



Shire of
Koorda

Drive in, stay awhile

MINUTES

Ordinary Council Meeting

Held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday 18 October 2023

Commencing 5.00pm

UNCONFIRMED

NOTICE OF MEETING

Dear Elected Members,

Notice is hereby given that the next Ordinary Meeting of Council of the Shire of Koorda will be held on Wednesday, 18 October 2023 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda. The format of the day will be:

5.00pm	Council Meeting
Following conclusion of Council Meeting	Council Forum

Lana Foote
Acting Chief Executive Officer
13 October 2023

DISCLAIMER

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

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

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

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

The Shire of Koorda warns that anyone who has any application lodged with the Shire of Koorda must obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Koorda in respect of the application.

To be read aloud if any member of the public is present.

Signed



Lana Foote
Acting Chief Executive Officer

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**Shire of Koorda
Ordinary Council Meeting
5.00pm, Wednesday 18 October 2023**



1. Declaration of Opening

The Presiding person welcomes those in attendance and declares the meeting open at 5.01pm.

2. Record of Attendance, Apologies and Leave of Absence

Councillors:

Cr JM Stratford	President
Cr BG Cooper	Deputy President
Cr GW Greaves	
Cr GL Boyne	
Cr LC Smith	
Cr NJ Chandler	

Staff:

Miss L Foote	Acting Chief Executive Officer
Mrs K Harrap	Governance Officer

Members of the Public:

Mrs Kylie Burrell	Councillor Elect
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Apologies:

Visitors:

Mrs C Robinson	150 Square (via MS Teams)
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Approved Leave of Absence:

3. Public Question Time

Nil.

4. Disclosure of Interest

Nil.

5. Applications for Leave of Absence

Nil.

6. Petitions and Presentations

Caroline from 150 Square to discuss Recreation Management Model Consultation.

5.02pm - SUSPEND STANDING ORDERS Resolution 051023

Moved Cr LC Smith

Seconded Cr GW Greaves

That standing orders be suspended to discuss Recreation Management Model Consultation.

CARRIED 6/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

Caroline outlined her engagement approach to clubs and organisations for information gathering on their needs for the future with regard to the Recreation Co-Location Facility. She also outlined the process of compiling the data to present recommended models back to Council for consideration before consulting with the clubs and organisations on models, implementation strategies and expected timelines.

5.24pm - RESUMPTION OF STANDING ORDERS Resolution 061023

Moved Cr NJ Chandler

Seconded Cr GL Boyne

That standing orders be resumed as per the attendance register.

CARRIED 6/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

7. Confirmation of Minutes from Previous Meetings

7.1. Ordinary Council Meeting held on 20 September 2023

[Click here to view the previous minutes](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation RESOLUTION 071023

Moved Cr GW Greaves

Seconded Cr LC Smith

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 20 September 2023, as presented, be confirmed as a true and correct record of proceedings.

CARRIED 6/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

7.2. Special Meeting Minutes for meeting held 9 October 2023

[Click here to view](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation RESOLUTION 081023

Moved Cr GL Boyne

Seconded Cr NJ Chandler

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the Special meeting held 9 October 2023, as tabled.

CARRIED 6/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

8. Minutes of Committee Meetings to be Received

8.1. GECZ Meeting Minutes for meeting held 21 August 2023

[Click here to view](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 091023

Moved Cr BG Cooper

Seconded Cr GW Greaves

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the GECZ meeting held 21 August 2023, as tabled.

CARRIED 6/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

8.2. NEWROC Council Meeting Minutes for meeting held 21 August 2023

[Click here to view](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 101023

Moved Cr NJ Chandler

Seconded Cr GW Greaves

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the NEWROC Council meeting held 21 August 2023, as tabled.

CARRIED 6/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

8.3. LEMC Meeting Minutes for meeting held 7 September 2023

[Click here to view](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 111023

Moved Cr GL Boyne

Seconded Cr LC Smith

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the LEMC meeting held 7 September 2023, as tabled.

CARRIED 6/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

8.4. BFAC Meeting Minutes for meeting held 7 September 2023

[Click here to view](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 121023

Moved Cr GW Greaves

Seconded Cr BG Cooper

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the BFAC meeting held 7 September 2023, as tabled.

CARRIED 6/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

8.5. WALGA AGM Meeting Minutes for meeting held 18 September 2023

[Click here to view](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 131023

Moved Cr GL Boyne

Seconded Cr NJ Chandler

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the WALGA AGM meeting held 18 September 2023, as tabled.

CARRIED 6/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

8.6. Audit Meeting Minutes for meeting held 20 September 2023

[Click here to view](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 141023

Moved Cr BG Cooper

Seconded Cr LC Smith

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the Audit meeting held 20 September 2023, as tabled.

CARRIED 6/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

9. Recommendations from Committee Meetings for Council Consideration

Nil.

10. Announcements by the President without Discussion


The President expressed condolences to the extended Storer family on the passing of Rachel.

The President thanked Cr Cooper and Cr Smith for their 8 years of service on Council and acknowledged their efforts and commitment to the Koorda Community.

UNCONFIRMED

11. OFFICER'S REPORTS – CORPORATE & COMMUNITY

11.1. Monthly Financial Statements

Corporate and Community		
Date	12 October 2023	
Location	Not Applicable	
Responsible Officer	Lana Foote, Acting Chief Executive Officer	
Author	As above	
Legislation	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	September 2023 Financial Activity Statement	

Background:

This item presents the Statement of Financial Activity to Council for the period ending 30 September 2023.

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare financial reports.

Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996* set out the form and content of the financial reports, which have been prepared and presented to Council.

Comment:

All financial reports are required to be presented to Council within two meetings following the end of the month that they relate to.

These reports are prepared after all the end-of-month payments and receipts have been processed.

Consultation:

LG Best Practices

Statutory Implications:

Council is required to adopt monthly statements of financial activity to comply with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Policy Implications:

Finances have been managed in accordance with the Shire of Koorda policies.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

4.1.1 – Ensure the use of resources is effective, efficient and reported regularly.

Financial Implications:

Nil

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 151023

Moved Cr NJ Chandler

Seconded Cr GL Boyne

That Council, by Simple Majority, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period ending 30 September 2023, as presented.

CARRIED 6/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

UNCONFIRMED

11.2. List of Accounts Paid

Corporate and Community		
Date	12 October 2023	
Location	Not Applicable	
Responsible Officer	Lana Foote, Acting Chief Executive Officer	
Author	As above	
Legislation	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	List of Accounts Paid	

Background:

This item presents the List of Accounts Paid, paid under delegated authority, for the period 7 September 2023 to 12 October 2023.

Comment:

The List of Accounts Paid as presented has been reviewed by the Acting Chief Executive Officer.

Consultation:

Finance Team

Statutory Implications:

Regulation 12 and 13 of the *Local Government (Financial Management) Regulations 1996* requires that a separate list be prepared each month for adoption by Council showing creditors paid under delegate authority.

Policy Implications:

Finances have been managed in accordance with the Shire of Koorda policies. Payments have been made under delegated authority.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

4.1.1 - Ensure the use of resources is effective, efficient and reported regularly. (e.g. Financial Management)

Financial Implications:

Funds expended are in accordance with Council's adopted 2023/2024 Budget.

Voting Requirements: Simple Majority Absolute Majority

**Officer Recommendation
RESOLUTION 161023**

Moved Cr GW Greaves

Seconded Cr BG Cooper

That Council, by Simple Majority, pursuant to Section 6.8(1)(a) of the *Local Government Act 1995* and Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996*, receives the report from the Acting Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Koorda Municipal Fund, as presented in the attachment, and as detailed below:

For the period 7 September 2023 to 12 October 2023

**Municipal Voucher V151 to V231
Credit Card Transaction (V188)**

**Totalling \$ 781,094.95
Totalling \$ 1,218.90
Total \$ 782,313.85**

CARRIED 6/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

UNCONFIDENTIAL

12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

12.2. Policy Manual Review and Update

Governance and Compliance	
Date	13 October 2023
Location	Not applicable
Responsible Officer	Lana Foote, Acting Chief Executive Officer
Author	As above
Legislation	<i>Local Government Act 1995</i>
Disclosure of Interest	Nil
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information
Attachments	<p>The Policy Review Committee will be reviewing the following policies prior to Council Meeting on Wednesday. Subject to the Committee's review, these policies will be presented to Council.</p> <ol style="list-style-type: none"> 1. DRAFT G - Appointment of an Acting Chief Executive Officer 2. DRAFT G - Code of Conduct Behaviour Complaints Management 3. DRAFT G - Council Meeting System 4. DRAFT W - Asset Management

Background:

In accordance with Section 2.7(2) of the Local Government Act 1995, Council is to determine the Shire's policies. The development and management of Council policy is an ongoing process.

It is important that Council policies are kept up to date and are reviewed on a regular basis under the direction of the Chief Executive Officer. If any changes or amendments are required these are brought to Council for endorsement.

Staff, in consultation with the Policy Review Committee, are conducting a major review of the Shires Policy Manual and propose improvements for Council's consideration. This report presents the changes within the policy manual.

This report presents to Council the policy review that has been undertaken by Staff, in consultation with the Policy Review Committee to update the following:

- Rebranding changes to reflect the new logo.
- Updating of policy sections and numbering to remove redundant numbering and policy sections (A = Administration, EM = Elected Members, F = Finance, G = Governance & Compliance, and W= Works & Assets).
- Separating the existing Policy Manual into two (2) separate sections. One section being Strategic Policies (Council related) and one new section, Operational Policies being those policies that specifically fall under the functions of the CEO as defined in the Local Government Act 1995, Section 5.41 Function of the CEO.
- Amendments to be made to existing policies.
- Introduction of new policies.
- Rescindment of outdated policies.

Comment:

Staff and the Policy Review Committee conducted an initial review of the Shire’s Policy Manual and proposed a number of amendments and rescindments for Council’s consideration at the meeting held 28 June 2023.

As the Policy Review Committee were delegated the task of an in-depth review, the policies attached to this report only show the new policy recommended to Council for consideration and a copy of the original Council policy for reference. If any further details are required by Council in relation to the workings of the new policy wording, please contact the ACEO for the workings papers provided to the Policy Review Committee.

The Policy Review Committee will be reviewing the attached policies prior to Council Meeting on Wednesday. Subject to the Committee’s review, these policies will be presented to Council, with any amendments discussed with Council prior to final consideration.

Amendments and introduction of policies to the “Strategic” section of the policy manual

Note: A = Administration, EM = Elected Members, F = Finance, G = Governance & Compliance, W= Works & Assets.

Policy Section & Title	Proposed Amendments/Comments
F - Grants - Community Grants Program	<ul style="list-style-type: none"> • Introduction of new policy. • Budget allocation included in 2023/2024 budget for Grants Program in line with Integrated Strategic Plan “1.2.2 - Develop and implement a Community Grants Program” • To compliment draft Grant guidelines.
G - Appointment of an Acting Chief Executive Officer	<ul style="list-style-type: none"> • Amendment to former policy. • As per 6.2.14 of the FMR Report, the current policy only provides for the appointment of an Acting CEO for period not exceeding six weeks. It does not address the following matters as required by legislation: <ul style="list-style-type: none"> ○ Scope to determine ‘suitably qualified’ persons to act as CEO; ○ Requirements in the event appointment of an Acting CEO will be required to exceed a term of four weeks; and ○ The amount of remuneration to be paid to an Acting CEO is not detailed within this policy. This presents a risk of legislative non-compliance due to a payment to an acting CEO not being in line with the salary bands set by the Salaries and Allowances Tribunal (SAT).
G - Code of Conduct Behaviour Complaints Management	<ul style="list-style-type: none"> • Introduction of new policy as per WALGA Framework. • In accordance with Clause 15(2) of the <i>Local Government (Model Code of Conduct) Regulations 2021</i> and Shire of Koorda Code of Conduct for Council Members, a procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Shire of Koorda Code of Conduct for Council Members, Committee Members and Candidates is required. • An item will be tabled at a future Council Meeting to establish a Behavioural Complaints Committee and associated Terms of Reference documentation.

G - Council Meeting System	<ul style="list-style-type: none">• Merging and updating of Former Policies;<ul style="list-style-type: none">○ A1 - Administrative Structure & Organisational Chart;○ A22 - Public Question Time;○ A24 - Electors Meeting Date;○ A25 - Procedure at Electors Meetings; and○ A47 - Meeting Attendance - CEO Matters.
W - Asset Management	<ul style="list-style-type: none">• Introduction of new policy as identified during Audit.

Consultation:

Policy Review Committee

Statutory Implications:

Local Government Act 1995, Part 2, Division 2 'Role of Council'

2.7. Role of council

(1) The council –

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to –

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

Policy Implications:

The Policy Manual will be updated accordingly, should Council resolve to adopt the Officer's Recommendations.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

4.1 - Open and Transparent Leadership

Financial Implications:

Nil

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 171023

Moved Cr NJ Chandler

Seconded Cr GL Boyne

That Council,

1. Notes any minor changes recommended to the attached draft policies by the Policy Review Committee, and

2. Adopts the following policies, as amended;

- (a) G - Appointment of an Acting Chief Executive Officer**
- (b) G - Code of Conduct Behaviour Complaints Management**
- (c) G - Council Meeting System**
- (d) W - Asset Management**

BY ABSOLUTE MAJORITY CARRIED 6/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

Major changes took place within policy "F - Grants - Community Grants Program" so the ACEO, prior to consideration, amended the officer recommendation as drafted in the Agenda to remove the adoption of policy "F - Grants - Community Grants Program" which will be updated, circulated and considered at a future Council Meeting.

Prior to the final adoption and as per part (1) of the recommendation, the ACEO advised of the minor changes that took place to the draft policies at the prior Policy Review Committee Meeting;

G - Appointment of an Acting Chief Executive Officer: changed "the People and Culture Coordinator" to "**an Administration Officer.**"

G - Council Meeting Systems: Added the following note to CEO Recruitment Committee/Panel "*** The CEO Recruitment Committee/Panel has no minimum or maximum membership and is open to all Elected Members.**"

W - Asset Management: Amended the sentence "Asset Management Plans are to be reviewed and updated annually" to "**Asset Management Plans are to be reviewed and updated as required.**"

13. OFFICER'S REPORTS – WORKS & ASSETS

Nil.

14. Urgent Business Approved by the Person Presiding or by Decision

Nil.

15. Elected Members' Motions

Nil.

16. Matters Behind Closed Doors

Nil.

17. Closure

The Presiding Person thanked those present for their attendance and declared the meeting closed at 5.56pm.

Signed: _____

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

Date: 15 November 2023



Shire of
Koorda

Drive in, stay awhile

MINUTES

Special Council Meeting

Held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Monday 23 October 2023

Commencing 5.30pm

Meeting Purpose: To undertake; the Council Elect swearing in, the President and Deputy President Election and Committee Nominations and to consider; CEO Recruitment, Koorda Community Grant Program Policy, and RAV Network Route Determinations.

NOTICE OF MEETING

Dear Elected Members,

Notice is hereby given that the next Special Meeting of Council of the Shire of Koorda will be held on Monday, 23 October 2023 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda.

The format of the day will be:

5.15pm	Swearing In Ceremony
5.30pm	Council Meeting

Lana Foote
Acting Chief Executive Officer
20 October 2023

DISCLAIMER

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

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

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

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

The Shire of Koorda warns that anyone who has any application lodged with the Shire of Koorda must obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Koorda in respect of the application.

To be read aloud if any member of the public is present.

Signed



Lana Foote
Acting Chief Executive Officer

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**Shire of Koorda
Special Council Meeting
5.30pm, 23 October 2023**



1. Declaration of Opening

In accordance with Clause 3 of Schedule 2.3 the *Local Government Act 1995*, the Acting Chief Executive Officer is to preside at the meeting until the officer of President is filled.

The ACEO welcomed all those in attendance and declared the meeting open at 5.30pm.

2. Record of Attendance, Apologies and Leave of Absence

Councillors:

Cr GL Boyne
Cr KM Burrell
Cr NJ Chandler
Cr GW Greaves
Cr JM Stratford

Staff:

Miss L Foote	Acting Chief Executive Officer
Mrs K Harrap	Governance Officer
Mr D West	Works Supervisor (5.39pm)

Members of the Public:

Mrs Linda Longmuir, JP
Mrs Lydia Highfield, CEO Recruitment Consultant (via MS Teams - 6.02pm)

Apologies:

Approved Leave of Absence: Nil

3. Swearing In of Councillors Elect

Prior to the Special Council Meeting and in accordance with Section 2.29 of the *Local Government Act 1995*, Mrs Linda Longmuir, JP witnessed the declaration of the following re-elected elected member:

1. Councillor Boyne

Witnessed the declaration of Council Elect:

1. Mrs KM Burrell

4. Election of President

The ACEO invited nominations for the position of President of the Council, for the ensuing 2 years.

One (1) nomination for Shire President was received; Cr JM Stratford

After declaring the nomination period closed and with only one (1) nomination received, the ACEO declared Cr JM Stratford duly elected to the office of Shire President for the next two (2) year period.

5. Declaration by the President

Mrs Linda Longmuir, JP witnessed the declaration of President Cr JM Stratford.

5.33pm - President Stratford assumed the Chair.

6. Election of Deputy President

The President invited nominations for the position of Deputy President of the Council, for the ensuing 2 years.

One (1) nomination for Deputy Shire President was received; Cr GW Greaves

After declaring the nomination period closed and with only one (1) nomination received, the President declared Cr GW Greaves duly elected to the office of Deputy Shire President for the next two (2) year period.

7. Declaration by the Deputy President

Mrs Linda Longmuir, JP witnessed the declaration of Deputy President Cr GW Greaves.

8. Draw for Position at the Council Table

Except for the President and Deputy President seats, the ACEO is to allot by random draw a position at the Council table for each Councillor as per Clause 7.1 of the Shire of Koorda Standing Orders Local Law 2018.

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation Resolution 181023

Moved Cr GL Boyne

Seconded Cr GW Greaves

The Council resolved the seating arrangement for the next two-year period commencing today will be:

1. President Cr JM Stratford
2. Deputy President Cr GW Greaves
3. Cr NJ Chandler
4. Cr GL Boyne
5. Cr KM Burrell

CARRIED 5/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne and Cr KM Burrell

5.38pm: JP Mrs L Longmuir withdrew from the chambers.

5.39pm: WS D West entered the chambers.

9. Disclosure of Interest

The ACEO, Miss Lana Foote, declared a financial interested in *Item 11.3 Chief Executive Officer Recruitment* as she currently holds the position of Acting CEO.


10. Announcements by the President without Discussion

Congratulations and welcome to new Councillor Kylie Burrell. Welcome back to Councillor Gina Boyne.

Congratulations to Councillor Gary Greaves on being elected Deputy President.

11. ELECTION OF DELEGATES AND DEPUTY DELEGATES TO COMMITTEES

11.1. Nomination for Council Committees

Governance and Compliance		 Shire of Koorda <small>Drive in, stay awhile</small>
Date	20 October 2023	
Location	Not Applicable	
Responsible Officer	Lana Foote, Acting Chief Executive Officer	
Author	As above	
Legislation	<i>Local Government Act 1995</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Nil	

Background:

This Item seeks a resolution on the reinstatement of Council committees and seeks nominations from Councillors for the following Committees;

- Audit & Risk,
- Building, Recreation & Town Planning;
- Bush Fire Advisory,
- CEO Performance Review;
- Governance (formally Policy Review);
- Koorda Local Emergency Management; and
- Works.

This Item also seeks a resolution on the establishment of Council committees and seeks nominations from Councillors for the following Committees;

- Koorda Awards;
- Koorda Behavioural Complaints; and
- Koorda Grants.

The CEO Recruitment Committee/Panel reinstatement and membership will be determined in *Item 10.3 Chief Executive Officer Recruitment*.

The below table details Council's Committee's and representation. The table also shows which committees are required under legislation.

Committee	Legislated/ Optional	Previous Membership	Meeting Cycle	Representatives required by existing ToRs
Audit & Risk Committee (Formally named Audit Committee)	<i>Local Government Act 1995 (Section 7.1A)</i>	1. President JM Stratford (by policy/convention/s 5.10(4)) 2. Cr NJ Chandler, 3. Cr LC Smith Deputy: Cr BG Cooper	At least quarterly.	3 Members. 1 Deputy Member.

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Building, Recreation & Town Planning Committee	<i>Optional</i>	1. Cr LC Smith, 2. Cr GL Boyne, 3. Cr JM Stratford Deputy: Cr BG Cooper	As required.	3 Members. 1 Deputy Member.
Bush Fire Advisory Committee	<i>Bush Fires Act 1954</i>	1. Cr GW Greaves 2. CEO	Twice annually	2 Members. 1 Deputy Member.
CEO Performance Review Committee	<i>Local Government Act 1995 (Section 5.38)</i>	1. President JM Stratford, 2. Deputy President BG Cooper, 3. Cr GW Greaves Deputy: Cr GL Boyne	At least once annually.	3 Members (President, Deputy President & Councillor)
Governance Committee (Formally named Policy Review Committee)	Optional	1. President JM Stratford, 2. Cr GL Boyne, 3. Cr LC Smith, Deputy: Cr NJ Chandler	As required. At least biennially for Policy Review and desktop review of Integrated Strategic Plan.	3 Members. 1 Deputy Member.
Koorda Local Emergency Management Committee	<i>Emergency Management Act 2005</i>	1. President JM Stratford (Chair)	Quarterly	1 Member (President-Chairperson). 1 Deputy Member.
Works Committee	Optional	1. Cr GW Greaves, 2. Cr NJ Chandler, 3. Cr BG Cooper, Deputy: Cr JM Stratford	As required.	3 Members. 1 Deputy Member.
Koorda Awards Committee	Optional	New Committee - to be established as per this meeting.	Once annually.	3 Members. 1 Deputy Member.
Koorda Behavioural Complaints Committee	The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the <i>Local Government Act 1995</i> (the Act) for the purpose of dealing with Behaviour Complaints made under Division 3 of the Shire of Koorda's Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct).	New Committee - to be established as per this meeting.	As required.	3 Members. 1 Deputy Member.
Koorda Grants Committee	Optional	New Committee - to be established as per this meeting.	Twice annually.	3 Members. 1 Deputy Member.

The Terms of Reference for each committee will be adopted at the first committee meeting following this meeting.

Comment:

In accordance with Section 5.11 of the Local Government Act 1995 (the Act) committee tenure expires every two years at the ordinary election therefore it is timely for Council to consider the re-establishment and representatives at the first meeting after the elections.

Nominations for each committee will be called at the meeting.

The Policy Review committee was established in November 2022 (as per RES: 041122) to undertake a full policy review and update to the Shire Policy Manual. In re-establishing the committee, it is suggested to change the name from the "Policy Review Committee" to "Governance Committee." It is anticipated the "Governance Committee" would be responsible for providing guidance and assistance to Council with regard to the biennial Policy review, any review or local law development and updates to Integrated Planning and Reporting Documents.

The recommended establishment of the Koorda Awards Committee is to review the applications received and award a recipient, if applicable, within each category.

The recommended establishment of the Behavioural Complaints Committee is following the adoption of Policy G - *Code of Conduct Behavioural Complaints Management* at the October 2023 Ordinary Council Meeting for the purpose of dealing with Behaviour Complaints made under Division 3 of the Shire of Koorda's Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct).

The recommended establishment of the Koorda Grants Committee is to consider the applications received as per Policy and Guidelines provided for in *Item 11.4 Koorda Community Grants Program (CGP) Policy* of this agenda.

Consultation:

Nil.

Statutory Implications:

Sections 5.10 and 5.11A of the *Local Government Act 1995* stipulates the manner for the appointment of committee members and deputies to committees. An Absolute Majority resolution of Council is required.

In accordance with Section 5.10(4) of the Act, the President is entitled to be a member on any committee of their choice, even though that may exceed the quorum. Similarly, in accordance with Section 5.10(5) of the Act the CEO is entitled to be on (or appoint a representative to) any committee having employee representation.

Under Section 5.8 of the Act Council has the power to delegate authority to its committees (except those powers defined in Section 5.17 of the Act), however Council's committees do not have delegated authority. As a result, all recommendations of Council's committees must be presented to Council for consideration. It is recommended this remains in place.

Policy Implications:

These policies are listed in Policy "G - Council Meeting System."

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

4.1 - Open and Transparent Leadership.

4.2 - Investment in the skills and capabilities of our elected members and staff.

Financial Implications:

Section 5.98 of the Local Government Act 1995 states a Councillor who attends a Council or Committee meeting is entitled to be paid the fee determined for attending a Council or Committee meeting.

The 2023/24 Budget includes an allocation for this purpose at GL 2040113 Members Sitting Fees.

Voting Requirements: Simple Majority Absolute Majority

**Officer Recommendation
Resolution 191023**

Moved Cr GL Boyne

Seconded Cr NJ Chandler

That, by Absolute Majority in accordance with Sections 5.10, 5.11A and 7.1A of the *Local Government Act 1995*, Council:

- 1. Confirms the re-establishment of the following Council Committees:**
 - a. Shire of Koorda Audit & Risk Committee;**
 - b. Shire of Koorda Building, Recreation & Town Planning Committee;**
 - c. Shire of Koorda Bush Fire Advisory Committee;**
 - d. Shire of Koorda CEO Performance Review Committee;**
 - e. Shire of Koorda Governance Committee (formally Policy Review Committee);**
 - f. Shire of Koorda Local Emergency Management Committee; and**
 - g. Shire of Koorda Works Committee.**
- 2. Confirms the establishment of the following Council Committees:**
 - a. Shire of Koorda Awards Committee;**
 - b. Shire of Koorda Behavioural Complaints Committee; and**
 - c. Shire of Koorda Grants Committee.**

3. Appoints the following Councillors and representatives to the following Council Committees:

<u>COMMITTEE</u>	<u>REPRESENTATIVES</u>
a. Audit & Risk	1. President JM Stratford 2. Cr NJ Chandler 3. Cr GL Boyne Deputy: Cr GW Greaves
b. Building, Recreation & Town Planning	1. Cr GL Boyne 2. Cr KM Burrell 3. Cr NJ Chandler Deputy: Cr GW Greaves
c. Bush Fire Advisory	1. Cr JM Stratford 2. CEO
d. CEO Performance Review	1. President JM Stratford 2. Deputy President GW Greaves 3. Cr NJ Chandler Deputy: Cr GL Boyne
e. Governance	1. Cr GL Boyne 2. Cr KM Burrell 3. Cr JM Stratford Deputy: Cr NJ Chandler

f. Local Emergency Management

**1. President JM Stratford
Deputy: Cr GW Greaves**

g. Works

**1. Cr GW Greaves
2. Cr NJ Chandler
3. Cr GL Boyne
Deputy: Cr JM Stratford**

h. Koorda Awards

**1. Cr KM Burrell
2. Cr JM Stratford
3. Cr GL Boyne
Deputy: Cr GW Greaves**

i. Koorda Behavioural Complaints

**1. Cr NJ Chandler
2. Cr KM Burrell
3. Cr GW Greaves
Deputy: Cr JM Stratford**

g. Koorda Grants


**1. Cr GL Boyne
2. Cr KM Burrell
3. Cr JM Stratford
Deputy: Cr GW Greaves**

CARRIED BY ABSOLUTE MAJORITY 5/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne and Cr KM Burrell

UNCOM

11.2. Nomination for External Committees

Governance and Compliance		
Date	20 October 2023	
Location	Not Applicable	
Responsible Officer	Lana Foote, Acting Chief Executive Officer	
Author	As above	
Legislation	<i>Local Government Act 1995</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	1. WALGA GECZ Elected Member Prospectus 2. Local Government Nominations - Development Assessment Panels	

Background:

This Item seeks nominations from Councillors for various external committees on which Council is represented and a Council resolution on those appointments.

The Shire of Koorda is currently represented by Councillors and Staff on the following external committees and has been for several years:

Committee	Previous Membership
North Eastern Wheatbelt Regional Organisation of Councils (NEWROC)	NEWROC Council: President NEWROC Council Deputy: Deputy President NEWROC Executive: CEO NEWROC Executive Deputy: Deputy CEO
WALGA Great Eastern Country Zone (GECZ)	President Deputy President Deputy: CEO
Regional Road Sub Group	Cr NJ Chandler Deputy: Cr GW Greaves
Rural Water Council	CEO
Wheatbelt Natural Resource Management	Cr GL Boyne Deputy: CEO
Bush Fire Regional Board	Cr GW Greaves Deputy: CEO
Mid-West Development Joint Development Assessment Panel	Cr JM Stratford Cr GL Boyne Deputy: Cr NJ Chandler Deputy: Cr BG Cooper

Comment:

In accordance with Section 5.11 of the *Local Government Act 1995* (the Act) committee tenure expires every two years at the ordinary election therefore it is timely for Council to consider the representatives to external committees at the first meeting after the elections.

Nominations for each committee will be called at the meeting.

With regard to WALGA GECZ, an Elected Member Prospectus is provided as Attachment 1 in this item and a chronological overview of the process is detailed below:

- Local Government elections occur on Saturday, 21 October.
- Member Councils to elect / appoint their Zone Delegates and to advise WALGA as soon as possible but preferably by 9:00am on Friday, 3 November.

- Zones to meet in November and elect their State Council representatives and deputy representatives.
- Zones to advise WALGA of their elected State Council representative(s) and deputy representative(s) immediately following the November Zone meeting.
- An Induction Session will be held for all incoming State Councillors and Deputy State Councillors on Thursday, 30 November at the WALGA offices in West Leederville.
- The new State Council will take office at the Ordinary Meeting of State Council on Wednesday, 6 December.
- The positions of President and Deputy President of WALGA will be elected at the Ordinary Meeting of State Council on Wednesday, 6 March 2024.

With regard to the Development Assessment Panel (DAP), as per attachment 2 of this item; “Representation of local interests is a key part of the Development Assessment Panel (DAP) system. In accordance with this premise, under Regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, Councils are required to nominate, as soon as possible following elections, four elected members to sit as DAP members. In addition to the above, all existing local government DAP members are currently appointed for a term ending 26 January 2024. Prior to this expiry date, your local government is required to nominate four (4) DAP members for appointment by the Minister for Planning.”

Consultation:

Nil.

Statutory Implications:

Sections 5.10 and 5.11A of the *Local Government Act 1995* stipulates the manner for the appointment of committee members and deputies to committees. An Absolute Majority resolution of Council is required.

In accordance with Section 5.10(4) of the Act, the President is entitled to be a member on any committee of their choice, even though that may exceed the quorum. Similarly, in accordance with Section 5.10(5) of the Act the CEO is entitled to be on (or appoint a representative to) any committee having employee representation.

Under Section 5.8 of the Act Council has the power to delegate authority to its committees (except those powers defined in Section 5.17 of the Act), however Council’s committees do not have delegated authority. As a result, all recommendations of Council’s committees must be presented to Council for consideration. It is recommended this remains in place.

Policy Implications:

Nil.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

4.1 - Open and Transparent Leadership.

4.2 - Investment in the skills and capabilities of our elected members and staff.

Financial Implications:

Section 5.98 of the Local Government Act 1995 states a Councillor who attends a Council or Committee meeting is entitled to be paid the fee determined for attending a Council or Committee meeting.

The 2023/24 Budget includes an allocation for this purpose at GL 2040113 Members Sitting Fees.

Voting Requirements: Simple Majority Absolute Majority

**Officer Recommendation
Resolution 201023**

Moved Cr NJ Chandler

Seconded Cr KM Burrell

That, by Absolute Majority in accordance with Sections 5.10 and 5.11A of the *Local Government Act 1995*, Council appoints the following Councillors as representatives to the following external committees:

COMMITTEE

REPRESENTATIVES

1. NEWROC

Council Meetings

1. President JM Stratford

Deputy: Any other Councillor attending

Executive Meetings

1. CEO

Deputy: Deputy CEO

2. WALGA GECZ

1. President JM Stratford

2. Deputy President GW Greaves

Deputy: CEO

3. Regional Road Group Sub Group

1. Cr Chandler

Deputy: Cr GW Greaves

4. Rural Water Council

1. CEO

Deputy: Cr JM Stratford

5. Wheatbelt Natural Resource Management

1. Cr GL Boyne

Deputy: CEO

6. Bush Fire Regional Board

1. Cr GW Greaves

Deputy: CEO

7. Mid-West Development Joint DAP

1. Cr GL Boyne

2. Cr NJ Chandler

Deputy 1: Cr JM Stratford

Deputy 2: Cr KM Burrell

CARRIED BY ABSOLUTE MAJORITY 5/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, and Cr KM Burrell

11.3. Chief Executive Officer Recruitment

ACEO, Miss Lana Foote, declared a financial interested in *Item 11.3 Chief Executive Officer Recruitment* as she currently holds the position of Acting CEO.

6.02pm: ACEO L Foote and WS D West withdrew from the chambers.

