYING			
1154	05/12/24	Building Surveying for Lot 7 & 8 Jensen St Wongan Hills	330.00
1163	05/12/24	Building Surveying for 225 Smith Road Lake Hinds Dwelling	330.00
		Total 1645	660.00
1821 - MELISSA WHYTE			
Country Copies	05/12/24	Reimbursement for A1 Laminating - CRC	31.50
		Total 1821	31.50
1850 - RICOH FINANCE			
641506	05/12/24	Photocopier Lease for Administration & CRC 23/12/24 to 22/01/25	649.17
638442	05/12/24	Folding Machine Lease for Administration 23/12/24 to 22/01/25	237.60
		Total 1850	886.77
1962 - Airport Lighting Specialists			
IN26847	05/12/24	LED Blue, Green & Clear arrays for ZA290	3,536.50
		Total 1962	3,536.50
2040 - AC HEALTHCARE PTY LTD			
Dec-24	05/12/24	Payment for December 2024	21,083.33
		Total 2040	21,083.33
2064 - TRACTUS AUSTRALIA			

LIST OF PAYMENTS FROM 1ST DECEMBER 2024 TO 31ST DECEMBER 2024

Payment / Invoice	Date	Description	Amount
2012556	05/12/24	Supply & fit new tyre for Roller	1,692.00
2012565	05/12/24	Supply & fit 2 new tyres for Drop Deck Trailer	1,094.00
2012567	05/12/24	Supply & fit Rema O-Ring for Volvo Loader	85.00
Total 2064			2,871.00
2095 - CLINIPATH PATHOLOGY			
119315	05/12/24	Drug & Alcohol screening - 1 x Staff	40.00
Total 2095			40.00
2195 - HERSEY'S SAFETY PTY LTD			
3480	05/12/24	Sharps Kit - Cleaners, maintenance, pool & works	1,270.50
Total 2195			1,270.50
22 - AVON WASTE			
64489	05/12/24	Delivery charge of 1 x 15m3 Hook Bin - 13/8/24	1,410.00
Total 22			1,410.00
2221 - WALKERS DIESEL SERVICES			
3562	05/12/24	Supply of belts, blades, meter kit & filters for Bad Boy MZ Avenger Mower	681.27
Total 2221			681.27
2226 - OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST			
SI008756	05/12/24	Council First Subscription January to March 2025	21,486.66
SI008737	05/12/24	Professional Services for September Support 2024	24,816.00
SI008774	05/12/24	Professional Services for October 2024	16,931.75
Total 2226			63,234.41
2254 - MARKET CREATIONS TECHNOLOGY PTY LTD			
JD10-7	05/12/24	Annual Report Design and Collation 2023-2024 - WIP Payment	2,191.75
Total 2254			2,191.75
2331 - CSSTECH			
I0003982	05/12/24	Create new profile for CRC hot desk.	280.50
Total 2331			280.50
2343 - RING CENTRAL AUSTRALIA			
CD_000968902	05/12/24	Telephone account at Wongan Hills Medical Centre Billing Period 26/10/24 to 25/11/24	390.37
CD_000970179	05/12/24	Administration & CRC Phone Account Billing Period 27/9/24 to 26/10/24	1,016.60
Total 2343			1,406.97
242 - SYNERGY			
2010289549	05/12/24	Electricity consumption & supply charge for Railways	289.75
2030273760	05/12/24	Electricity supply charge for Ninan St Wongan Hills	66.80
2026283105	05/12/24	Electricity consumption & supply charge for Depot	449.42
2062251361	05/12/24	Electricity consumption & supply charge for Alpha Park Ballidu	200.41
2058264074	05/12/24	Electricity consumption & supply charge for Town Centre Gardens	157.36

LIST OF PAYMENTS FROM 1ST DECEMBER 2024 TO 31ST DECEMBER 2024

Payment / Invoice	Date	Description	Amount
2098185432	05/12/24	consumption, supply & account establishment charge for 49 Quinlan St Wongan Hills	118.78
2010292185	05/12/24	Electricity consumption & supply charge for CRC Building	124.50
2098186127	05/12/24	Electricity consumption & supply charge for Community Gardens	187.78
2098186130	05/12/24	Electricity consumption & supply charge for Wongan Hills Airport	174.57
2022288620	05/12/24	consumption & supply charge for CRC Building	805.45
2026285321	05/12/24	Electricity consumption & supply charge for Museum	270.27
2082250819	05/12/24	Electricity consumption & supply charge for Wongan Hills Old Tennis Club Facility	135.88
2078250375	05/12/24	Electricity consumption & supply charge for U3/20 Stickland St Wongan Hills	73.49
2086242677	05/12/24	Electricity consumption & supply charge for 7 Wandoo Crescent Wongan Hills	398.16
2014295048	05/12/24	Electricity supply charge for Quinlan St Gardens Wongan Hills	69.07
2062254535	05/12/24	Electricity consumption & supply charge for TV Transmission Tower	1,174.51
2034288166	05/12/24	Consumption & supply charge for Wongan Hills Sports Complex	2,520.31
2082252378	05/12/24	Consumption & supply charge for Medical Centre	544.78
2082252558	05/12/24	Electricity consumption & supply charges for 27C Quinlan St Wongan Hills	73.81
2006305565	05/12/24	Electricity consumption & supply charges for 31B Quinlan St Wongan Hills	98.44
2074253572	05/12/24	Electricity consumption & supply charge for Community Park	740.59
2010295027	05/12/24	Electricity consumption & supply charge for Shire Administration Building	1,180.50
2094229654	05/12/24	Consumption charge for Mt Obrien	162.67
2066277259	05/12/24	Consumption & Supply for Swimming Pool Complex	1,280.32
		Total 242	11,297.62
2458 - RURAL RANGER SERVICES			
71	05/12/24	Ranger Services from 12/11/24 to 14/11/24	2,187.19
		Total 2458	2,187.19
2523 - THE FAIRYHOUSE FOOD			
101	05/12/24	Christmas Party Catering - Final Payment	1,908.00
		Total 2523	1,908.00
26 - BOEKEMAN NOMINEES PTY LTD			
408344	05/12/24	Supply 4 x Fuel Hose 100mm 15m for Pig Trailer	52.14
		Total 26	52.14
429 - RBC RURAL			
33632	05/12/24	CRC Meter plan Charge - November 2024	165.00
		Total 429	165.00

LIST OF PAYMENTS FROM 1ST DECEMBER 2024 TO 31ST DECEMBER 2024

Payment / Invoice	Date	Description	Amount
460 - WONGAN HILLS HARDWARE			
Nov-24	05/12/24	Works Account for November 2024	9,454.74
		Total 460	9,454.74
5 - IOU SOCIAL CLUB			
PJ0049	26/11/24	FORTNIGHT 2025-11 - From Payroll	240.00
		Total 5	240.00
632 - WURTH AUSTRALIA PTY LTD			
4321197387	05/12/24	Supply bolts, washers etc for various plant, freight incl	91.05
		Total 632	91.05
64 - OFFICEWORKS BUSINESS DIRECT			
404823748	05/12/24	Penrite Lockable Fabric Noticeboard	2,558.00
		Total 64	2,558.00
641 - TEAM GLOBAL EXPRESS PTY LTD			
565	05/12/24	Freight ex Westrac as per Invoice PI0299983 - Grader	32.51
565	05/12/24	Breathing Apparatus sent to Draeger Australia	51.58
566	05/12/24	Freight charge from Wongan Hills to Path West (Pool Testing)	39.68
		Total 641	123.77
664 - WESTWATER ENTERPRISES PTY LTD			
WS1094	05/12/24	Chlorine Service for Waste Water Treatment Plant 2024	3,947.63
		Total 664	3,947.63
76 - WATER CORPORATION			
VATPX - 9007811405	05/12/24	Water Consumption for Alpha Park Ballidu	499.63
VATPX - 9007811464	05/12/24	Water Consumption for Bunyip Park	17.63
VATPX - 9007811747	05/12/24	Water Fire Charges Only for Ballidu Hall	53.97
VATPX - 9007859628	05/12/24	Water Service Charge for house at Ninan St Wongan Hills	48.41
VATPX - 9007859636	05/12/24	Consumption, sewerage & fire Charges for Depot	373.02
VATPX - 9007859732	05/12/24	Water Consumption charges for Ninan St Entry Statement	241.00
VATPX - 9007859679	05/12/24	Water Fire Charges for amenities at CRC	51.44
VATPX - 9007863088	05/12/24	Consumption, service & sewerage charges for U1/20 Stickland St Wongan Hills	819.81
VATPX - 9007863395	05/12/24	Consumption, service & sewerage charges for 11 Wandoo Crescent Wongan Hills	358.02
VATPX - 9007861023	05/12/24	Water Service Charge for Depot Standpipe	321.52
VATPX - 9007859652	05/12/24	Consumption & sewerage charges for old tennis courts at Ninan St	155.62
VATPX - 9007862296	05/12/24	Consumption, sewerage charges for Shire Administration Building	1,062.90

LIST OF PAYMENTS FROM 1ST DECEMBER 2024 TO 31ST DECEMBER 2024

Payment / Invoice	Date	Description	Amount
VATPX - 9007862106	05/12/24	Water Consumption charges for median strip at Fenton St Wongan Hills	1,875.08
VATPX - 9007862093	05/12/24	Water Consumption charges for Railways	8.82
VATPX - 9007862712	05/12/24	Water Sewerage charges for Elizabeth Telfer Building at 5 Johnston St	97.52
VATPX - 9007862704	05/12/24	Water Sewerage charges for Cubbyhouse at 3 Stickland St Wongan Hills	166.00
VATPX - 9007862309	05/12/24	Water Consumption & sewerage charges for Civic Centre	1,621.86
VATPX - 9007859740	05/12/24	Water Consumption & sewerage charges for Community Garden	135.05
		Total 76	7,907.30
762 - BULLIVANTS HANDLING SAFETY			
401430557	05/12/24	Supply parts for sundry plant & Drop Deck Trailer WB7008	508.88
		Total 762	508.88
		Total EFT00047	147,269.77
EFT Payment - EFT00048			
16 - WESTNET PTY LTD			
142525940	02/12/24	Admin, CRC & Depot Internet Billing from 01/12/24 to 01/01/25	549.95
		Total 16	549.95
		Total EFT00048	549.95
EFT Payment - EFT00049			
90 - TELSTRA CORPORATION LIMITED			
Nov-24	14/11/24	Direct Debit - Sport & Recreation Phone Account for November (Direct Debit 02/12/24)	50.00
		Total 90	50.00
		Total EFT00049	50.00
EFT Payment			
EFT Payment - EFT00050			
1061 - PUBLIC TRANSPORT AUTHORITY OF WA			
Nov-24	12/12/24	Trans WA November Account	71.17
		Total 1061	71.17
124 - MOORA GLASS SERVICE			
5523	12/11/24	27C Quinlan St - Supply & fit 2x roller blinds, travel included	630.30
		Total 124	630.30
1244 - LENNYRIDGE T/AS TKB MECHANICAL			
14300	12/12/24	Insurance Claim - WB010 Ford Ranger - Supply & Fit new windscreen	1,160.00
14079	12/12/24	Labour Charge only (WB010) mobile phone cradle	166.65
		Total 1244	1,326.65
1249 - DUN DIRECT PTY LTD			
SHIRW NOV 2024	12/12/24	Fuel Account for November 2024	22,814.16

LIST OF PAYMENTS FROM 1ST DECEMBER 2024 TO 31ST DECEMBER 2024

Payment / Invoice	Date	Description	Amount
Total 1249			22,814.16
15 - LANDGATE			
398941	12/12/24	Rates Administration charges	75.47
399017	12/12/24	Rates Administration charges	94.36
Total 15			169.83
1534 - WONGAN HILLS PROGRESS ASSOCIATION			
0543	12/12/24	Business Calendar Listing for 2025	165.00
Total 1534			165.00
1740 - THE RURAL EDIT (JULIE LYNNE)			
101	12/12/24	Australia Day 2025 Community Event, Photographer, Grant Funded	770.00
Total 1740			770.00
200 - LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA INCORPORATED			
41695	12/12/24	Advertisement for Pool Manager Position	180.00
Total 200			180.00
2115 - AUTOPRO NORTHAM			
1183371	12/12/24	Filters, globes, grease & carb cleaner for various plant	373.07
1183724	12/12/24	Supply globes & cabin filters for Grader freight charge included	135.97
1183730	12/12/24	Supply Ryco N99 microshield cabin air filter for Mack Truck	34.89
Total 2115			543.93
2125 - HAYCOM TECHNOLOGY PTY LTD			
68077	12/12/24	Medical Centre IT Services for October 2024	862.40
Total 2125			862.40
2183 - BALLIDU HERITAGE CENTRE			
29	12/11/24	Cleaning of Alpha & Bunyip Park Ballidu November 2024	325.00
Total 2183			325.00
22 - AVON WASTE			
66373	12/12/24	Domestic, Commercial & Recycling for Wongan Hills & Ballidu (Includes Rebate discount)	12,169.97
66373	12/12/24	Sports Ground, Skip Bin Hire, 6th and the 20th November 2024	310.74
Total 22			12,480.71
2226 - OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST			
SI008798	12/12/24	STP Transactions for October 2024	55.00
SI008805	12/12/24	Microsoft Azure Charges for November 2024	1,593.89
Total 2226			1,648.89
2254 - MARKET CREATIONS TECHNOLOGY PTY LTD			