6.02pm: Lydia Highfield joined the meeting via MS Teams.

6.02pm - SUSPEND STANDING ORDERS

Resolution 211023

Moved Cr GW Greaves

Seconded Cr GL Boyne

That standing orders be suspended to discuss item 11.3 Chief Executive Officer Recruitment.

CARRIED 5/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, and Cr KM Burrell

6.41pm - RESUMPTION OF STANDING ORDERS

Resolution 221023


Moved Cr GW Greaves

Seconded Cr GL Boyne

That standing orders be resumed as per the attendance register.

CARRIED 5/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, and Cr KM Burrell

Governance and Compliance		 Shire of Koorda <small>Drive in. stay awhile</small>
Date	20 October 2023	
Location	Not Applicable	
Responsible Officer	Jannah Stratford, President	
Author	As above	
Legislation	<i>Local Government Act 1995, Local Government (Administration) Regulations 1996</i>	
Disclosure of Interest	Financial Interest declared by ACEO, Miss Lana Foote	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	1. FINAL – CEO Recruitment Committee/Panel Terms of Reference. 2. FINAL – Koorda CEO Application Package.	

Background:

At special meeting of Council held on the 9th October 2023 Council adopted the following resolutions:

Officer Recommendation
RESOLUTION 031023

Moved CR GW Greaves **Seconded CR BG Cooper**

That Council;

1. Appoints consultant Lydia Highfield at \$6850.00 (exc GST) to support Council with CEO Recruitment; and

2. Notes there may be additional costs for incidentals such as pre-employment testing, travel, accommodation.

CARRIED 6/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

Officer Recommendation
RESOLUTION 041023

Moved CR GL Boyne **Seconded CR NJ Chandler**

That Council, by Absolute Majority;

1. Establishes the CEO Recruitment Committee, comprising of the following members;

- i. Cr NJ Chandler**
- ii. Cr GL Boyne**
- iii. Cr GW Greaves**
- iv. Cr JM Stratford**

2. Authorises Shire President and Deputy Shire President to appoint the Independent Person to the CEO Recruitment Committee/Panel.

CARRIED BY ABSOLUTE MAJORITY 6/0

FOR: Cr JM Stratford, Cr BG Cooper, Cr GW Greaves, Cr GL Boyne, Cr LC Smith and Cr NJ Chandler

Comment:

Recruiting Consultant Lydia Highfield has been appointed and has prepared draft documentation for council's comment and endorsement. Lydia has prepared the following draft documents to be presented at this meeting.

1. DRAFT – CEO Recruitment Committee/Panel Terms of Reference.
2. DRAFT – Koorda CEO Application Package.

Terms of Reference (TOR) for the CEO Recruitment Committee/Panel incorporates the standards for recruitment as defined in Schedule 2, Division 2 of the Local Government (Administration) Regulations 1996.

In accordance with Section 5.11 of the Local Government Act 1995 (the Act) committee tenure expires every two years at the ordinary election.

CEO Recruitment Committee/Panel members and/or all parties that have access to Applicant information, are to sign a confidentiality agreement prior to the first item of business.

In order to fulfil the requirements of the Local Government (Administration) Regulations 1996 - Model standards for CEO recruitment, Council must determine the selection criteria for the position of CEO. A draft CEO application package (including the selection criteria and position description) has been presented for council's consideration.

In setting the Total Rewards Package for the CEO position, the Local Government is governed by the Salaries and Allowances Tribunal (SAT), with the Shire of Koorda being within the range of SAT Band Level 4, (\$136,023 - \$213,356).

Additional funds outside of the SAT Band may be allocated to relocation expenses.

Consultation:

Lydia Highfield - Recruitment Consultant.

Statutory Implications:

Local Government Act 1995

Local Government (Administration) Regulations 1996

Model standards for CEO recruitment, performance and termination.

Policy Implications:

Nil.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

4.1 - Open and Transparent Leadership.

Financial Implications:

The 2023/2024 Shire of Koorda Budget includes wage and other provisions for the Chief Executive Officer, in line with the SAT Band Level 4 requirements.

UNCONFIRMED

Voting Requirements: Simple Majority Absolute Majority

**Officer Recommendation
Resolution 231023**

Moved Cr KM Burrell

Seconded Cr GW Greaves

That, by Absolute Majority:

1. Council approve the Position Description and Selection Criteria for the position of CEO, with minor amendments provided in the attached Koorda CEO Application Package.

2. Confirms the re-establishment of the CEO Recruitment Committee/Panel. Noting Lydia Highfield is to facilitate the process to recruit for the role of Chief Executive Officer, appoints the following Councillors to the CEO Recruitment Committee/Panel;

- 1. President, Cr JM Stratford**
- 2. Deputy President, Cr GW Greaves**
- 3. Cr NJ Chandler**
- 4. Cr GL Boyne**
- 5. Cr KM Burrell**

3. Appoints John Nuttall to join the CEO Recruitment Committee/Panel as the independent person, pursuant to Regulation 8(3)(b) of the Local Government (Administration) Regulations 1996.

4. The duties of the CEO Recruitment Committee/Panel are to make recommendations to the Council with regard to:

- a. The recruitment of the substantive CEO;**
- b. The Candidate Applicant Information Package and Employment Contract for the substantive CEO;**
- c. Approve a remuneration package that offers salary, superannuation, motor vehicle and housing, as set by the Salaries and Allowances Tribunal (SAT), within the range of SAT Band Level 4, for the position of Chief Executive Officer with a contract term of three to five years.**

5. The attached Terms of Reference (TOR) for the CEO Recruitment Committee/Panel, incorporating the standards for recruitment as defined in Schedule 2, Division 2 of the Local Government (Administration) Regulations 1996, be adopted.

6. The CEO Recruitment Committee/Panel shall disband upon the date that Council makes the appointment to the office of Chief Executive Officer.

7. CEO Recruitment Committee/Panel members and/or all parties that have access to Applicant information, to sign a confidentiality agreement prior to the first item of business.


CARRIED BY ABSOLUTE MAJORITY 5/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, and Cr KM Burrell

6.45pm: Lydia Highfield left the meeting.

6.46pm: ACEO L Foote and WS D West returned to the chambers.

11.4. Koorda Community Grants Program (CGP) Policy

Governance and Compliance		
Date	20 October 2023	
Location	Not Applicable	
Responsible Officer	Lana Foote, Acting Chief Executive Officer	
Author	As above	
Legislation	<i>Local Government Act 1995</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Draft F - Grants - Community Grants Program Policy Draft - Community Grants Program Application Form	

Background:

In accordance with Section 2.7(2) of the Local Government Act 1995, Council is to determine the Shire's policies. The development and management of Council policy is an ongoing process.

It is important that Council policies are kept up to date and are reviewed on a regular basis under the direction of the Chief Executive Officer. If any changes or amendments are required these are brought to Council for endorsement.

Staff, in consultation with the Policy Review Committee, are conducting a major review of the Shires Policy Manual and propose improvements for Council's consideration. This report presents the changes within the policy manual.

Comment:

The Policy Committee met on 18 October 2023, prior to the Ordinary Council Meeting and undertook reviews on multiple policies and recommended;

"That Council,

- 1. Notes any minor changes recommended to the attached draft policies by the Policy Review Committee, and*
- 2. Adopts the following policies, as amended;*
 - (a) F - Grants - Community Grants Program*
 - (b) G - Appointment of an Acting Chief Executive Officer*
 - (c) G - Code of Conduct Behaviour Complaints Management*
 - (d) G - Council Meeting System*
 - (e) W - Asset Management"*

Due to major changes taking place within Policy "F - Grants - Community Grants Program," the ACEO, prior to Council consideration, amended the officer recommendation to defer the adoption of Policy "F - Grants - Community Grants Program," to allow Council to review and consider the changes recommended at the Policy Review Committee Meeting.

The updates have now been made to the policy, as per recommendations from the Policy Review Committee, and are presented for Council consideration.

Consultation:

Policy Review Committee

Statutory Implications:

Local Government Act 1995, Part 2, Division 2 'Role of Council'

2.7. Role of council

(1) The council –

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to –

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

Policy Implications:

The Policy Manual will be updated accordingly, should Council resolve to adopt the Officer's Recommendations.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

1.1.3 - Facilitate and support events that promote the region and deliver a positive economic impact.

1.2.2 - Develop and implement a Community Grants Program.

1.2.3 - Make available a list of current grant opportunities to local businesses, clubs and community groups.

4.1 - Open and Transparent Leadership

Financial Implications:

A Budget allocation of \$10,000 was included in the 2023/2024 Shire of Koorda Budget for the inaugural round of the Koorda Community Grants Program (CGP).

Voting Requirements: Simple Majority Absolute Majority

**Officer Recommendation
Resolution 241023**

Moved Cr NJ Chandler

Seconded Cr GW Greaves

That Council by Absolute Majority;

1. Adopts "F - Grants - Community Grants Program" policy, as attached; with minor adjustment (equipment note & reviewed as required); and

2. Directs the ACEO to commence advertising of the Koorda Community Grants Program.

CARRIED BY ABSOLUTE MAJORITY 5/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne and Cr KM Burrell

Prior to the final adoption and as per part (1) of the recommendation, minor adjustments took place to include a notation *If funded equipment is sold within 2 years, the successful applicant must notify the Shire* and *To ensure the Application Form is user friendly and consistently meets Shire reporting requirements, the form shall be reviewed and updated as required*.

12. OFFICER'S REPORTS – WORKS & ASSETS

12.1. Heavy Vehicle Route Determinations

6.56pm - SUSPEND STANDING ORDERS

Resolution 251023

Moved Cr GL Boyne

Seconded Cr GW Greaves

That standing orders be suspended to discuss item 12.1 Heavy Vehicle Route Determinations.

CARRIED 5/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, and Cr KM Burrell

8.04pm - RESUMPTION OF STANDING ORDERS

Resolution 261023


Moved Cr GL Boyne

Seconded Cr GW Greaves

That standing orders be resumed as per the attendance register.

CARRIED 5/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, and Cr KM Burrell

Works and Assets		 Shire of Koorda <small>Drive in, stay awhile</small>
Date	20 October 2023	
Location	Not Applicable	
Responsible Officer	Lana Foote, Acting Chief Executive Officer	
Author	As above	
Legislation	<i>Road Traffic Act 1974; Road Traffic (Vehicle) Regulations 2014</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Email from Main Roads RAV 7 Request for Support	

Background:

Over the past years, the Council have considered multiple applications submitted to Main Roads Western Australia (MRWA) Heavy Vehicle Services (HVS) requesting an amendment to the Restricted Access Vehicle (RAV) route determinations on Shire of Koorda roads.

As per point 2 and 3 of RES:060419 from the April 2019 Council meeting, it was resolved;

- Any application in excess of RAV 4 to be referred to Council for consideration
- The Shire does not support RAV 9

Due to multiple requests to amend the RAV ratings on Shire Roads, Council requested an assessment be undertaken by MRWA HVS on multiple roads. It was envisaged that following the assessment, Council would strategically consider the future RAV ratings on the assessed roads, with regard to future

economic benefit, road user safety, road formation suitability and increased future maintenance requirements that may be a direct result of any increase to the RAV ratings.

Assessments were completed on the below roads with regard to their suitability to RAV 7;

Cadoux Koorda,
 Koorda Kulja,
 Koorda Mollerin,
 Burakin Wialki,
 Kalannie Kulja,
 Stockyard,
 Felgate,
 Warren (Gravel),
 Kulja Central (Gravel),
 Martin(Gravel),
 Scotsman, (Gravel),
 Commonwealth (Gravel), and
 East Boundary (Gravel).

The Acting CEO and Works Supervisor are meeting with MRWA on Monday prior to this Meeting to receive a briefing on the road assessment outcome report which will be summarised to Council prior to consideration of this item.

In addition to this, an application has been referred to the Shire for the following local roads to be assessed for RAV 7 status:

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4110030	Graves Road	Kalannie Kulja Rd (0.00)	Martin Rd (0.124)	Tandem Drive Network 4	Tandem Drive Network 7
4110020	Kulja Mollerin Road	Koorda Kulja (4.95)	Commonwealth Rd (14.73)	Tandem Drive Network 4	Tandem Drive Network 7

Comment:

The Main Roads RAV Network Access Strategy is aimed at establishing and maintaining a Strategic Road Freight Network (SRFN). The SRFN consists of roads, agreed on by Main Roads and Local Government, which carry the bulk of freight vehicles. When considering access decisions, Local Governments should be mindful of network wide considerations relating to efficiency, connectivity, sustainability, asset protection, public safety and public amenity. Where a more appropriate route is available, linking to the SRFN, it is reasonable to propose alternative routes to the applicant via the response to Main Roads WA. Approvals for RAV access outside of the SRFN should generally be limited to where access is required to a particular origin and/or destination or loading and unloading locations.

It is recommended that Council determine per assessed road, whether to accept or decline the RAV 7 rating.

With regard to the application received by MRWA for Graves Road & Kulja Mollerin Road, comments are sought relating to road condition, planning conflicts, development issues etc. that may be impacted by adding the above roads onto the RAV 7 network.

Consultation:

Darren West, Works Supervisor
Main Roads WA Heavy Vehicle Services

Statutory Implications:

The Road Traffic Act 1974 and the Road Traffic (Vehicle) Regulations 2014 govern the use of heavy vehicles on roads within Western Australia and define items such as compliance notices, exemptions, permits and notices for heavy restricted access vehicles. These regulations also contain provisions for mass and loading, load restraints, vehicle modifications and vehicle maintenance.

The Land Administration Act 1997 Section 55 and Local Government Act 1995 Section 3.53(2) gives the Shire of Koorda management responsibility for roads within its boundaries.

Policy Implications:

At this time, no policy exists to assist Council with assessing applications to operate Restricted Access Vehicles (RAV) on Local Government Roads. It is anticipated a Policy will be included for consideration during the Policy Review/Update process.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

2.3.2 - Maintain an efficient, safe and quality local road network.

Financial Implications:

There are no immediate financial implications, however a change in RAV Network Ratings has the potential to reduce the life of the road and increase the maintenance requirements of the road. The whole of life estimates for these roads may be altered by a change in the RAV Network rating.

**Officer Recommendation
Resolution 271023**

Moved Cr NJ Chandler

Seconded Cr GL Boyne

That;

1. The President liaises with Main Roads WA on the Restricted Access Vehicle (RAV) Route Determination process and investigate road signage; and

2. Council approve, for the Harvest Period between 1 October 2023 to 31 January 2024, an increase on the below listed sections of Roads to Tandem Drive Network 7 (RAV 7), with the below listed conditions to be published on the Main Roads HVS Network Map.

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Requested Network	Conditions
4110140	Burakin - Wialki Rd	Kalannie-Kulja Rd (6.14)	East Boundary Rd (36.63)	Tandem Drive Network 7	<ul style="list-style-type: none"> All operators must carry written support from the road manager acknowledging the operator's use of the road. No operation on unsealed road segment when visibly wet, without road owner's approval. Maximum speed 90 km/h Operation permitted between 1 October 2023 to 31 January 2024 only
4110141	Felgate Rd	CBH access (0.80)	Cadoux - Koorda Rd (1.50)	Tandem Drive Network 7	<ul style="list-style-type: none"> Operation permitted between 1 October 2023 to 31 January 2024 only
4110138	Haig St	Railway St (0.00)	Koorda - Bullfinch Rd (0.96)	Tandem Drive Network 7	<ul style="list-style-type: none"> All operators must carry written support from the road manager acknowledging the operator's use of the road. No operation on unsealed road segment when visibly wet, without road owner's approval. Maximum speed 50 km/h Operation permitted between 1 October 2023 to 31 January 2024 only
4110006	Kalannie - Kulja Rd	LGA boundary (0.00)	Burakin - Wialki Rd (14.33)	Tandem Drive Network 7	<ul style="list-style-type: none"> All operators must carry written support from the road manager acknowledging the operator's use of the road. No operation on unsealed road segment when visibly wet, without road owner's approval. Maximum speed 80 km/h Operation permitted between 1 October 2023 to 31 January 2024 only
4110139	Koorda - Bullfinch Rd	Haig St (0.00)	East Boundary Rd (10.47)	Tandem Drive Network 7	<ul style="list-style-type: none"> All operators must carry written support from the road manager acknowledging the operator's use of the road. No operation on unsealed road segment when visibly wet, without road owner's approval. Maximum speed 90 km/h Operation permitted between 1 October 2023 to 31 January 2024 only
4110004	Koorda - Kulja Rd	Cadoux - Koorda Rd (0.00)	Kulja Central Rd (48.30)	Tandem Drive Network 7	<ul style="list-style-type: none"> All operators must carry written support from the road manager acknowledging the operator's use of the road. No operation on unsealed road segment when visibly wet, without road owner's approval. Maximum speed 80 km/h Operation permitted between 1 October 2023 to 31 January 2024 only
4110001	Koorda - Mollerin Rd	Koorda - Kulja Rd (0.00)	Burakin - Wialki Rd (36.25)	Tandem Drive Network 7	<ul style="list-style-type: none"> Rail Crossing 3364 not to be crossed. No access permitted into Koorda-Mollerin Rd from Burakin-Wialki Rd. No access permitted into Burakin-Wialki Rd from Koorda-Mollerin Rd. No operation on unsealed road segment when visibly wet, without road owner's approval. Operation permitted between 1 October 2023 to 31 January 2024 only
4110088	Kulja Central Rd	Koorda - Kulja Rd (0.00)	Warren Rd (26.79)	Tandem Drive Network 7	<ul style="list-style-type: none"> All operators must carry written support from the road manager acknowledging the operator's use of the road. No operation on unsealed road segment when visibly wet, without road owner's approval. Maximum speed 70 km/h Operation permitted between 1 October 2023 to 31 January 2024 only
4110017	Martin Rd	Warren Rd (0.00)	Graves Rd (16.39)	Tandem Drive Network 7	<ul style="list-style-type: none"> All operators must carry written support from the road manager acknowledging the operator's use of the road. No operation on unsealed road segment when visibly wet, without road owner's approval. Maximum speed 70 km/h Operation permitted between 1 October 2023 to 31 January 2024 only

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Requested Network	Conditions
4110137	Railway St	Haig St (0.64)	Cadoux - Koorda Rd (0.74)	Tandem Drive Network 7	<ul style="list-style-type: none"> All operators must carry written support from the road manager acknowledging the operator's use of the road. Maximum speed 50 km/h Operation permitted between 1 October 2023 to 31 January 2024 only
4110128	Scotsman Rd	Kulja Central Rd (0.00)	Remlap Rd (26.85)	Tandem Drive Network 7	<ul style="list-style-type: none"> All operators must carry written support from the road manager acknowledging the operator's use of the road. No operation on unsealed road segment when visibly wet, without road owner's approval. Maximum speed 70 km/h Operation permitted between 1 October 2023 to 31 January 2024 only
4110103	Warren Rd	Kulja Central Rd (5.64)	LGA boundary (14.05)	Tandem Drive Network 7	<ul style="list-style-type: none"> All operators must carry written support from the road manager acknowledging the operator's use of the road. No operation on unsealed road segment when visibly wet, without road owner's approval. Maximum speed 70 km/h Operation permitted between 1 October 2023 to 31 January 2024 only
4110085	Stockyard Rd	Cadoux - Koorda Rd (0.00)	Stockyard Rd (end)	Tandem Drive Network 7	<ul style="list-style-type: none"> All operators must carry written support from the road manager acknowledging the operator's use of the road. No operation on unsealed road segment when visibly wet, without road owner's approval. Maximum speed 70 km/h Operation permitted between 1 October 2023 to 31 January 2024 only
4110030	Graves Rd	Kalannie – Kulja Rd (0.00)	Martin Rd (0.124)	Tandem Drive Network 7	<ul style="list-style-type: none"> Operation permitted between 1 October 2023 to 31 January 2024 only

CARRIED 4/1

FOR: Cr JM Stratford, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell

AGAINST: Cr GW Greaves

13. Closure

The Presiding Person thanked those present for their attendance and declared the meeting closed at 8.13pm.

Signed: _____

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

Date: 15 November 2023



North Eastern Wheatbelt Regional Organisation of Councils

Dowerin | Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

Council Meeting

Tuesday 31 October 2023

Shire of Mt Marshall – Bencubbin CRC

MINUTES

1.30pm
2pm

Light Lunch
Meeting

www.newroc.com.au

@northeast_roc

E caroline@newroc.com.au

ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> 👉 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) 👉 Council reviews NEWROC project priorities / strategic plan 	Council
March	<ul style="list-style-type: none"> 👉 WDC attendance to respond to NEWROC project priorities 👉 Submit priority projects to WDC, Regional Development and WA Planning 	Executive
April	👉 NEWROC Budget Preparation	Council
May	<ul style="list-style-type: none"> 👉 NEWROC Draft Budget Presented 👉 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2027) 👉 Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend 	Executive
June	👉 NEWROC Budget Adopted	Council
July		Executive
August	<ul style="list-style-type: none"> 👉 Information for Councillors pre-election 👉 NEWROC Audit 	Council
September		Executive
October	<ul style="list-style-type: none"> 👉 NEWROC CEO and President Handover (every 2yrs) 👉 NEWROC Dinner 	Council
November	<ul style="list-style-type: none"> 👉 NEWROC Induction of new Council representatives (every other year) 👉 Review NEWROC MoU (every other year) 	Executive
December	👉 NEWROC Christmas / End of Year Drinks	Council

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

Shire of Koorda

Shire of Mukinbudin (Oct 2021 – Oct 2023)

Shire of Trayning

Shire of Dowerin

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NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes of the Council meeting held at Bencubbin Community Resource Centre, commencing at 2.03pm on 31 October 2023.

MINUTES

1. OPENING AND ANNOUNCEMENTS

Cr Shadbolt welcomed everyone and passed the role of Chair to Cr Brown.

Cr Brown thanked Cr Shadbolt and Dirk Sellenger for leading the NEWROC.

Cr Brown opened the meeting 2.03pm.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1. Attendance

Cr Gary Shadbolt	President, Shire of Mukinbudin
Cr Jannah Stratford	President Shire of Koorda
Cr Pippa De Lacy	President, Shire of Nungarin
Cr Melanie Brown	President, Shire of Trayning, NEWROC Chair
Cr Tony Sachse	President, Shire of Mt Marshall
Cr Robert Trepp	President, Shire of Dowerin
Cr Owen Garner	President, Shire of Wyalkatchem

Dirk Sellenger	CEO Shire of Mukinbudin
Lana Foote	A/CEO Shire of Koorda
John Merrick	A/CEO, Shire of Nungarin
David Singe	CEO, Shire of Dowerin
Leanne Parola	CEO, Shire of Trayning
Peter Klein	CEO, Shire of Wyalkatchem

NEWROC Officer

Caroline Robinson	Executive Officer, NEWROC
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Guests

Cr Christy Petchell	Deputy President, Shire of Wyalkatchem
Cr Mischa Stratford	Councillor, Shire of Wyalkatchem
Cr Tracy Dickson	Councillor, Shire of Wyalkatchem

2.2. Apologies

Ben McKay	CEO, Shire of Mt Marshall
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2.3. Guests

Nil

2.4. Leave of Absence Approvals / Approved

Nil

3. Declarations of Interest and Delegations Register

Nil

3.1. Delegation Register

Please find below a delegations register as per the new policy adopted in March 2017:

Description of Delegations	Delegatee	Delegated to	Approval
Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Mukinbudin)	Council	CEO	Council Dec 2017
NEWROC Website	CEO	NEWROC EO	Council June 2017

RESOLUTION

Dirk Sellenger be removed as a signatory to the NEWROC Bendigo bank accounts (in Mukinbudin) and Leanne Parola be added as a signatory to the NEWROC bank accounts (Account No's 166001388 and 153435557) – Bendigo Bank, Mukinbudin

Moved Cr De Lacy

Seconded Cr Stratford

CARRIED 7/0

4. Presentations

Nil

5. MINUTES OF MEETINGS

Minutes of the Executive Meeting held on 3rd October 2023 have previously been circulated.

RESOLUTION

That the Minutes of the Executive Meeting held on 3rd October 2023 be received.

Moved Cr Trepp

Seconded Cr Sachse

CARRIED 7/0

Minutes of the Council Meeting held on 21st August 2023 have previously been circulated.

Amendments:

Brian Jones – Shire of Dowerin (not Wyalkatchem)
Wyalkatchem Waste Sub Committee - delete

RESOLUTION

That the minutes of the Council Meeting held on 21 August 2023, with amendments be received as a true and correct record of proceedings.

Moved Cr Sachse

Seconded Cr Trepp

CARRIED 7/0

5.1. Business Arising

Live Sheep by Trade draft report and engagement schedule was presented.

- Shire of Mt Marshall (CEO and President) requested to be part of the delegation due to the high number of sheep in their LGA.
- Amendment to the report: pg 6 start at zero (plot), Peter Klein has emailed through amendments.
- Discussion regarding the key messages on the economic impact and further discussion was had on the policy.
- Report to be embargoed until meetings and officially sent to media. Media release, Executive Summary and Infographic to be developed.

RESOLUTION

Economic Impact Report on the Live Sheep by Sea Trade Policy is accepted.

Delegation for meetings to include: Cr Sachse, Ben McKay, Cr Stratford, Cr Brown and Quentin Davies.

Moved Cr Stratford

Seconded Cr Trepp

CARRIED 7/0

6. FINANCIAL MATTERS

6.1. Income, Expenditure and Profit and Loss

FILE REFERENCE:	42-2 Finance Audit and Compliance
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	24 October 2023
ATTACHMENT NUMBER:	#1P and L
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Account transactions from 1 August to 30 September 2023.

Date	Description	Credit	Debit	Running Balance
BB NEWROC Funds-5557				
Opening Balance		140,451.59	0.00	140,451.59
01 Aug 2023	Xero Australia	0.00	56.05	140,395.54
01 Aug 2023	Bendigo Bank	0.00	1.60	140,393.94
05 Aug 2023	Payment: 150Square	0.00	3,715.63	136,678.31
05 Aug 2023	Payment: Constructive Visual	0.00	222.00	136,456.31
20 Aug 2023	Payment: Dowerin Machinery Field Days	0.00	2,200.00	134,256.31
28 Aug 2023	Bank Transfer from BB NEWROC Funds-5557 to ATO Integrated Client Account	0.00	2,752.00	131,504.31
28 Aug 2023	Payment: Econisis	0.00	4,262.50	127,241.81
28 Aug 2023	Payment: Merredin CRC	0.00	80.00	127,161.81
01 Sep 2023	Xero Australia	0.00	56.05	127,105.76
01 Sep 2023	Bendigo Bank	0.00	2.40	127,103.36
08 Sep 2023	Payment: 150Square	0.00	5,235.63	121,867.73
08 Sep 2023	Payment: BWS	0.00	105.00	121,762.73
08 Sep 2023	Payment: Merre Granola	0.00	160.00	121,602.73
08 Sep 2023	Payment: Nextra Merredin News & Stationery	0.00	59.94	121,542.79
12 Sep 2023	Payment: Shire of Mukinbudin	14,300.00	0.00	135,842.79
14 Sep 2023	Bendigo Bank	0.00	30.00	135,812.79
15 Sep 2023	Payment: Shire of Trayning	14,300.00	0.00	150,112.79
15 Sep 2023	Payment: Shire of Koorda	14,300.00	0.00	164,412.79
15 Sep 2023	Payment: Shire of Mount Marshall	14,300.00	0.00	178,712.79
19 Sep 2023	Payment: Shire of Dowerin	14,300.00	0.00	193,012.79
22 Sep 2023	Payment: Shire of Wyalkatchem	14,300.00	0.00	207,312.79
22 Sep 2023	Payment: Shire Of Nungarin	14,300.00	0.00	221,612.79
25 Sep 2023	Pippa De Lacy	0.00	159.79	221,453.00
Total BB NEWROC Funds-5557		100,100.00	19,098.59	221,453.00
Closing Balance		221,453.00	0.00	221,453.00
Total		100,100.00	19,098.59	81,001.41

Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils As at 30 September 2023

30 SEP 2023

Assets

Bank

BB NEWROC Funds-5557	221,453.00
BB Term Deposit Account-1388	299,025.69
Total Bank	520,478.69

Total Assets **520,478.69**

Liabilities

Current Liabilities

GST	6,393.69
Rounding	0.05
Total Current Liabilities	6,393.74

Total Liabilities **6,393.74**

Net Assets **514,084.95**

Equity

Current Year Earnings	44,483.25
Retained Earnings	469,601.70
Total Equity	514,084.95

RESOLUTION

That the income and expenditure from 1 August 2023 – 30 September, P and L and balance sheet be received.

Moved Cr De Lacy

Seconded Cr Garner

CARRIED 7/0

6.2. Audit 2022/23

FILE REFERENCE: 42-2 Finance Audit and Compliance
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 24 October 2023
ATTACHMENT NUMBER: #2 Audit Report
#3 Representation Letter
CONSULTATION: Dirk Sellenger
Audit Partners
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

NEWROC audit completed with no outstanding items or recommendations from the auditor.

RESOLUTION

NEWROC receives and accepts the 2022/23 Audit.

Moved Cr Sachse

Seconded Cr De Lacy

CARRIED 7/0

7. MATTERS FOR DECISION

7.1. WASTE MANAGEMENT

FILE REFERENCE:	103-1 Waste Management
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	24 October 2023
ATTACHMENT NUMBER:	
CONSULTATION:	Peter Klein Ask Waste Management
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The Executive has received a copy of the Ask Waste Management Landfill Site Identification report for discussion.

Discussion at the Executive meeting:

- The Shire of Wyalkatchem has identified two sites (in addition to the sites in the Ask Waste Management Landfill Site Identification Report).
- The Shires of Trayning and Koorda have identified the landowners of the sites in the Report.
- All members are asked – If we were going to put a regional site in our district, where would we do it? (do not consider the current movement of rubbish).
- NEWROC EO to enquire about the Regional Precincts grant program.

ACTION: Members to identify at least one site within their Shire boundary for a potential regional landfill and provide this information to the NEWROC EO prior to the October 31 Council meeting.

OFFICER RECOMMENDATION

NEWROC establishes a subcommittee for the purpose of reviewing the submitted sites against the DEWR criteria.

NEWROC members to receive notice of the preferred regional waste site.

Discussion:

- Members discussed how to communicate the project to Councils and the community.
- Discussion that we are unclear on the financials and sites and hence unable to present to each Council at this stage.
- Project ideally should create employment opportunities or include circular economy principles.
- Potential to offer internal waste management service.

ACTION: EO to coordinate a visit to regional site with elected members from each Council. Video the site using a drone so it can be shared afterwards.

ACTION: Include information on the project in the NEWROC newsletter (investigation stage).

RESOLUTION

NEWROC establishes a subcommittee to progress the project and bring back recommendations to the NEWROC and a preferred regional waste site.

Members of the subcommittee include: Cr De Lacy, Leanne Parola, Cr Brown, Cr Stratford and Ben McKay.

Moved Cr Garner

Seconded Cr Stratford

CARRIED 7/0

Regional Precincts and Partnership Program

- Funding opened in August 2023. Noncompetitive process, can apply at any time.
- Objectives:
 - facilitate place-based approaches to planning, characterised by collaborative partnerships,
 - engaging in shared design, stewardship and accountability of planned outcomes,
 - provide targeted benefits related to productivity, equity and resilience for the people of regional, rural or remote Australia,
 - support community priorities for regional cities, rural or remote centres and areas, and
 - reflect the Government’s approach to regional investment as outlined under the Regional Investment Framework.
- Outcomes (including but not limited to):
 - demonstrate the value of partnerships between governments, communities and businesses for effective planning, coordination and delivery of regional infrastructure,
 - develop and deliver regional precincts comprised of multiple infrastructure components, which provide benefits related to productivity, equity and resilience, and
 - contribute to the Australian Government’s current policy priorities, including but not limited to Closing the Gap, transition to a net zero economy, Australia’s emission reduction goals, social and affordable housing, and National Cultural Policy.
- *What are Precincts?* User defined, geographic area with specific shared need or theme. They will be located in renewal and growth areas in regional centres, regional corridors, regional cities etc
- Needs to be based on community need and demonstrated partnerships

Intend to apply for Stream One: Precinct development and planning. Grants of between \$500,000 to \$5 million will be available for master planning, consultation, design, business cases and partnership establishment (\$500,000 - \$5million). This can then lead into Stream Two: Precinct Delivery.

Grant Section	Grant Guidelines	Details and Comments
Eligibility	Local Government ABN Eligible locations (all NEWROC LGs)	✓ We meet the eligibility. Authority to use land or close to approval (we require a letter by the land owner).

NEWROC Council Meeting 31 October 2023 - MINUTES

Completion Date	31 March 2026	<ul style="list-style-type: none"> ✓ We can complete in 2024 ✓ We could potentially complete stream one and then apply for stream two (2025) subject to individual Council support
Co Contribution	Cash or in kind, % not defined, applicants need to demonstrate co-contribution	<p>Suggest \$50K cash to contribute towards purchase of regional site.</p> <p>Suggest In Kind:</p> <ul style="list-style-type: none"> • NEWROC EO time • Individual tip closure plans completed by Shires
Partnerships	<p>Bringing together LGs</p> <p>Tailored to local needs</p> <p>Shared vision</p> <p>Requires joint investment</p>	<ul style="list-style-type: none"> ✓ NEWROC LGs ✓ RDA Wheatbelt <p>We need to engage with community and businesses.</p> <p>We need to provide evidence that State Govt and traditional owners have been invited to participate. Potentially invite WDC or DEWR.</p> <p>Suggest we also need individual Council endorsement to proceed with this project.</p>
	Governance document describes the current and future partnerships.	<ul style="list-style-type: none"> ✓ We have an MoU. <p>In the grant application we can seek funding for a governance arrangement for the Waste infrastructure and services</p>
	<p>Assessment Criteria 1 (need to score at least 50% against each to be considered for funding)</p> <ul style="list-style-type: none"> ✓ Align with regional plans and strategies ✓ Support place based approach ✓ Provide economic opportunities ✓ Enhance productivity, equity and resilience ✓ Consider/measure climate and or energy impacts ✓ Contribute to Australian government priorities e.g. net zero, energy efficiency, disaster preparedness, closing the gap 	<p>Suggest to include:</p> <ul style="list-style-type: none"> ✓ Circular economy principles in the project ✓ Value adding on waste collection, use and reuse
	<p>Assessment Criteria 2</p> <ul style="list-style-type: none"> ✓ Address public infrastructure gap 	

NEWROC Council Meeting 31 October 2023 - MINUTES

	<ul style="list-style-type: none"> ✓ Deliver improved public benefits / services for region ✓ Identify need for project investment ✓ How it connects place with purpose 	
	<p>Assessment 3</p> <ul style="list-style-type: none"> ✓ Demonstrated community engagement to date ✓ Drawing on local knowledge ✓ Leveraging opportunities and addressing challenges ✓ First Nations engagement ✓ Governance arrangements 	<p>To submit an application we will require the development of a:</p> <ul style="list-style-type: none"> • consultation plan in the funding application • project plan • project budget (including ineligible and eligible items) • evidence of confirmed partnership (RDA Wheatbelt letter of support, LG member letters of support) • evidence of traditional owner invitation and state government invitation
	<p>Deliverables</p>	<p>The grant application would request the following outputs:</p> <ol style="list-style-type: none"> 1. Update Business Case 2. Business Case for internal waste service (bin pick up and transfer by NEWROC) 3. Community consultation 4. Master Plan for Regional Waste Site 5. Master Plan for Waste Transfer Stations 6. Governance Arrangements 7. Planning approvals <p>Quotes are currently being sought for these outputs to help Council make an informed decision on whether to proceed.</p>

Proposed Timeline:

October NEWROC Meeting	Identification of potential regional waste sites.
Early November	NEWROC sub committee assessment of sites against criteria (preferred site identified, possibly an initial approach to land owner to assess support/opposition).
November Council Meetings	Discuss regional waste site and transfer stations **Endorse project and funding application submission
November NEWROC Meeting	**Instruction to NEWROC EO to prepare application
December	**Review by Whitney Consulting (\$2980 plus GST)
January 2025	**Funding submission

This funding suggestion is being put forward to Council to consider due to the limited funding opportunities available for waste infrastructure. This funding, if successful, could help the group prepare the plans and approvals necessary to proceed to the next stage.

OFFICER RECOMMENDATION

Member Councils discuss the project and funding application at their November meeting (specific motion to be supplied) for approval.

RESOLUTION

NEWROC distribute information relating to the Regional Precincts Funding (for waste management planning purposes) for consideration at each members next Council meeting.

Moved Cr Sachse

Seconded Cr Shadbolt

CARRIED 7/0

Discussion:

- Members discussed the challenges of progressing with identified sites. Some members have provided details of potential locations. The criteria for sites is extensive and consideration needs to be given to planning regulations, acts etc.
- Cr M Stratford declared a conflict of interest as a guest at the meeting that both sites identified in the Ask Waste Mgt Landfill identification report were on land owned by her family.
- Community consultation is still required.

7.2. REGIONAL SUBSIDIARY

FILE REFERENCE: 041-11 Regional Subsidiary
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 24 October 2023
ATTACHMENT NUMBER: #4 Charter
 #5 Business Plan (to be supplied)
CONSULTATION: DLGSC
 Tony Brown, WALGA
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

The NEWROC Executive Officer has prepared a NEWROC Regional Subsidiary Charter using the WALGA template.

There are no significant changes to our original Charter, with WALGA adopting some of our suggestions.

The Executive has reviewed the Charter. The Charter has also been provided to WALGA for their review with their only comment being to review the purpose.

Discussion at the Executive meeting:

- Much discussion on specifics of the words used in our purpose.
- Expand on the word community development, economic development.
- Consider where the Place Based Capital Program sits in the regional subsidiary.
- We don't want to run a VROC and a Regional Subsidiary at the same time.

The NEWROC EO has provided an updated purpose to DLGSC to review.

Business Plan has been updated.

OFFICER RECOMMENDATION

The Charter be recommended to Council for their adoption and advertising, subject to the Department providing clarification on the regional subsidiary purpose.

Discussion:

- Item was requested by the Shire of Mukinbudin to lay on the table previously (not a resolution). Shire of Mukinbudin requested NEWROC not proceed further with the item.
- Updated charter is not fit for purpose and too broad objectives.

RESOLUTION

NEWROC wait for a response from the Department of LGSC regarding our updated Charter.

Moved Cr Sachse

Seconded Cr Trepp

CARRIED 7/0

7.3. EVENTS SUPPORT OFFICER

FILE REFERENCE:	132-1 NEWTravel
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	
DATE:	24 October 2023
ATTACHMENT NUMBER:	#6 Events Support Officer (to be supplied)
CONSULTATION:	Linda Vernon Danielle Green (DEM)
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

NEWTravel has been successful in securing approx. \$63K from FRRR's Future Drought Fund's Helping Regional Communities Prepare for Drought Program for an Events Support Officer.

There is an opportunity to see this position work closely with Dowerin Events Management.

The following officer recommendation is on the table, from the August meeting.

OFFICER RECOMMENDATION

NEWROC contribute \$10,000 towards the position in the 23/24 financial year and review the support when preparing the 24/25 budget.

The NEWROC EO, NEWTRAVEL EO and General Manager of Dowerin Events Management met online on 17 October 2023.

Together with the NEWTRAVEL EO, we have developed a proposal for consideration by the NEWROC Council. Subject to this approval, submission to Dowerin Events Management.

RESOLUTION

NEWROC removes the item from the table.

NEWROC endorses the new proposal, with no financial contribution, and for NEWTRAVEL to present it to the board of Dowerin Events Management for their consideration.

Moved Cr Sachse

Seconded Cr De Lacy

CARRIED 7/0

Discussion:

- Updated Events Position proposal to be re-emailed.
- Cr Dickson declared a conflict of interest as a guest, she is a member of the DEM Board.

8. MATTERS FOR INFORMATION**8.1. LOCAL GOVERNMENT HONOURS 2023**

FILE REFERENCE:
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 24 October 2023
ATTACHMENT NUMBER:
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

Congratulations to the following members who received an honour in this year's Local Government Awards:

Eminent Service Award – Cr Quentin Davies, Cr Gary Shadbolt
Merit Award – Belinda Taylor
Local Government Distinguished Officer – Dirk Sellenger

RESOLUTION

All award recipients be invited and acknowledged at the End of Year drinks on 28 November 2023.

Moved Cr De Lacy**Seconded Cr Stratford****CARRIED 7/0**

8.2. NEWROC TOWN TEAM BUILDER

FILE REFERENCE: 130-1 Economic Services General
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 24 October 2023
ATTACHMENT NUMBER: #7 Wheatbelt Placemaking Report
CONSULTATION: Alyce Ventris
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

The contract for the NEWROC Town Team Builder will cease on 31 October 2023.

Alyce Ventris will continue in her role with Town Team Movement and will still be available to teams in the district, however will not be dedicating 2 days a week to the NEWROC.

A report from the Wheatbelt Placemaking Road Trip in Bencubbin is attached.

A summary of the external funding attracted to the NEWROC communities in 2022/23 is as follows:

Town	Amount	Funding Body	Description
Dowerin	\$5,000	RAC	Dowerin Tin Dog General Store Mural and shop front uplift
Trayning	\$53,000	RAC	Youth Centre and Don Mason Alfresco Area - KTY Do Over Projects
Mukinbudin	\$2,000	CBH	Town Hall Carpet Replacement
Wyalkatchem	\$1,000	CBH	Wylie Street Party - for Do Over
Koorda	\$13,000	RAC	RAC Development Funding - Koorda Skate Park
NEWROC	\$63,500	FRRR	Drought Resilience Preparedness through Town Team placemaking activations, and resilience workshops
	\$137,500		

More recently, Alyce attended the Nungarin community meeting regarding the future of the pub and has offered assistance to the community with whatever the next steps will be.

Alyce will attend the November meeting to give a verbal update to Council.

NEWROC will discuss new contract arrangements at the November meeting.

RESOLUTION

NEWROC receives the NEWROC Town Team Builder report.

Moved Cr Stratford

Seconded Cr Trepp

CARRIED 7/0

9. GENERAL UPDATES**9.1. SAM Trailer****RESOLUTION**

NEWROC transfers ownership of the SAM Trailer to the Shire of Mukinbudin. NEWROC reimburse the Shire of Mukinbudin for its travel costs in its trip to Perth for maintenance and repairs.

Moved Cr De Lacy**Seconded Cr Trepp****CARRIED 7/0****9.2. Place Based Capital**

The first face to face meeting of the NEWROC group will be at 4.30pm on Tuesday 31 October in Bencubbin.

9.3. Nungarin to Wyalkatchem Rail Trail Update

Access and use of the ARC Infrastructure land is proving difficult for the project to proceed.

9.4. NEWROC October Newsletter**9.5. Telecommunications**

Shire of Mukinbudin informed the group that 3G will be turned off on 30 June 2024. Item will be raised at Great Eastern Zone.

EO to look into sharing information with RDA Australia and the Regional Comms advocacy group.

10. 2023 MEETING SCHEDULE

28 November

Council

Shire of Nungarin

3pm with end of year drinks to follow**11. CLOSURE**

Cr Brown thanked everyone for their attendance and closed the meeting at 4pm.

Koorda Awards Committee

Terms of Reference

1. Name

The name of the committee is the Shire of Koorda Awards Committee.

2. Head of Power

The committee is established by Council under section 5.9(2)(a) of the *Local Government Act 1995*.

3. Definitions

TERM	DEFINITION
Act	The <i>Local Government Act 1995</i> .
Council	The body consisting of all council members sitting formally as the Council of Shire of Koorda (“ the Shire ”).
Chief Executive Officer	The Chief Executive Officer (CEO) of the Shire of Koorda.
Committee	Shire of Koorda Awards Committee.
Council Member	A person elected under the Act as a member of Council. Shire of Koorda council members includes the Shire President, Deputy Shire President and Councillors (as defined by the Act).
External Member	A person who is not a council member appointed to the committee with requisite skills, knowledge and experience that compliment the committees objectives.
Member	A person appointed to this committee.

4. Objectives

The Committee is to:

- 4.1. Assess applications received for each of the four categories for the Koorda Community Awards, namely:
 - Shire of Koorda Community Citizen of the Year
 - Shire of Koorda Community Citizen of the Year - Youth (under 25)
 - Shire of Koorda Community Citizen of the Year - Senior (65 and over)
 - Shire of Koorda Community Citizen of the Year - Group
- 4.2. Select a recipient for each category.

5. Powers

The Committee is a formally appointed committee of Council and is responsible to that body.

The Committee has no delegated authority and no authority to implement its recommendations without resolution of Council.

The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee recommendations are advisory only and shall not be binding on Council.

6. Membership

The committee shall consist of three elected members, with a fourth elected member acting as a deputy.

The quorum for a Committee meeting is as per section 5.19 of the *Local Government Act 1995*: at least 50% of members of the committee (whether vacant or not).

The Committee is supported by the Chief Executive Officer and their nominees, principally the Deputy CEO.

The Shire shall provide secretarial and administrative support to the Committee.

7. Presiding Member

The Committee is to determine the Presiding Member of the Committee at the first meeting of the Committee immediately following the establishment of the Committee or following each biennial local government election, whichever is applicable.

The Committee is to determine a Deputy Presiding Member of the Committee at the first meeting of the Committee immediately following the establishment of the Committee or following each biennial local government election, whichever is applicable.

If the Presiding Member is absent from a meeting, the Deputy Presiding Member is to preside at that meeting.

The role of the Presiding Member includes:

- a) overseeing and facilitating the conduct of meetings in accordance with the Act and the Shire's *Standing Orders Local Law 2018*;
- b) ensuring all Committee members have an opportunity to participate in discussions in an open and encouraging manner; and
- c) where a matter has been debated significantly and no new information is being discussed, to call the meeting to order and ask for the debate to be finalised and the motion to be put.

In accordance with section 5.14 of the Act, if the Presiding Member and Deputy Presiding Member are not available or are unable or unwilling to perform the function of presiding member (but a quorum is still reached), then the committee members present at the meeting are to choose who is to preside at the meeting.

8. Meetings

The Committee will meet at least once a year, generally in November, as Koorda Award applications are open from 1 October to 31 October.

Meetings of the Committee shall not be open to the public, and all proceedings and records of the Committee shall be confidential.

Decisions of the Committee shall be by simple majority.

An ordinary or a special meeting of the Committee is to be held:

- a) if called for by either the Presiding Member or at least two Committee members in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- b) if so decided by the Committee; or
- c) if called for by Council.

The Committee may invite, through the CEO, Shire employees, or others to attend meetings and provide pertinent information, where necessary.

9. Minutes

The minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of the Act.

The content of the minutes shall be in accordance with regulation 11 of the *Local Government (Administration) Regulations 1996*.

10. Reporting

Recommendations recorded in the minutes arising from the Committee's deliberations shall be presented to the earliest available ordinary meeting of Council.

In the event of a tied vote, where the Presiding Member has exercised a casting vote, the matter will be referred to Council for deliberation.

11. Terms of Appointment

Appointment to the Committee will be determined by the Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections.

If a member of the Committee resigns prior to an ordinary local government election, Council will appoint a replacement.

12. Code of Conduct

The Shire's Code of Conduct for Council Members, Committee Members and Candidates applies to all members of the Committee.

13. Voting

Shall be in accordance with section 5.21 of the Act.

Each voting member of the Committee present at a meeting is entitled to one vote and are required to vote, subject to the provisions of the Act regarding interests.

In the event of a tied vote, the Presiding Member will have a casting vote.

14. Alterations to Terms of Reference

The Committee is to conduct a review of its terms of reference providing Council with recommendations for any changes, in the first instance after twelve months of operation, with subsequent reviews to be held every two years prior to the local government ordinary election.

15. Termination of Committee

Termination of the Committee shall be at the discretion of Council and in accordance with the Act.

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/YY	RES:	Terms of Reference Adopted
23/10/2023	RES: 191023	Committee Established

SHIRE OF KOORDA

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 October 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF KOORDA
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2023

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	1,197,723	1,225,178	1,199,693	(25,485)	(2.08%)	
Rates excluding general rates		27,454	0	30,199	30,199	0.00%	
Grants, subsidies and contributions	12	241,676	211,768	244,723	32,955	15.56%	▲
Fees and charges		589,827	331,920	340,215	8,295	2.50%	
Interest revenue		226,000	56,200	87,054	30,854	54.90%	▲
Other revenue		22,500	7,164	9,746	2,582	36.04%	
Profit on asset disposals	6	163,000	9,500	0	(9,500)	(100.00%)	
		2,468,180	1,841,730	1,911,630	69,900	3.80%	
Expenditure from operating activities							
Employee costs		(1,357,222)	(452,156)	(383,876)	68,280	15.10%	▲
Materials and contracts		(1,134,828)	(527,435)	(554,933)	(27,498)	(5.21%)	
Utility charges		(229,950)	(76,624)	(46,846)	29,778	38.86%	▲
Depreciation		(1,864,650)	(621,516)	0	621,516	100.00%	▲
Insurance		(194,927)	(156,916)	(103,184)	53,732	34.24%	▲
Other expenditure		(73,530)	(18,350)	(6,907)	11,443	62.36%	▲
Loss on asset disposals	6	(9,000)	0	(1,305)	(1,305)	0.00%	
		(4,864,107)	(1,852,997)	(1,097,051)	755,946	40.80%	
Non-cash amounts excluded from operating activities	Note 2(b)	1,718,177	612,016	3,428	(608,588)	(99.44%)	▼
Amount attributable to operating activities		(677,750)	600,749	818,007	217,258	36.16%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	1,163,751	546,774	856,970	310,196	56.73%	▲
Proceeds from disposal of assets	6	370,000	80,000	64,091	(15,909)	(19.89%)	▼
		1,533,751	626,774	921,061	294,287	46.95%	
Outflows from investing activities							
Payments for property, plant and equipment	5	(2,122,635)	(435,000)	(395,279)	39,721	9.13%	
Payments for construction of infrastructure	5	(2,377,000)	(572,000)	(335,097)	236,903	41.42%	▲
		(4,499,635)	(1,007,000)	(730,376)	276,624	27.47%	
Amount attributable to investing activities		(2,965,884)	(380,226)	190,685	570,911	150.15%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	4	2,054,805	0	0	0	0.00%	
		2,054,805	0	0	0	0.00%	
Outflows from financing activities							
Transfer to reserves	4	(220,000)	0	(62,059)	(62,059)	0.00%	
		(220,000)	0	(62,059)	(62,059)	0.00%	
Amount attributable to financing activities		1,834,805	0	(62,059)	(62,059)	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		1,808,829	1,808,829	1,756,226	(52,603)	(2.91%)	
Amount attributable to operating activities		(677,750)	600,749	818,007	217,258	36.16%	▲
Amount attributable to investing activities		(2,965,884)	(380,226)	190,685	570,911	150.15%	▲
Amount attributable to financing activities		1,834,805	0	(62,059)	(62,059)	0.00%	
Surplus or deficit after imposition of general rates		0	2,029,352	2,702,859	673,507	33.19%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF KOORDA
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 OCTOBER 2023

	Supplementary Information	30 June 2022	31 October 2023
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	8,810,228	8,476,579
Trade and other receivables		74,994	775,689
Inventories	8	23,568	48,699
TOTAL CURRENT ASSETS		8,908,790	9,300,967
NON-CURRENT ASSETS			
Other financial assets		61,117	61,117
Property, plant and equipment		13,934,382	14,264,265
Infrastructure		92,104,735	92,439,833
TOTAL NON-CURRENT ASSETS		106,100,234	106,765,215
TOTAL ASSETS		115,009,024	116,066,182
CURRENT LIABILITIES			
Trade and other payables	9	606,806	147,415
Other liabilities	11	423,185	268,185
Employee related provisions	11	304,342	304,342
TOTAL CURRENT LIABILITIES		1,334,333	719,942
NON-CURRENT LIABILITIES			
Employee related provisions		37,645	37,645
Other provisions		63,862	63,862
TOTAL NON-CURRENT LIABILITIES		101,507	101,507
TOTAL LIABILITIES		1,435,840	821,449
NET ASSETS		113,573,184	115,244,733
EQUITY			
Retained surplus		46,165,123	47,774,613
Reserve accounts	4	6,024,334	6,086,393
Revaluation surplus		61,383,728	61,383,728
TOTAL EQUITY		113,573,185	115,244,734

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2023

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 October 2023

SHIRE OF KOORDA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2023

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 October 2023
		\$	\$	\$
Current assets				
Cash and cash equivalents	3	2,784,354	8,810,228	8,476,579
Trade and other receivables		125,265	74,994	775,689
Other financial assets		6,024,334	0	0
Inventories	8	51,949	23,568	48,699
		8,985,902	8,908,790	9,300,967
Less: current liabilities				
Trade and other payables	9	(673,743)	(606,806)	(147,415)
Other liabilities	11	(439,707)	(423,185)	(268,185)
Employee related provisions	11	(245,392)	(304,342)	(304,342)
		(1,358,842)	(1,334,333)	(719,942)
Net current assets		7,627,060	7,574,457	8,581,025
Less: Total adjustments to net current assets	Note 2(c)	(5,818,231)	(5,818,231)	(5,878,167)
Closing funding surplus / (deficit)		1,808,829	1,756,226	2,702,858

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities		Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(163,000)	(9,500)	0
Less: Movement in liabilities associated with restricted cash		7,527	0	2,123
Add: Loss on asset disposals	6	9,000	0	1,305
Add: Depreciation		1,864,650	621,516	0
Total non-cash amounts excluded from operating activities		1,718,177	612,016	3,428

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 October 2023
		\$	\$	\$
Less: Reserve accounts	4	(6,024,334)	(6,024,334)	(6,086,393)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of employee benefit provisions held in reserve	4	206,103	206,103	208,226
Total adjustments to net current assets	Note 2(a)	(5,818,231)	(5,818,231)	(5,878,167)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

SHIRE OF KOORDA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2023

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2023-24 year is \$10,000 and 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Grants, subsidies and contributions	32,955	15.56%	▲
Financial Assistance Grant Quarterly Payment Received following finalised allocations after "100%" pre-paid in 2022/23		Permanent	
Interest revenue	30,854	54.90%	▲
Interest not received until October		Timing	
Expenditure from operating activities			
Employee costs	68,280	15.10%	▲
Annual budget equally divided per month, timing variance as employee costs lower than anticipated at this time.		Timing	
Utility charges	29,778	38.86%	▲
Annual budget equally divided per month, lower water usage at the Rec Centre at this point in time, will catch up over the summer months.		Timing	
Depreciation	621,516	100.00%	▲
Depreciation not run on assets until previous year is finalised and closed off.		Timing	
Insurance	53,732	34.24%	▲
Minor variation based on budget timing estimates, should remain within budget when second instalment received.		Timing	
Other expenditure	11,443	62.36%	▲
Non-cash amounts excluded from operating activities	(608,588)	(99.44%)	▼
Annual budget equally divided per month.		Timing	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	310,196	56.73%	▲
RRG Grant income higher than anticipated budget to July 2023.		Timing	
Proceeds from disposal of assets	(15,909)	(19.89%)	▼
Variance is due to assets not being exposed in accordance with budget timing estimates.		Timing	
Outflows from investing activities			
Payments for construction of infrastructure	236,903	41.42%	▲
Annual budget equally divided per month.		Timing	

SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION

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SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.81 M	\$1.81 M	\$1.76 M	(\$0.05 M)
Closing	\$0.00 M	\$2.03 M	\$2.70 M	\$0.67 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$2.39 M	28.2%
Restricted Cash	\$6.09 M	71.8%
Total	\$8.48 M	

Refer to 3 - Cash and Financial Assets

Payables		% Outstanding
	\$	
Trade Payables	\$0.16 M	
0 to 30 Days		98.9%
Over 30 Days		1.1%
Over 90 Days		0.0%

Refer to 9 - Payables

Receivables		
	\$	%
Rates Receivable	\$0.25 M	80.8%
Trade Receivable	\$0.53 M	
Over 30 Days		6.5%
Over 90 Days		0.9%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.68 M)	\$0.60 M	\$0.82 M	\$0.22 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$1.20 M	
YTD Budget	\$1.23 M	(2.1%)

Refer to 10 - Rate Revenue

Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.24 M	
YTD Budget	\$0.21 M	15.6%

Refer to 12 - Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.34 M	
YTD Budget	\$0.33 M	2.5%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.97 M)	(\$0.38 M)	\$0.19 M	\$0.57 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.06 M	
Adopted Budget	\$0.37 M	(82.7%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$0.34 M	
Adopted Budget	\$2.38 M	(85.9%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$0.86 M	
Adopted Budget	\$1.16 M	(26.4%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.83 M	\$0.00 M	(\$0.06 M)	(\$0.06 M)

Refer to Statement of Financial Activity

Borrowings	
	\$
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Reserves	
	\$
Reserves balance	\$6.09 M
Interest earned	\$0.06 M

Refer to 4 - Cash Reserves

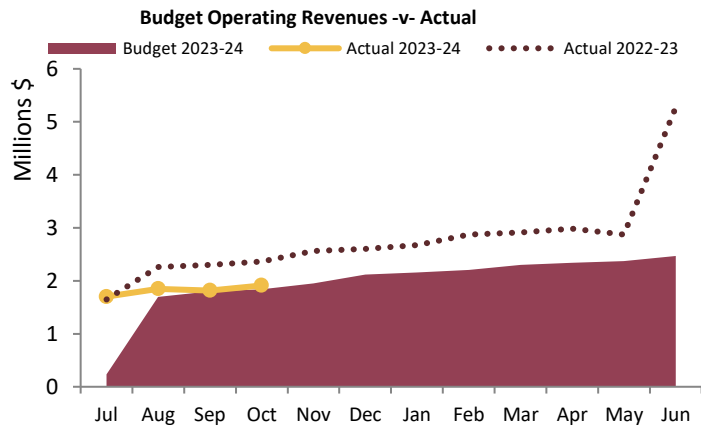
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023**

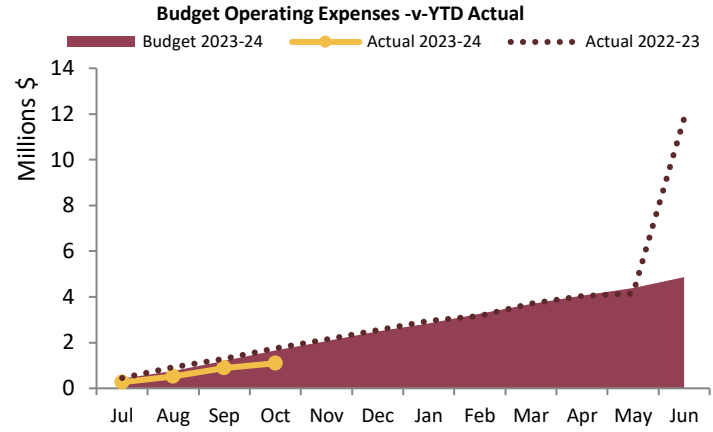
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

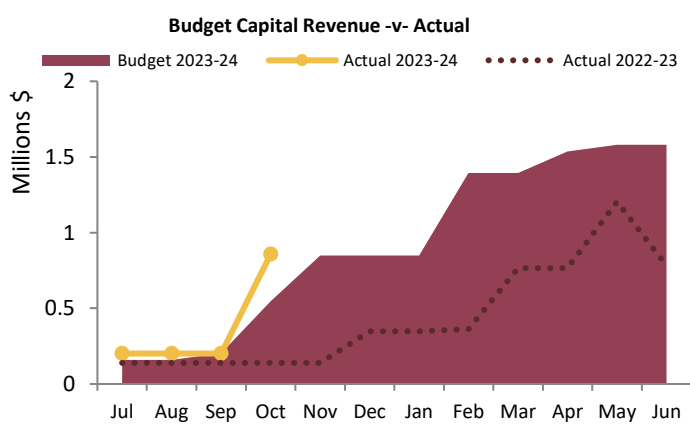


OPERATING EXPENSES

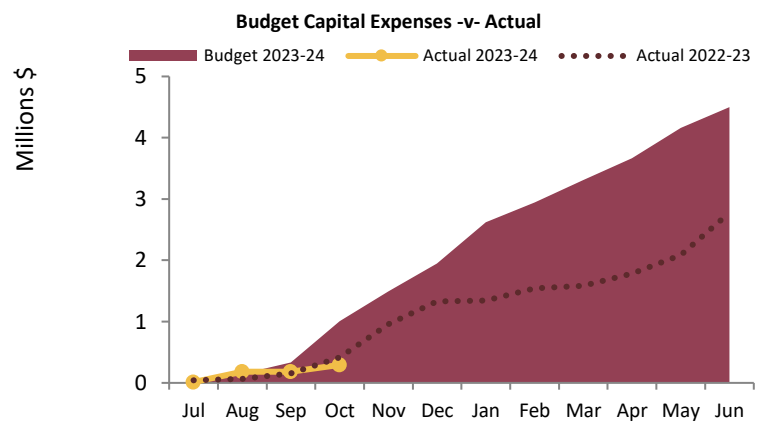


INVESTING ACTIVITIES

CAPITAL REVENUE



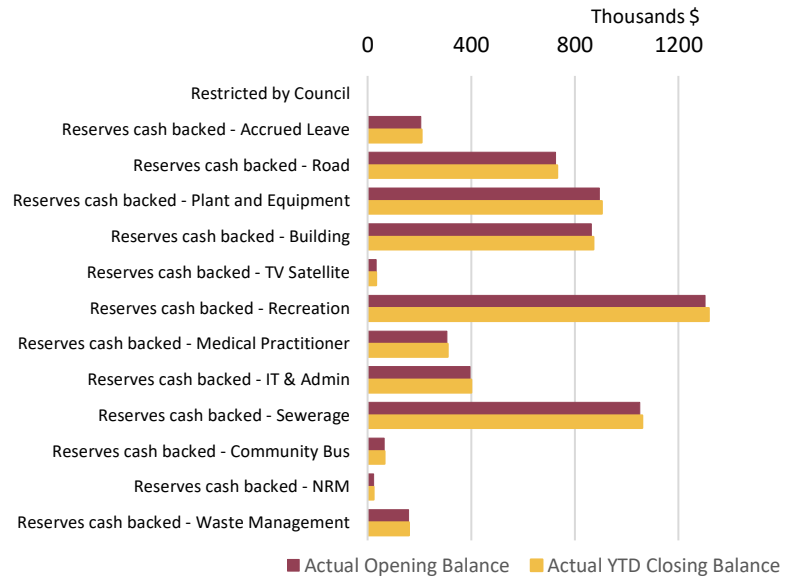
CAPITAL EXPENSES



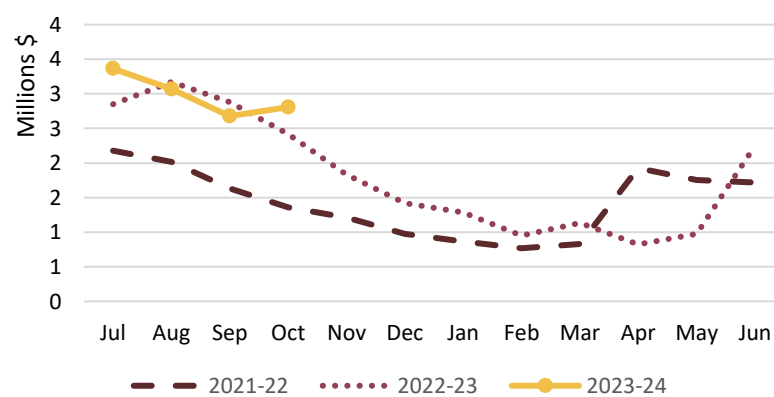
FINANCING ACTIVITIES

BORROWINGS

RESERVES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Municipal Account	Cash and cash equivalents	8,654		8,654		Bendigo	Variable	Nil
Municipal Account	Cash and cash equivalents	2,313,416		2,313,416		BWA	Variable	Nil
Licensing Account	Cash and cash equivalents	11,077		11,077		BWA	Variable	Nil
ATM Control Account	Cash and cash equivalents	12,780		12,780		BWA	Nil	Nil
ATM Cash Account	Cash and cash equivalents	43,500		43,500		BWA	Nil	Nil
Cash on Hand	Cash and cash equivalents	760		760		Cash on Hand	Nil	Nil
Term Deposit XXX1	Financial assets at amortised cost	0	4,613,671	4,613,671		Bankwest	4.40%	31/01/2024
Term Deposit XXX2	Financial assets at amortised cost	0	1,472,722	1,472,722		Bankwest	4.40%	31/01/2024
Total		2,390,186	6,086,393	8,476,579	0			
Comprising								
Cash and cash equivalents		2,390,186	0	2,390,186	0			
Financial assets at amortised cost		0	6,086,393	6,086,393	0			
		2,390,186	6,086,393	8,476,579	0			

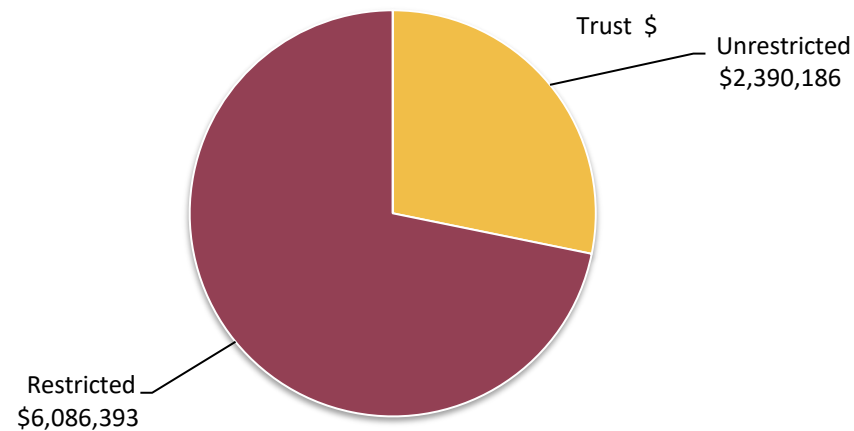
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other ass



SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening	Interest	Transfer	Transfers	Closing	Opening	Interest	Transfers	Transfers	Closing
	Balance	Earned	s In (+)	Out (-)	Balance	Balance	Earned	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Reserves cash backed - Accrued Leave	206,103	0	7,527	0	213,630	206,103	2,123	0	0	208,226
Reserves cash backed - Road	725,329	0	26,488	(109,000)	642,817	725,329	7,472	0	0	732,801
Reserves cash backed - Plant and Equipment	895,049	0	32,686	(808,000)	119,735	895,049	9,220	0	0	904,269
Reserves cash backed - Building	863,689	0	31,541	(206,000)	689,230	863,689	8,898	0	0	872,587
Reserves cash backed - TV Satellite	32,780	0	1,197	0	33,977	32,780	337	0	0	33,117
Reserves cash backed - Recreation	1,303,568	0	47,605	(811,800)	539,373	1,303,568	13,429	0	0	1,316,997
Reserves cash backed - Medical Practitioner	306,488	0	11,193	(120,005)	197,676	306,488	3,157	0	0	309,645
Reserves cash backed - IT & Admin	395,947	0	14,459	0	410,406	395,947	4,078	0	0	400,025
Reserves cash backed - Sewerage	1,050,190	0	38,351	0	1,088,541	1,050,190	10,818	0	0	1,061,008
Reserves cash backed - Community Bus	64,496	0	2,355	0	66,851	64,496	665	0	0	65,161
Reserves cash backed - NRM	22,656	0	827	0	23,483	22,656	234	0	0	22,890
Reserves cash backed - Waste Management	158,039	0	5,771	0	163,810	158,039	1,628	0	0	159,667
	6,024,334	0	220,000	(2,054,805)	4,189,529	6,024,334	62,059	0	0	6,086,393

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non-specialised	1,217,635	300,000	203,119	(96,881)
Plant and equipment	905,000	135,000	192,160	57,160
Acquisition of property, plant and equipment	2,122,635	435,000	395,279	(39,721)
Infrastructure - roads	1,732,000	557,000	321,239	(235,761)
Infrastructure - Other	645,000	15,000	13,858	(1,142)
Acquisition of infrastructure	2,377,000	572,000	335,097	(316,346)
Total capital acquisitions	4,499,635	1,007,000	730,376	(356,067)
Capital Acquisitions Funded By:				
Capital grants and contributions	1,163,751	546,774	856,970	310,196
Other (disposals & C/Fwd)	370,000	80,000	64,091	(15,909)
Reserve accounts				
Reserves cash backed - Road	109,000	0	0	0
Reserves cash backed - Plant and Equipment	808,000	0	0	0
Reserves cash backed - Building	206,000	0	0	0
Reserves cash backed - Recreation	811,800	0	0	0
Reserves cash backed - Medical Practitioner	120,005	0	0	0
Contribution - operations	911,079	380,226	(190,685)	(570,911)
Capital funding total	4,499,635	1,007,000	730,376	(276,624)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

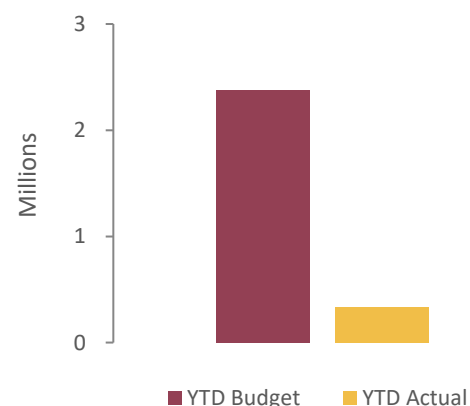
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

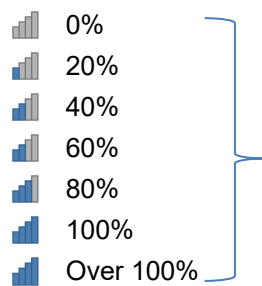
Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

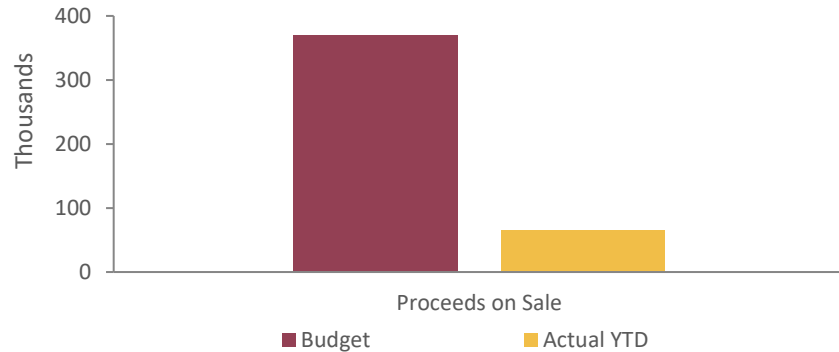
		Adopted			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
Plant & Equipment					
PE0091	P09: Semi Side Tipper Trailer	120,000	0	0	0
PE0191	P19: Grader	325,000	0	0	0
PE0611	P61: Ute Patching	45,000	0	0	0
PE0631	P63: Road Roller	140,000	0	0	0
PE0691	P69: Cherry Picker	50,000	50,000	54,545	(4,545)
PE0101	P10: Mollerin Fire Truck (SEROJA FUNDING)	0	0	61,846	(61,846)
	Misc Plant	15,000	0	0	0
PE1001	P100: CEO Vehicle	85,000	85,000	75,768	9,232
PE2001	P200: WS Vehicle	60,000	0	0	0
PE3001	P300: DCEO Vehicle	65,000	0	0	0
Buildings					
BC016	Rec Ground Upgrade & Extension	1,146,635	300,000	154,988	145,012
BC001	Admin Office (Paint & Gardens)	35,000	0	0	0
BC054	L271 Greenham Paint & Lino	16,000	0	4,143	(4,143)
BC003	L157 Memorial Hall (SEROJA FUNDING)	0	0	43,988	(43,988)
BC024	Drive In (Toilets & Tiling)	20,000	0	0	0
Other Infrastructure					
OI1	Synthetic Bowling Green Relocation	400,000	0	0	0
OI2	Admin Office Carpark	15,000	0	0	0
OI3	Rec Ground Playground	150,000	0	0	0
IO005	Depot Auto Gates	40,000	15,000	13,858	1,142
	Pool Balance Tank	40,000	0	0	0
Infrastructure Roads					
RRG002	Cadoux-Koorda Cement Stabilise	235,000	235,000	62,606	172,394
RRG003	Koorda-Dowerin Reseal	152,000	72,000	32,676	39,324
RRG140	Burakin-Wialki Full Recon	182,000	0	30,304	(30,304)
RRG140B	Burakin-Wialki Full Reseal	150,000	50,000	31,116	18,884
					0
R2R004	Koorda-Kulja Reseal	273,000	0	63,215	(63,215)
R2R006	Kulja-Kalannie Full Recon	130,000	80,000	31,513	48,487
R2R009	Koorda North West Shoulder Recon	70,000	0	9,647	(9,647)
					0
RC003	Koorda-Dowerin Reseal	160,000	60,000	28,861	31,139
RC004	Koorda-Kulja Widen Reseal	100,000	40,000	2,419	37,581
RC010	Mollerin Rock South Reform & Sheet	90,000	0	0	0
RC011	Dukin West Reform & Sheet	90,000	20,000	28,761	(8,761)
RC014	Maher Reform & Sheet	60,000	0	120	(120)
					0
FC098	Footpath - Greenham St	40,000	0	0	0
		4,499,635	1,007,000	730,376	276,624

**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023**

OPERATING ACTIVITIES

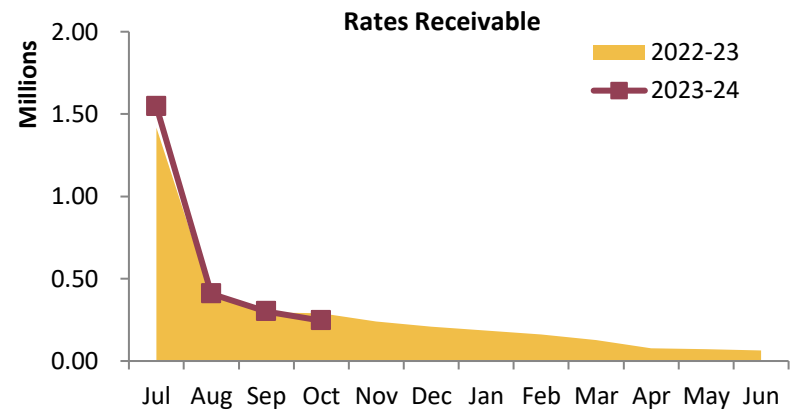
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
10908	P009 Semi Side Tipper Trailer - 2000	26,000	20,000	0	(6,000)			0	0
10918	P020 Grader - 2015 CAT 12M	0	100,000	100,000	0			0	0
10949	P061 Ute - 2019	11,000	25,000	14,000	0			0	0
10951	P063 Roller - 2014 Dynapac	0	30,000	30,000	0			0	0
10979	P100 CEO Vehicle	65,000	80,000	15,000	0	65,396	64,091	0	(1,305)
10981	P200 WS Vehicle	53,000	50,000	0	(3,000)			0	0
10988	P300 DCEO Vehicle	61,000	65,000	4,000	0			0	0
		216,000	370,000	163,000	(9,000)	65,396	64,091	0	(1,305)



7 RECEIVABLES

Rates receivable	30 Jun 2023	31 Oct 2023
	\$	\$
Opening arrears previous years	63,512	63,239
Levied this year	1,213,196	1,229,892
Less - collections to date	(1,213,469)	(1,044,537)
Gross rates collectable	63,239	248,594
Net rates collectable	63,239	248,594
% Collected	95.0%	80.8%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	502,339	70	30,199	4,718	537,326
Percentage	0.0%	93.5%	0.0%	5.6%	0.9%	
Balance per trial balance						
Trade receivables	0	502,339	70	30,199	4,718	537,326
GST receivable		(32,302)	(674)			(32,976)
Interest Receivable		22,745				22,745
Total receivables general outstanding						527,095

Amounts shown above include GST (where applicable)

KEY INFORMATION

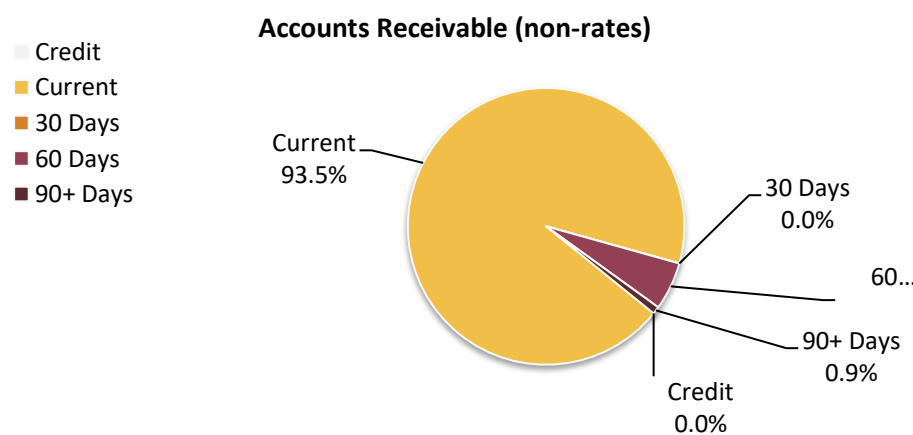
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 October 2023
Other current assets	\$	\$	\$	\$
Inventory				
Stock on Hand	23,568	25,131		48,699
Total other current assets	23,568	25,131	0	48,699

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

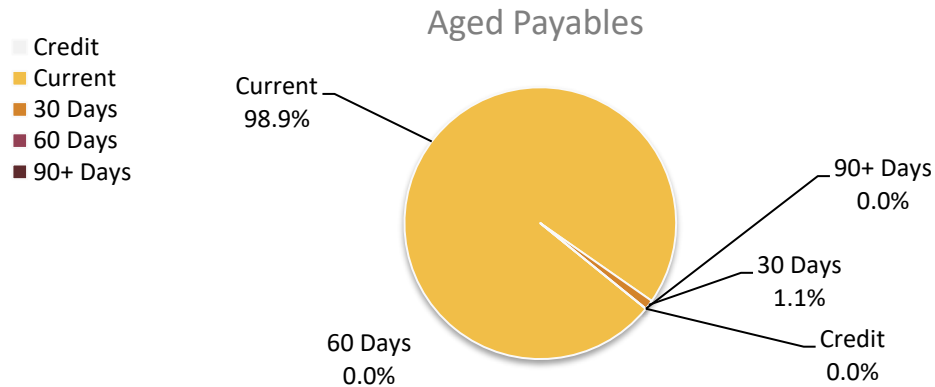
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	161,942	1,873	0	0	163,815
Percentage	0.0%	98.9%	1.1%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors	0	161,942	1,873	0	0	163,815
Other payables		38,723				38,723
Bonds and Deposits Held		1,999				1,999
GST Payable		(68,858)				(68,858)
Payroll Creditors		(202)				(202)
PAYG Payables		19,614				19,614
FBT Liabilities		(7,676)				(7,676)
Total payables general outstanding						147,415

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF KOORDA
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 OCTOBER 2023

OPERATING ACTIVITIES 30/09/2023

10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Interim	Revenue	Revenue	Interim	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Gross Rental Value	0.1217	136	959,024	116,713		116,713	116,713		116,713
Unimproved value									
Unimproved Value	0.0126	221	87,194,166	1,100,390		1,100,390	1,100,390		1,100,390
Sub-Total		357	88,153,190	1,217,103	0	1,217,103	1,217,104	0	1,217,103
Minimum payment									
Gross rental value									
Gross Rental Value	420	29	29,070	11,760		11,760	12,180		12,180
Unimproved value									
Unimproved Value	420	33	442,945	13,860		13,860	13,860		13,860
Sub-total		62	472,015	25,620	0	25,620	26,040	0	26,040
Discount						(45,000)			(43,450)
Amount from general rates						1,197,723			1,199,693
Ex-gratia rates	0.06		457,560	27,454		27,454			30,199
Total general rates						1,225,177			1,229,892

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 October 2023
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Capital grant/contributions liabilities		423,185	0	0	(155,000)	268,185
Total other liabilities		423,185	0	0	(155,000)	268,185
Employee Related Provisions						
Provision for annual leave		169,690	0	0	0	169,690
Provision for long service leave		134,652	0	0	0	134,652
Total Provisions		304,342	0	0	0	304,342
Total other current liabilities		727,527	0	0	(155,000)	572,527
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023**

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue
	1 July 2023		(As revenue)	31 Oct 2023	31 Oct 2023			Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
ESL Bush Fire Brigade Operating Grant				0	0	21,540	7,180	10,770
Main Roads Direct Road Grant				0	0	196,636	196,756	196,756
Fuel Tax Credits Grant Scheme				0	0	23,500	7,832	11,258
Financial Assistance Grant - General				0	0			16,010
Financial Assistance Grant - Roads				0	0			9,929
	0	0	0	0	0	241,676	211,768	244,723

**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023**

INVESTING ACTIVITIES

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2023	Liability	Liability	31 Oct 2023	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Capital grants and subsidies								
Local Roads & Community Infrastructure Grant (LRCI)				0		128,014	141,930	155,000
CSRFF Grant				0		130,421	43,473	0
Regional Road Group Grants				0		502,426	159,926	200,970
Roads to Recovery Grant				0		402,890	201,445	0
LGRF08 - Cyclone Seroja Local Government Resilience Fund				0		0	0	500,000
COTA Grant Seniors Luncheon				0				1,000
	0	0	0	0	0	1,163,751	546,774	856,970

**Monthly Report - List of Accounts Paid
Submitted to Council 15 November 2023**

The following list of accounts has been paid under delegation, by the Chief Executive Officer, since the previous list of accounts. Municipal vouchers numbered from V232 to V304 and direct bank transactions totalling \$842,826.30 submitted to each member of the Council, on Wednesday the 15 November 2023, have been checked and are fully supported by vouchers and duly certified invoices with checks being carried out as to prices, computations and costing.



Lana Foote
Acting Chief Executive Officer

No.	Payment Date	Supplier Name	Description of Purchase	Payment made by delegated authority
V232	13/10/2023	Dept of Transport	Temporary Movement Permit Mollerin Truck	\$ 30.40
V233	17/10/2023	Av-Sec	Alarm Monitoring 1 Oct -30 December	\$ 125.00
V234	17/10/2023	Brauer Swim	L274 Chemicals	\$ 623.70
V235	17/10/2023	BTR Haulage	Cartage of Gravel	\$ 28,510.57
V236	17/10/2023	CW Plumbing	Annual Stand Pipe Testing	\$ 3,028.60
V237	17/10/2023	Bankwest Credit Card	See Below	\$ 7,392.17
V238	17/10/2023	Cunderdin CRC	2 x HC Licensing Courses 1 x HR Licence Course	\$ 7,450.00
V239	17/10/2023	Harcher Wheatbelt	Toilet Rolls, Foam Soap, Garbage Bags	\$ 407.60
V240	17/10/2023	Koorda Supermarket	Milk, Tea, Council Supper Ingredients	\$ 78.04
V241	17/10/2023	KTY Electrical Services	L20135 Disconnect Air Conditioners	\$ 332.11
V242	17/10/2023	Marty Grant Bulldozing	Push 9000cm3 Gravel for Roads	\$ 19,602.00
V243	17/10/2023	Metro Count	Centreline Flaps & Road Nails	\$ 762.30
V244	17/10/2023	Mineral Crushing Svc WA PL	Various Size Aggregate for Roads	\$ 23,724.80
V245	17/10/2023	Robert Storer	Diesel Re-Imbursement Mollerin Fire Truck	\$ 107.47
V246	17/10/2023	Water Corporation	Bulk Water Bills July - September 2023	\$ 10,868.82
V247	17/10/2023	Truck Centre WA PL	UD GW26 2023 Prime Mover Truck	\$ 294,609.55
V248	17/10/2023	WA Contract Ranger Svc	Ranger Services Including Travel 6/10 & 11/10/23	\$ 627.00
V249	17/10/2023	Wallis Computer Systems	Admin 5 Docking Station	\$ 757.90
V250	18/10/2023	Synergy	Yalabee	\$ 516.01
V251	25/10/2023	Daves Tree Service	Trim Street Trees From Powerlines	\$ 8,552.50
V252	25/10/2023	DFES	ESL Shire Properties	\$ 2,842.00
V253	25/10/2023	Harcher Wheatbelt	Tork Paper Towel & Triggers	\$ 758.85
V254	25/10/2023	Koorda Community RC	ATM Rebate July - Sept	\$ 73.00
V255	25/10/2023	KTY Electrical Services	Annual Air Con RCD & Smoke Alarm Testing	\$ 5,160.40
V256	25/10/2023	LG Best Practices	July & August Monthly Financial Statements	\$ 3,135.00
V257	25/10/2023	Mineral Crushing Svc WA PL	551.40T Aggregate For Roads	\$ 24,261.60
V258	25/10/2023	Purewater Pool Svc PL	Annual Pre Season Servicing of Pool Plant	\$ 3,577.20
V259	25/10/2023	Team Global Express PL	Freight - Drive In, Library & Afgri Parts	\$ 158.09
V260	25/10/2023	Shire of Koorda	Employee Wages	\$ 36,689.44
V261	25/10/2023	Beam Superannuation	Employee Superannuation Payment	\$ 7,504.97
V262	26/10/2023	Dept of Transport	KD055 Registration	\$ 291.95
V263	3/11/2023	Dept of Transport	Temporary Movement Permit Mollerin Truck	\$ 28.30
V264	3/11/2023	Australian Com Media Auth	Annual TV Broadcasting Retransmission Licence	\$ 225.00
V265	3/11/2023	BTR Haulage	Cartage of Gravel	\$ 34,064.71
V266	3/11/2023	CW Plumbing & Contracting	L157 Sewerage Drainage Replacement	\$ 48,386.38
V267	3/11/2023	CJD Equipment PL	P19 Air-Con Compressor	\$ 1,872.68
V268	3/11/2023	Kalannie Primary School	Annual Book Awards	\$ 50.00
V269	3/11/2023	KTY Electrical Services	L253 Boardroom Panel Light L157 Cable Repairs	\$ 1,831.73
V270	3/11/2023	Marsh PL	Risk Profile & Framework Review Proposal Update	\$ 5,500.00
V271	3/11/2023	Mineral Crushing Svc WA PL	356.3T Aggregate For Roads	\$ 15,677.20
V272	3/11/2023	Northam Carpet Court	L68 Replace Carpet, L274 Replace Vertical Blinds	\$ 10,517.40
V273	7/11/2023	Dept of Transport	1HFB144 6m Registration	\$ 218.10
			Subtotal	\$ 610,712.44

V274	7/11/2023	Dept of Transport	P10 Mollerin Fire Truck 12 Month Registration	\$ 309.75
V275	8/11/2023	Shire of Koorda	Employee Wages	\$ 36,898.23
V276	8/11/2023	Beam Superannuation	Employee Superannuation Payment	\$ 7,532.70
V277	9/11/2023	Agri-Stock	Hose Joiner	\$ 12.54
V278	9/11/2023	Avon Waste	October Refuse and Recycling Collection	\$ 5,850.14
V279	9/11/2023	Baileys Fertilisers	Lawn Fertiliser Oval	\$ 1,760.00
V280	9/11/2023	Benara Nurseries	Plants Main Street & Pool	\$ 200.42
V281	9/11/2023	Bunnings Group	Various Hardware Fittings	\$ 1,081.25
V282	9/11/2023	Cadoux Primary School	Annual Book Awards	\$ 50.00
V283	9/11/2023	Contract Aquatic Services	November Contract Fee	\$ 15,400.00
V284	9/11/2023	Dry Kirkness	Audit of R2R Acquittal Report to 30 June 2023	\$ 1,650.00
V285	9/11/2023	Elders Rural Services	Bundle Droppers RRG002	\$ 207.90
V286	9/11/2023	Finishing WA	Binding of Council Minute Books (12)	\$ 1,556.50
V287	9/11/2023	Harcher Wheatbelt	Cleaning Products, Tissues & Bin Liners	\$ 246.00
V288	9/11/2023	IT Vision Australia PL	Payroll Training Admin Staff	\$ 1,865.60
V289	9/11/2023	Koorda Ag Parts	Mollerin Fire Truck Fittings \$5030.85 + Various Hardware & Auto Parts	\$ 6,196.19
V290	9/11/2023	KTY Electrical Services	L274 Fujitsu Split System Front Lounge Room	\$ 2,860.00
V291	9/11/2023	LG Best Practices PL	End of Month Financial Services October	\$ 1,980.00
V292	9/11/2023	LGISWA	2nd Instalment Insurance MV Property + Others	\$ 104,458.70
V293	9/11/2023	Linfox Armaguard PL	ATM Top Up Sept & Oct	\$ 564.09
V294	9/11/2023	MetroCount	Batteries for Road Counter	\$ 99.00
V295	9/11/2023	Mineral Crushing Svc WA PL	122.95T Aggregate for Roads	\$ 5,409.80
V296	9/11/2023	Omnicom Media Group Aust	2023 Extra-Ordinary Election Call for Nominations	\$ 816.77
V297	9/11/2023	Royal Life Saving WA PL	Aquatic Facility Compliance Assessment (Travel)	\$ 409.75
V298	9/11/2023	Shire of Cunderdin	Annual Subscription Online Training Platform	\$ 426.00
V299	9/11/2023	Synergy	Bulk Accounts	\$ 7,401.72
V300	9/11/2023	Telstra	Bulk Accts Mob & SES + Bulk Messaging \$164.75	\$ 941.13
V301	9/11/2023	Watershed Water Systems	Oval Pop-ups + Retic Spares	\$ 1,440.80
V302	9/11/2023	Truck Centre WA PL	KD018 Replace Air Dryer Assembly & Thermostatic Bypass Valve for Engine Brake	\$ 4,983.82
V303	9/11/2023	WA Contract Ranger Services	Ranger Services Inc Travel 17/10 & 26/10/23	\$ 679.25
V304	9/11/2023	Wongan Boekeman Toyota	00KD Service	\$ 607.71
			GRAND TOTAL	\$ 824,608.20
Credit Card				
V237	10/10/2023	Rent a Satphone	Monthly Satphone Rental x 2	\$ 44.00
	3/10/2023	Crisp Wireless	Admin Office, ES, CEO, DCEO & WS Internet	\$ 680.90
	22/09/2023	Country Comfort	Meals WS	\$ 158.57
	21/09/2023	Powerhouse Midland	Water Pump Gardeners Use	\$ 1,155.00
	20/09/2023	Crown Metropol	Local Govt Conference Accommodation & Meals	\$ 439.66
	20/09/2023	Supercheap Auto	P200 Phone Set Up	\$ 109.98
	20/09/2023	Country Comfort	Accommodation WS	\$ 460.00
	18/09/2023	Crown Metropol	Local Govt Conference Accommodation & Meals	\$ 4,344.06
				\$ 7,392.17



SHIRE OF KOORDA

LOCAL PLANNING SCHEME No. 3

AMENDMENT No. 2

Inserting an Additional Use – 'Workforce accommodation'
and 'Office' into Schedule 2 – Additional Uses, for Ptn Lot 19
Orchard Street, Koorda

November 2023

PLANNING AND DEVELOPMENT ACT 2005

RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

SHIRE OF KOORDA - LOCAL PLANNING SCHEME NO. 3

AMENDMENT NO. 2

Resolved that the local government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

- 1. Inserting an Additional Use – ‘Workforce accomodation’ and ‘Office’ into Schedule 2 – Additional Uses, for Ptn Lot 19 Orchard Street, Koorda and amending the scheme maps accordingly.**

The Amendment is standard under the provisions of the Planning and Development (*Local Planning Schemes*) Regulations 2015 for the following reasons:

- The amendment relating to the additional uses do not prejudice the objectives identified in the scheme for that zone or reserve;
- The amendment is consistent with the Shire of Koorda *Local Planning Strategy (2014)* in supporting the rural pursuits of the community and the broader local economy;
- The land the subject of the amendment does not directly abut any existing sensitive land uses and has minimal potential to impact on surrounding land uses;
- The ‘Additional Use’ will establish a framework that requires subsequent planning to deliver the proposed office facility in a manner which accords with the surrounding (existing) community.

Dated this day of 20

.....

CHIEF EXECUTIVE OFFICER

PLANNING AND DEVELOPMENT ACT 2005

SHIRE OF KOORDA - LOCAL PLANNING SCHEME NO. 3

AMENDMENT NO. 2

SCHEME AMENDMENT REPORT

CONTENTS

- 1.0 BACKGROUND**
- 2.0 PLANNING DISCUSSION**
 - 2.1 Concept Plan
 - 2.2 Traffic and Movement
 - 2.3 Service Infrastructure
 - 2.4 Subsequent Information
- 3.0 CONCLUSION**

APPENDICES

- Appendix 1 Site Concept Plan & Office Plans (CBH Group)
- Appendix 2 Transport Impact Statement (Shawmac)
- Appendix 3 Engineering Servicing Report (McDowall Affleck)
- Appendix 4 Existing Development Approval for Workforce Accommodation (Shire of Koorda)

1.0 BACKGROUND

The site (Lot 19) is 4ha, with the the proposed amendment area measuring approximately 2.3ha and is located 600m south of the Koorda town centre. The amendment area is bound by Orchard Street to the south, Aitken Road to the west, Parks and Recreation reserve to the north and undeveloped Residential zoned land to the east. The site comprises a vacant, undeveloped land parcel and is largely cleared of vegetation.

On 13 February 2023, the Shire approved a development application for a 24-person workforce accommodation facility over the same subject site. The accommodation facility and associated amenities including common facilities, a kitchen and laundry, 27-bay car parking area and an effluent disposal system located central to the site. The proposed amendment will facilitate the development of the proposed office facility to the immediate east of the approved workforce accommodation facility.

CBH has over 130 sites across the State which together receive, handle, store and outload approximately 90 percent of Western Australia's grain harvest. CBH are seeking to develop a 24-person workforce accommodation and office facility to support their activities in the Koorda townsite. The proposed development would locate CBH's administrative facilities within the Koorda townsite and in close proximity to the existing grain handling facility, located 100m to the west along Aitken Road.

Pre-lodgement discussions with the Shire and DPLH were undertaken in December 2022 on the workforce accommodation and office proposal. Both the Shire and DPLH were generally supportive of the proposed 'Office' land use on the site and the associated amendment to LPS 3 to include this as an Additional Use.

Shire of Koorda of Local Planning Scheme No. 3 (LPS3)

The site is zoned 'Residential' under the Shire's LPS3, with 'Office' listed as an 'X' use in the Residential zone. To facilitate the intended development and allow for the development of an office use on the site, an amendment to the Shire's LPS3 is therefore required.

As LPS 3 does not include a specific definition for 'Office', the definition provided in the Model Provisions (Schedule 1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* applies. Accordingly, 'Office' "means premises used for administration, clerical, technical, professional or similar business activities." Despite being defined in LPS3, 'Workforce Accommodation' is not identified within the Zoning Table, as reflected in the recent development approval over the site which was approved as a "use not listed".

The Additional Uses to the existing 'Residential' zoning has been acknowledged as the most appropriate tool to guide future such development of the site, whilst continuing the existing Residential zoning.

As Australia's largest co-operative and a leader in the Australian grain industry, with operations extending along the value chain from grain storage, handling, transport, marketing and processing CBH's continued operation in the Koorda site is not only beneficial but critical to the Shire's broader rural activities. CBH's proposed office facility further supports this notion, in that it will provide ongoing support for the rural pursuits of the local economy.

Accordingly, this amendment to LPS3 proposes to introduce an Additional Use of 'Office' and 'Workforce' for the site, with the scheme map and text to be modified to reflect. The LPS 3 Zoning Plan, shown in Figure 1, shows both current and proposed zoning. Schedule 2 – Additional Uses of LPS3 will be amended to incorporate the additional 'Office' use.

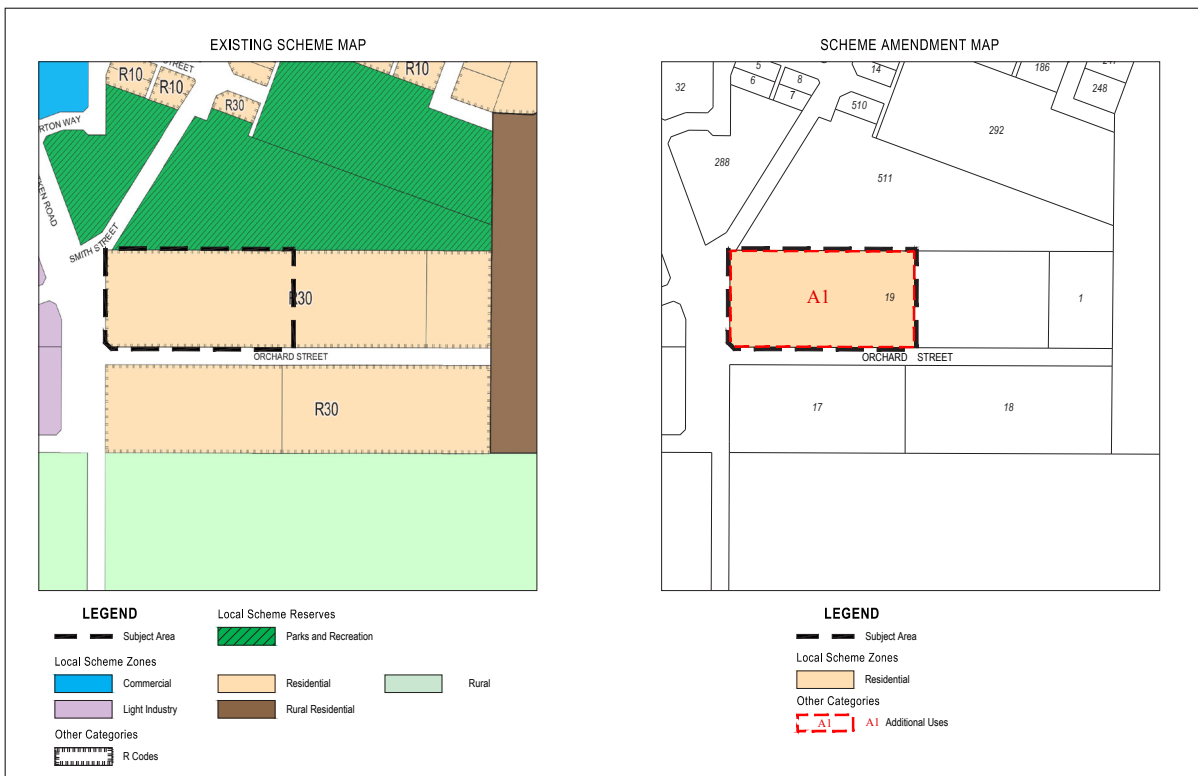


Figure 1 - Existing and Proposed Local Planning Scheme No.3 Map (Shire of Koorda - Lot 19 Orchard Street, Koorda)

Standard Amendment

Part 5, Clause 34(i) of the *Planning and Development (Local Planning Scheme) Regulations 2015* ('the Regulations') states that a local scheme amendment is defined as 'standard' if the amendment is consistent with:

- Any local planning strategy for the locality.
- The region planning scheme.
- Poses minimal impact on land in the area which is not subject to the amendment.
- Does not result in any significant environmental, social, economic or governance impacts.