LIST OF PAYMENTS FROM 1ST DECEMBER 2024 TO 31ST DECEMBER 2024

Payment / Invoice	Date	Description	Amount
JD10-8	12/12/24	Annual Report Design and Collation 2023-2024 - WIP Payment	2,191.75
		Total 2254	2,191.75
2276 - OFFICE OF THE AUDITOR GENERAL			
1427	12/12/24	Fee for the Audit - Year ending 30/6/2024	45,430.00
		Total 2276	45,430.00
2310 - MJB INDUSTRIES PTY LTD			
14140-3	12/12/24	Headwalls including freight charge	47,287.61
14140-4	12/12/24	Headwalls including freight charge	13,781.70
14140-2	12/12/24	Supply culverts, freight charge included	25,986.46
		Total 2310	87,055.77
242 - SYNERGY			
2058280968	12/12/24	Street Lighting Billing Period 25/10/24 to 24/11/24	4,734.58
2098202327	12/12/24	Consumption, supply & establishment fee for 11 Wandoo Crescent Wongan Hills	49.13
		Total 242	4,783.71
2442 - FVS FIRE PTY LTD			
10097588	12/12/24	6 Monthly Service for all shire buildings	9,040.20
		Total 2442	9,040.20
2446 - BIG ASS FANS AUSTRALIA PTY LTD			
406452	12/12/24	Supply and install 2x industrial overhead fans in basketball court	31,572.20
		Total 2446	31,572.20
2458 - RURAL RANGER SERVICES			
72	12/12/24	Ranger Services from 04/12/24 to 06/12/24	654.23
		Total 2458	654.23
2508 - TOTAL CHLORINE SOLUTIONS			
0175	12/12/24	Chlorine Training - Regulatory Services & Works, travel included	2,872.54
		Total 2508	2,872.54
2527 - WHEATBELT PRODUCTIONS			
06122024	12/12/24	DJ for Christmas Party incl travel	700.00
		Total 2527	700.00
26 - BOEKEMAN NOMINEES PTY LTD			
409059	12/12/24	Carry out 75,000km service - WB007 Rav4 (Pool Car)	532.47
404286	12/12/24	WB086 - Diagnose metal in rear differential - Credit Note to apply	679.17
409310	12/12/24	Toyota Hilux Single Cab Chassis includes licence fee (BMO)	48,174.50
		Total 26	49,386.14
39 - WONGAN HILLS IGA			
Nov-24	12/12/24	CRC Supplies	618.23
Nov-24	12/12/24	Depot suppliers	124.60
Nov-24	12/12/24	Administration supplies	109.60

LIST OF PAYMENTS FROM 1ST DECEMBER 2024 TO 31ST DECEMBER 2024

Payment / Invoice	Date	Description	Amount
Nov-24	12/12/24	Council supplies	464.29
		Total 39	1,316.72
5 - IOU SOCIAL CLUB			
PJ0051	10/12/24	Payroll	250.00
		Total 5	250.00
599 - RATHNALLY PTY LTD			
145	12/12/24	Gravel - Reimbursement October 2024	7,415.10
		Total 599	7,415.10
61 - MCINTOSH & SON			
1971994	12/12/24	Supply fittings for Twin Axle Dolly, freight included	170.06
1981850	12/12/24	Supply nuts and bolts for sundry plant	84.83
1984459	12/12/24	Freight Charge only - parts for Backhoe	30.80
1983176	12/12/24	Supply brass fittings for Trailer	17.12
1981931	12/12/24	Supply bulkhead fittings for Backhoe	82.94
1983653	12/12/24	Supply bulkhead part for JCB freight charge included	98.89
1976537	12/12/24	Supply brass barb end for twin axle dolly trailer	16.24
1982010	12/12/24	Supply plugs, caps & washers for JCB freight charge included	80.19
		Total 61	581.07
62 - STAR TRACK EXPRESS PTY LTD			
2000606075	12/12/24	50% Freight charge for Sharps to be delivered - Building & Works	84.34
		Total 62	84.34
632 - WURTH AUSTRALIA PTY LTD			
4321198010	12/12/24	50 x 040838 washer for PML3	166.00
		Total 632	166.00
64 - OFFICEWORKS BUSINESS DIRECT			
517745184	12/12/24	CRC Supplies	658.28
618076212	12/12/24	Creative Zen Wireless Headphones - CRC	94.00
		Total 64	752.28
691 - SIGMA TELFORD GROUP			
186807/01	12/12/24	WH Pool - Supply 6 x Soda Ash 25kg bags, freight included	281.60
		Total 691	281.60
93 - BOC LIMITED			
4038027981	12/12/24	Supply & Return Cylinders for - Sundry Plant	2.45
4038087268	12/12/24	Collect - Agro shield Light E2 Size for Sundry Plant	60.35
		Total 93	62.80
975 - WONGAN MAIL SERVICE			
0204	12/12/24	Admin & CRC Postage Charges for November 2024	274.85
		Total 975	274.85
V0005 - LGRCEU			

LIST OF PAYMENTS FROM 1ST DECEMBER 2024 TO 31ST DECEMBER 2024

Payment / Invoice	Date	Description	Amount
PJ0051	10/12/24	Payroll	22.00
		Total V0005	22.00
		Total EFT00050	286,881.34
EFT Payment - EFT00051			
112 - HOIST SALES & HYDRAULIC REPAIRS PTY LTD			
B5364	19/12/24	Hoist - UCCAB1381-40 Push on Breather	53.46
		Total 112	53.46
113 - BORAL CONSTRUCTION MATERIALS GROUP LIMITED			
AWWPS00427	19/12/24	14 mm primer seal Cadoux-Wongan Hills Road	56,104.84
		Total 113	56,104.84
1137 - IP CAMERAS AUSTRALIA PTY LTD			
241217	19/12/24	CCTV Repairs and Upgrade	14,915.88
		Total 1137	14,915.88
1140 - KLEEN WEST DISTRIBUTORS			
00103016	19/12/24	Cleaning Supplies for various shire buildings	1,581.14
		Total 1140	1,581.14
1269 - SA & VM MACNAMARA			
0026	19/12/24	Gravel Reimbursement for November 2024	3,613.50
		Total 1269	3,613.50
1278 - DEPARTMENT OF COMMERCE - BUILDING COMMISSION			
Nov-24	19/12/24	BSL for November 2024	967.82
		Total 1278	967.82
131 - IXOM OPERATIONS PTY LTD			
6898679	19/12/24	Supply 2 x Cylinders for Wongan Hills Swimming Pool	1,212.20
		Total 131	1,212.20
144 - THE POINT DOCTOR			
2562	19/12/24	Cat lugs & plasma cutting for Grader	165.00
		Total 144	165.00
1584 - NEWINS FAMILY TRUST			
42	19/12/24	Managing of the Wongan Hills Refuse Site for December 2024	7,791.63
		Total 1584	7,791.63
1623 - Air & Power Pty Ltd			
82250	19/12/24	Air compressor service	2,095.54
		Total 1623	2,095.54
1634 - David W Dew (DJ DaveyDee)			
10025	19/12/24	Australia Day, 2025 Community Fun Day - Grant Funded	1,100.00
		Total 1634	1,100.00
1652 - LYNETTE HOOD			
GRATUITY	19/12/24	Gratuity Payment	600.00

LIST OF PAYMENTS FROM 1ST DECEMBER 2024 TO 31ST DECEMBER 2024

Payment / Invoice	Date	Description	Amount
Total 1652			600.00
1667 - BLACKWELL PLUMBING & GAS PTY LTD			
31794	19/12/24	30 Wandoo Crescent - cut & seal gas supply to heater	1,419.00
Total 1667			1,419.00
1764 - JIM MCKENZIE PTY LTD			
R156	19/12/24	Hire of Effer Crane	2,626.80
Total 1764			2,626.80
183 - T A MATTHEWS ELECTRICAL SERVICES			
10661	19/12/24	49 QUINLAN ST - replace pads in A/C	522.50
10685	19/12/24	Tag & Test and RCD check for CRC	1,617.00
10688	19/12/24	Power Pole repairs - Western Power requirement Airport Rd	1,606.00
10687	19/12/24	2B Patterson St, Carry out the replacement of roof Aircon	3,173.50
10686	19/12/24	Power Pole Repairs - Western Power Requirement at Community Gardens	646.80
Total 183			7,565.80
1977 - QTM TRAFFIC MANAGEMENT			
47239	19/12/24	Traffic Management Plan	1,540.00
Total 1977			1,540.00
200 - LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA INCORPORATED			
41703	19/12/24	Job advertisement - Community Engagement Officer	180.00
Total 200			180.00
2040 - AC HEALTHCARE PTY LTD			
123450	20/12/24	Pre-Employment Medical - 1 x staff	265.00
Total 2040			265.00
2064 - TRACTUS AUSTRALIA			
2012717	19/12/24	Puncture Repair for WB006 Mitsubishi Fuso Truck	42.00
Total 2064			42.00
2120 - CORSIGN WA			
88903	19/12/24	Various signs for Works	9,164.10
Total 2120			9,164.10
2165 - CEA Specialty Equipment Pty Ltd			
J1R158506P	19/12/24	Supply goods as per quote M1R74613P - Plant PSS2	465.88
Total 2165			465.88
2226 - OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST			
SI008814	19/12/24	STP Transactions for November 2024	55.00
SI008819	19/12/24	Office 365 for January 2025	1,811.38
Total 2226			1,866.38
2263 - VANGUARD PUBLISHERS			
0006161	19/12/24	Entry for 2025 Australia's Golden Outback Road Trip Holiday Planner Publication	2,024.00
Total 2263			2,024.00

LIST OF PAYMENTS FROM 1ST DECEMBER 2024 TO 31ST DECEMBER 2024

Payment / Invoice	Date	Description	Amount
2349 - WCP CIVIL PTY LTD			
32398	19/12/24	Wet Mixing, Mobilisation, Cement, De-mobilisation	70,803.49
		Total 2349	70,803.49
2406 - HYDRA STORM			
SI-00008966	19/12/24	300 SN8 Hydra Storm HDPE Corrugated RRJ 6.228m	12,390.40
		Total 2406	12,390.40
242 - SYNERGY			
2046296082	19/12/24	Consumption & Supply charge for Swimming Pool	1,409.78
2010316721	19/12/24	Consumption & Supply charge for CRC Building	524.60
2046296083	19/12/24	Consumption & Supply charge for Wongan Hills Sports Complex	2,105.93
2070278698	19/12/24	Consumption & Supply charge for Medical Centre	386.21
		Total 242	4,426.52
2466 - PITCHER PARTNERS BA&A PTY LTD			
0771	19/12/24	Professional Services in relation to the audit procedures performed on the R2R Acquittal 30/06/24	1,650.00
		Total 2466	1,650.00
2481 - HW & ASSOCIATES			
1303	19/12/24	Quantity Surveying service for CRC toilet refurbishment	1,980.00
		Total 2481	1,980.00
2488 - ALTERNATIVE CEILINGS			
0049	19/12/24	Patch work, sand down and painting for 27C Quinlan St Wongan Hills	5,005.00
		Total 2488	5,005.00
2494 - SHORE HIRE PTY LIMITED			
218261	19/12/24	Water Tank Parts	40,269.54
		Total 2494	40,269.54
2505 - BW JAMES TRANSPORT PTY LTD			
J215905	19/12/24	Freight ex Ixom (2 x Chlorine Bottles)	138.13
		Total 2505	138.13
2517 - REFORMED AGTECH			
SI-00000026	19/12/24	Maintenance for four weather stations	577.50
		Total 2517	577.50
2526 - SULLIVAN LOGISTICS PTY LTD			
127697	19/12/24	Freight Ex Corsigns & Boral	1,460.27
		Total 2526	1,460.27
26 - BOEKEMAN NOMINEES PTY LTD			
409058	19/12/24	Toyota Prado 250 Series VX	89,988.00
409844	19/12/24	Supply 1 x Element Assy, fuel for Hilux Ute WB086	73.82
		Total 26	90,061.82
376 - JLT RISK SOLUTIONS PTY LTD			

LIST OF PAYMENTS FROM 1ST DECEMBER 2024 TO 31ST DECEMBER 2024

Payment / Invoice	Date	Description	Amount
062-217143	19/12/24	LGIS Risk Co-Ordinator Program (half yearly payment)	5,695.80
Total 376			5,695.80
42 - ELDERS RURAL SERVICES AUSTRALIA LIMITED			
6136WANDOO	19/12/24	Valuation for Market Value and Rental 11 Wandoo Cres.	150.00
Total 42			150.00
429 - RBC RURAL			
33697	19/12/24	CRC Meter plan Charge - November 2024	2,756.93
33693	19/12/24	Meter Reading Charges for Administration Photocopier December 2024	559.79
Total 429			3,316.72
460 - WONGAN HILLS HARDWARE			
Nov-24	19/12/24	Works Account for November 2024	2,832.84
Nov-24	19/12/24	Building Account for November 2024	356.75
Total 460			3,189.59
632 - WURTH AUSTRALIA PTY LTD			
4321206635	19/12/24	50 x 040838 washer for PML3	10.45
Total 632			10.45
64 - OFFICEWORKS BUSINESS DIRECT			
617841164	19/12/24	Stationery order for admin building & Pool, freight charge included	338.93
618410220	19/12/24	Stationery Order for Swimming Pool, Admin, Works, Freight Included	371.17
Total 64			710.10
641 - TEAM GLOBAL EXPRESS PTY LTD			
567	19/12/24	Toner delivery ex RBC Rural	37.58
567	19/12/24	Freight charge ex Welding Solutions & Hersey's Safety	156.41
568	19/12/24	Freight Charge ex Path west, Welding Solutions & Hersey's Safety	174.88
Total 641			368.87
644 - LOCK STOCK & FARRELL			
29180-1	19/12/24	Swimming Pool Locks	534.27
Total 644			534.27
664 - WESTWATER ENTERPRISES PTY LTD			
WS1097	19/12/24	Supply analyser sensor service kit for Wongan Hills Swimming Pool	4,757.94
WS1117	19/12/24	POOL - faulty analyser repair	668.25
Total 664			5,426.19
70 - WHEATBELT FURNITURE AND HOMEWARES			
37849	19/12/24	Flowers For Lynnne Leaving Party	100.00
Total 70			100.00
717 - ELIZABETH TELFER BUILDING MANAGEMENT COMM. INC.			
074	19/12/24	Catering for 'Lets get Quizzical' - Seniors Week Event 12/11/24	500.00

LIST OF PAYMENTS FROM 1ST DECEMBER 2024 TO 31ST DECEMBER 2024

Payment / Invoice	Date	Description	Amount
075	19/12/24	Recurrent Grants 2024-25	3,456.00
		Total 717	3,956.00
871 - MCLEODS BARRISTERS & SOLICITORS-USE 926			
142280	20/12/24	Review of Indemnity Agreement	248.16
		Total 871	248.16
		Total EFT00051	369,828.79
Other - DD00001			
2217 - FSG RSP PTY LTD (FIELD SOLUTIONS)			
		Total 2217	2,543.76
		Total DD00001	2,543.76
Other - DD00002			
192 - WESTERN AUSTRALIAN TREASURY CORPORATION			
DEAL # 50452	09/12/24	Loan 152 (WH Community Store)	30,537.35
		Total DD00002	30,537.35
Other - DD00003			
2502 - SWOOP BUSINESS			
6111722	16/12/24	Internet for Sports Pavilion Billing Period 11/12/24 to 10/01/25	89.00
		Total DD00003	89.00
Other - DD00004			
2189 - TELETRAC NAVMAN			
93187235	20/12/24	Monthly Satellite Services for December 2024	2,478.08
		Total DD00004	2,478.08
Other - DD00005			
90 - TELSTRA CORPORATION LIMITED			
DEC 2024	23/12/24	SMS Mobile Service Issue Date 02/12/24 Direct Debit 23/12/24	464.96
		Total DD00005	464.96
Other - DD00006			
90 - TELSTRA CORPORATION LIMITED			
DEC 2024	23/12/24	SMS Mobile Service Issue Date 02/12/24 Direct Debit 23/12/24	50.00
		Total DD00006	50.00
Other - DD00009			
90 - TELSTRA CORPORATION LIMITED			
DEC 24	11/12/24	Admin Phone Account for December 2024	5,314.72
		Total DD00009	5,314.72
Other - DD00012			
1040 - DEPARTMENT OF TRANSPORT			
Dec-24	31/12/24	DOT Payments for December 2024	75,080.85
		Total DD00012	75,080.85
Other - CC00001			

LIST OF PAYMENTS FROM 1ST DECEMBER 2024 TO 31ST DECEMBER 2024

Payment / Invoice	Date	Description	Amount
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2223 - WESTPAC BANKING CORPORATION

CEO Credit Card 041124 to 271224

Adina Perth	4/11/24	Accommodation for LG Pro Annual State Conference	756.57
CPP Parking	7/11/24	Parking Charges to attend Conference	85.82
JB Hi Fi	7/11/24	Modem for CEO House	199.00
Adobe	9/11/24	CRC Monthly Subscriptions	351.96
Dun Direct	18/11/24	Provide meals/refreshments for BFB	280.00
Rebel Sport	24/11/24	Supplies for Youth Centre (Grant Funded)	29.99
Kmart	24/11/24	Supplies for Youth Centre (Grant Funded)	66.00
Flipping Book	25/11/24	CRC Annual Subscription	765.29

Total Debited

2,534.63

DCEO Credit Card 041124 to 271224

Transperth	6/11/24	Train Tickets to attend training function	20.00
YesTech	6/11/24	Phone Case & Protector for DCEO	75.60
Big W	14/11/24	Grant Funded - Pop Up Youth Supplies	1699.83
Nespresso	2/12/24	Knit & Natter	180.03

Total Debited

1975.46

MRS Credit Card 041124 to 271224

Vacuum Spot	5/11/24	4 x Pullman Vacuum Bags for Cleaning	39.94
Kmart	8/11/24	Basketballs for Swimming Pool Activities	60.00
Bunnings	8/11/24	Solar Lights for Swimming Pool Complex	228.75
Height Tech	14/11/24	Safety Ear Plugs for BMO	194.95
Height Tech	14/11/24	Freight Charge	14.95
Harvey Norman	25/11/24	Wall Clock for Swimming Pool Complex	113.00

Total Debited

771.41

MWS Credit Card 041124 to 271224

DOT	26/11/24	Plate Change for Grader PG19	38.80
Event brite	27/11/24	Works Training 04/12/24	544.50

Total Debited

583.30

Total CC00001

5,864.80

EFT Payment	804,579.85
Other	122,423.52
Total	927,003.37
Recoverable	5,216.19

9.2.2 ACCOUNTS SUBMITTED FOR JANUARY 2025

FILE REFERENCE:	F1.4
REPORT DATE:	20 February 2025
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Rachael Waters – Finance Officer
REVIEWER:	Melinda Lymon – Deputy Chief Executive Officer
ATTACHMENTS:	9.2.2 List of Payments for January 2025

PURPOSE OF REPORT:

For Council to receive the accounts paid for 1 January 2025 to 31 January 2025, as submitted.

BACKGROUND:

This information is provided to the Council on a monthly basis in accordance with provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

COMMENT:

The *Local Government (Financial Management) Regulations 1996* requires a list of accounts paid by the CEO and a list of payments made by employees via purchasing cards to be presented to Council and recorded in the minutes.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

Regulations 13 and 13A of the *Local Government (Financial Management) Regulations 1996* are applicable to this agenda item and attached reports.

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

- (2) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
- (c) the payee’s name; and
 - (d) the amount of the payment; and
 - (e) the date of the payment; and
 - (f) sufficient information to identify the transaction.

- (4) A list of accounts for approval to be paid is to be prepared each month showing —
- (a) for each account which requires council authorisation in that month –
 - (i) the payee’s name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (5) A list prepared under subregulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Regulation 13A – Payments by employees via purchasing cards

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

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental impacts associated with this proposal.

➤ **Economic**

There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

All payments are made within the confines of Councils adopted budget.

VOTING REQUIREMENTS: Simple Majority

ABSOLUTE MAJORITY REQUIRED: No

OFFICER RECOMMENDATION:

MOVED: Cr SEWELL SECONDED: Cr STARCEVICH

That Council, in accordance with Regulations 13 and 13A of the *Local Government (Financial Management) Regulations 1996*, receives the list of payments for the month ended 31 January 2025 totalling \$509,424.60 (Refer to Attachment). This includes payments made under delegated authority and payments made using purchasing cards by authorised employees.

**CARRIED: 7/0
RESOLUTION 060225**

For:

- Cr M Stephenson
- Cr S Boekeman
- Cr G Chambon
- Cr D Coad
- Cr B Donnellan
- Cr M Sewell
- Cr S Starcevich

Against:

LIST OF PAYMENTS TO COUNCIL 1ST JANUARY 2025 TO 31ST JANUARY 2025

Payment / Invoice	Date	Description	Amount
EFT Payment			
EFT Payment - EFT00052			
1074 - STATE LIBRARY OF WA			
RI038762	23/01/25	Better Beginnings for 2024-25	44.00
		Total 1074	44.00
1363 - DAIMLER TRUCKS PERTH			
XA980064497:02	23/01/25	Supply Element for FUSO Truck	236.49
		Total 1363	236.49
1534 - WONGAN HILLS PROGRESS ASSOCIATION			
0601	23/01/25	Shire Progress Directory 6 x Pages	2,612.00
0619	23/01/25	CRC Progress Directory Pages (Half Day)	436.00
		Total 1534	3,048.00
1584 - NEWINS FAMILY TRUST T/AS STEPTOE AND WIFE SCRAP METAL RECYCLABLES			
43	23/01/25	Managing of the Wongan Hills Refuse Site for January 2025	7,791.63
		Total 1584	7,791.63
1645 - FEGAN BUILDING SURVEYING			
1177	23/01/25	Building Surveying for Manmanning Rd Wongan Hills (Recoverable)	544.50
1180	23/01/25	Building Surveying for 578 Elphin Korraling Road	330.00
		Total 1645	874.50
1836 - CEMETERIES & CREMATORIA ASSOC OF WA			
1773	23/01/25	2025 CCAWA Preliminary Program - Dinner Charge for 1 x Staff	85.00
		Total 1836	85.00
1945 - HAWKE VIEW KENNELS AND CATTERY			
3081-3082-3083	23/01/25	3 x Dogs Boarding - total of 42 days	1,050.00
		Total 1945	1,050.00
200 - LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA INCORPORATED			
41810	23/01/25	Grant writing & business case development training 13th & 14th February - 1 x Staff	1,150.00
41811	23/01/25	Introduction into Local Government Training - 1 x Staff - 25/2/2025	545.00
		Total 200	1,695.00
2040 - AC HEALTHCARE PTY LTD			
Jan-25	23/01/25	Payment for January 2024	21,083.33
		Total 2040	21,083.33
2115 - AUTOPRO NORTHAM			
1171259	23/01/25	Supply Cabin Filter for Mack Truck PTK39	44.43
		Total 2115	44.43
213 - WONGAN HILLS PHARMACY			
527375	23/01/25	Swimming Pool - First Aid Kit	133.88
		Total 213	133.88
2138 - THE GOOD GUYS DISCOUNT WAREHOUSE (AUST) PTY LTD			
D0541971399	23/01/25	7 Wandoo Crescent - replacement hotplate & Rangehood	969.00
		Total 2138	969.00
2166 - NEXUS COMMUNICATIONS SYSTEMS			

LIST OF PAYMENTS TO COUNCIL 1ST JANUARY 2025 TO 31ST JANUARY 2025

Payment / Invoice	Date	Description	Amount
3137	23/01/25	ADMIN: Door Licensing for 9 months - 1/04/2025-31/12/2025	277.20
		Total 2166	277.20
2195 - HERSEY'S SAFETY PTY LTD			
3637	23/01/25	Supply 7 x Flagging Tape 150mm	38.50
		Total 2195	38.50
2241 - ENVIRO SWEEP			
128088	23/01/25	Street Sweeping 2 days	5,593.50
		Total 2241	5,593.50
2359 - Planning Institute of Australia Limited			
178998	23/01/25	Registration Fee: Introduction to Planning 2024-2025 1 x staff	1,140.00
		Total 2359	1,140.00
2383 - Taylor Burrell Barnett			
32403	23/01/25	Planning SVC App P552	2,326.50
		Total 2383	2,326.50
2406 - HYDRA STORM			
SI-00008966/1	23/01/25	Supply 300 SN8 Hydra Storm HDPE Corrugated RRJ 6.228m	8,663.60
		Total 2406	8,663.60
242 - SYNERGY			
2098223047	23/01/25	Street Lighting Billing Period 25/11/24 to 24/12/24	4,734.61
1001275799	23/01/25	Consumption & Supply Charge for Mt O'Brien	180.02
1001275798	23/01/25	Consumption & Supply Charge for Mt O'Brien	161.41
2050315628	23/01/25	Consumption & Supply Charge for Mt O'Brien	501.17
		Total 242	5,577.21
2463 - MODULARIS PTY LTD			
6301	23/01/25	Progress Payment - Completion of wall and roof framing	92,397.00
		Total 2463	92,397.00
2505 - BW JAMES TRANSPORT PTY LTD			
J209898	23/01/25	Freight Charge: 2 x Chlorine Gas Bottles for Swimming Pool	138.13
		Total 2505	138.13
2536 - NATIONAL SPIRITUAL ASSEMBLY OF THE BAHAI'S OF AUSTRALIA INC			
POOL PARTY 2025	23/01/25	Australia Day Community Fun Day-Catering-Grant Funded	1,100.00
		Total 2536	1,100.00
288 - AVON CONCRETE			
2075	23/01/25	Part Payment - Install 495M HDPE & Install 10x Sump structures	46,370.02
		Total 288	46,370.02
371 - RURAL WATER COUNCIL OF WA INC			
274	23/01/25	Membership for 2024	200.00
		Total 371	200.00
48 - MOORE AUSTRALIA (WA) PTY LTD			
4534	23/01/25	Budget & FBT Workshop for 1 x Staff	2,475.00
		Total 48	2,475.00
486 - ABBOTT AUTO ELECTRICS			