In providing the framework to support development that supports the local economy, the Amendment delivers a range of social and economic benefits for the Koorda community without having any impact on the surrounding environment. The proposed amendment does not preclude the ability to accommodate future residential development over the site, given the underlying 'Residential' zoning and the balance of lot 19 which provides up to 1.7ha of unencumbered residential land. As such, the Amendment does not have any significant impact on residential land supply in Koorda and is appropriate in the context of the limited demand for residential land as outlined in the Shire's Local Planning Strategy (2014).

The Amendment which looks to introduce a much needed function to support the nearby rural pursuits, has a negligible impact on the amenity of the locality and such it is requested that the Shire confirm that the Amendment will be defined as 'standard' and will be processed in accordance with the procedures set out in Part 5; Division 4 of the Regulations.

2.0 PLANNING DISCUSSION

The following documentation has been prepared in support of the amendment:

- Concept Plans;
- Traffic Impact Statement (Shawmac); and
- Engineering Servicing Report (McDowall Affleck).

These supporting documents are discussed in further detail below.

2.1 Concept Plan

A concept plan has been prepared for the site in support of the Amendment (refer Appendix 1), at the request of the Shire, and demonstrates how the office facility can be developed in conjunction with the approved workforce accommodation facility and that all relevant planning considerations for the site can be addressed as part of a future comprehensive development application.

The concept plan has been informed by discussions with the Shire as part of the approval process for the workforce accommodation facility, who provided input on the general location of units, parking and drainage infrastructure.

It should be emphasised that the location of the office is indicative and is ultimately subject to detailed planning and design, and further consultation with the Shire of Koorda as part of a comprehensive development application. Further discussion is provided below on matters that will be refined as part of the subsequent planning for the site.

Key aspects that have been considered in preparing the concept plan include:

- A new office building (approx. 380m²) located just east of the approved workforce accommodation facility;
- The building includes a number of dedicated office spaces, meeting rooms and toilet facilities;
- The office will include an additional car park with 10 car parking bays, in addition to the approved 27 bay car park for the workforce accommodation facility;
- An existing vehicular access point along the southern boundary of the site from Orchard Street;
- The office will be operational year round;
- A maximum of 15 staff members to use the office at any given time; and
- The location of leach drains and associated sewerage treatment system will be in accordance with the existing workforce accommodation approval, north of the accommodation blocks.

2.2 Traffic and Movement

A Traffic Impact Statement (TIS) has been prepared by Shawmac (Appendix 2) demonstrating that the site is well connected to the surrounding road network and that the proposed facility will not result in significant changes to traffic movements on the surrounding road network.

As shown on the concept design, vehicular access is to be taken via the existing crossover on Orchard Street along the southern boundary of the site. This will provide direct access to the Koorda townsite via Aitken Road.

The proposed office is estimated to have a negligible impact on the existing road network, and is expected to generate only 7 vehicle movements during the morning peak hour and 9 vehicle movements during the afternoon peak hour which is able to be adequately accommodated within the existing capacity of the road network.

The TIS also demonstrates that the site is able to be provided with the appropriate level of parking, sightlines and maneuvering areas. Specifically, the office is expected to be serviced by an additional 10 car bays to support the existing 27 bays currently servicing the workforce accommodation facility. It is noted that whilst the TIS references 13 bays for the office component, an additional 3 bays were subsequently included as part of the workforce accommodation facility approval. This will result in a total of 37 bays across the site for both components of the development, as recommended by the TIS. This is considered more than adequate in satisfying the operational demands of the future office facility. These matters will ultimately be refined and determined as part of detailed designs that will be lodged as part of a subsequent development application.

Further detail is provided as part of Shawmac's Transport Impact Statement enclosed as Appendix 2.

2.3 Service Infrastructure

The Engineering Services Report prepared by McDowall Affleck (refer Appendix 3) clearly demonstrates that the site can be provided with all essential services in an efficient, timely and economical manner.

In most cases the provision of services is simply a logical expansion of the existing infrastructure network, with all service networks, except for sewer, proven to have the capacity to accommodate the development of the site. These specifically relate to the provision of water, power, drainage and telecommunications infrastructure.

The proposed office facility is expected to utilise an on-site wastewater disposal system to manage and dispose wastewater on site, in conjunction with the approved workforce accommodation facility. It is noted that the Engineering Services Report incorrectly outlines that the Koorda town site is not provided with a reticulated sewerage network, however further investigations have shown that there is an existing system. Notwithstanding this, the site is not within a Sensitive Sewage Area or a Public Drinking Water Source Area according to the Department of Water and Environmental Regulation, allowing for onsite effluent disposal on site. Given the size of the site, the system is capable of ensuring adequate separation away from the proposed facilities, which is to be cited just north of the workforce accommodation facility in accordance with the existing development approval. The Services Report confirms that the design of the effluent disposal system has considered the capacity demands of both the workforce accommodation and office facilities, which are capable of being accommodated by the same system. This will be considered as part of a subsequent development application which will have to be considered by the Department of Health prior the office facility being approved.

In terms of drainage, due to the clay soils on-site, infiltration via soak-wells are not viable and instead stormwater run-off generated from the buildings and carpark is expected to be conveyed to a small detention basin in the north-west portion of the site in lieu of soak wells. Drainage flows will be conveyed by either pit and pipe or open swales and will be further considered as part of future detailed designs.

In terms of water supply, an existing water main is located along the southern boundary of the site along Orchard Street with the site able to be connected in a relatively straightforward manner. The Water Corporation has advised that the total peak water demand may have an effect on pressure and supply but that there are options to counter this impact should they arise. These options will be explored as part of future detailed design.

The site can be easily connected to power via the existing Western Power infrastructure along the western side of Aitken Road (overhead low and high voltage power lines), which is serviced by the Western Power Cunderdin substation which has sufficient capacity in the short term. Further investigations into electricity demand for the office facility in the context of the long-term capacity of the network will be undertaken to determine whether an on-site power solution or further upgrades to the nearby network are required. This will be further considered as part of future detailed designs and addressed prior to the development application stage.

2.4 Subsequent Information

This amendment provides the necessary planning framework for the office and workforce accommodation facility to be developed. Further information relating to the final design will be provided as part of a comprehensive development application once the zoning is in place. These include:

- Bushfire Management Plan; and
- Plans and Elevations.

These matters ultimately cannot be resolved until detail designs have been finalised, which in turn can only progress once the additional use has been introduced to the 'Residential' zone in Local Planning Scheme No. 3.

3.0 CONCLUSION

The amendment to the Shire of Koorda Local Planning Scheme No. 3, which proposes to introduce an additional 'Office' 'Workforce accommodation' use, will ensure that the local scheme is able to accommodate the intended land use for the site, providing much needed administrative support for CBH ongoing operations that which underpin the farming and rural pursuits of Koorda and its surrounds. The 'Additional Use' will facilitate a comprehensive development application, which provides the mechanism to address the design and spatial arrangement of the office facility.

PLANNING AND DEVELOPMENT ACT 2005
SHIRE OF KOORDA - LOCAL PLANNING SCHEME NO. 3
AMENDMENT NO. 2

The Shire of Koorda under and by virtue of the powers conferred upon it in that behalf by the *Planning and Development Act 2005* hereby amends the above Local Planning Scheme by:

Amending Schedule 2 – Additional uses by;

- a. Deleting the words 'There are no additional uses that apply to the Scheme';
- b. Inserting a new Additional Use – 'Workforce accommodation' and 'Office' for Ptn Lot 19 Orchard Street, Koorda, as shown in the table below;

No.	Description of land	Additional use	Conditions
1	Ptn Lot 19 Orchard Street, Koorda	<ul style="list-style-type: none">• Workforce accommodation• Office	<ul style="list-style-type: none">• All development is subject to a Development Approval.

- c. Amending the Scheme maps accordingly.

Adopted by resolution of the Council of the Shire of Koorda at the Ordinary meeting of the Council held on the day of 20

..... PRESIDENT

..... CHIEF EXECUTIVE OFFICER

Adopted for final approval by resolution of the Shire of Koorda at the meeting of the Council held on the day of and the Common Seal of the Shire of Koorda was hereunto affixed by the authority of a resolution of the Council in the presence of:

..... PRESIDENT

..... CHIEF EXECUTIVE OFFICER

Recommended/Submitted for final approval

.....

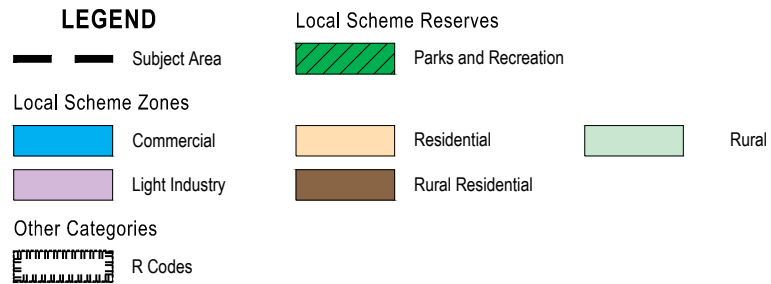
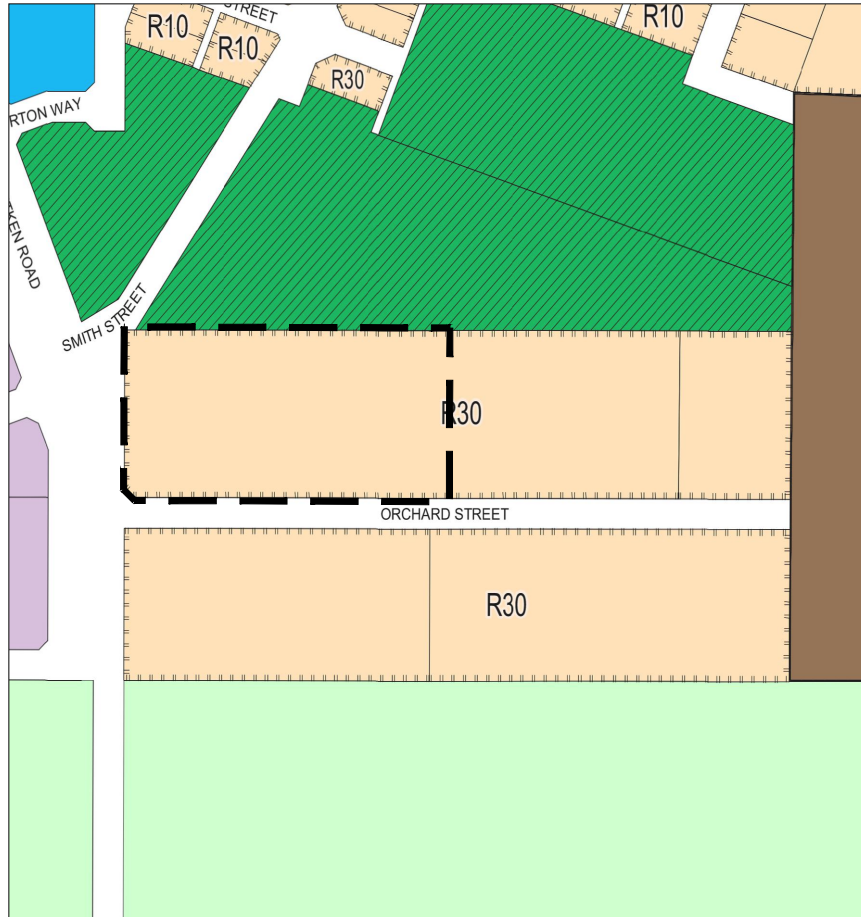
DELEGATED UNDER S.16 OF PD ACT 2005

DATE

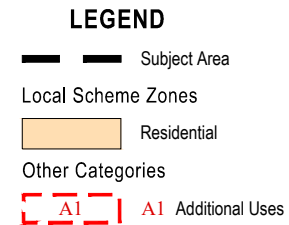
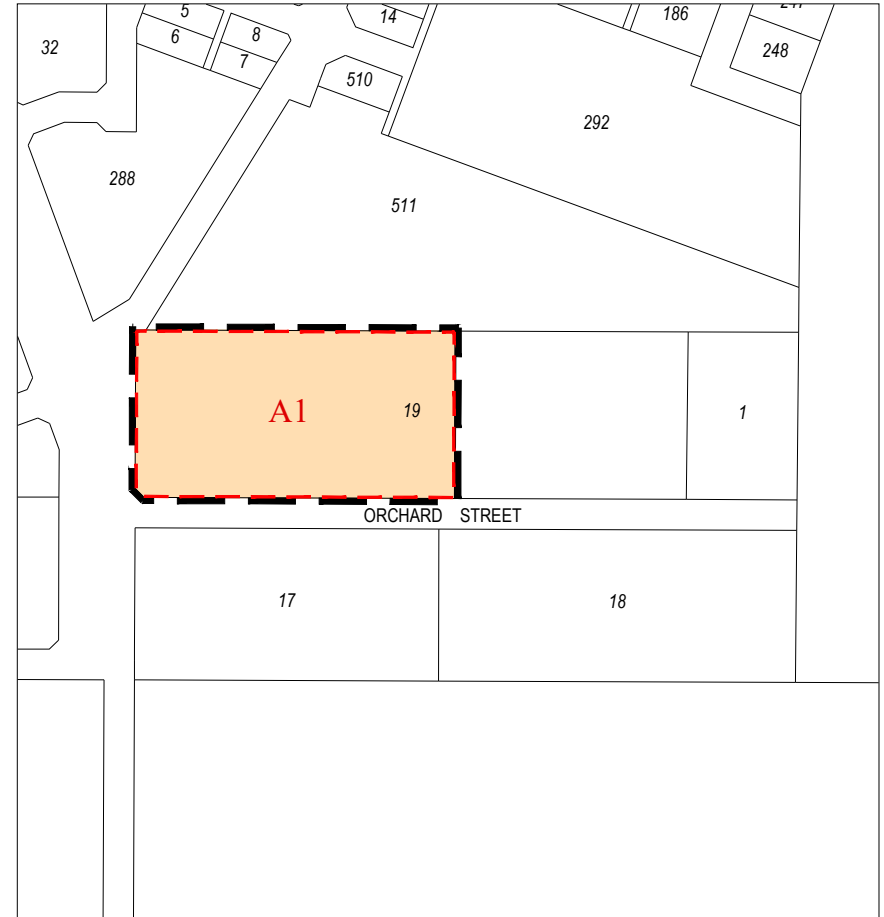
Final Approval Granted

MINISTER FOR PLANNING DATE

EXISTING SCHEME MAP



SCHEME AMENDMENT MAP



APPENDICES

- Appendix 1 Site Concept Plan & Office Plans (CBH Group)
- Appendix 2 Transport Impact Statement (Shawmac)
- Appendix 3 Engineering Servicing Report (McDowall Affleck)
- Appendix 4 Existing Development Approval for Workforce Accommodation (Shire of Koorda)

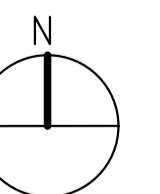
APPENDIX 1

Site Concept Plan & Office Plans (CBH Group)



LEGEND

- 01 OFFICE
- 02 FEMALE ABLUTIONS
- 03 MALE ABLUTIONS
- 04 BEER, COMMS & CLEANER ROOM
- 05 ENTRY
- 06 MEETING ROOM
- 07 MAINE OFFICE
- 08 OPEN PLAN



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REF DRAWING No.	REFERENCE DRAWING TITLE	REV	DATE	REVISION DESCRIPTION	BY	CHK'D	APP'D
		C					
		B					
				ISSUED FOR REVIEW			

SCALE	DRAWN	A BROWM	30.06.22	TITLE	KOORDA INFRASTRUCTURE PLANNING OFFICE FLOOR PLAN	
SHEET	CHECKED			DRG No		
PROJECT	DESIGNED			SHEET	1 OF 1	REV. 0
CONTRACT No	DESIGN APPR					
CW6997	PROJECT APPR					

LOT 511
DP55425

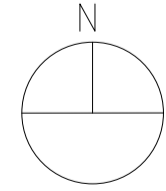
SMITH STREET

ORCHARD STREET

ORCHARD STREET

LOT 17
D8882

LOT 18
D8882



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REF DRAWING No.	REFERENCE DRAWING TITLE	REV	DATE	REVISION DESCRIPTION	BY	CHK'D	APP'D
		0	27.03.23	ISSUED FOR BUILDING PERMIT			

SCALE	DRAWN	A JONES	29.09.22
SHEET A1	CHECKED		
PROJECT	DESIGNED		
CONTRACT No	DESIGN APPR		
	PROJECT APPR		

TITLE	DRG No	SHEET	REV.
KOORDA INFRASTRUCTURE PLANNING ACCOMMODATION SITE PLAN	373-3142-GN-STD-001	1 OF 4	0

APPENDIX 2

Transport Impact Statement (Shawmac)



Transport Impact Statement

Project:	Proposed Accommodation Development 1 Orchard Street, Koorda
Client:	CBH Group
Author:	Paul Nguyen
Date:	26 th July 2023
Shawmac Document #:	2212011-TIS-001

CONSULTING CIVIL AND TRAFFIC ENGINEERS
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ISO 9001 QUALITY
Certified System



Document Status: Client Review

Version	Prepared By	Reviewed By	Approved By	Date
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1. Introduction

1.1. Proponent

Shawmac has been engaged by CBH Group to prepare a Transport Impact Statement (TIS) for a proposed accommodation development in Koorda.

This TIS has been prepared in accordance with the Western Australian Planning Commission (WAPC) *Transport Impact Assessment Guidelines Volume 4 – Individual Developments*. The assessment considers the following key matters:

- Details of the proposed development.
- Vehicle access and parking.
- Provision for service vehicles.
- Daily traffic volumes and vehicle types.
- Traffic management on frontage streets.
- Public transport access.
- Pedestrian access.
- Cycle access
- Site specific and safety issues.

1.2. Site Location

The site address is 1 Orchard Street, Koorda. The local authority is the Shire of Koorda.

The general site location is shown in **Figure 1** and an aerial view of the site is shown in Figure 2.



Figure 1: Site Location



Figure 2: Aerial View (July 2022)

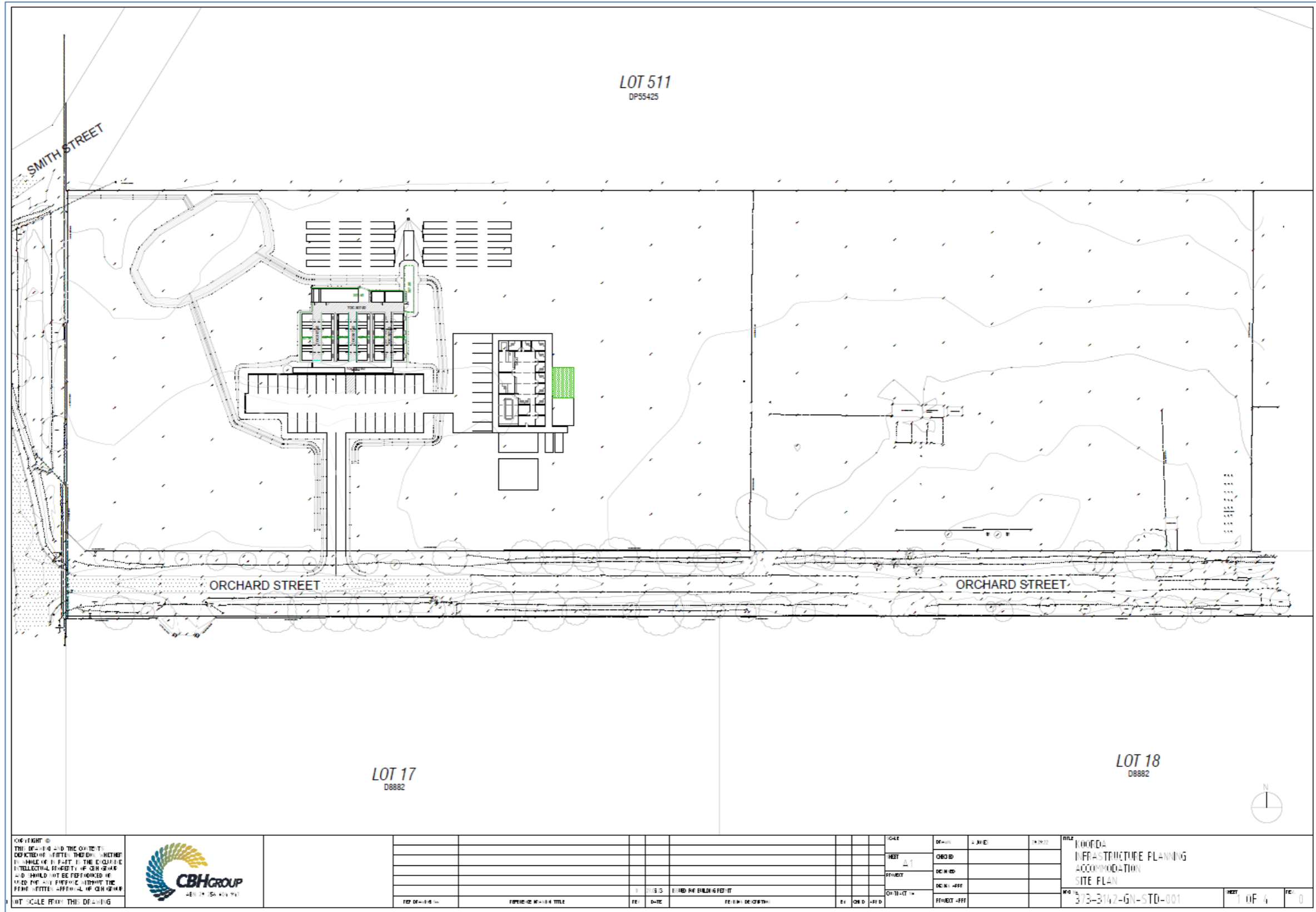


2. Proposed Development

CBH propose to construct an accommodation development on the western portion of the site comprising 24 rooms, a laundry/kitchen, a common room and parking for 27 cars. The development will be occupied by CBH workers who will travel to and from the nearby CBH site.

A future office building is proposed to the east of the accommodation site with an additional car park for 10 cars.

The proposed site plan is shown in **Figure 3**.



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		PROJECT TITLE: [Project Name]		CLIENT: [Client Name]		LOCATION: [Location]		PROJECT NO.: [Project Number]		DRAWN BY: [Name]		CHECKED BY: [Name]		SCALE: 1:1000		NO. OF SHEETS: 4		SHEET NO.: 1 OF 4		REV: 0	

Figure 3: Site Layout

3. Traffic Management on Frontage Streets

3.1. Road Network

3.1.1. Existing Road Layout and Hierarchy

The layout and hierarchy of the existing local road network according to the Main Roads WA *Road Information Mapping System* is shown in **Figure 4**.

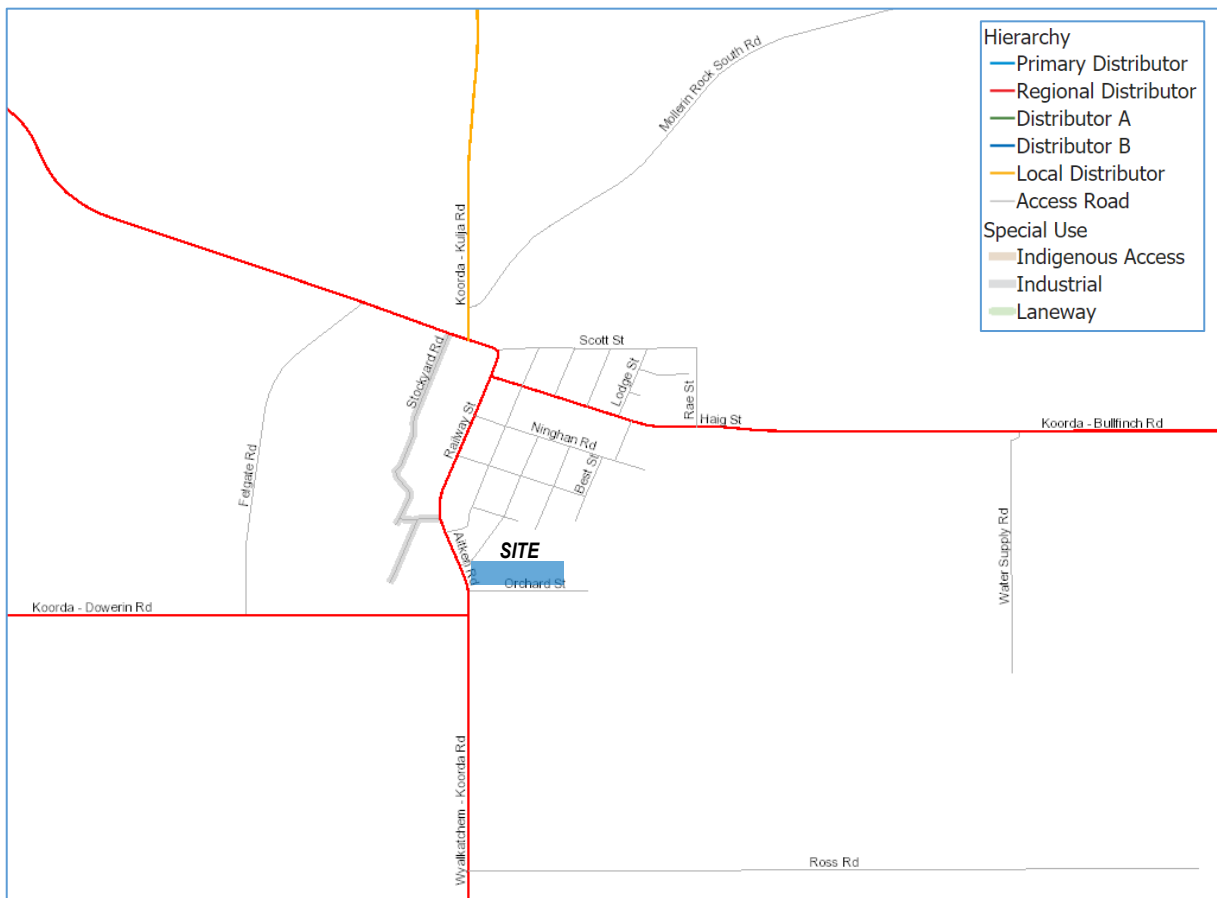


Figure 4: Existing Road Network Hierarchy

3.1.2. Speed Limits

The speed limits are shown in **Figure 5**.

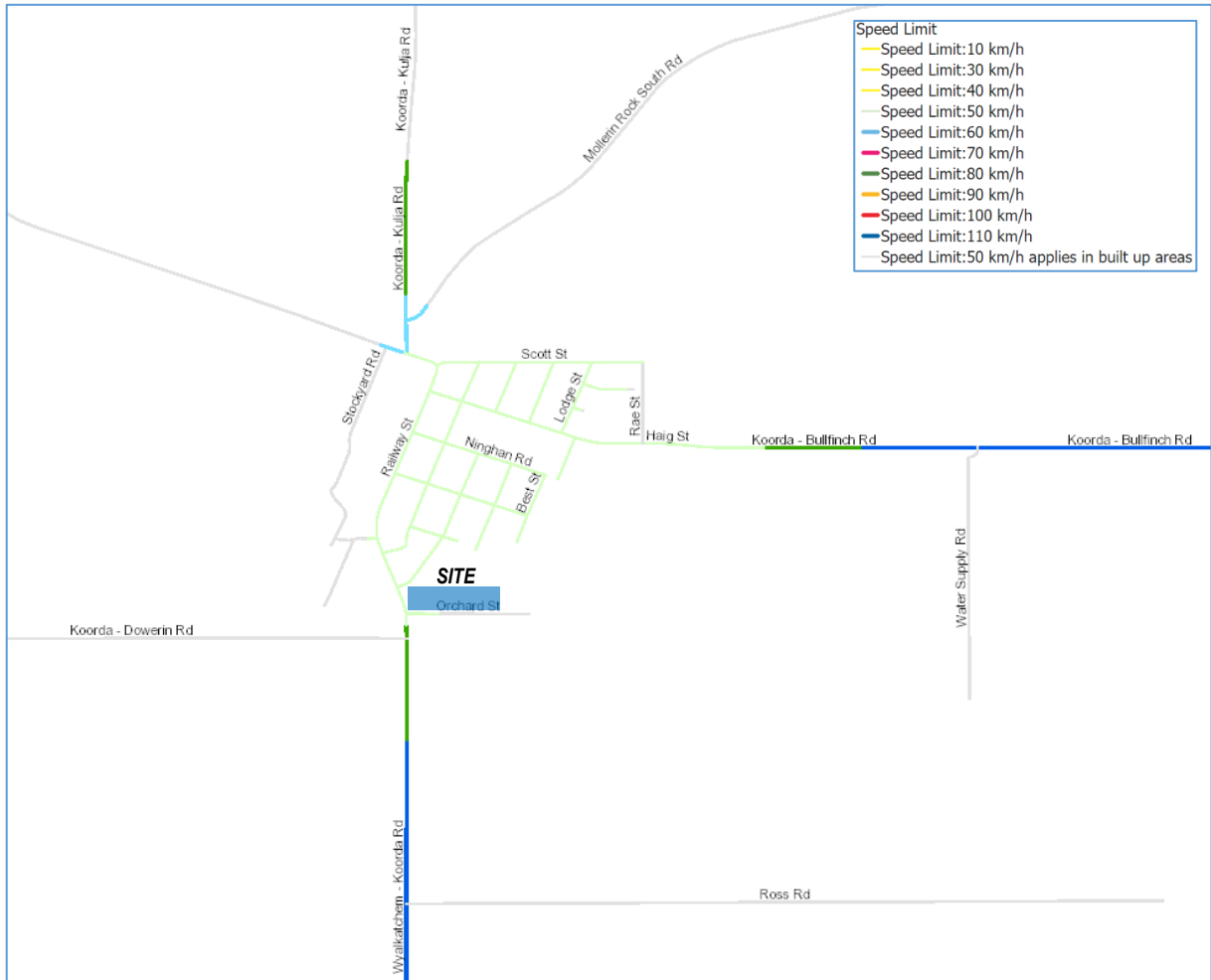


Figure 5: Existing Speed Limits

3.2. Traffic Volumes

The latest traffic volumes along Wyalkatchem-Koorda Road were obtained from Main Roads WA *Traffic Map* as summarised in **Figure 6**.