LIST OF PAYMENTS TO COUNCIL 1ST JANUARY 2025 TO 31ST JANUARY 2025

Payment / Invoice	Date	Description	Amount
6400	23/01/25	Supply Hour meter for Mack Truck freight included	237.82
		Total 486	237.82
64 - OFFICEWORKS BUSINESS DIRECT			
617348486	23/01/25	CRC Stationery Order	342.85
618190307	23/01/25	Delivery Fee Only	59.95
618414289	23/01/25	CRC Stationery Order	37.78
617349445	23/01/25	CRC: Locking Cupboard & Delivery Charge	488.95
		Total 64	929.53
74 - WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)			
SI-012960	23/01/25	Cr Donnellan - 5 Council Member Essentials Training	1,507.00
		Total 74	1,507.00
871 - MCLEODS BARRISTERS & SOLICITORS-USE 926			
143149	23/01/25	Annual Audit Fee	192.50
		Total 871	192.50
Total EFT00052			206,218.77
EFT Payment - EFT00054			
124 - MOORA GLASS SERVICE			
5624	31/01/25	Supply & Fit 2 x Roller Blind - CRC Office	591.80
		Total 124	591.80
131 - IXOM OPERATIONS PTY LTD			
6910550	31/01/25	Supply 2 x Gas Cylinders for Wongan Hills Swimming Pool	1,212.20
6907369	31/01/25	Service Fee for Chlorine - Pool & Ovals	356.00
		Total 131	1,568.20
148 - BALLIDU TRADING POST			
183595	31/01/25	Notices - CRC Centralisation	16.80
		Total 148	16.80
151 - WONGAN-BALLIDU DEVELOPMENT GROUP			
736548	31/01/25	Mast Rental for 2024	1,980.00
		Total 151	1,980.00
1580 - INTEGRATED ICT - A MARKET CREATIONS COMPANY			
35665	31/01/25	November Billing - Office 365 for Medical Centre	159.72
		Total 1580	159.72
1624 - MELISSA MARCON			
Refund	31/01/25	Uniform & Stationery Reimbursement	127.90
		Total 1624	127.90
1667 - BLACKWELL PLUMBING & GAS PTY LTD			
31884	31/01/25	WH POOL: Replace all shower taps in men's toilets & two shower roses, replace two toilet seats, 49 Quinlan St Wongan Hills (Pool Mangers Residence).	1,028.00
31883	31/01/25	Replace tap set in kitchen	513.60
31913	31/01/25	31B Quinlan St - HWU leaking valve	207.90
31912	31/01/25	WH POOL: Investigation of smell coming from female toilets (including travel and hourly rate)	216.70
		Total 1667	1,966.20

183 - T A MATTHEWS ELECTRICAL SERVICES

LIST OF PAYMENTS TO COUNCIL 1ST JANUARY 2025 TO 31ST JANUARY 2025

Payment / Invoice	Date	Description	Amount
10712	31/01/25	COMMUNITY PARK - light repair following vandalism	338.42
		Total 183	338.42
1850 - RICOH FINANCE			
645020-1	31/01/25	Folding Machine Lease for Administration 08/01/25 to 07/02/25	237.60
648282	31/01/25	Photocopier Lease for Administration & CRC 23/1/25 to 22/2/25	649.17
651939	31/01/25	Folding Machine Lease for Administration 08/11/24 to 07/12/24	237.60
		Total 1850	1,124.37
2057 - FRONTLINE FIRE & RESCUE EQUIPMENT			
85130	31/01/25	Solberg Firebreak Class A Foam Concentrate 20L. 1 pallet of 32 pails	5,104.00
		Total 2057	5,104.00
2064 - TRACTUS AUSTRALIA			
2012740	23/01/25	Puncture Repair for Mechanical Services Co-ordinator Vehicle	47.00
		Total 2064	47.00
2095 - CLINIPATH PATHOLOGY			
120137	31/01/25	Drug and Alcohol Screening - 1 x staff	40.00
		Total 2095	40.00
2125 - HAYCOM TECHNOLOGY PTY LTD			
68213	31/01/25	Medical Centre IT Services for October 2024	1,507.00
		Total 2125	1,507.00
2183 - BALLIDU HERITAGE CENTRE			
30	31/01/25	Cleaning of Alpha & Bunyip Park Ballidu November 2024	325.00
		Total 2183	325.00
22 - AVON WASTE			
67188	31/01/25	Domestic, Commerical & Recycling for Wongan Hills & Ballidu - December	12,607.80
67188	31/01/25	Sports Ground, Skip Bin Hire, 4th and 18th December 2024	310.74
		Total 22	12,918.54
2226 - OPEN SYSTEMS TECHNOLOGY PTY LTD T/AS COUNCIL FIRST			
SI008850	31/01/25	Azure Charges for December 2025	1,621.47
SI008865	31/01/25	Office 365 Charges for February 2025	1,824.58
		Total 2226	3,446.05
2300 - SEEK LIMITED			
700957934	31/01/25	Advertising Building Maintenance Officer - Seek	467.50
		Total 2300	467.50
2343 - RING CENTRAL AUSTRALIA			
CD_000993560	31/01/25	Telephone account at Wongan Hills Medical Centre Billing Period 26/12/24 to 25/01/25	390.37
CD_000994856	31/01/25	CRC & Admin Phone account 27/12/2024 to 26/01/2025	1,013.16
		Total 2343	1,403.53
2458 - RURAL RANGER SERVICES			

LIST OF PAYMENTS TO COUNCIL 1ST JANUARY 2025 TO 31ST JANUARY 2025

Payment / Invoice	Date	Description	Amount
85	31/01/25	Ranger Services from 13/01/25 to 22/1/25	651.75
77	31/01/25	Ranger Services from 9/12/24 to 22/12/24	1,552.93
		Total 2458	2,204.68
2528 - WESTCARE			
137642	31/01/25	Australia Day Community Fun Day - Promotional Merchandise - Grant Funded	1,611.50
		Total 2528	1,611.50
2537 - GRAND SLAM SPORTS EQUIPMENT			
41426	31/01/25	Alpha Park & Community Park - BB843 backboard 1800 x 1200 fibreglass & freight	2,475.00
		Total 2537	2,475.00
2539 - WONGAN HILLS BOWLING CLUB			
508	31/01/25	Use of Bowling Club Greens for Shire Christmas Party 2024	40.00
		Total 2539	40.00
39 - WONGAN HILLS IGA PLUS LIQUOR			
3052	31/01/25	Administration Supplies for December	153.37
3052	31/01/25	CRC Supplies for December 2024	357.23
3052	31/01/25	Council Supplies for December	62.31
3052	31/01/25	Depot Supplies for December 2024	233.06
		Total 39	805.97
429 - RBC RURAL			
33742	31/01/25	Meter Reading Charges for Administration Photocopier January 2025	736.64
33728	31/01/25	CRC Meter plan Charge - January 2025	851.47
		Total 429	1,588.11
61 - MCINTOSH & SON			
1985699	31/01/25	Supply Hydraulic hoses for M1077/PTRL15	385.42
1991097	31/01/25	Supply Hydraulic hoses & parts for PTRL26	1,005.43
1993460	31/01/25	Supply Seal for PSP3 Freight Charge Included	57.14
1985700	31/01/25	Supply Hydraulic Hose for M1077/PTRL15	169.54
		Total 61	1,617.53
62 - STAR TRACK EXPRESS PTY LTD			
2000664918	31/01/25	Freight ex Jason Signmakers (Recoverable)	62.07
		Total 62	62.07
64 - OFFICEWORKS BUSINESS DIRECT			
619265251	31/01/25	Admin Building - OfficeWorks Order	367.43
618156903	31/01/25	Stationery Order for CRC Boomer	124.95
		Total 64	492.38
641 - TEAM GLOBAL EXPRESS PTY LTD			
0570 - DCEO	31/01/25	Freight Charge ex Frontline (BFB Equipment)	427.03
0571-S358840	31/01/25	Freight charges ex Dreger & ITR	74.40
		Total 641	501.43
75 - WALLIS COMPUTER SOLUTIONS			
28177	31/01/25	Supply 2 x Docking Stations CRC & Rangers/CESM Desk	836.00
28276	31/01/25	Set up iPad for Chief Bush Fire Control Officer	137.50
28246	31/01/25	Secured Network at Sports Pavilion (Bowling Club)	1,079.10

LIST OF PAYMENTS TO COUNCIL 1ST JANUARY 2025 TO 31ST JANUARY 2025

Payment / Invoice	Date	Description	Amount
28277	31/01/25	Configuration & access to NAS for CCTV access	495.00
28329	31/01/25	Authenticator Issue - Cr Donnellan	682.00
		Total 75	3,229.60
76 - WATER CORPORATION			
9KR9W - 9007864427	31/01/25	Water Sewerage Charges for Tennis Courts on Depot Road Wongan Hills	72.25
9KR9W - 9007859628	31/01/25	Water Consumption Charges for house at Ninan Street	46.82
9KR9W - 9007859652	31/01/25	Sewerage charge for Old Tennis Club Facility	116.40
9KR9W - 9007864240	31/01/25	Consumption, service & sewerage for 49 Quinlan St Wongan Hills	411.30
9KR9W - 9007865059	31/01/25	Consumption, service & sewerage charge for 30 Wandoo Crescent Wongan Hills	468.65
9KR9W - 9007864283	31/01/25	Water Consumption, service & sewerage rates for 8 Ellis St Wongan Hills	481.31
9KR9W - 9007865649	31/01/25	Service Charge for house at Danubin Street Wongan Hills	46.82
9KR9W - 9007866094	31/01/25	Consumption, service & sewerage charge for 2A Patterson St Wongan Hills (Recoverable)	311.20
9KR9W - 9007957295	31/01/25	Consumption & service charge for Wongan Hills Airport	59.44
9KR9W - 9007811755	31/01/25	Water Consumption for Ballidu Standpipe (Recoverable)	48,682.47
9KR9W - 9007863416	31/01/25	Consumption, service & sewerage charges for 7 Wandoo Crescent Wongan Hills	502.58
9KR9W - 9007866019	31/01/25	Service & sewerage charge for 16 Moore St Wongan Hills	259.15
9KR9W - 9007961809	31/01/25	Consumption charge for Cadoux Kindergarten on Grimmett St	129.32
9KR9W - 9009281794	31/01/25	Consumption, service & sewerage charge for 27C Quinlan St Wongan Hills	261.15
9KR9W - 9009653455	31/01/25	Consumption & service charge for Quinlan St Gardens	210.98
9KR9W - 9007866000	31/01/25	Consumption Charge for Wongan Hills Cemetery	67.60
9KR9W - 9009890610	31/01/25	Consumption charge for toilets at King St Cadoux	149.89
9KR9W - 9021434263	31/01/25	Consumption, service & sewerage charge for 31B Quinlan St Wongan Hills	473.93
9KR9W - 9021497002	31/01/25	Consumption charge for Wongan Hills Sports Complex - Sports Ground	778.84
9KR9W - 9021497416	31/01/25	Consumption & sewerage charge for Wongan Hills Medical Centre	316.25
9KR9W - 9021496739	31/01/25	Consumption charge for Wongan Hills Swimming Pool Complex	7,185.86
9KR9W - 9007864355	31/01/25	Water Service & Sewerage Charges for 42 Mitchell Street Wongan Hills (Doctor Residence)	259.15
9KR9W - 9007866107	31/01/25	Service Charge & sewerage for 2B Patterson St Wongan Hills	259.15
9KR9W - 9009281807	31/01/25	Service & sewerage charge for 27D Quinlan St Wongan Hills	259.15
9KR9W - 9009281778	31/01/25	Service & sewerage charge for 27A Quinlan St Wongan Hills	259.15
9KR9W - 9009281786	31/01/25	Service & sewerage charge for 27B Quinlan St Wongan Hills	259.15

LIST OF PAYMENTS TO COUNCIL 1ST JANUARY 2025 TO 31ST JANUARY 2025

Payment / Invoice	Date	Description	Amount
9KR9W - 9007863395	31/01/25	Service & Sewerage charge for 11 Wandoo Crescent Wongan Hills	259.15
9KR9W - 9007811405	31/01/25	Consumption charge for Alpha Park Toilets Ballidu	684.79
9KR9W - 9007859732	31/01/25	Consumption charge for Ninan St Entry Statement	141.07
9KR9W - 9007859820	31/01/25	Consumption, sewerage & fire charge for CRC Building	499.90
9KR9W - 9007861023	31/01/25	Water Consumption & service for Depot Standpipe (recoverable)	22,939.81
9KR9W - 9007861058	31/01/25	Consumption charge for Community Park on Fenton St	1,584.12
9KR9W - 9007862093	31/01/25	Consumption Charge for Park at Wongan Road	8.82
9KR9W - 9007862106	31/01/25	Consumption charge for Median Strip on Fenton St	2,768.54
9KR9W - 9007862704	31/01/25	Sewerage Charge for Wongan Hills Cubbyhouse - 3 Stickland St	160.56
9KR9W - 9007862309	31/01/25	Consumption & sewerage charge for Civic Centre	3,327.57
9KR9W - 9007859679	31/01/25	Fire Service Charge for Amenities at CRC Building	49.75
9KR9W - 9007811464	31/01/25	Consumption charge for Bunyip Park Ballidu	11.76
9KR9W - 9007862712	31/01/25	Sewerage Charge for Elizabeth Telfer Building	96.80
9KR9W - 9007861031	31/01/25	Consumption & sewerage charge for Community Park	295.75
9KR9W - 9007864312	31/01/25	Water Consumption, service & sewerage Charges for 14 Ellis St Wongan Hills	412.63
9KR9W - 9007859740	31/01/25	Consumption & Sewerage charge for Community Gardens	157.55
9KR9W - 9021434255	31/01/25	Consumption, service & sewerage charge for 31A Quinlan St Wongan Hills	349.24
9KR9W - 9007811747	31/01/25	Water Fire Charges for Ballidu Hall	53.83
9KR9W - 9007859636	31/01/25	Consumption, Sewerage & Fire Charges Depot	336.55
9KR9W - 9007962078	31/01/25	Consumption & service Charge for Cadoux Standpipe	245.72
9KR9W - 9007852216	31/01/25	Consumption Charge for Ballidu Standpipe	217.49
9KR9W - 9007860936	31/01/25	Consumption & sewerage charge for Wongan Hills Museum	372.03
9KR9W - 9007957404	31/01/25	Consumption charge for Koorda Standpipe	2,083.75
9KR9W - 9007965033	31/01/25	Service Charge for Kirwan Standpipe	310.98
9KR9W - 9007862296	31/01/25	Consumption & sewerage charge for Shire Administration Building	1,546.13
9KR9W - 9007863088	31/01/25	Consumption, Service & Sewerage charge for U1/20 Stickland St Wongan Hills	793.46
9KR9W - 9007863061	31/01/25	Water Consumption for Toilets at Fenton St Wongan Hills	249.82
9KR9W - 9007961569	31/01/25	Water Service Charges for Burakin Standpipe	310.98
		Total 76	102,596.51

LIST OF PAYMENTS TO COUNCIL 1ST JANUARY 2025 TO 31ST JANUARY 2025

Payment / Invoice	Date	Description	Amount
975 - WONGAN MAIL SERVICE			
0225	31/01/25	Admin Postage Charges for December 2024	533.77
		Total 975	533.77
		Total EFT00054	150,890.58
EFT Payment - EFT00055			
2466 - PITCHER PARTNERS BA&A PTY LTD			
0627	23/01/25	Audit performed on the Local Roads & Community Infrastructure Program Phase 2 & 3 - 30/6/24	2,200.00
		Total 2466	2,200.00
2515 - TREVOR CAPORN			
BUNNINGS	23/01/25	BUNNINGS: Parts purchased for plantroom repairs over Christmas break	28.90
		Total 2515	28.90
2532 - CHITTERING SEPTIC SERVICE			
CS-3009	23/01/25	Pump out Septic System at Wongan Hills Swimming Pool	2,530.00
		Total 2532	2,530.00
		Total EFT00055	4,758.90
EFT Payment - EFT00053			
2530 - MELINDA LYMON			
Relocation	23/01/25	Reimbursement for relocation expenses	2,010.82
		Total 2530	2,010.82
2534 - LANDMARK PRODUCTS PTY LTD			
142379	23/01/25	Part Payment Only - Wongan Hills Cemetery Amenity	21,748.38
		Total 2534	21,748.38
5 - IOU SOCIAL CLUB			
PJ0052	24/12/24	FORTNIGHT 2025-13 - From Payroll	250.00
PJ0054	07/01/25	FORTNIGHT 2025-14 - From Payroll	250.00
PJ0056	21/01/25	FORTNIGHT 2025-15 - From Payroll	250.00
		Total 5	750.00
V0005 - LGRCEU			
PJ0052	24/12/24	FORTNIGHT 2025-13 - From Payroll	22.00
PJ0054	07/01/25	FORTNIGHT 2025-14 - From Payroll	22.00
		Total V0005	44.00
		Total EFT00053	24,553.20
		Grand Total - EFT Payment	386,421.45
Other			
Other - DD00007			
16 - WESTNET PTY LTD			
142785978	02/01/25	Administration Internet Billing from 01/01/25 to 01/02/25	549.95
		Total DD00007	549.95
Other - DD00008			
2189 - TELETRAC NAVMAN			
93207383	20/01/25	Monthly Satellite Services for January 2025	2,478.08

LIST OF PAYMENTS TO COUNCIL 1ST JANUARY 2025 TO 31ST JANUARY 2025

Payment / Invoice	Date	Description	Amount
Total DD00008			2,478.08
Other - DD00010			
2502 - SWOOP BUSINESS			
6143794	14/01/25	Internet for Sports Pavilion - Billing Period 11/1/25 to 10/2/25)	89.00
Total DD00010			89.00
Other - DD00011			
90 - TELSTRA CORPORATION LIMITED			
4456931163	21/01/25	Telephone Account for SMS Line	1,314.21
Total DD00011			1,314.21
Other - DD00013			
90 - TELSTRA CORPORATION LIMITED			
5312896400	29/01/25	Direct Debit - Sport & Recreation Phone Account for January 2025	50.00
Total DD00013			50.00
Other - DD00014			
192 - WESTERN AUSTRALIAN TREASURY CORPORATION			
GFEE DEC24	23/01/25	Government Guarantee Fee Loan - 151A	6,305.48
Total DD00014			6,305.48
Other - DD00015			
90 - TELSTRA CORPORATION LIMITED			
Jan-25	13/01/25	Administration Account	2,947.10
Total DD00015			2,947.10
Other - DD00016			
1040 - DEPARTMENT OF TRANSPORT			
Jan-25	31/01/2025	DOT Payments for January 2025	107,113.45
Total DD00016			107,113.45
Other - CC00002			
2223 - WESTPAC BANKING CORPORATION			
CEO Credit Card 03/12/24 to 02/01/25			
Auspire	5/12/24	2 x Australian Flag Stickers	23.95
Adobe	9/12/24	CRC Monthly Subscriptions	351.96
Coles Express	9/12/24	Fuel for CEO Vehicle	80.81
Shell	16/12/24	Fuel for CEO Vehicle	113.91
Coles Express	19/12/24	Fuel for CEO Vehicle	99.00
Total Debited			669.63
DCEO Credit Card 03/12/24 to 02/01/25			
Auspire	5/12/24	Stickers for Australia Day Event	263.40
Total Debited			263.40

LIST OF PAYMENTS TO COUNCIL 1ST JANUARY 2025 TO 31ST JANUARY 2025

Payment / Invoice	Date	Description	Amount
		MWS Credit Card 3/12/24 to 2/1/25	
Officeworks	2/12/24	Office Chair for MWS Office & GoPro	1028.39
Main Roads	4/12/24	Permit for Mack Truck	50.00
Dept of Transport	13/12/24	2 x Plate Changes	62.2
VistaPrint	19/12/24	Business Cards	82.26
		Total Debited	1222.85
		Total CC00002	2,155.88
		Grand Total - Other	123,003.15

EFT Payment	386,421.45
Other	123,003.15
Total	509,424.60
Recoverable	75,618.07

9.2.3 FINANCIAL REPORT FOR DECEMBER 2024

FILE REFERENCE:	Financial Management - Reporting
REPORT DATE:	19 February 2025
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Melinda Lymon – Deputy Chief Executive Officer
ATTACHMENTS:	01- Financial Reports

PURPOSE OF REPORT:

The purpose of this report is to present to Council the Monthly Financial Report (containing the Statement of Financial Activity by Nature) for the month ended 31 December 2024. The Capital Works report has been incorporated into this.

BACKGROUND:

Under section 6.4(1) of the *Local Government Act 1995*, a local government is required to prepare an annual financial report for the proceeding financial year and such other financial reports as are prescribed. Part 4 of the *Local Government (Financial Management) Regulations 1996* prescribes the minimum contents of the Monthly Financial Report.

Below is the prescribed contents of the Monthly Financial Report.

Regulation 34 - Statement of Financial Activity

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (relevant month) in the following detail:
 - (a) annual budget estimates; and
 - (b) budget estimates to the end of the relevant month (YTD Budget); and
 - (c) actual amounts of expenditure, revenue and income to the end of the relevant month (YTD Actual); and
 - (d) material variances between the comparable amounts (YTD Actual – YTD Budget); and
 - (e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of net current assets.

- (2) Each statement of financial activity is to be accompanied by documents containing –
 - (a) (removed)
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.

- (3) The information in a statement of financial activity must be shown according to nature classification.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be –
 - (a) Presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
 - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Regulation 35 – Statement of Financial Position

- (1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the **previous month**) and –
 - (a) The financial position of the local government as at the last day of the previous financial year; or
 - (b) If the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.
- (2) A statement of financial position must be –
 - (a) Presented at an ordinary meeting of the council within 2 months after the end of the previous month; and
 - (b) Recorded in the minutes of the meeting at which it is presented.

POLICY REQUIREMENTS:

Council Policy 4.1 – Accounting

LEGISLATIVE REQUIREMENTS:

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental impacts associated with this proposal.
- **Economic**
There are no known economic impacts associated with this proposal.

➤ **Social**

There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

Material variances are disclosed in the Statement of Financial Activity.

As part of the adopted 2024/25 Budget, Council adopted the following thresholds as levels of material variances for financial reporting.

In accordance with regulation 34 (5) of the *Local Government (Financial Management) Regulations 1996*, and AASB Practice Statement 2 – Making Material Judgements, the level to be used in statements of financial activity in 2024/25 for reporting material variances shall be:

- (a) 10% of the amended budget; or
- (b) \$10,000 of the amended budget,

whichever is greater. In addition, that the material variance limit be applied to total revenue and expenditure for each nature classification and capital income and expenditure in the Statement of Financial Activity.

The financial reports for the period ending 31 December 2024 are attached to the Council Agenda.

COMMENT:

This report presents the Statement of Financial Activity by nature for the period ended 31 December 2024.

The following is a summary of the headline numbers from the attached report, and explanations for variances is provided in note 1 of the report.

	Original Budget \$	YTD Budget \$	YTD Actuals – December 2024 \$
Opening Surplus	3,065,879	3,065,879	3,088,391
Cash Operating Revenue	5,644,479	4,961,203	5,132,855
Profit on asset disposals	51,388	8,000	25,930
Cash Operating Expenditure	-5,508,141	-2,933,725	-2,932,500
Depreciation	-8,484,522	-4,242,261	0
Loss on asset disposals	-32,984	-32,984	-29,476
Capital Expenditure	-9,808,214	-2,962,420	-2,868,637
Capital Income	5,219,244	550,000	592,716
Financing Activities	1,386,753	-110,941	-129,590
Non-cash items (excluded)	8,466,118	4,267,245	3,546
Closing Surplus/(Deficit)	0	2,569,996	2,883,235

Rates

Rates notices were issued 26 August 2024, with a due date for payment in full or first instalment of 30 September 2024, the second instalment was due on 2 December 2024. As at 31 December, the gross amount of rates, ESL and rubbish charges outstanding (including arrears, legal charges, instalments and interest) was \$1,032,479 and of this amount \$47,369 is made up of deferred pensioner rates.

In the 2024/25 year, there has been 302 ratepayers elect to pay their rates by instalment, which is an increase in the number of ratepayers taking this option. There were 202 ratepayers on instalments in 2023/24.

Capital Works

As at 31 December 2024 the Shire has incurred \$2,868,637 in actual expenditure on capital works projects against an adopted budget of \$9,808,214 representing 23.36% of the budgeted works.

Depreciation

Depreciation for December 2024 has not yet been processed in the accounting system as the asset register is to be finalised first as part of the 2023/24 FY, system changes and audit finalisation purposes.

Closing surplus actual vs estimate

The closing surplus that has been included in the 2024/25 annual budget is \$3,065,879 versus the brought forward surplus shown in the December 2024 financial reports of \$3,088,391. The EOFY accounting entries have now been finalised and the actual closing position for 30 June 2024 is \$3,088,391.

VOTING REQUIREMENTS: Simple Majority.

ABSOLUTE MAJORITY REQUIRED: No.

OFFICER RECOMMENDATION:

MOVED: Cr BOEKEMAN

SECONDED: Cr SEWELL

That Council:

1. Receives the Monthly Financial Report (containing the Statement of Financial Activity by nature classification) and Statement of Financial Position for the month ended 31 December 2024, as presented as attachment 1 to this report.
2. Notes the unrestricted municipal surplus of \$2,833,235 for the month ended 31 December 2024.