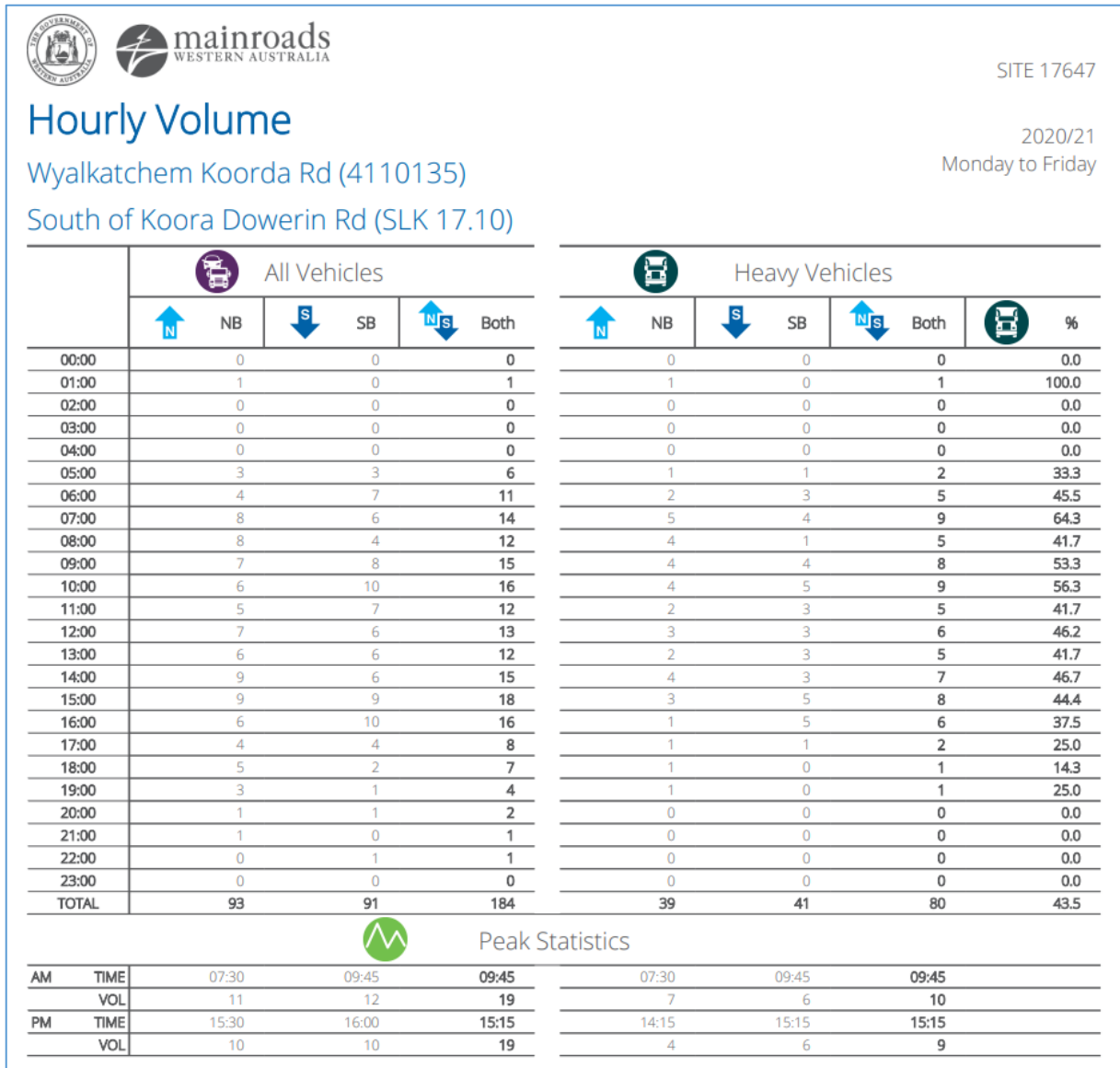


Figure 6: Traffic Volumes – Average Weekday (2021/2022)



Hourly Volume

Wyalkatchem Koorda Rd (4110135)

2020/21

Weekend

South of Koora Dowerin Rd (SLK 17.10)

	All Vehicles				Heavy Vehicles				
	NB	NB	SB	Both	NB	NB	SB	Both	%
00:00	0	0	0	0	0	0	0	0	0.0
01:00	0	1	0	1	0	1	0	1	100.0
02:00	0	0	0	0	0	0	0	0	0.0
03:00	0	0	0	0	0	0	0	0	0.0
04:00	0	0	0	0	0	0	0	0	0.0
05:00	0	0	0	0	0	0	0	0	0.0
06:00	1	2	0	3	1	1	0	2	66.7
07:00	3	6	0	9	1	2	0	3	33.3
08:00	5	6	0	11	3	2	0	5	45.5
09:00	5	3	0	8	1	1	0	2	25.0
10:00	3	4	0	7	1	0	0	1	14.3
11:00	4	3	0	7	1	1	0	2	28.6
12:00	4	4	0	8	1	0	0	1	12.5
13:00	5	3	0	8	2	1	0	3	37.5
14:00	3	5	0	8	1	3	0	4	50.0
15:00	3	3	0	6	0	0	0	0	0.0
16:00	3	4	0	7	0	1	0	1	14.3
17:00	6	4	0	10	1	1	0	2	20.0
18:00	3	1	0	4	0	0	0	0	0.0
19:00	2	2	0	4	1	1	0	2	50.0
20:00	0	1	0	1	0	0	0	0	0.0
21:00	1	1	0	2	0	0	0	0	0.0
22:00	0	0	0	0	0	0	0	0	0.0
23:00	0	0	0	0	0	0	0	0	0.0
TOTAL	51	53	0	104	14	15	0	29	27.9

Peak Statistics

AM	TIME	08:15	07:15	08:00	08:00	06:30	08:00
	VOL	6	7	11	3	3	5
PM	TIME	17:15	16:30	16:45	12:15	14:00	14:00
	VOL	6	6	11	3	3	4

Figure 7: Traffic Volumes – Average Weekend (2021/2022)

4. Vehicle Access and Parking

4.1. Access

Vehicle access is proposed via new crossover on Orchard Street as shown in **Figure 8**. All vehicles will travel to and from the site via the Wyalkatchem-Koorda Road / Orchard St intersection which is a standard T-intersection.

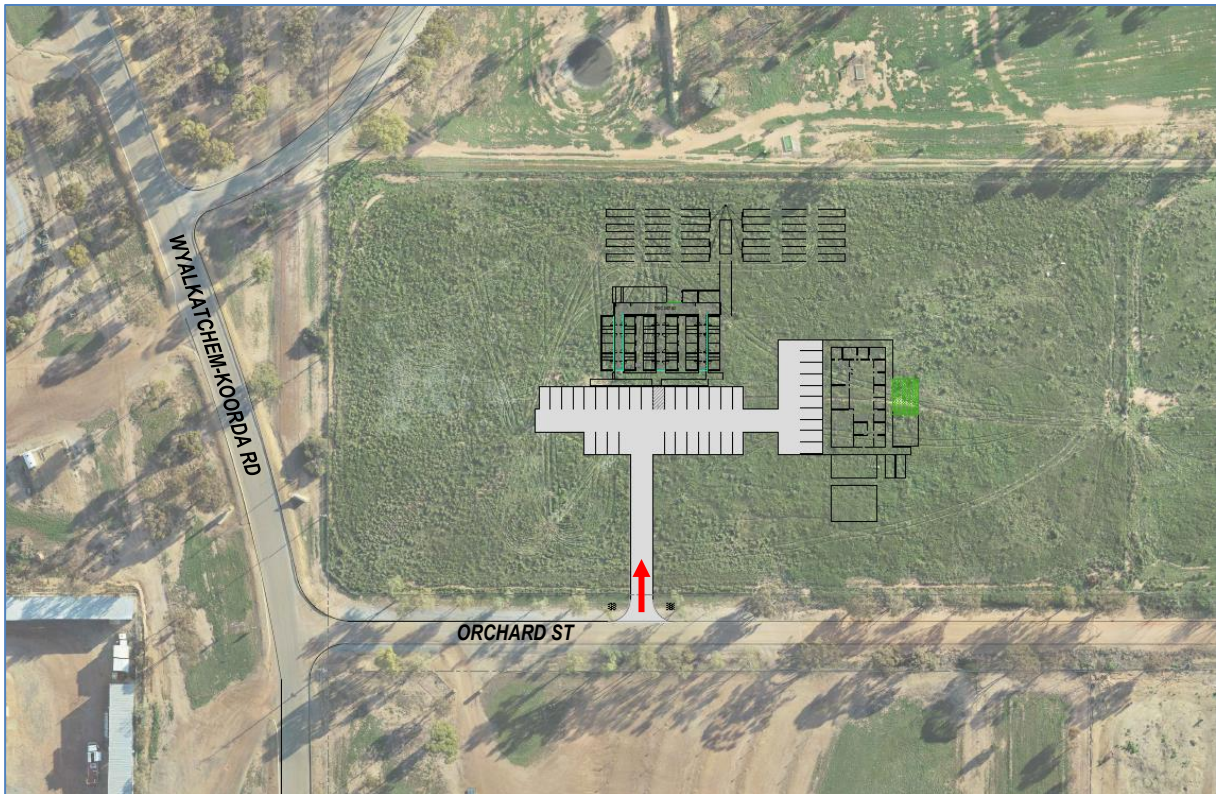


Figure 8: Vehicle Access Arrangement

4.2. Sight Distance

Sight distance requirements from vehicle exit points are defined in Figure 3.2 of Australian Standard AS2890.1-2004 *Parking facilities Part 1: Off street car parking* (AS2890.1) which are based on the Austroads Stopping Sight Distance (SSD).

There is no posted speed limit along Orchard Street and according to the Main Roads WA *Road Information Mapping System*, a 110km/h speed limit would apply, assuming that the area is not considered to be a built up area. However, considering the proximity of the access to Wyalkatchem-Koorda Road and transition from a sealed road to the east of the site access, the actual travel speed in the vicinity of the site access is expected to be much lower. At this stage, the frontage road speed is assumed to be 70km/h which would require a minimum 85m of SSD.

The sight distance check is shown in **Figure 9**. As shown, assumed 85m sight distance is achieved at the proposed vehicle access in both directions.

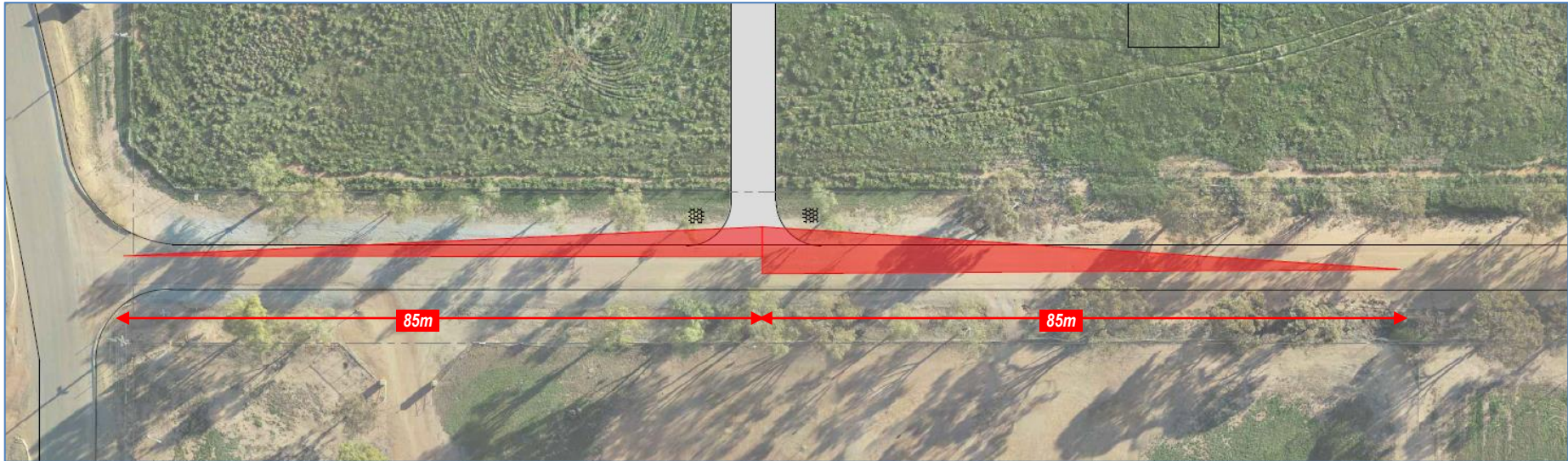


Figure 9: Sight Distance Check – Orchard Street

4.3. Car Parking

The development plan indicates a total provision of 37 car parking bays on the site. 27 bays will be provided initially with the accommodation development and then 10 bays will be added when the office is constructed.

4.3.1. Planning Scheme Requirements

The car parking requirements for developments in the Shire of Koorda are outlined in the Shire's Local Planning Scheme. The closest applicable uses would be Motel which requires 1 bay per unit plus 1 bay per 25m² of service area and Office which requires 1 bay for every 30m² of plot ratio area.

Based on the proposed 24 rooms, 24 bays would be required for guests. The service area is not known but it is considered that 1 or 2 additional spaces for any maintenance or operating staff should be sufficient. It is understood that staff movements are expected to occur only during the day when workers are away from the site and so the proposed 27 bays would be sufficient.

For the future office building, the area of 380m² building area would require 13 bays. It is recommended to consider providing additional bays to meet the minimum requirements or to confirm the expected number of staff and provide parking accordingly.

4.3.2. Parking Design

The parking layout will need to comply with the requirements of Australian Standard AS2890.1. The user class will depend on the purpose of the bay as detailed in **Figure 10**.

User class	Required door opening	Required aisle width	Examples of uses (Note 1)
1	Front door, first stop	Minimum for single manoeuvre entry and exit	Employee and commuter parking (generally, all-day parking)
1A	Front door, first stop	Three-point turn entry and exit into 90° parking spaces only, otherwise as for User Class 1	Residential, domestic and employee parking
2	Full opening, all doors	Minimum for single manoeuvre entry and exit	Long-term city and town centre parking, sports facilities, entertainment centres, hotels, motels, airport visitors (generally medium-term parking)
3	Full opening, all doors	Minimum for single manoeuvre entry and exit	Short-term city and town centre parking, parking stations, hospital and medical centres
3A	Full opening, all doors	Additional allowance above minimum single manoeuvre width to facilitate entry and exit	Short term, high turnover parking at shopping centres
4	Size requirements are specified in AS/NZS 2890.6 (Note 2)		Parking for people with disabilities

Figure 10: Classification of Parking Facilities



Resident parking (long-term parking) would be classified as User Class 1A. A summary of the AS2890.1 parking requirements is detailed in **Table 1**.

Table 1: AS2890.1 Car Parking Compliance

Dimension	Requirement	Provided
90 degree parking – Class 1 – Long Term Parking (Residents)		
Car Bay Width	2.4m	3.0m
Car Bay Length	5.4m	6.0m
Parking Aisle Width	5.8m	6.0m

All proposed parking bays are 3.0m wide, 6.0m long and the parking aisles is 6.0m. The key parking dimensions are compliant with AS2890.1.

4.4. Bicycle Parking

The proposed use is unlikely to generate any demand for cycling and so the provision of bicycle parking or end of trip facilities is not considered to be warranted.

4.5. Provision for Service Vehicles

Waste is proposed to be collected from the site on a fortnightly basis.

A vehicle swept path analysis has been undertaken in Autodesk Vehicle Tracking to check the manoeuvring of waste vehicles through the site crossover. The analysis has been undertaken using a vehicle template for a typical 10m long waste collection vehicle.

The results of the analysis are shown in **Figure 11**. The analysis demonstrates that the site provides adequate room for the waste vehicle to enter and exit the site in a forward direction.

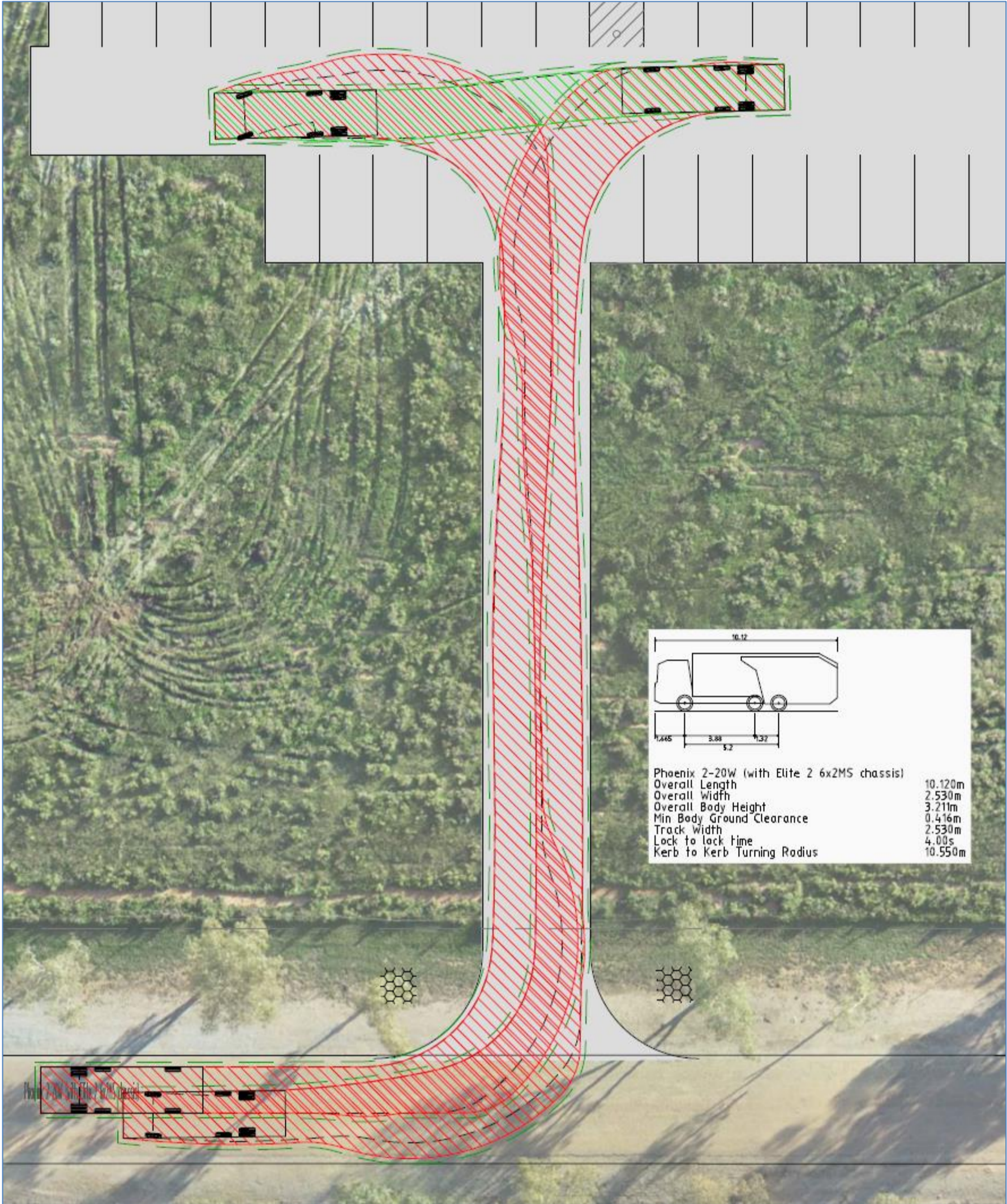


Figure 11: Swept Path Analysis

5. Traffic Generation

5.1. Accommodation

This component of the development will accommodate CBH workers who will travel to the nearby CBH facility in the morning between 5:30am and 6:00am and then return in the evening between 5:30pm and 6:00pm.

Assuming all workers drive individually, it is estimated that the accommodation component will generate approximately 24 vehicle movements during each peak hour, including 24 outbound vehicle movements during the morning peak hour and 24 inbound vehicle movements during the afternoon peak hour.

According to the WAPC TIA guidelines, an increase of between 10 to 100 peak hour vehicles is considered to have a low to moderate impact and is generally deemed acceptable without requiring detailed capacity analysis. The estimated 24 vehicles per hour is at the lower end of this range and so the development traffic is considered to have a low impact and can be accommodated within the existing capacity of the road network.

It is also noted that the current background traffic volumes along the road network are very low and the peak hours of the development do not coincide with the peak hours on the road network as indicated by the traffic data shown previously in **Figure 6** and **Figure 7**.

5.2. Office

The volume of traffic generated by the proposed office has been estimated using trip generation rates from the Institute of Transportation Engineers (ITE) *Trip Generation Manual 11th Edition* as detailed in **Table 2**.

Table 2: Proposed Development Vehicle Trip Generation

Land Use	Units	Quantity	Generation Rate			Number of Trips		
			Daily	AM Peak	PM Peak	Daily	AM Peak	PM Peak
Small Office Building (Land Use 712)	100m ² GFA	380m ² GFA	15.49	1.80	2.33	59	7	9

As shown, the proposed office is predicted to generate approximately 59 daily vehicle trips, including 7 vehicle trips during the morning peak hour and 9 during the afternoon peak hour. The estimated 7 to 9 vehicles per hour is at the lower end of the above range and so the office traffic is considered to have a low impact and can be accommodated within the existing capacity of the road network.



6. Pedestrian and Cyclist Access

There are no paths along Orchard Street or along the adjacent roads. Based on the location of the site and the proposed use, the demand for walking and cycling to and from the site would be minimal and so the provision of new paths or cycle lanes is not warranted by the proposed development.

7. Public Transport Access

There are no existing public transport services within reasonable walking distance of the site. All guests and visitors are expected to travel via private vehicle and so there is no demand for public transport.



8. Site Specific Issues and Safety Issues

8.1. Crash History

The crash history of the adjacent road network was obtained from the MRWA Reporting Centre including Orchard Street and the length of Wyalkatchem-Koorda Road between Railway Street and Ross Road. No crashes have been recorded on the above roads over the five-year period from January 2017 to December 2021 and so the crash history does not appear to indicate any major safety issues on the adjacent road network.

The proposed redevelopment itself will generate a low volume of additional traffic and there is no indication that the redevelopment would increase the risk of crashes unacceptably.

9. Conclusion

This Transport Impact Statement for the proposed accommodation development at 1 Orchard Street in Koorda concluded the following:

- It is estimated that the accommodation component would generate approximately 24 vehicle movements during each peak hour, including 24 outbound vehicle movements during the morning peak hour and 24 inbound vehicle movements during the afternoon peak hour. This volume of traffic is low and can be accommodated within the existing capacity of the road network with no major impact.
- The proposed office is predicted to generate approximately 59 daily vehicle trips, including 7 vehicle trips during the morning peak hour and 9 during the afternoon peak hour. This volume of traffic is also very low and can be accommodated within the existing capacity of the road network.
- The minimum sight distance requirement based on an assumed 70km/h frontage road speed is achieved from the proposed crossover on Orchard Street in both directions.
- The provision of 24 car bays would satisfy the parking requirement for guests. It is understood that staff movements are expected to occur only during the day when workers are away from the site and so the proposed 24 bays would be sufficient.
- For the future office building, the area of 380m² building area would require 13 bays. It is recommended to consider providing additional bays to meet the minimum requirements or to confirm the expected number of staff and provide parking accordingly.
- The key parking dimensions are compliant with AS2890.1.
- A vehicle swept path analysis demonstrates that the site provides adequate room for the waste vehicle to enter and exit the site in a forward direction.
- The crash history of the adjacent road network did not indicate any safety issue on the adjacent road network and there is no indication that the development would increase the risk of crashes unacceptably.
- It is expected that all residents and visitors will be accessing the site via a motor vehicle and so there is no demand for additional path infrastructure or public transport services.

APPENDIX 3

Engineering Servicing Report (McDowall Affleck)



ENGINEERING SERVICING REPORT

FOR

No. 1 Orchard Street, Koorda

Prepared by

McDOWALL AFFLECK PTY LTD

CONSULTING ENGINEERS | PROJECT MANAGERS



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1 INTRODUCTION

McDowall Affleck Pty Ltd have been commissioned by CBH Group to conduct an engineering servicing report to support the scheme amendment to allow for additional commercial land use over No. 1 Orchard Street Koorda herein referred to as the site.

The site is currently zoned as 'residential-R30' under the Shire of Koorda Town Planning Scheme No. 3, which can be accessed from the Department of Planning, Lands and Heritage (DPLH).

CBH have provided a proposed concept design of the office for 15 staff along with worksite accommodation including 24 beds, 24 bathrooms, kitchen, laundry and common room facilities. Refer to APPENDIX 1 – PROPOSED CBH KOORDA CONCEPT PLAN.

This report is based on data obtained through the provided geotechnical report and a desktop study of available information from records and discussion with relevant statutory authorities.

2 SURFACE FEATURES

2.1 Existing Features

The site is located approximately 300m south from the Koorda townsite, and currently zoned as residential. Refer to APPENDIX 2 – SHIRE OF KOORDA LOCAL PLANNING SCHEME NO. 3.

The site is approximately 4.05Ha in size, and best described as sparse grassland fields with light shrubbery and trees surrounding the site. An existing shed resides central within the eastern half and some stockpile sundry items within the south-eastern corner fronting Orchard Street. Refer to APPENDIX 3 – AERIAL PHOTO NO. 1 ORCHARD STREET KOORDA.

2.2 Land Surface

The site is relatively flat with two low points towards the north-western corner and on the northern side of Orchard Street within the eastern half of the site from the Site Plan in Appendix 1. Starting at approximately 307.5mAHD at the north-east and south-eastern corners, and gradually decreasing to 306.5mAHD at the low points. Due to the size of the site, this height difference could be considered as negligible and less than 1% in grade.

2.3 Existing Drainage

Currently, there is no notable drainage infrastructure within the site. Based off the contour information observed and small grade, it is expected that stormwater runoff will slowly follow the natural topography of the site. Most of the site would potentially flow towards the south-eastern corner of the site towards Orchard Street however this would be unlikely for minor storm events. It is expected that stormwater will infiltrate on site due to the small grade.

2.4 Roads

As shown in the aerial photo in Appendix 3, approximately 130m of Orchard Street is asphalted / sealed from Aitken Road and the remains a gravel road heading east for the remaining frontage of the site. There are no notable roads within the site, only access tracks from the gates and firebreaks surrounding the fencing of the site.

3 GEOTECHNICAL

CBH Group had engaged Galt Geotechnics to conduct a preliminary geotechnical report of the site in July 2022. Refer to APPENDIX 4 – GEOTECHNICAL STUDY NO. 1 ORCHARD STREET KOORDA.

As described in the geotechnical report and the fieldworks conducted, the subsurface conditions of the site were relatively consistent and comprised of:



- Sandy CLAY / Gravelly Sandy CLAY: low and medium plasticity, dark brown, with fine to coarse grained sand, with fine to medium grained, variably cemented gravel, trace roots, moist, extending from surface to a typical depth of 0.2m overlying,
- Sandy CLAY / Gravelly Sandy CLAY: low and medium plasticity, pale red brown and red brown, with fine to coarse grained sand, with fine to medium grained, variably cemented gravel, moist, extending to depths ranging from 0.7 – 1.3m.

The geotechnical report also indicated possible shallow rock that their borehole auger was not able to penetrate. Further investigation using larger plant / equipment may assist in determining the nature of the shallow rock or boulders encountered.

3.1 Groundwater

The Department of Water and Environmental Regulation (DWER) “Perth Groundwater Map” & “Water information reporting” mapping provides information on average and historical maximum groundwater levels around Western Australia.

Searching within the Koorda district, there seems to be no recent reporting of groundwater levels close to the site to give an approximate indication of the groundwater level. The geotechnical report did not encounter groundwater at the time of fieldwork investigation. Due to the shallow clayey soils, it is expected that water may perch on these soils following periods of significant rainfall, particularly during the winter months.

3.2 Acid Sulphate Soils

Acid Sulphate Soil (ASS) testing has not been conducted for the site and there is no known evidence for ASS risk assessments conducted within the Koorda region. As indicated by the geotechnical study, the site conditions were not consistent with general locations known to have ASS present such as wetland areas and saline inland areas.

Therefore, the risk of ASS occurrence is relatively low, and no further ASS investigation would be necessary.

4 EARTHWORKS

As per the provided geotechnical study, the site had been given a classification of “Class H-D” in its current state at the time of the investigation due to the design soil suction zone for the Koorda region, and potential thickness of medium plasticity Sandy CLAY / Gravelly Sandy Clay.

The geotechnical report describes further investigation and proving of in-situ rock may possibly improve the site classification to “Class M-D” or “Class S”.

Due to the clay soils encountered, the geotechnical report outlines difficulty of excavation during the wet winter months and recommends that this is done during the drier summer months.

It is expected that there would be minimal deep excavation within the site with exception for the wastewater tanks and drainage pits and pipes. Localised levelling would be required for the accommodation villas, common room and the area for the leach drains.

Importing of soils and disposal of the in-situ clay soil may be considered to improve the site working conditions. However, this will be reliant on the availability of soil material within the area to avoid increased importation expenses.



5 ROADS & CARPARKING

The only proposed road within the development would be for site access from Orchard Street and into the carpark. This would typically be 5.5m wide to allow for two-way entry / exit with the carparking bays sized in accordance with Australian Standard AS2890.1 – Parking Facilities Part 1: Off-street car parking.

6 STORMWATER DRAINAGE PLAN

The Shire of Koorda has no known stormwater management plan for the town of Koorda. As a guide we would expect stormwater to be discharged in its natural flow path at predevelopment flow rates. Due to the clay soils on-site, infiltration via soak-wells will not be viable and it would be best to convey stormwater away from the buildings.

As shown in the amended concept site plans, there is a proposed basin to be constructed within the north-western corner of the site. It is expected that stormwater run-off generated from the buildings and carpark will be conveyed to this point to slowly infiltrate into the ground.

Its anticipated that that run-off generated from the carpark, accommodation villas and the common room will be conveyed by pit and pipe system or open swales to a small detention basin to provide attenuation to limit outflows from the site to predeveloped flow rates at the north-western corner of the site.

7 WASTEWATER (EFFLUENT) DISPOSAL

There is no reticulated sewer infrastructure within the Shire of Koorda and it will be some time until Water Corporation's networks expands to this area. Therefore, wastewater will have to be managed and disposed of on-site. The geotechnical report had previously conducted permeability testing in accordance with Australian Standard AS1547:2012 'On-site domestic wastewater management', and a soil category 6 was given for the in-situ soils.

Category 6 soils present a lot of difficulty in managing due to the very low infiltration rate and large disposal area required. Wastewater would need to be managed via a secondary treatment before being discharged to an onsite effluent disposal field using drip irrigation or evapotranspiration-absorption (ETA) systems. Tables L1 and M1 from AS1547:2012 outline design loading rates (DLR) for ETA beds and drip irrigation respectively. For category 6 soils, the loading rates for ETA beds is 5mm/day and for drip irrigation is 2mm/day.

Following the Department of Health (DoH) 'Supplement to Regulation 29 and Schedule 9', for non-residential premises we would consider the proposed development to be very similar to mine-site accommodation camp units for a combined hydraulic loading rate of 180L/person/day.

Multiplying this value by the 24-person maximum occupancy gives a total of 4,320L/day. Example calculations for the required effluent disposal area using ETA beds show that 1,770m² would be required. Refer to APPENDIX 5 – ON-SITE WASTEWATER MANAGEMENT FOR ETA BEDS CALCULATIONS for additional details. The required effluent disposal increases to approximately 1,990m² considering an irrigation system to dispose of the effluent at a design loading rate of 2mm/day, refer to APPENDIX 6 – WATER BALANCE CALCULATION FOR DRIP IRRIGATION EFFLUENT DISPOSAL SYSTEM.

In this instance, we have not included the 15 office staff as part of the current wastewater calculations due to some current unknowns in the office layout plan and we have assumed that they are included as part of the 24-person accommodation worksite. As a guide, if the proposed 15 office staff are to be considered additional to the 24-person accommodation, then we would consider that the hydraulic loading rate would be 30L/person/day for offices (non-showering staff). An additional 450L/day (15 staff multiplied by 30L/person/day) for the office site would need to be added onto the previous total



of 4,320L/day, and would ultimately increase the required area for the effluent disposal field to about 2,000 – 2,200m².

The site has a total area of 4.46Ha and is able to contain the above-mentioned effluent disposal areas. The previous Galt geotechnical report was limited, as soil testing was only conducted using boreholes, which are limited in excavation methods. Further investigation using heavier excavation plant such as a small backhoe loader capable of digging 2 – 2.5m below ground level will assist in determining the lower subsurface profiles.

This site is not within a Sensitive Sewage Area or a Public Drinking Water Source Area according to the Department of Water and Environmental Regulation and groundwater was not encountered within any of the boreholes from the geotechnical report.

A possible method to assist in on-site infiltration would be to over excavation of the effluent receiving soil to remove / dispose of the clay material and import soil with increased permeability to surround the ETA beds or the irrigation system to allow for increase infiltration.

8 WATER SUPPLY

Network mapping provided by the Water Corporation from Before You Dig Australia (BYDA) indicates that there is an existing DN58 AC water main along the western side of the site along Aitken Road and a DN100 AC along the northern side of Orchard Street. Refer to APPENDIX 5 – WATER CORPORATION WATER MAINS NETWORK MAP. The site is on the boundary of the existing water network with the Koorda townsite. From observing the Water Corporation ESnet data, Koorda has a Eastern and Western Tank, in which the site is closer to the Eastern Tank approximately 7km. After discussions with the Water Corporation planning team, they have indicated that they would require some more detailed information regarding the total water demand of the site, as this could possibly influence the current pressure and supply if they are to accommodate the peak water demands of the proposed development.

Considering 270L/person/day as a conservative water consumption equates to an average demand of 6,480L/day, which would need to be assessed against the current scheme.

There would need to be further discussion with Water Corporation to determine if they are required to supply the peak demand flow and if upgrades to the existing water mains would be necessary to achieve this. Alternatively, tanks and a pump system can be installed on-site with a trickle feed supply from Water Corporation at the average demand. Further investigation into the exact water demand will be required.