CARRIED: 7/0
RESOLUTION 070225

For:

Cr M Stephenson
Cr S Boekeman
Cr G Chambon
Cr D Coad
Cr B Donnellan
Cr M Sewell
Cr S Starcevich

Against:



SHIRE OF WONGAN-BALLIDU

MONTHLY FINANCIAL REPORT

31/12/2024

CONTENTS

- 01) Statement of Financial Activity
- 02) Statement of Financial Position
- 03) Variance Reporting
- 04) Net Current Assets
- 05) Asset Disposals
- 06) Loans
- 07) Reserves
- 08) Capital Works Program
- 09) Investments
- 10) Rates & Sundry Debtors Outstanding

**SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL ACTIVITY BY NATURE FOR 31 DECEMBER 2024**

	Adopted Budget 2024-2025	Current Budget 2024-2025	YTD Budget	YTD Actual	Variance (%)	Variance (\$)	Variance Flag
Opening Funding Surplus/(Deficit)	3,065,879	3,065,879	3,065,879	3,088,391			
INCOME							
Rates	3,565,703	3,565,703	3,565,703	3,569,495	(0.1%)	3,792	✓
Operating grants, subsidies and contributions	971,699	971,699	650,000	666,413	(2.5%)	16,413	✓
Fees and charges	711,377	711,377	500,000	510,700	(2.1%)	10,700	✓
Other Revenue	204,700	204,700	150,000	266,074	(77.4%)	116,074	×
Interest	191,000	191,000	95,500	120,173	(25.8%)	24,673	✓
Profit on Asset Disposals	51,388	51,388	8,000	25,930	(224.1%)	17,930	✓
a: TOTAL INCOME	5,695,867	5,695,867	4,969,203	5,158,785		189,582	
OPERATING EXPENSES							
Employee Costs	(2,813,607)	(2,813,607)	(1,452,453)	(1,397,925)	3.8%	54,528	✓
Materials & Contracts	(1,577,128)	(1,502,563)	(824,424)	(851,461)	(3.3%)	(27,037)	✓
Utility charges	(398,106)	(398,106)	(99,333)	(117,695)	(18.5%)	(18,362)	×
Interest	(41,000)	(41,000)	(20,500)	(26,363)	(28.6%)	(5,863)	×
Insurance	(292,363)	(292,363)	(292,363)	(301,305)	(3.1%)	(8,942)	✓
Other General	(385,937)	(385,937)	(244,652)	(237,751)	2.8%	6,901	✓
Loss on Asset Disposals	(32,984)	(32,984)	(32,984)	(29,476)	10.6%	3,508	×
Depreciation	(8,484,522)	(8,484,522)	(4,242,261)	0	100.0%	4,242,261	×
b: TOTAL OPERATING EXPENSES	(14,025,647)	(13,951,082)	(7,208,970)	(2,961,976)		4,246,994	
Operating activities excluded from budget							
Add back Depreciation	8,484,522	8,484,522	4,242,261	0			
Adjust (Profit)/Loss on Asset Disposal	(18,404)	(18,404)	24,984	3,546			
	8,466,118	8,466,118	4,267,245	3,546			
Amount attributable to operating activities	136,338	210,903	2,027,478	2,200,355			
INVESTING ACTIVITIES							
Non-Operating grants, subsidies and contributions	4,678,244	5,043,688	200,000	206,282	(3.1%)	6,282	✓
Proceeds from disposal of motor vehicles and P&E	541,000	541,000	350,000	386,434	(10.4%)	36,434	×
TOTAL CAPITAL INCOME	5,219,244	5,584,688	550,000	592,716		42,716	
Capex - Land & Buildings	(3,031,947)	(3,193,536)	(153,749)	(160,693)	(4.5%)	(6,944)	✓
Capex - Furniture & Equipment	(84,195)	(84,195)	(84,195)	(80,340)	4.6%	3,855	✓
Capex - Motor Vehicles	(444,213)	(444,213)	(139,000)	(125,882)	9.4%	13,118	✓
Capex - Plant	(980,000)	(980,000)	(560,000)	(535,222)	4.4%	24,778	✓
Capex - Infrastructure - Roads	(4,698,877)	(4,801,507)	(1,700,000)	(1,615,355)	5.0%	84,645	✓
Capex - Infrastructure - Footpaths	(65,047)	(155,047)	0	(1,039)	0.0%	(1,039)	×
Capex - Infrastructure - Other	(503,935)	(623,935)	(325,476)	(350,106)	(7.6%)	(24,630)	✓
TOTAL CAPITAL EXPENDITURE	(9,808,214)	(10,282,433)	(2,962,420)	(2,868,637)		93,783	
Amount attributable to investing activities	(4,588,970)	(4,697,745)	(2,412,420)	(2,275,921)			
FINANCING ACTIVITIES							
Transfer from reserves	1,192,800	1,192,800	0	0	0.0%	0	✓
Transfer to reserves	(1,209,165)	(1,209,165)	(62,500)	(80,187)	(28.3%)	(17,687)	×
Lease liabilities principal repayments	(8,882)	(8,882)	(4,441)	(4,463)	(0.5%)	(22)	✓
Proceeds on new borrowings	1,500,000	1,500,000	0	0	0.0%	0	✓
Loan principal repayment	(106,400)	(106,400)	(53,200)	(54,213)	(1.9%)	(1,013)	✓
SSL Principal Reimbursements	18,400	18,400	9,200	9,273	(0.8%)	73	✓
Amount attributable to financing activities	1,386,753	1,386,753	(110,941)	(129,590)		(18,649)	
CLOSING SURPLUS / (DEFICIT)	0	(34,210)	2,569,996	2,883,235			
** This sheet illustrates the variance analysis. For variance explanation refer to applicable note.			Key	Within budget tolerance of 10% and \$10,000	✓		
				Over budget tolerance of 10% and \$10,000	×		

SHIRE OF WONGAN-BALLIDU
STATEMENT OF FINANCIAL POSITION
31/12/2024

	31 December 2024	2024
CURRENT ASSETS		
Cash and cash equivalents	7,955,997	6,707,644
Trade and other receivables	1,759,790	387,496
Other financial assets	8,982	18,255
Inventories	117,121	23,064
Contract assets	17,058	452,858
Other assets	65,893	65,893
TOTAL CURRENT ASSETS	9,924,841	7,655,210
NON-CURRENT ASSETS		
Trade and other receivables	48,003	47,369
Other financial assets	275,335	275,335
Inventories	15,236	15,236
Property, plant and equipment	34,190,916	33,949,883
Infrastructure	220,880,347	218,913,848
Right-of-use assets	27,023	27,023
TOTAL NON-CURRENT ASSETS	255,436,860	253,228,694
TOTAL ASSETS	265,361,701	260,883,904
CURRENT LIABILITIES		
Trade and other payables	988,558	641,091
Other liabilities	2,157,134	157,917
Lease liabilities	4,543	9,006
Borrowings	51,617	105,829
Employee related provisions	448,296	391,106
TOTAL CURRENT LIABILITIES	3,650,148	1,304,949
NON-CURRENT LIABILITIES		
Lease liabilities	17,827	17,827
Borrowings	1,702,274	1,702,274
Employee related provisions	3,500	35,000
TOTAL NON-CURRENT LIABILITIES	1,723,601	1,755,101
TOTAL LIABILITIES	5,373,749	3,060,050
NET ASSETS	259,987,952	257,823,854
EQUITY		
Retained surplus	66,901,384	64,817,475
Reserve accounts	3,480,479	3,400,292
Revaluation surplus	189,606,089	189,606,087
TOTAL EQUITY	259,987,952	257,823,854

**Shire of Wongan-Ballidu
Variance Report 31 December 2024**

The Local Government (Financial Management) Regulations 1996 require that financial statements are presented monthly to council. Council has adopted 10% or \$10,000, whichever is greater, as its threshold for line items on the Statement of Financial Activity by nature shown on page 1. This report uses a traffic light system to flag those items that are within tolerance and others that fall out of the range. Variances are calculated using a comparison of year to date actual against year to date budget. It needs also to be noted that the early months of the financial year are a period when variance percentages are volatile and extremely sensitive to small movements in actual income and expenditure.

Code	Variance Actual to YTD Budget	Variance reason	Report Section	Comments
Operating Income				
✓	3,792	Within Threshold	Rates	Within Council variance reporting threshold.
✓	16,413	Within Threshold	Operating grants, subsidies and contributions	Within Council variance reporting threshold.
✓	10,700	Within Threshold	Fees and charges	Within Council variance reporting threshold.
✗	116,074	Timing	Other Revenue	Favourable - Insurance reimbursements which are not budgeted for.
✓	24,673	Within Threshold	Interest	Favourable.
✓	17,930	Within Threshold	Profit on Asset Disposals	Within Council variance reporting threshold.
Operating Expenditure				
✓	54,528	Within Threshold	Employee Costs	Within Council variance reporting threshold.
✓	(27,037)	Within Threshold	Materials & Contracts	Within Council variance reporting threshold.
✗	(18,362)	Timing	Utility charges	Favourable - Timing of bi-monthly utility bills and allocation of recoverable standpipe charges to be reviewed with budget review.
✗	(5,863)	Timing	Interest	WATC loan guarantee fee to be reviewed and re-allocated at budget review (\$6.4k)
✓	(8,942)	Within Threshold	Insurance	Within Council variance reporting threshold.
✓	6,901	Within Threshold	Other General	Within Council variance reporting threshold.
✗	3,508	Permanent	Loss on Asset Disposals	Favourable - Non-cash.
✗	4,242,261	Timing	Depreciation	Depreciation not processed in new finance system as finalising configuration.
Investing				
✓	6,282	Within Threshold	Non-Operating grants, subsidies and contributions	Within Council variance reporting threshold.
✗	36,434	Permanent	Proceeds from disposal of motor vehicles and P&E	Favourable - Proceeds on auctions of Tesla, Truck and Grader total \$35k more than estimated.
✓	(6,944)	Within Threshold	Capex - Land & Buildings	See Capital Works Report.
✓	3,855	Within Threshold	Capex - Furniture & Equipment	See Capital Works Report.
✓	13,118	Within Threshold	Capex - Motor Vehicles	See Capital Works Report.
✓	24,778	Within Threshold	Capex - Plant	See Capital Works Report.
✓	84,645	Within Threshold	Capex - Infrastructure - Roads	See Capital Works Report.
✗	(1,039)	Timing	Capex - Infrastructure - Footpaths	See Capital Works Report.
✓	(24,630)	Within Threshold	Capex - Infrastructure - Other	See Capital Works Report.
Financing				
✓	0	Within Threshold	Transfer from reserves	Within Council variance reporting threshold.
✗	(17,687)	Timing	Transfer to reserves	Reserve interest greater than YTD budget.
✓	(22)	Within Threshold	Lease liabilities principal repayments	Within Council variance reporting threshold.
✓	(1,013)	Within Threshold	Loan principal repayment	Within Council variance reporting threshold.
✓	73	Within Threshold	SSL Principal Reimbursements	Within Council variance reporting threshold.

SHIRE OF WONGAN-BALLIDU
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2024

NET CURRENT ASSETS

	Positive=Surplus (Negative=Deficit)		
	Budget	Actual	Current
	Last Years Closing 30 June 2024	Last Years Closing 30 June 2024	31 December 2024
	\$		\$
Current Assets			
Cash Unrestricted	3,310,259	3,307,354	4,475,520
Cash Restricted - Reserves	3,400,292	3,400,292	3,480,477
Receivables - Rates	100,309	91,167	1,079,848
Receivables - Other	882,224	717,245	461,357
Receivables - ATO	0	97,833	301,535
Inventories	10,000	23,064	117,121
Financial assets	18,400	18,255	8,982
	7,721,484	7,655,210	9,924,840
Less: Current Liabilities			
Payables	(798,857)	(641,091)	(928,188)
Payables - ATO	0	0	(60,370)
Contract Liabilities - Unspent grants	(136,882)	(157,917)	(2,157,134)
Employee provisions	(343,016)	(391,106)	(448,296)
Lease liabilities	(8,882)	(9,006)	(4,543)
Long term borrowings	(106,400)	(105,829)	(51,617)
	(1,394,037)	(1,304,949)	(3,650,148)
Net Current Assets	6,327,447	6,350,261	6,274,692
Adjustments to Net Current Assets			
Less: Restricted Cash - Reserves	(3,400,292)	(3,400,292)	(3,480,477)
Less: Current self-supporting loans receivable	(18,400)	(18,255)	(8,982)
Add: Liabilities funded by restricted cash	41,842	41,842	41,842
Add: Current portion of borrowings	106,400	105,829	51,617
Add: Current portion of lease liabilities	8,882	9,006	4,543
	(3,261,568)	(3,261,870)	(3,391,457)
Net Current Assets used in the Statement of Financial Activity	3,065,879	3,088,391	2,883,235

SHIRE OF WONGAN-BALLIDU
ANALYSIS OF DISPOSED ASSETS AS AT 31 DECEMBER 2024

Asset No	Budget Net Book Value	Current Budget Sale Proceeds	Budget (Profit) / Loss	Actual Net Book Value	Actual Sale Proceeds	Actual (Profit) / Loss
Land & Buildings						
		-				-
Motor Vehicles						
Toyota Prado (Dr)	25,000	55,000	(30,000)			-
Tesla Model Y Performance	82,000	50,000	32,000	84,000	56,509	27,491
Toyota Coaster Bus	2,500	6,000	(3,500)			-
Toyota Hilux (Town Mtce.)	10,880	12,000	(1,120)			-
Toyota Hilux (Grader)	14,212	18,000	(3,788)			-
Plant & Equipment						
Mack Truck (PTK34)	82,000	85,000	(3,000)	82,000	102,133	(20,133)
Dual Tip Pig Trailer (PTRL23)	15,984	15,000	984	16,689	14,704	1,985
Mack Truck (PTK35)	93,020	95,000	(1,980)			-
CAT 12M Grader	195,000	200,000	(5,000)	206,000	211,797	(5,797)
Dolly Trailer (PTRL14)	2,000	5,000	(3,000)			-
Various obsolete equipment				-	1,291	-
TOTAL	522,596	541,000	(18,404)	388,689	386,434	3,546

Motor Vehicle and Plant & Equipment Change Over	Current Budget Purchase Price	Current Budget Sale	Current Change-Over Budget	Actual Purchase	Actual Sale	Change-Over
Motor Vehicles						
Toyota Prado (Dr)	94,000	55,000	39,000			-
Tesla Model Y Performance	100,000	50,000	50,000		56,509	(56,509)
Toyota Coaster Bus	125,213	6,000	119,213			-
Toyota Hilux (Town Mtce.)	40,000	12,000	28,000			-
Toyota Hilux (Grader)	40,000	18,000	22,000			-
Toyota Hilux (BMO)	45,000	-	45,000	43,877		43,877
Sub-total	444,213	141,000	303,213		56,509	(12,632)
Plant & Equipment						
Mack Truck (PTK34) - rollover proceeds	-	85,000	(85,000)		102,133	(102,133)
Dual Tip Pig Trailer (PTRL23) - rollover proceeds	-	15,000	(15,000)		14,704	(14,704)
Mack Truck (PTK35)	330,000	95,000	235,000			-
CAT 12M Grader	480,000	200,000	280,000	451,875	211,797	240,078
Dolly Trailer (PTRL14)	40,000	5,000	35,000	38,460	14,704	23,756
Sundry plant and equipment	40,000	-	40,000			-
Various obsolete equipment					1,291	-
Sub-total	890,000	400,000	490,000	490,335	344,629	146,997
TOTAL	1,334,213	541,000	793,213	490,335	401,138	134,365

**SHIRE OF WONGAN - BALLIDU
BORROWINGS AS AT 31 DECEMBER 2024**

Existing Loans * Denotes (SSL) Self Supporting Loan

Loan No.	Particulars	Recipient	Maturity Date	Proposed Borrowings	Amount Borrowed	Loan Principal Paid in Dec 24	Accrued Int. Due	YTD Interest Paid	Loan Balance @ 30 June 2024	Principal Repayments YTD	Loan Balance @ 31 Dec 24
151A	Aged Persons	Ninan House*	Oct-2032		300,000	-	-	(3,461)	189,627	(9,614)	180,013
152	Co-Location Construction	Shire	Dec-2039		2,000,000	(22,356)	-	(8,295)	1,618,477	(44,599)	1,573,878
TBA	Volunteer BFB Fire Shed	Shire*	-	1,500,000	-						
TOTAL EXISTING LOANS				1,500,000	2,300,000	(22,356)	-	(11,756)	1,808,104	(54,213)	1,753,891

Shire Loan Summary
Self Supporting Loan Summary

-	2,000,000	(22,356)	-	(8,295)	1,618,477	(44,599)	1,573,878
1,500,000	300,000				189,627	(9,614)	180,013

	Loan Balance @ 31 Dec 24	SSL	Shire	Total
Current loan liability	(84,193)	(18,400)	(65,793)	(84,193)
Non current liability	(1,669,698)	(161,613)	(1,508,085)	(1,669,698)
Total Loan Liability	(1,753,891)	(180,013)	(1,573,878)	(1,753,891)

**SHIRE OF WONGAN - BALLIDU
ANALYSIS OF RESERVE ACCOUNTS AS AT 31 DECEMBER 2024**

Reserve Description	ADOPTED FULL YEAR'S BUDGET						ACTUAL YTD AT 31 DECEMBER 2024			
	Budget Opening Balance	Actual Opening Balance	Interest Earned	Transfer to Reserve	Transfer from Reserve	EOY Balance	Interest Earned	Transfer to Reserve	Transfer from Reserve	Actual Balance
Long Service Leave Reserve	41,842	41,842		-	-	41,842	-	-	-	41,842
Community Resource Centre Reserve	12,923	12,923		-	-	12,923	-	-	-	12,923
Depot Improvement Reserve	10,572	10,572		40,000	-	50,572	-	-	-	10,572
Historical Publications Reserve	7,126	7,126		-	-	7,126	-	-	-	7,126
Housing Reserve	380,844	380,844		150,000	-	530,844	-	-	-	380,844
Special Projects Reserve	1,000,818	1,000,818		-	(30,000)	970,818	-	-	-	1,000,818
Patterson Street JV Housing Reserve	64,357	64,357		5,000	-	69,357	-	-	-	64,357
Plant Reserve	933,917	933,917	125,000	754,165	(764,800)	923,282	80,187	80,187	-	1,014,104
Quinlan Street JV Housing Reserve	64,915	64,915		5,000	(15,000)	54,915	-	-	-	64,915
Stickland JV Housing Reserve	68,582	68,582		5,000	-	73,582	-	-	-	68,582
Swimming Pool Reserve	273,188	273,188		50,000	(200,000)	123,188	-	-	-	273,188
Waste Management Reserve	60,366	60,366		-	-	60,366	-	-	-	60,366
Sporting Co-Location Reserve	133,360	133,360		-	(30,000)	103,360	-	-	-	133,360
Building Asset Management Reserve	347,482	347,482		200,000	(153,000)	394,482	-	-	-	347,482
Wongan Hills Sports and Recreation Council Asset Management Reserve	-	-		-	-	-	-	-	-	-
Wongan Hills Childcare Services Reserve	-	-		-	-	-	-	-	-	-
TOTALS	3,400,292	3,400,292	125,000	1,209,165	(1,192,800)	3,416,657	80,187	80,187	-	3,480,479

SHIRE OF WONGAN-BALLIDU - CAPITAL WORKS REPORT - 31 DECEMBER 2024

Description	Original Budget	Current Budget	YTD Budget	YTD Actual	Order Value	Total Actual	Variance	Indicator	Completion %	Asset Class
Administration Building (Buildings) - CAPEX	\$7,291.00	\$7,291.00	\$0.00	\$0.00	\$8,470.00	\$8,470.00	\$7,291.00		0%	Land & Buildings
Computer Hardware (F&E)- CAPEX	\$20,000.00	\$20,000.00	\$20,000.00	\$15,293.53	\$0.00	\$15,293.53	\$4,706.47		76%	Furniture & Equipment
CEO Vehicle (MV) - CAPEX	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$83,867.00	\$83,867.00	\$100,000.00		0%	Motor Vehicles
Capex - Chambers ICT Upgrade (F&E)	\$64,195.00	\$64,195.00	\$64,195.00	\$65,046.66	\$0.00	\$65,046.66	-\$851.66		101%	Furniture & Equipment
Capex - Ninan/Hinds BFB Fire Shed	\$1,500,000.00	\$1,500,000.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$1,500,000.00		0%	Land & Buildings
Capex - Fire Danger Rating Signage	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00		0%	Infrastructure - Other
Community Bus (MV) - CAPEX	\$125,213.00	\$125,213.00	\$0.00	\$0.00	\$128,840.00	\$128,840.00	\$125,213.00		0%	Motor Vehicles
CRC Capital Expense (Buildings) - CAPEX	\$43,203.00	\$43,203.00	\$10,000.00	\$6,173.11	\$7,300.00	\$13,473.11	\$37,029.89		14%	Land & Buildings
Doctors Vehicle (MV)- CAPEX	\$94,000.00	\$94,000.00	\$94,000.00	\$82,004.92	\$82,005.00	\$164,009.92	\$11,995.08		87%	Motor Vehicles
Capex - Medical Centre Generator	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,000.00		0%	Plant & Equipment
8 Ellis Street (Buildings)- CAPEX	\$6,358.00	\$6,358.00	\$6,358.00	\$5,720.91	\$0.00	\$5,720.91	\$637.09		90%	Land & Buildings
16 Moore Street (Buildings)- CAPEX	\$20,581.00	\$20,581.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,581.00		0%	Land & Buildings
JV Housing - Quinlan St (Buildings)- CAPEX	\$14,712.00	\$14,712.00	\$0.00	\$5,768.00	\$9,306.55	\$15,074.55	\$8,944.00		39%	Land & Buildings
Capex - Staff Housing - Stickland St and Shields Crescent (LRCIP)	\$425,000.00	\$425,000.00	\$25,000.00	\$28,737.12	\$404,152.00	\$432,889.12	\$396,262.88		7%	Land & Buildings
Cemetery WH Capex (Infras Other) - CAPEX	\$14,500.00	\$14,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,500.00		0%	Infrastructure - Other
Community Park Toilets (Buildings)- CAPEX	\$10,116.00	\$10,116.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,116.00		0%	Land & Buildings
Railway Centre Toilets (Buildings)- CAPEX	\$544,750.00	\$544,750.00	\$0.00	\$7,200.00	\$0.00	\$7,200.00	\$537,550.00		1%	Land & Buildings
Ballidu Hall (Buildings)- CAPEX	\$153,485.00	\$153,485.00	\$0.00	\$0.00	\$0.00	\$0.00	\$153,485.00		0%	Land & Buildings
Community Park WH (Infras Other)- CAPEX	\$11,570.00	\$11,570.00	\$0.00	\$0.00	\$6,570.00	\$6,570.00	\$11,570.00		0%	Infrastructure - Other
Federation Park (Cadoux) - Capex	\$22,349.00	\$22,349.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,349.00		0%	Land & Buildings
WH Swimming Pool (Infrastructure Other) - CAPEX	\$225,476.00	\$225,476.00	\$225,476.00	\$249,273.84	\$0.00	\$249,273.84	-\$23,797.84		111%	Infrastructure - Other
Mocardy Dam (Infras Other)- CAPEX	\$177,389.00	\$177,389.00	\$100,000.00	\$100,831.80	\$49,378.00	\$150,209.80	\$76,557.20		57%	Infrastructure - Other
Radio & Television Tower (Buildings) - CAPEX	\$44,305.00	\$44,305.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,305.00		0%	Land & Buildings
W.H. Recreation Complex (Buildings) - CAPEX	\$118,381.00	\$118,381.00	\$30,802.00	\$28,702.00	\$16,364.19	\$45,066.19	\$89,679.00		24%	Land & Buildings
Ballidu Sports Complex (Buildings) - CAPEX	\$9,800.00	\$9,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,800.00		0%	Land & Buildings
Economic Stimulus Project	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00		0%	Infrastructure - Other
Capex - WH Pavilion Generator	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,000.00		0%	Plant & Equipment
Depot Bldg. Capital (Buildings) - CAPEX	\$28,000.00	\$28,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00		0%	Land & Buildings
Water Tank (P&E)- CAPEX	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00		0%	Infrastructure - Other
Trucks - CAPEX	\$330,000.00	\$330,000.00	\$0.00	\$0.00	\$329,442.00	\$329,442.00	\$330,000.00		0%	Plant & Equipment
Sundry Plant and Equipment (CAPEX)	\$40,000.00	\$40,000.00	\$40,000.00	\$44,885.95	\$0.00	\$44,885.95	-\$4,885.95		112%	Plant & Equipment
Patching Trailer - CAPEX	\$40,000.00	\$40,000.00	\$40,000.00	\$38,460.36	\$0.00	\$38,460.36	\$1,539.64		96%	Plant & Equipment
Grader (P&E) - CAPEX	\$480,000.00	\$480,000.00	\$480,000.00	\$451,875.29	\$0.00	\$451,875.29	\$28,124.71		94%	Plant & Equipment
Museum - CAPEX	\$43,500.00	\$43,500.00	\$0.00	\$1,671.43	\$0.00	\$1,671.43	\$41,828.57		4%	Land & Buildings
BMO - Vehicle - CAPEX	\$45,000.00	\$45,000.00	\$45,000.00	\$43,876.82	\$43,877.00	\$87,753.82	\$1,123.18		98%	Motor Vehicles
Grader Utility (Motor Vehicles) - CAPEX	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$29,567.00	\$29,567.00	\$40,000.00		0%	Motor Vehicles
Town Maintenance Ute - CAPEX	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$25,067.00	\$25,067.00	\$40,000.00		0%	Motor Vehicles
Lot 162 Danubin St - CAPEX	\$40,116.00	\$40,116.00	\$0.00	\$708.99	\$0.00	\$708.99	\$39,407.01		2%	Land & Buildings
RRG Funded Capital Roadworks (Infras Roads)	\$1,360,111.00	\$1,462,741.00	\$1,200,000.00	\$1,160,830.59	\$246,144.00	\$1,406,974.59	\$199,280.41		79%	Infrastructure - Roads
R2R Funded Capital Roadworks (Infras Roads)	\$893,944.00	\$893,944.00	\$325,000.00	\$308,865.60	\$150,474.00	\$459,339.60	\$585,078.40		35%	Infrastructure - Roads
Own Funded Capital Footpaths (Infras footpaths)	\$65,047.00	\$65,047.00	\$0.00	\$1,039.18	\$0.00	\$1,039.18	\$64,007.82		2%	Infrastructure - Footpaths
Own Funded Capital Roadworks (Infras Roads)	\$468,995.00	\$468,995.00	\$75,000.00	\$67,270.90	\$182,914.00	\$250,184.90	\$401,724.10		14%	Infrastructure - Roads
Wheatbelt Secondary Freight Network Roadworks (Infra Roads)	\$1,975,827.00	\$1,975,827.00	\$100,000.00	\$78,387.78	\$49,385.00	\$127,772.78	\$1,897,439.22		4%	Infrastructure - Roads
LRCIP Phase 2 - WH Cemetery Toilet	\$0.00	\$80,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Land & Buildings
LRCIP Phase 2 - Ballidu Footpaths	\$0.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Infrastructure - Footpaths
LRCIP Phase 2 - Ballidu Hall Carpark	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Infrastructure - Other
LRCIP Phase 2 - Wongan Rd Drainage - North Entry	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0%	Infrastructure - Other
42 Mitchell Street Repairs (Insurance)	\$0.00	\$81,589.00	\$81,589.00	\$76,011.65	\$0.00	\$76,011.65	-\$76,011.65		93%	Land & Buildings
	\$9,808,214.00	\$10,282,433.00	\$2,962,420.00	\$2,868,636.43	\$1,860,122.74	\$4,728,759.17	\$6,939,577.57		28%	