Ultimately the site can still be serviced for water, with consideration of the above-mentioned options.

9 UNDERGROUND POWER

Overhead and Underground Power Network mapping supplied by Western Power indicates the following:

- There is no underground power along the western and southern boundaries of the site along Aitken Road and Orchard Street.
- The Town of Koorda and the site is currently serviced by the Western Power Cunderdin substation, approximately 100km south of Koorda.
- There are existing overhead high and low voltage power poles along the western side of the site from Aitken Road.

There would need to be further investigation into the electrical demand for the proposed development and if the existing nearby electrical infrastructure has enough capacity. If the existing network does



not have enough capacity, then an on-site transformer may be considered or upgrades to the existing nearby network will be needed. Refer to APPENDIX 6 – WESTERN POWER OVERHEAD AND UNDERGROUND NETWORK MAP.

Using the Western Power Network Mapping Tool, we have assessed the remaining capacity of the Cunderdin substation to service the proposed development. The substation currently indicates a remaining capacity of less than 5 MVA as of 2023. The forecasted capacity is estimated to remain at this capacity until 2029 noting that there is currently no plan for increasing this capacity for the next 6 years. Refer to APPENDIX 7 – WESTERN POWER NETWORK CAPACITY MAP.

The site can ultimately be serviced with overhead power considering possible power works to service the site.

10 COMMUNICATIONS

Network information supplied by Telstra indicates an existing in-service cable/duct along the eastern side of Aitken Road, inside the site boundary. Pot-holing may be required to ensure the service is not damaged or arrangement with Telstra to relocate the cable/duct back outside and within the road reserve. It is anticipated that the proposed accommodation village within the site can be serviced by the existing Telstra service or existing mobile phone coverage. Refer to APPENDIX 8 – TELSTRA NETWORK MAP. The NBN network has no known existing service within the area along Aitken Road or Orchard Street. From accessing NBN's network website it does indicate that it is available and further investigation is needed to see if additional work is to be completed before the site can be connected.

The site can ultimately be serviced with communications services.

11 CONCLUSION

This report has considered factors relating to the serviceability of the site for the proposed CBH development based on a desktop investigation and the previous preliminary Galt geotechnical report from July 2022. In conclusion, the site is able to be supplied by the required services for a 24 person accommodation worksite. As design development progresses prior to construction, then additional investigations and calculations will be required to confirm the exact sizes and requirements for items such as water supply, onsite effluent disposal, stormwater design, communications and electrical supply.



APPENDIX 1 – PROPOSED CBH KOORDA CONCEPT PLAN

LOT 511

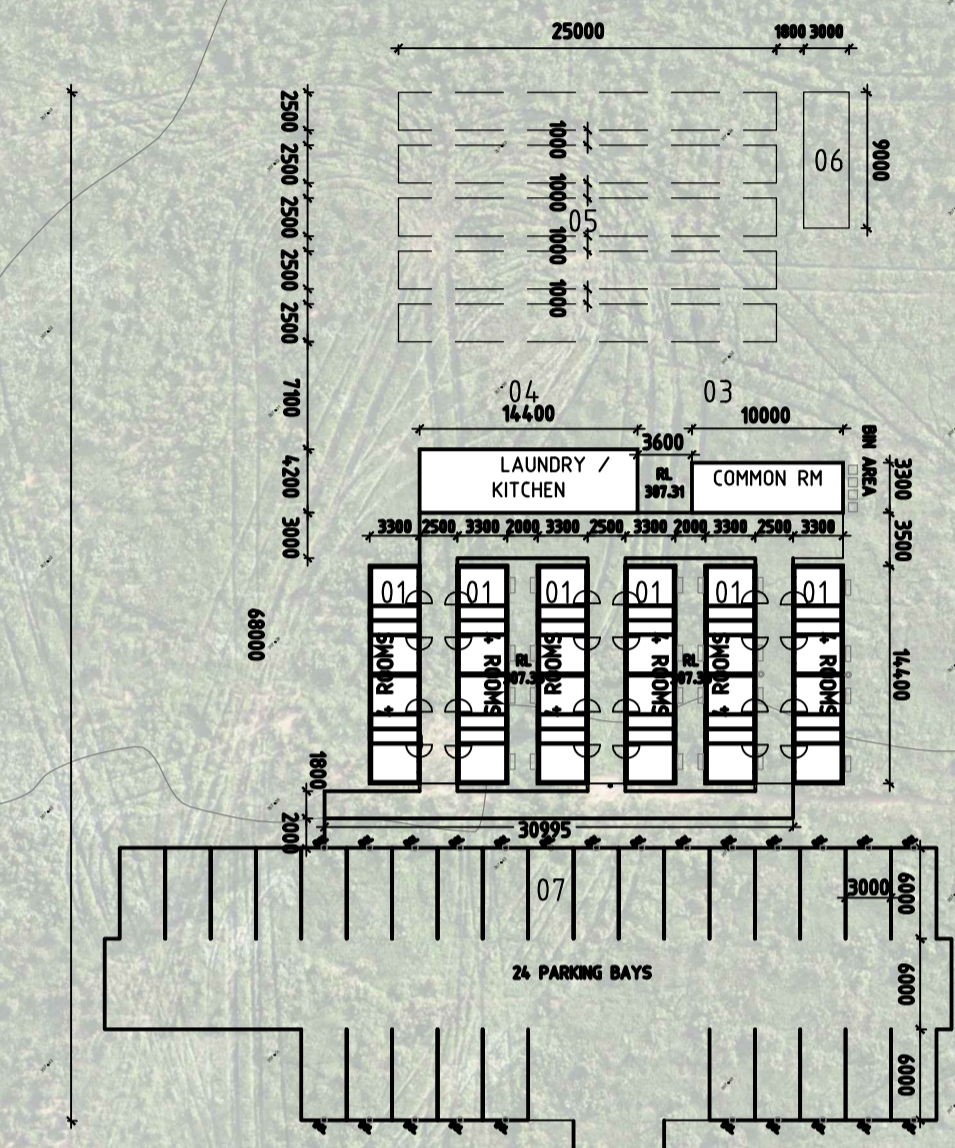
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365370 (TBC)

110000

SMITH STREET

LOT 19
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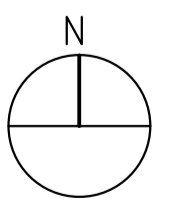


ORCHARD STREET

ORCHARD STREET

LEGEND

- 01 SPQ
- 02 UA SPQ
- 03 COMMON ROOM
- 04 KDLU
- 05 SEPTICS
- 06 ATU
- 07 CAR PARK



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CONTRACT No CW6997	DESIGN APPR		
	PROJECT APPR		

TITLE KOORDA INFRASTRUCTURE PLANNING ACCOMMODATION SITE PLAN	DRG No 373-ENG-CI-DLP-000X	SHEET 1 OF 1	REV. A
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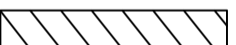
DETAILED PLAN

SPECIFICATIONS

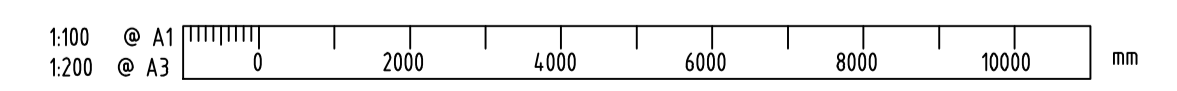
SINGLE PERSONS QUARTERS (SPQ) MODIFICATIONS

- Electrical**
 Airconditioners
 - Disposal of all old A/C units
 - Supply and installation of all new A/C split system units (internal components)
- Light fittings**
 - Testing of all lights, fans and electrical system
 - Replacement of lights and fans where they are defective or not working
- Hotwater system**
 - Supply of a new electrical hot water storage unit (standard) and valves
- Windows**
 - Supply and install all stainless steel mesh for windows frames to meet the BAL Ratings
- Doors**
 - Repair door locks and closers where required
- Floors**
 - Clean and Mechanical buff and polish the floors
- Furniture**
 - PS: Supply all new king single beds frames and mattresses - assume 2040 (l) x 1070 (w).
 - Disposal of the old beds and mattresses
 - Unpack rooms, cut down all internal cupboards/desks to allow for the installation of the new beds. Clear dimension of 1150mm is required between end of cupboard or desk to the wall to fit a bed frame and mattress of 1070mm wide.
- Other requirements**
 - Sub-floor to be either enclosed or provided mesh/perforated sheet with max 2mm aperture as per Clause 6.2 of AS3959
 - Subfloor ventilation clearance must be at least 150mm as per NCC Figure 3.4.3a & b
 - Windows and door should be provided either by bushfire shutter or screens
 - Non-combustible roof, all gaps must be sealed as per Clause 3.6 of AS3959

LEGEND

-  PROPOSED CONCRETE WALKWAY
-  PROPOSED VERANDAH

ISSUED FOR CONSTRUCTION

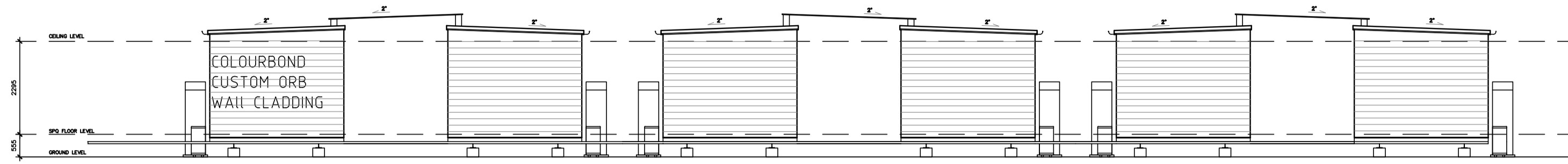


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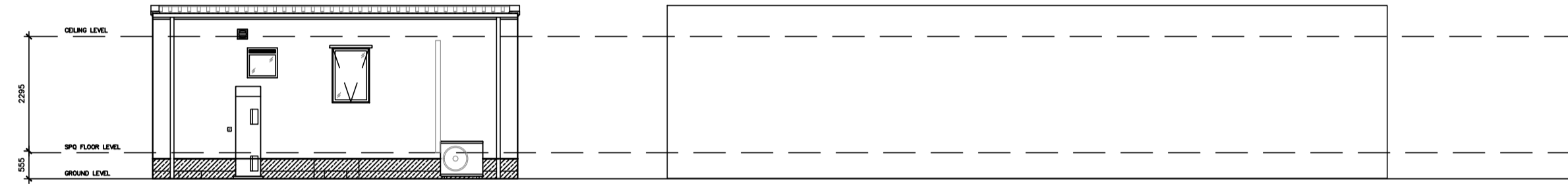


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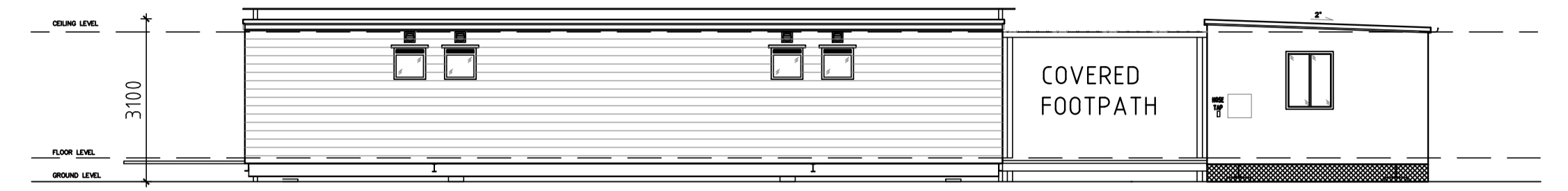
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PROJECT		DESIGNED			SHEET	1 OF 1
CONTRACT No		DESIGN APPR			REV.	A
		PROJECT APPR				



SOUTH ELEVATION
1:100



NORTH ELEVATION
1:100

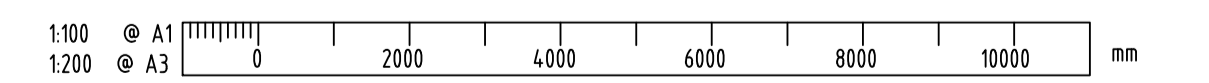


WEST ELEVATION
1:100



EAST ELEVATION
1:100

ISSUED FOR CONSTRUCTION



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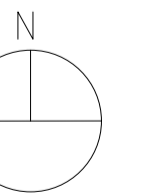
SMITH STREET

ORCHARD STREET

ORCHARD STREET

LOT 17
D8882

LOT 18
D8882



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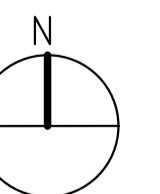
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	PROJECT APPR		

TITLE	DRG No	SHEET	REV.
KOORDA INFRASTRUCTURE PLANNING ACCOMMODATION SITE PLAN	373-3142-GN-STD-001	1 OF 4	0



LEGEND

- 01 OFFICE
- 02 FEMALE ABLUTIONS
- 03 MALE ABLUTIONS
- 04 BEER, COMMS & CLEANER ROOM
- 05 ENTRY
- 06 MEETING ROOM
- 07 MAINE OFFICE
- 08 OPEN PLAN



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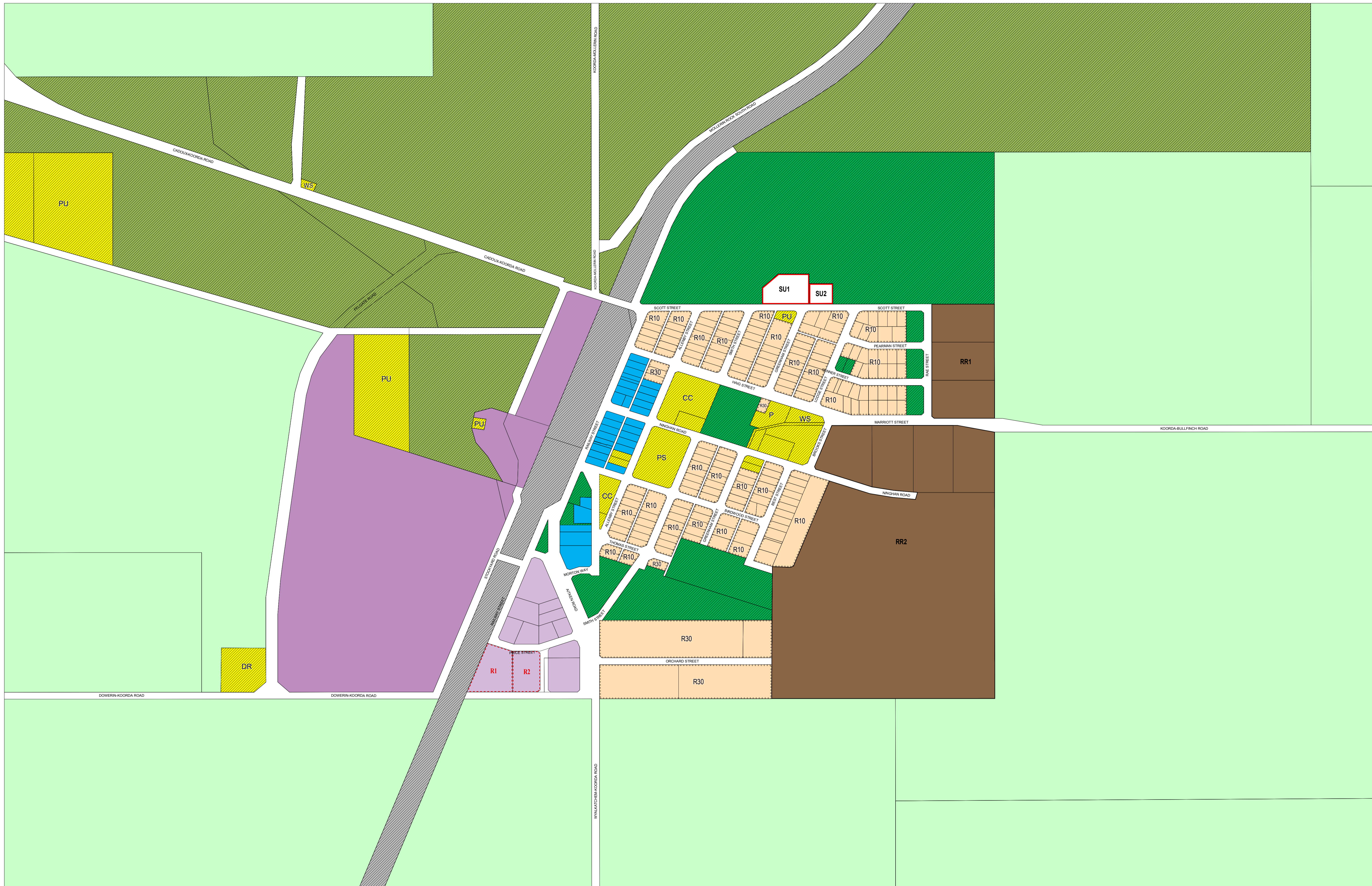
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PROJECT	DESIGNED		
CONTRACT No	DESIGN APPR		
CW6997	PROJECT APPR		

TITLE
KOORDA
INFRASTRUCTURE PLANNING
OFFICE
FLOOR PLAN



APPENDIX 2 – SHIRE OF KOORDA LOCAL PLANNING SCHEME NO. 3



LEGEND

LOCAL SCHEME RESERVES

Conservation	Public Purposes : Primary School
Parks and Recreation	Public Purposes : Public Utility
Public Purposes	Public Purposes : Waste Disposal
Public Purposes : Cemetery	Public Purposes : Waste Disposal and Parks and Recreation
Public Purposes : Civic and Cultural	Public Purposes : Water Supply
Public Purposes : Drainage Reserve	Railway
Public Purposes : Police	

LOCAL SCHEME ZONES

Commercial	Rural
General Industry	Rural Residential
Light Industry	Special use
Residential	Townsite

OTHER CATEGORIES

- (see scheme text for additional information)
- Scheme Area Boundary
 - Local Government Boundary
 - R20 R Codes
 - R1 Restricted Uses
 - RR1 Rural Residential Area
 - SU1 Special use area
 - No Zone

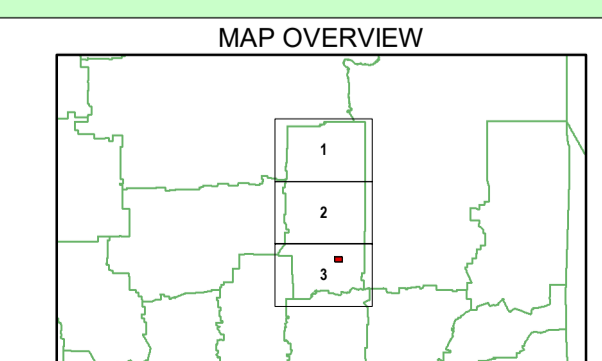
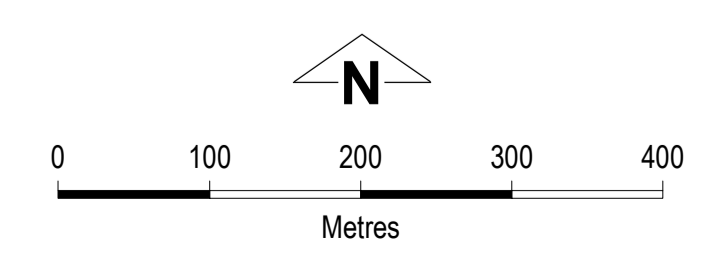
VERSION No 1

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Base Information Supplied by the Western Australian Land Information Authority, SLIP 1180-2020-1

Shire of Koorda
Local Planning Scheme No. 3
(District Scheme)



Authorised: T.Servaas
Plot Date: 26 May 2020
G.Gazette: Wednesday, 10 December 2014
Local Planning Scheme Map No. 4 of 4
MAP: Koorda Townsite

Shire of Koorda
Local Planning Scheme No. 3
(District Scheme)



APPENDIX 3 – AERIAL PHOTO NO. 1 ORCHARD STREET KOORDA





APPENDIX 4 – GEOTECHNICAL STUDY NO. 1 ORCHARD STREET KOORDA



APPENDIX 5 – ON-SITE WASTEWATER MANAGEMENT FOR ETA BEDS CALCULATIONS

1 Orchard Street, Koorda

- Secondary Treatment
 - Category 6 soil determined from the Galt Geotechnical Report

Hydraulic Calculation

$$\begin{aligned}
 & 4320 \text{ L/day} \\
 / & 5 \text{ mm/day} \quad \text{According to Table L1 AS1547 (soil category 6 > DLR - 5mm/day for ETA Beds)} \\
 = & 864 \text{ m}^2 \\
 / & 1.5 \text{ m (Width of bed)} \\
 = & 576.00 \text{ m required length for drainage} \\
 / & 20 \text{ m recommended length for bed} \\
 = & 28.80 \gg \mathbf{30} \text{ - number of drains required (must be even)}
 \end{aligned}$$

Insert Setback distance **1.8 m**

- Alternatively, the width can be replaced for Infiltrative Area (m²/m) to determine the total LAA required in accordance with DoH.

Length of Land Application Area (Effluent disposal field)

$$\begin{aligned}
 & 19.20 \text{ m} \\
 + & 2 * \text{Setback distances} = 3.6 \text{ m} \\
 = & \mathbf{22.80 \text{ m}}
 \end{aligned}$$

Width of Land Application Area (Effluent disposal field)

$$\begin{aligned}
 & 1.5 \text{ m (typical width of standard ETA beds)} \\
 * & 30 \text{ drains} \\
 & 45.00 \text{ m} \\
 + & 1 \text{ m minimum separation between each bed} * 29 \\
 = & 74.00 \text{ m} \\
 + & 3.6 \text{ m (2*setback distances for outer edge drains)} \\
 = & \mathbf{77.60 \text{ m}}
 \end{aligned}$$

Total Land Application Area Required

$$\begin{aligned}
 & 22.80 \text{ m} \times 77.60 \text{ m} \\
 = & \mathbf{1769.28 \text{ m}^2}
 \end{aligned}$$

AS1547 recommends maximum drain lengths of 20m. Longer lengths are possible provided even distribution can be demonstrated.

DoH Supplement of Regulation 29 and Schedule 9 - Wastewater system loading rates for non-standard dwellings.

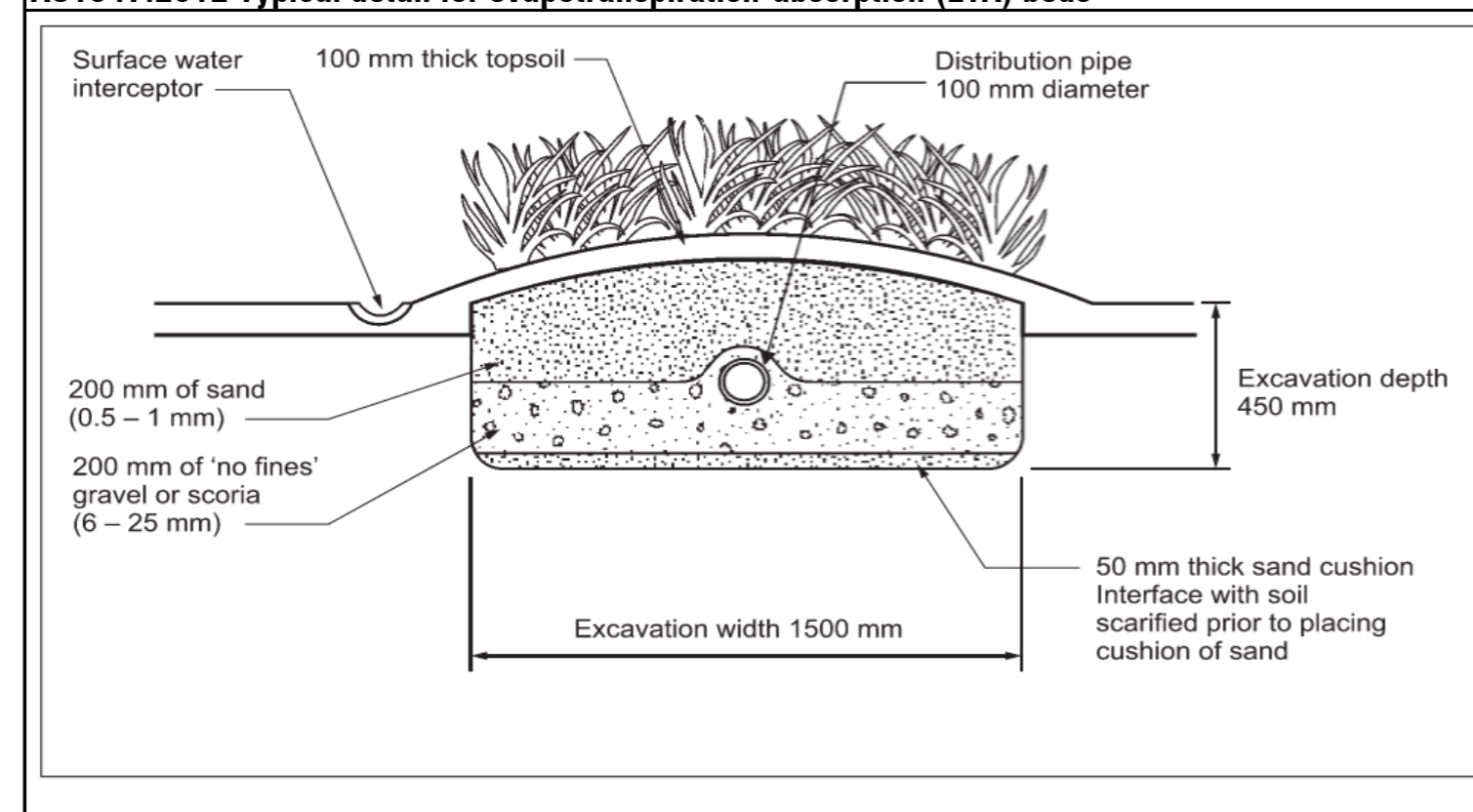
Table 2: Human waste hydraulic loading rates

Type of premises (Regulation 29)	Equivalent Use	Combined Flow (L/person/day)
Hotel	Minesite accomodation camp units	180

Table L1 - Recommended Design Loading Rates (DLR) for Trenches and Beds

TABLE L1 RECOMMENDED DESIGN LOADING RATES FOR TRENCHES AND BEDS							
Soil category	Soil texture	Structure	Indicative permeability (K _{sat})(m/d)	Design loading rate (DLR) (mm/d)			ETA/ETS beds and trenches
				Trenches and beds		Secondary treated effluent	
				Primary treated effluent Conservative rate	Maximum rate		
1	Gravels and sands	Structureless (massive)	> 3.0	20 (see Note 1)	35 (see Note 1)	50 (see Note 1)	(see Note 4)
2	Sandy loams	Weakly structured	> 3.0	20 (see Note 1)	30 (see Note 1)	50 (see Note 1)	
		Massive	1.4 – 3.0	15	25	50	
3	Loams	High/moderate structured	1.5 – 3.0	15	25	50	(see Note 4)
		Weakly structured or massive	0.5 – 1.5	10	15	30	
4	Clay loams	High/moderate structured	0.5 – 1.5	10	15	30	12
		Weakly structured	0.12 – 0.5	6	10	20	8
		Massive	0.06 – 0.12	4	5	10	5
5	Light clays	Strongly structured	0.12 – 0.5	5	8	12	8
		Moderately structured	0.06 – 0.12				
6	Medium to heavy clays	Weakly structured or massive	< 0.06	(see Notes 2 & 3)	5	8	5 (see Notes 2, 3, & 5)
		Strongly structured	0.06 – 0.5				
		Moderately structured	< 0.06				
		Weakly structured or massive	< 0.06				

AS1547:2012 Typical detail for evapotranspiration-absorption (ETA) beds





APPENDIX 6 – WATER BALANCE CALCULATION FOR DRIP IRRIGATION EFFLUENT DISPOSAL SYSTEM

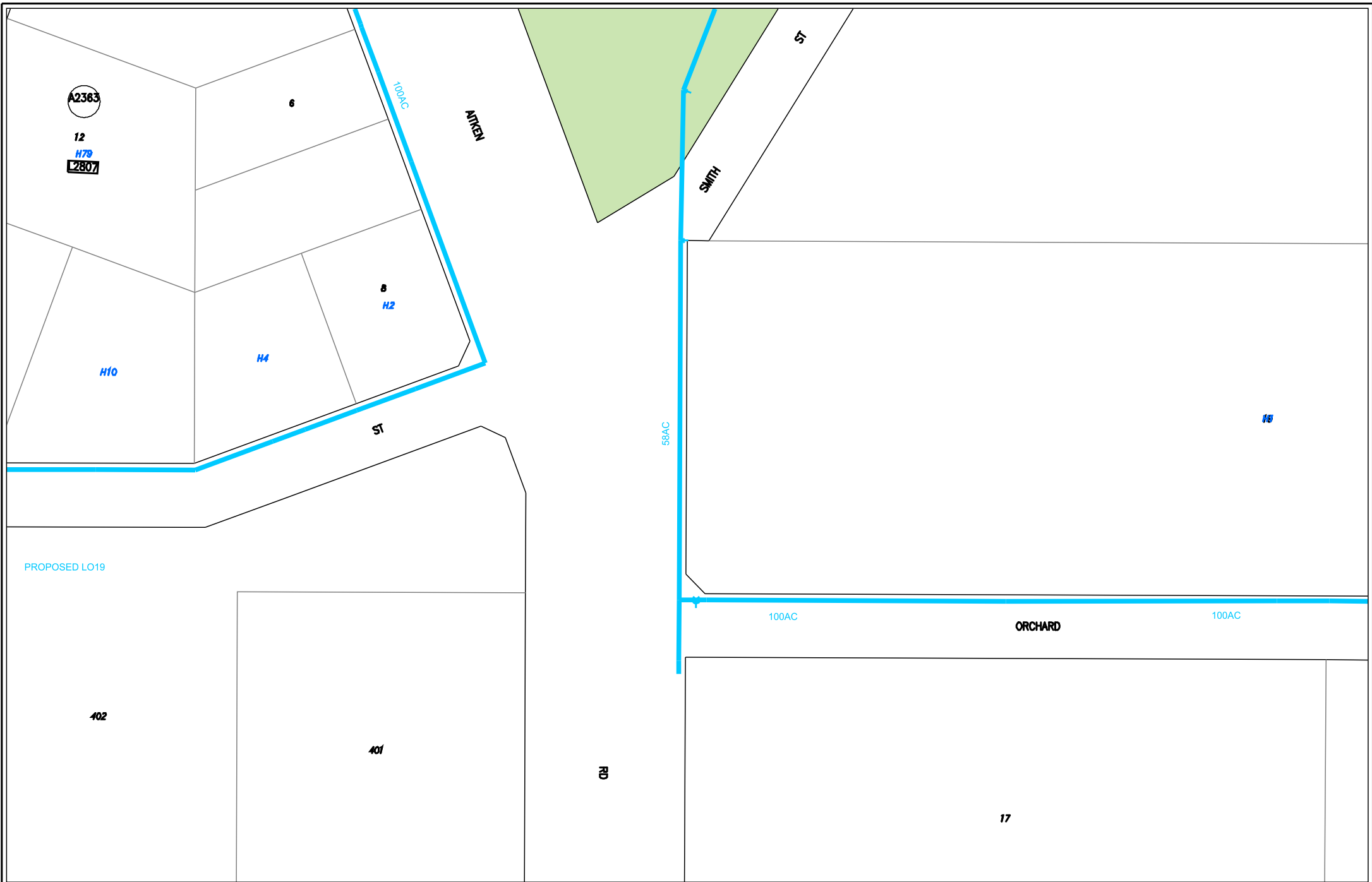


APPENDIX 7 – WATER CORPORATION WATER MAINS NETWORK MAP



WARNING - CRITICAL PIPELINE
 Refer to *Information Brochure Damage Prevention and Legend* for details

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6

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H10

H4

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58AC

17

PROPOSED LO19

402

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RD

100AC

ORCHARD

100AC

17



Scale: 1:1500 Centre Point: 117.482°, -30.831°
Sequence No: 220655115
Print Date: 01/02/2023 Page: 3 of 7