Asset Class	Original Budget	Current Budget	YTD Budget	YTD Actual	PO	Total Actual	Variance	Indicator	Completion %
Land & Buildings	\$3,031,947	\$3,193,536	\$153,749	\$160,693	\$452,593	\$613,286	\$2,871,254		5%
Furniture & Equipment	\$84,195	\$84,195	\$84,195	\$80,340	\$0	\$80,340	\$3,855		95%
Motor Vehicles	\$444,213	\$444,213	\$139,000	\$125,882	\$393,223	\$519,105	\$318,331		28%
Plant & Equipment	\$980,000	\$980,000	\$560,000	\$535,222	\$329,442	\$864,664	\$444,778		55%
Infrastructure - Roads	\$4,698,877	\$4,801,507	\$1,700,000	\$1,615,355	\$628,917	\$2,244,272	\$3,083,522		34%
Infrastructure - Footpaths	\$65,047	\$155,047	\$0	\$1,039	\$0	\$1,039	\$64,008		1%
Infrastructure - Other	\$503,935	\$623,935	\$325,476	\$350,106	\$55,948	\$406,054	\$153,829		56%
	\$9,808,214.00	\$10,282,433.00	\$2,962,420.00	\$2,868,637.00	\$1,860,122.74	\$4,728,759.17	\$6,939,577.57		28%

Total Actual < Current Budget ■
 No Current Budget ■
 No YTD Actual ■
 Total Actual > Current Budget ■

9.3 WORKS AND SERVICES

Nil

9.4 HEALTH, BUILDING AND PLANNING

9.4.1 SUBDIVISION APPLICATION NO 201321 – LOT 732 DANUBIN STREET AND LOT 8031 KALGUDDERING ROAD NORTH, WONGAN HILLS.

FILE REFERENCE:	A1691
REPORT DATE:	4 February 2025
APPLICANT/PROPONENT:	Statewest Planning
AUTHOR:	Melissa Marcon – Manager of Regulatory Services
ATTACHMENTS:	Nil

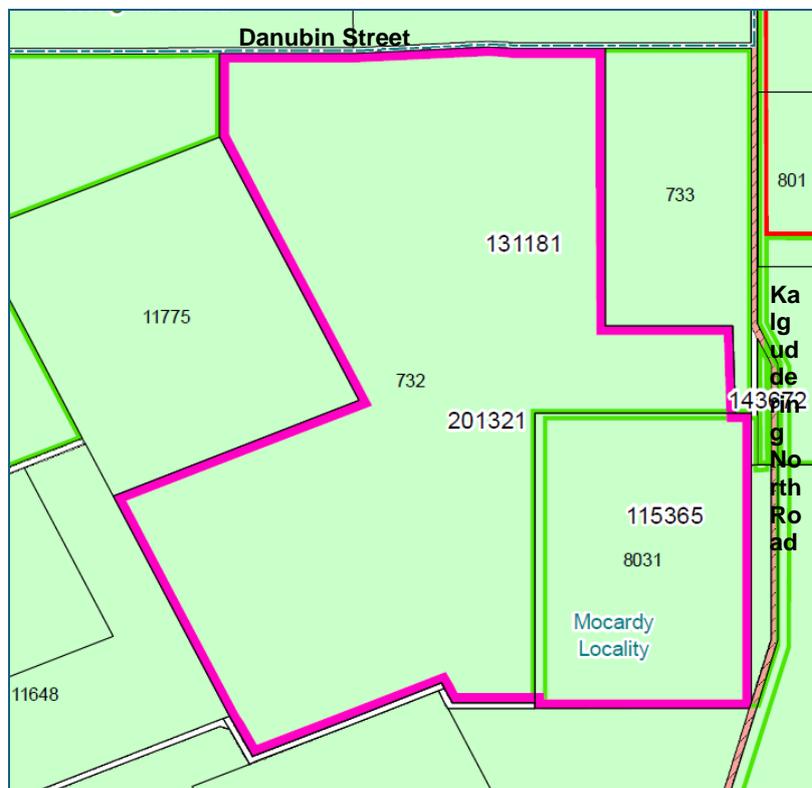
PURPOSE OF REPORT:

The Western Australian Planning Commission (WAPC) has referred an application for the boundary re-alignment to Council for comment for Lot 732 Danubin Street and Lot 8031 Kalguddering Road, Wongan Hills.

The recommendation is that the WAPC be advised that the Shire of Wongan-Ballidu supports in principle the proposed boundary re-alignment.

BACKGROUND:

Lot 732 Danubin Street, Wongan Hills (245.369ha) and Lot 8031 Kalguddering Road, Wongan Hills (66.1255ha), are sites southeast of the Wongan Hills Townsite and currently operates as a single broad acre farm, despite the presence of the cadastral boundary.



DPLH 29/01/2025

COMMENT:

The land is zoned 'Rural' under Shire of Wongan-Ballidu Local Planning Scheme No.5 (LPS5). The site has not been developed and contains crops and existing remnant native vegetation.



DPLH 29/01/2025 – Proposed New Lots 1 and 2

The landowners and prospective purchasers are seeking to undertake a boundary re-alignment by:

- Excising the southern portion of Lot 732 which is mostly vegetation and has approximately 12.8ha of land suitable for pasture/crops,
- Lot 2 will be 70.11ha and have a 20m wide battle-axe access leg to Kalguddering North Road
- Amalgamating Lot 8031 within the remainder of Lot 732
- Lot 1 will be 241.3845ha and access will remain unchanged.

The prospective purchasers of Lot 2, intend to undertake agricultural activities on proposed Lot 2 within the cleared areas, should approval be granted. There is no immediate intent to build a dwelling on the site.

This proposal seeks to realign lot boundaries and there is no net increase to the number of lots in the rural area. The realignment will not adversely affect current and future land uses and is therefore consistent with section 6(a) of Development Control Policy 3.4 – Subdivision of Rural Land.

Whilst a bushfire management plan has been provided, given the site is within a mapped bushfire prone area, it has been concluded a boundary re-alignment such as this, is exempt from the bushfire guidelines.

POLICY REQUIREMENTS:

There are no policy requirements in relation to the item.

LEGISLATIVE REQUIREMENTS:

Planning and Development Act 2005
Shire of Wongan-Ballidu Town Planning Scheme 5
Development Control Policy 3.4 – Subdivision of Rural Land

STRATEGIC IMPLICATIONS:

There are no known strategic implications associated with this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental implications associated with this item.
- **Economic**
There are no known economic implications associated with this item.
- **Social**
There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this item.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

MOVED Cr COAD

SECONDED: Cr BOEKEMAN

That Council ENDORSE the proposed subdivision and direct the Chief Executive Officer to advise the Western Australian Planning Commission that there is no objection to the proposal for Lot 732 Danubin Street and Lot 8031 Kalguddering North Road, Wongan Hills to be subdivided as per the plan of subdivision accompanying the Application No: 201321.

CARRIED: 7/0
RESOLUTION 080225

For:

Cr M Stephenson
Cr S Boekeman
Cr G Chambon
Cr D Coad
Cr B Donnellan
Cr M Sewell
Cr S Starcevich

Against:

9.5 COMMUNITY SERVICES

Nil

Item 10. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

3:22pm Meeting closed to the public – all staff, except for the CEO, left the room.

CLOSURE OF MEETING

OFFICER RECOMMENDATION

MOVED: Cr DONNELLAN SECONDED: Cr STARCEVICH

That the meeting be closed to the public in accordance with sections 5.23(2)(c) and 5.23(2)(e) of the *Local Government Act 1995*.

**CARRIED: 7/0
RESOLUTION 090225**

For:	Against:
Cr M Stephenson	
Cr S Boekeman	
Cr G Chambon	
Cr D Coad	
Cr B Donnellan	
Cr M Sewell	
Cr S Starcevich	

10.1 APPOINTMENT OF MINING ADVISORY CONSULTANT **CONFIDENTIAL**

Cr Stephenson declared an impartiality interest and remained in the room.

FILE REFERENCE:	Procurement
REPORT DATE:	20 February 2025
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Council Workshop 19 February 2025
AUTHOR:	Sam Dolzadelli - Chief Executive Officer
ATTACHMENTS:	10.1.1 CONFIDENTIAL - Report recommending the appointment of mining advisory consultant (provided separately) 10.1.2 CONFIDENTIAL - Quotes for consultancy services (provided separately)

This report is of a confidential nature as it contains information concerning:

Local Government Act 1995 – Section 5.23(2):

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting

PURPOSE OF REPORT:

The purpose of this report is to recommend that Council appoint the preferred advisory consultant to assist Council and the CEO with strategic planning and engagement processes relating to pertinent mining developments.

BACKGROUND:

On 30 January 2025, the Shire received a proactive service proposal from a consultant, which contained a quote (commercial in confidence) to provide a range of advisory services with key deliverables, to assist the Council and CEO with planning, engagement and consultation strategies and processes in relation to the proposed Copper Mine Project, which is currently processing through the environmental approval phase.

Subsequent to receiving the above, it was discussed by Council as to the need and justification to engage an external professional to provide advisory services to assist Council and the CEO. A range of benefits were identified, and it was ultimately agreed that this would provide Council and the CEO with the confidence that nothing in the process was missed. It was then determined by Council that engaging an external professional consultant to assist the Shire through this significant process was recommended.

In order to ensure compliance with the Shire's Purchasing Policy, and best value for money, the Shire submitted a RFQ through the WALGA Preferred Supplier Panel, with a scope of works to engage an advisory consultant to assist Council and the CEO. The scope of works required the consultant to assist with the preparation of the Shire's submission to the upcoming public consultation on the Environmental Review Document (ERD), key stakeholder engagement, community consultation, and overall strategic planning for the proposed mine. The RFQ was published on Friday 31 January, and closed on Friday 14 February. The Shire received two (2) submissions as part of this process, both submissions were compliant.

At the workshop held on 19 February 2025, in which five of seven elected members and the CEO attended, it was further discussed as to the benefit and return on investment gained by engaging a consultant to assist Council and the CEO through this process. The submissions from the WALGA PSP RFQ process in addition to the earlier service proposal and quote received were discussed at the workshop.

In principle support was provided by Council to proceed with bringing an agenda item to the February Ordinary Council Meeting to formally resolve on the appointment of the preferred advisory consultant. A separate agenda item has been included in this agenda for the related budget amendment.

POLICY REQUIREMENTS:

Nil

LEGISLATIVE REQUIREMENTS:

Nil

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no known environmental impacts associated with this proposal.
- **Economic**
There are no known economic impacts associated with this proposal.
- **Social**
There are no known social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

The quoted price for the preferred consultant is included in the confidential report as attached.

COMMENT:

Refer to confidential report as attached.

VOTING REQUIREMENTS: Simple Majority.

ABSOLUTE MAJORITY REQUIRED: No.

OFFICER RECOMMENDATION:

MOVED: Cr SEWELL SECONDED: Cr CHAMBON

That Council:

1. Appoint Aslan Professional Services to provide Council and the CEO with advisory services on a consultancy basis, subject to the following conditions:
 - a. A confidentiality agreement is entered into by the preferred supplier prior to the commencement of services; and
 - b. Milestone payments are reviewed to align with deliverables instead of passage of time.

**CARRIED: 7/0
RESOLUTION 100225**

For:
Cr M Stephenson
Cr S Boekeman
Cr G Chambon
Cr D Coad
Cr B Donnellan
Cr M Sewell
Cr S Starceвич

Against:

RE-OPENING OF MEETING

OFFICER RECOMMENDATION

MOVED: Cr SEWELL SECONDED: Cr CHAMBON

That the meeting be reopened to the public in accordance with Shire of Wongan-Ballidu Meetings Local Law sections 6.1 & 6.2.

**CARRIED 7/0
RESOLUTION 110225**

For:

Cr M Stephenson
Cr S Boekeman
Cr G Chambon
Cr D Coad
Cr B Donnellan
Cr M Sewell
Cr S Starcevich

Against:

3:26pm *Meeting reopened to the public – all staff returned to the room.*

Item 11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

Item 12. CLOSURE

The Presiding Member, Cr M Stephenson, declared the meeting closed at 3:28pm.



Signed by:

26.3.25

Date:

Cr M Stephenson
Shire President