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511

HWS

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HWS



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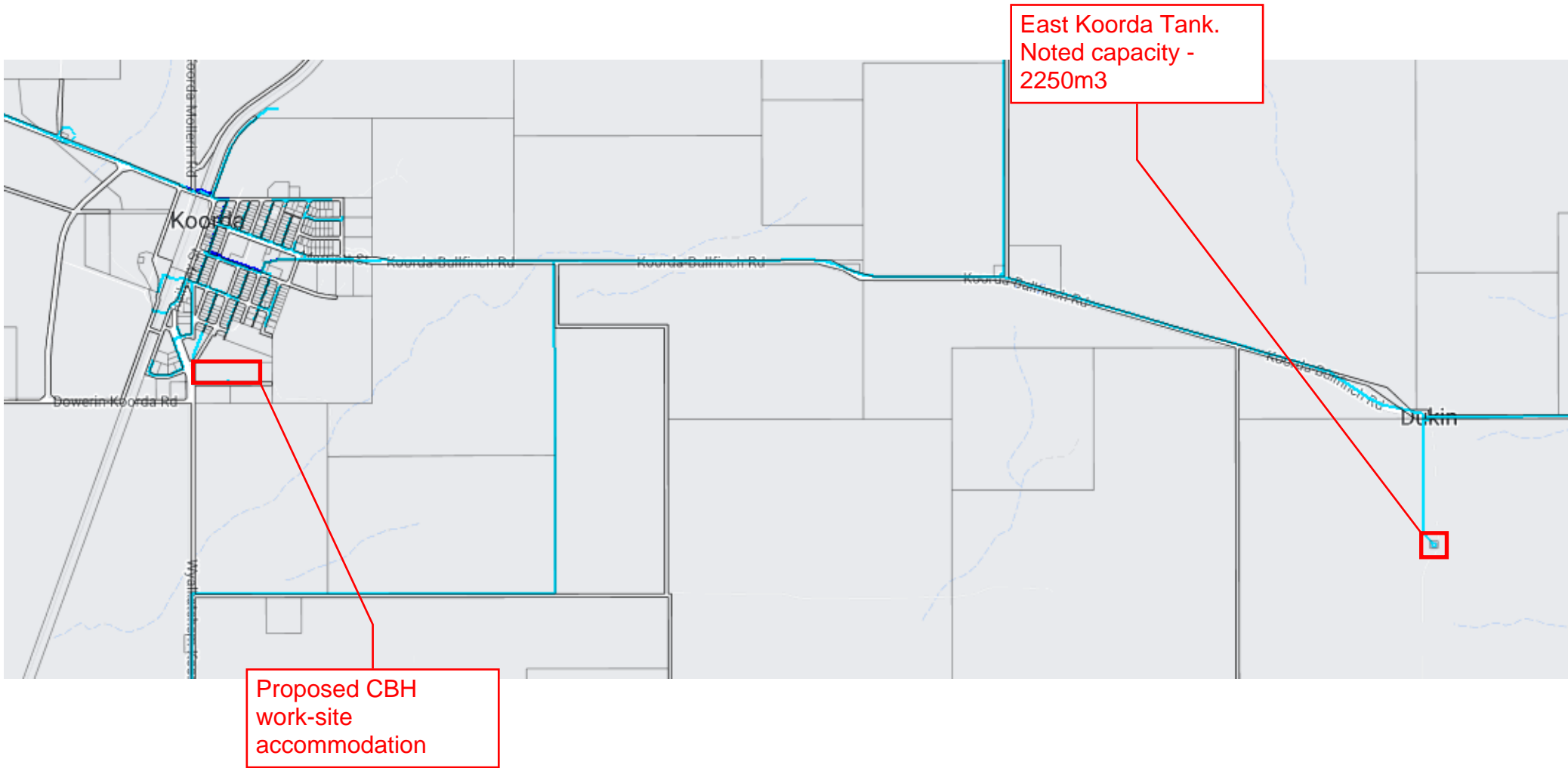
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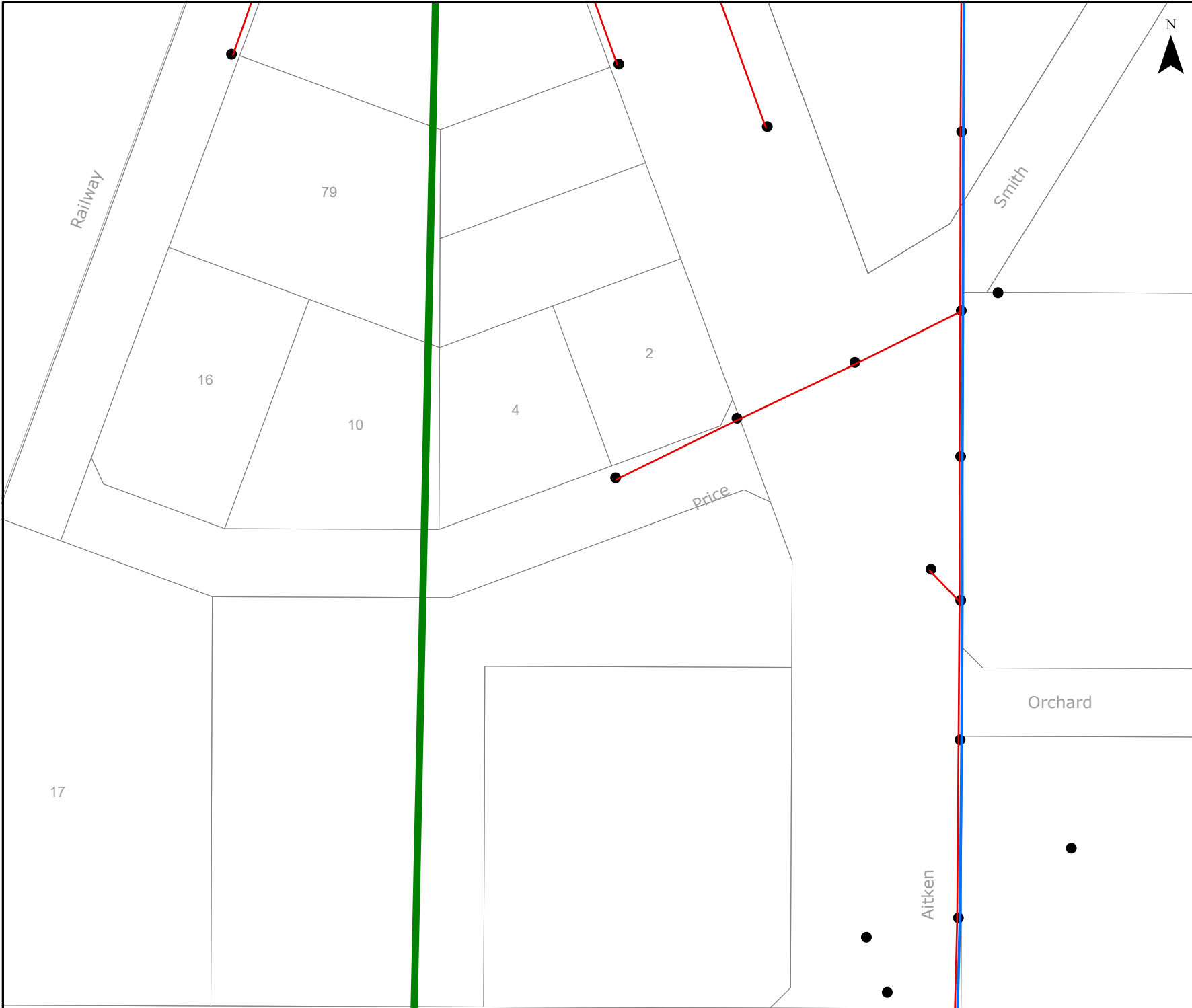
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APPENDIX 8 – WESTERN POWER OVERHEAD AND UNDERGROUND NETWORK MAP



OVERHEAD LEGEND

Structures

- Power Pole ■ Transmission Poles

Transmission Overhead Powerline

- Transmission (33kV - 330kV)

Distribution Overhead Powerline

- High Voltage (1kV - 33kV)
- Low Voltage (< 1kV)

Proposed Construction Assets

- Design Area *
- High Voltage Overhead Powerline
- Low Voltage Overhead Powerline
- Power Pole

Communications Assets

- Overhead Pilot Cable

Feature

- Area of Interest

*** Please refer to coversheet**

Privately owned cables NOT SHOWN (including house services)

This map is INDICATIVE ONLY.
Check that you have enough clearance from the DANGER ZONES near overhead powerlines.

Telephone Support: 1300 769 345
Mon to Fri - 08:00 to 16:30

Information valid for 30 days from date of issue

A4 Scale : 1:1500

WARNING! Look out for overhead power lines



OVERHEAD LEGEND

Structures

- Power Pole
- Transmission Poles

Transmission Overhead Powerline

- Transmission (33kV - 330kV)

Distribution Overhead Powerline

- High Voltage (1kV - 33kV)
- Low Voltage (< 1kV)

Proposed Construction Assets

- Design Area *
- High Voltage Overhead Powerline
- Low Voltage Overhead Powerline
- Power Pole

Communications Assets

- Overhead Pilot Cable

Feature

- ▭ Area of Interest

*** Please refer to coversheet**

Privately owned cables NOT SHOWN (including house services)

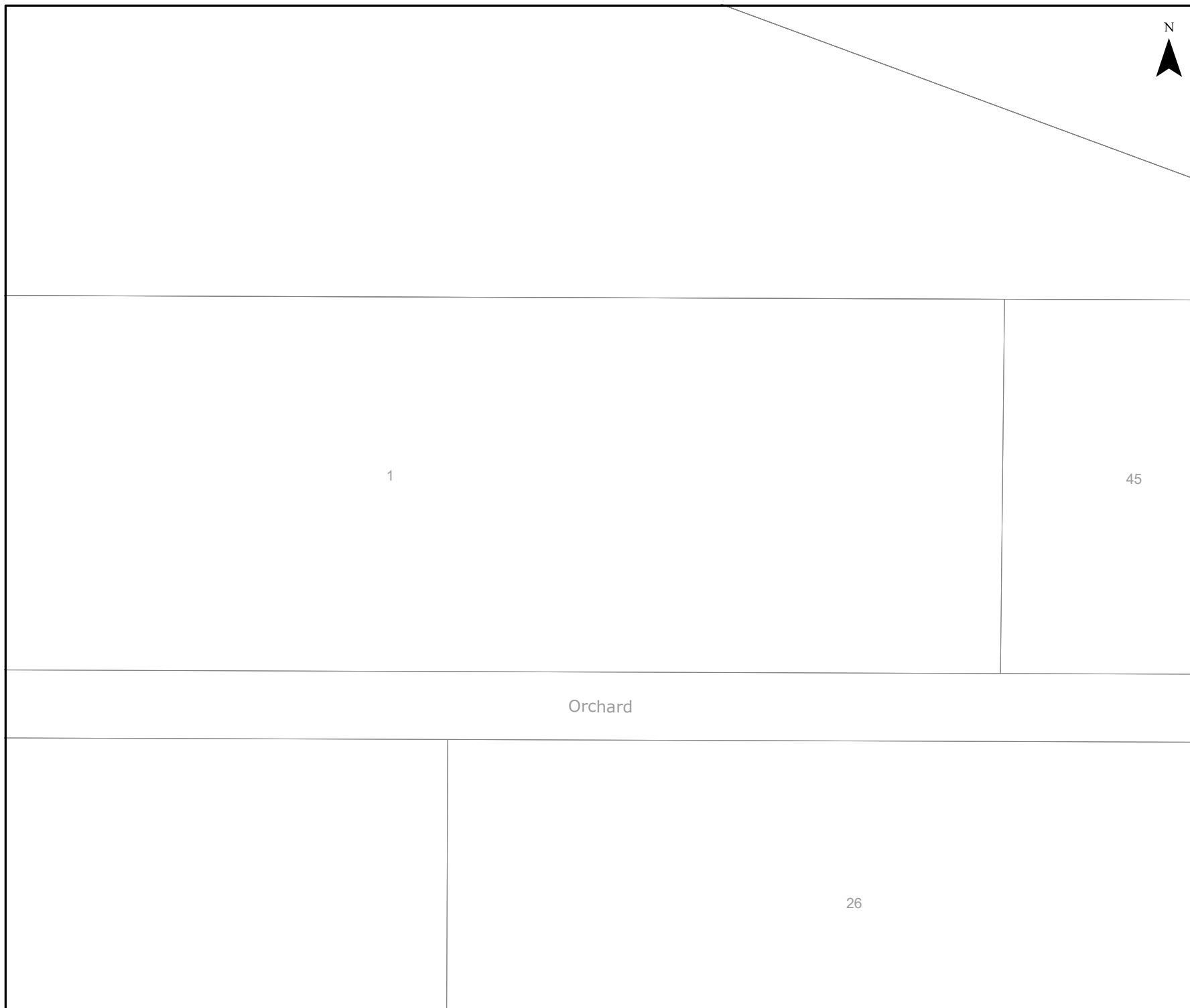
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**Telephone Support: 1300 769 345
Mon to Fri - 08:00 to 16:30**

Information valid for 30 days from date of issue

A4 | Scale : 1:1500

WARNING! Look out for overhead power lines





UNDERGROUND LEGEND

- Structures**
- Pillar
 - Metal Pole
 - Transformer Site
 - UG Crossing *
 - Ring Main Unit
 - LV Distribution Frame

- Distribution Cables**
- High Voltage Cable (1kV - 33kV)
 - Low Voltage Cable (< 1kV)
 - Street Light Circuit (< 1kV)
 - Street Light Pilot (< 1kV)
 - Earth Wire

- Cable Pole Terminations**
- HV Termination
 - LV Termination

- Proposed Construction Assets**
- Design Area *
 - High Voltage Underground Cable
 - Low Voltage Underground Cable
 - Metal Pole
 - Pillar
 - Transformer site
 - HV Termination
 - LV Termination

- State Underground Power Project**
- CURRENT Work Area *
 - COMPLETED Area *

- Feature**
- Area of Interest

*** Please refer to coversheet**

Privately owned cables NOT SHOWN (including house services)

This map is INDICATIVE ONLY. Hand exposure via pothole method is MANDATORY.

**Telephone Support: 1300 769 345
Mon to Fri - 08:00 to 16:30**

Information valid for 30 days from date of issue

A4 | Scale : 1:1500

WARNING! Look out for overhead power lines



UNDERGROUND LEGEND

Structures

- Pillar
- Metal Pole
- Transformer Site
- UG Crossing *
- Ring Main Unit
- LV Distribution Frame

Distribution Cables

- High Voltage Cable (1kV - 33kV)
- Low Voltage Cable (< 1kV)
- Street Light Circuit (< 1kV)
- Street Light Pilot (< 1kV)
- Earth Wire

Cable Pole Terminations

- HV Termination
- LV Termination

Proposed Construction Assets

- Design Area *
- High Voltage Underground Cable
- Low Voltage Underground Cable
- Metal Pole
- Pillar
- Transformer site
- HV Termination
- LV Termination

State Underground Power Project

- CURRENT Work Area *
- COMPLETED Area *

Feature

- Area of Interest

*** Please refer to coversheet**

Privately owned cables NOT SHOWN (including house services)

This map is INDICATIVE ONLY. Hand exposure via pothole method is MANDATORY.

**Telephone Support: 1300 769 345
Mon to Fri - 08:00 to 16:30**

Information valid for 30 days from date of issue

A4 | Scale : 1:1500

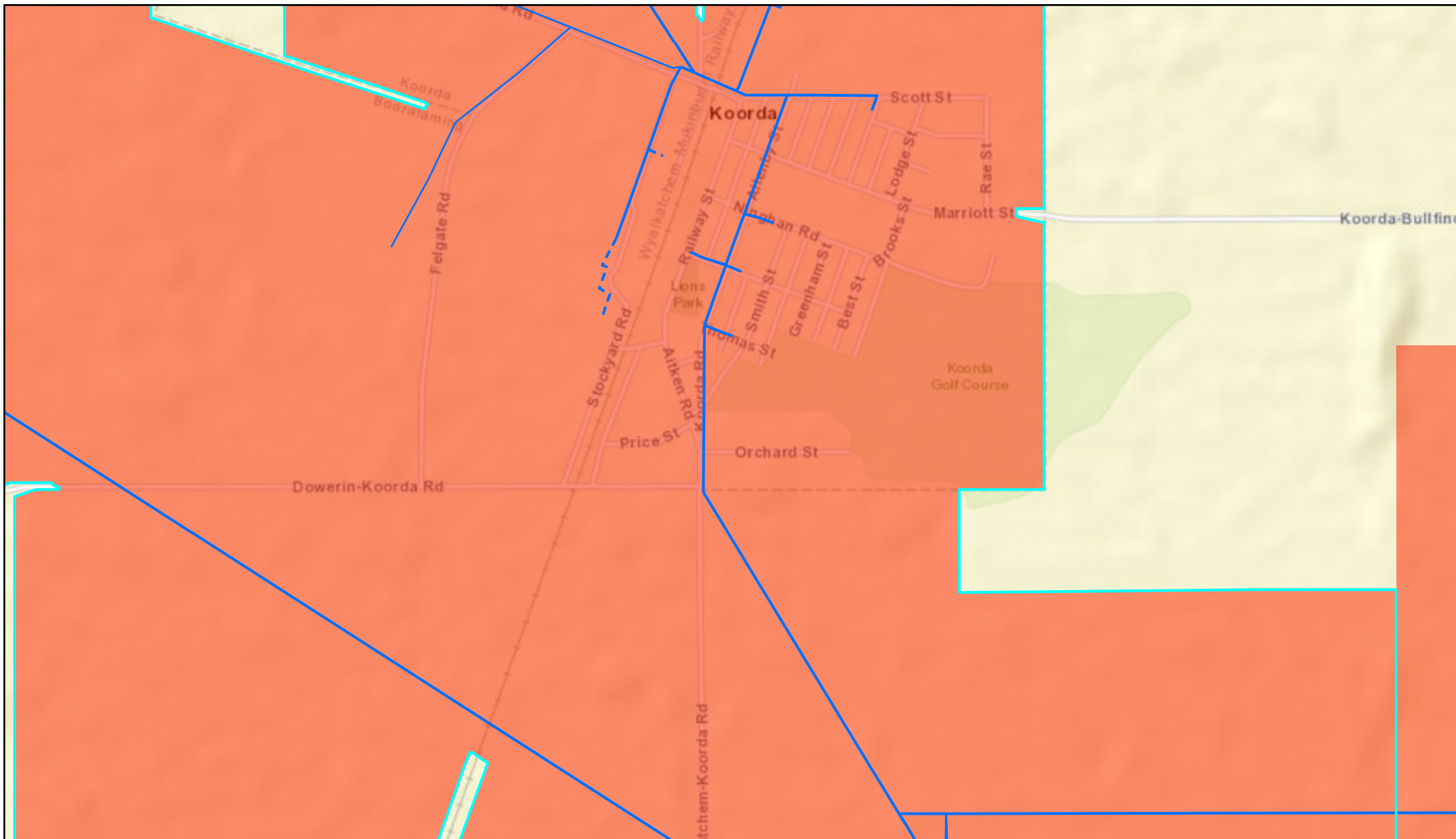
WARNING! Look out for overhead power lines





APPENDIX 9 – WESTERN POWER NETWORK CAPACITY MAP

1 Orchard St - NCMT 2023



01/02/2023, 15:30:35

NCMT High Voltage Distribution Lines (WP-052)

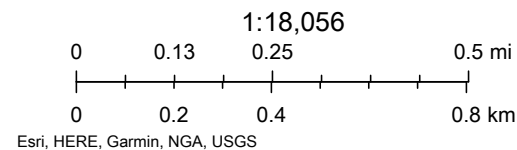
--- Underground Three Phase

— Overhead Single Phase

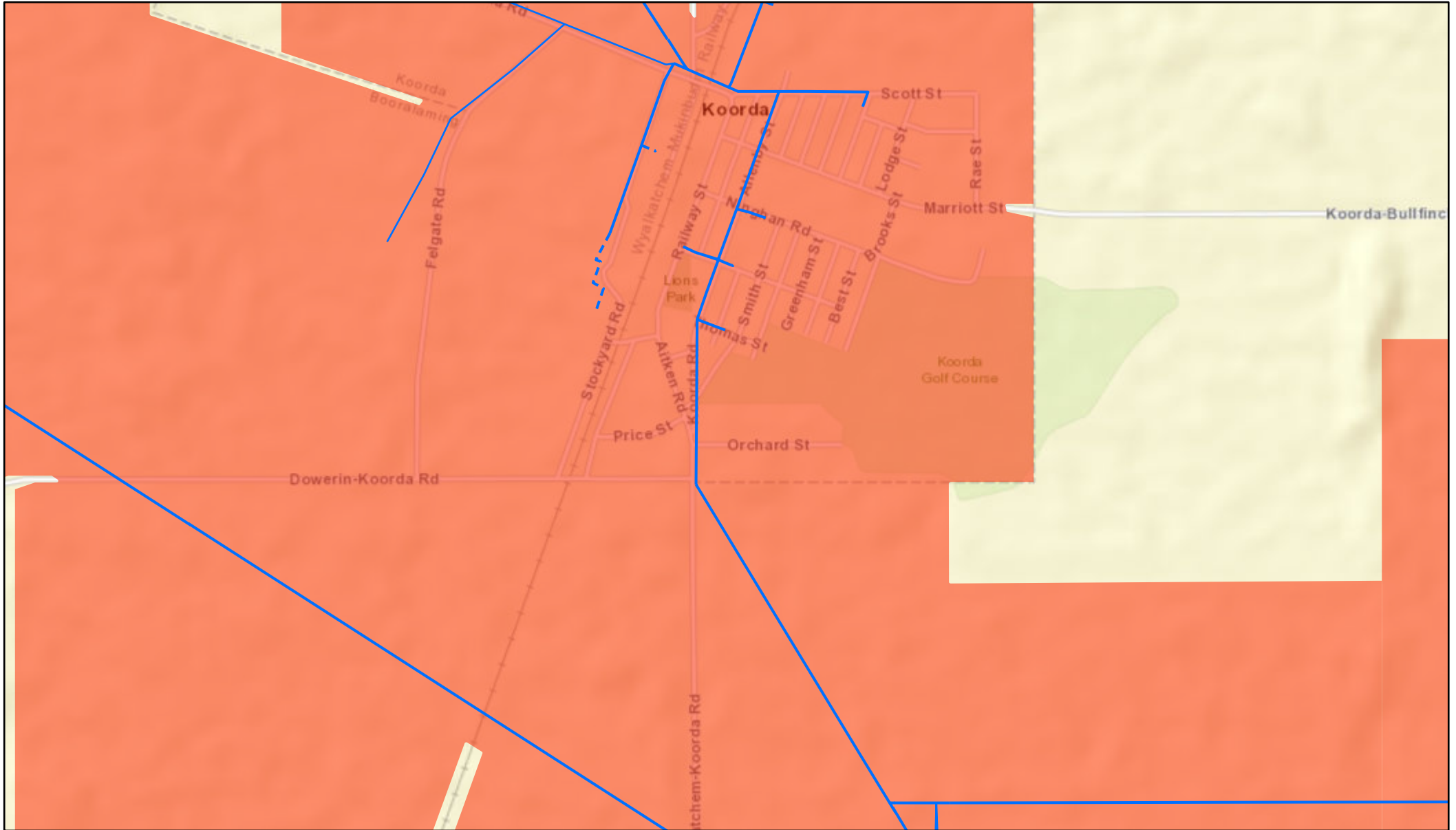
NCMT Forecast Remaining Capacity 2023 (WP-053)

— Overhead Three Phase

Less than 5 MVA



1 Orchard St - NCMT 2026



01/02/2023, 15:31:42

NCMT High Voltage Distribution Lines (WP-052)

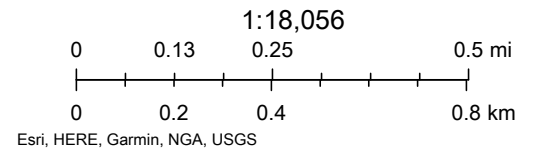
--- Underground Three Phase

— Overhead Single Phase

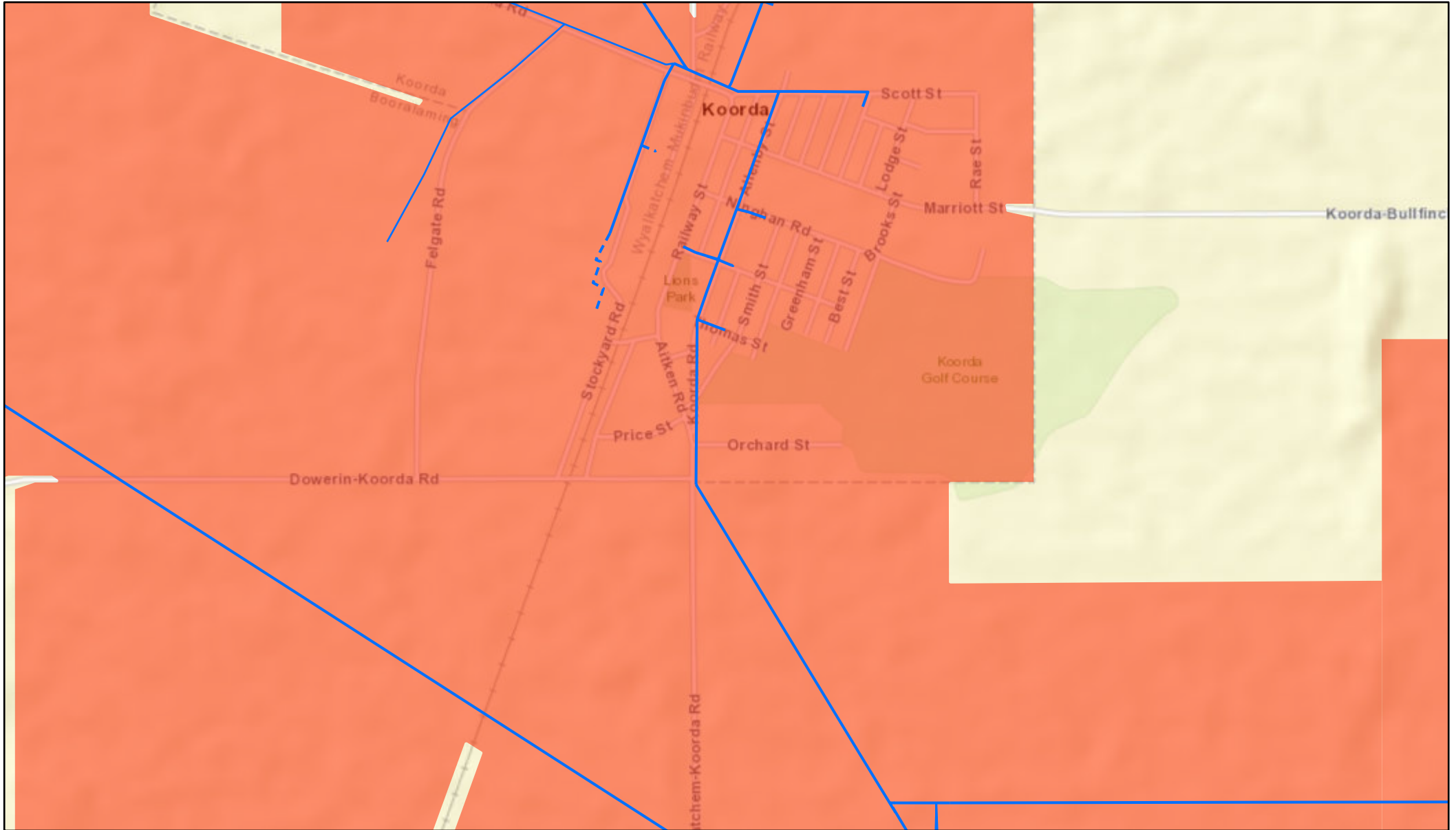
— Overhead Three Phase

NCMT Forecast Remaining Capacity 2026 (WP-056)

Less than 5 MVA



1 Orchard St - NCMT 2029



01/02/2023, 15:33:23

NCMT High Voltage Distribution Lines (WP-052)

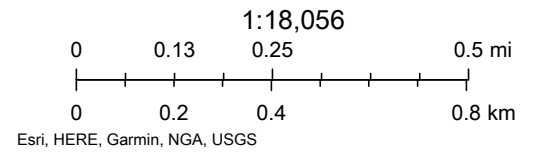
--- Underground Three Phase

— Overhead Single Phase

— Overhead Three Phase

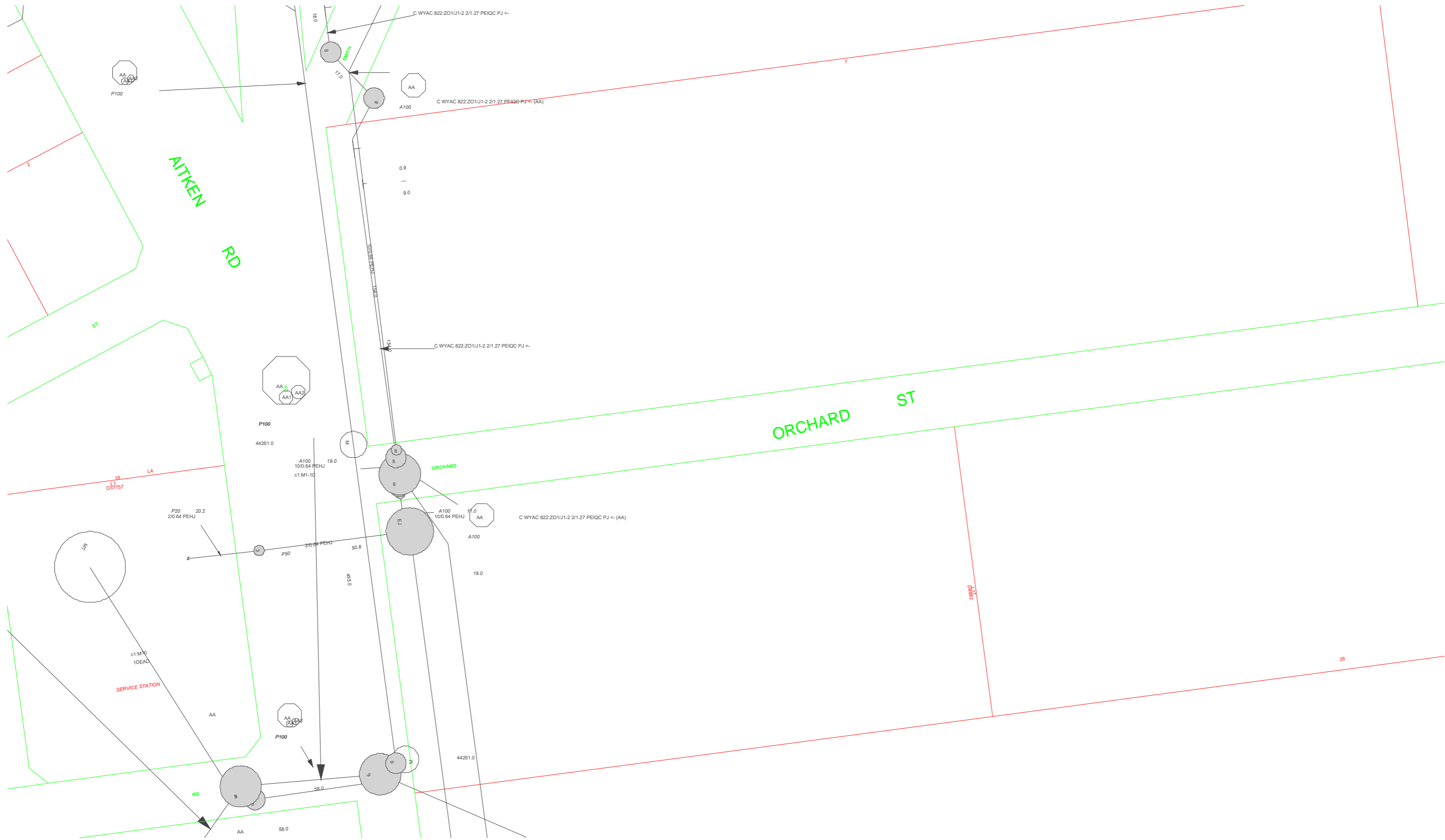
NCMT Forecast Remaining Capacity 2029 (WP-059)

Less than 5 MVA





APPENDIX 10 – TELSTRA NETWORK MAP



APPENDIX 4

Existing Development Approval for Workforce Accommodation (Shire of Koorda)

Enquires: Darren Simmons – 9684 1219

13 February 2023



Mr Timothy Roberts
Specialist Regulatory Approvals – Government & Industry Relations
CBH Group
Level 6
240 St Georges Terrace
PERTH WA 6000

By email only to: timothy.roberts@cbh.com.au

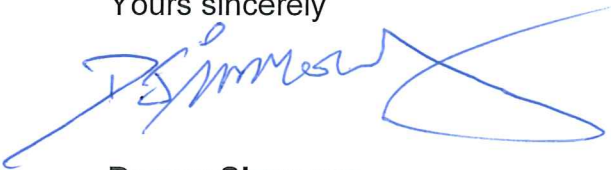
Dear Tim

**APPLICATION FOR DEVELOPMENT APPROVAL – CBH WORKERS
ACCOMMODATION AT LOT 19 (HN 1) ORCHARD STREET, KOORDA**

I refer to your application for development approval dated 9 November 2022 for CBH Workers Accommodation at Lot 19 (HN 1) Orchard Street, Koorda

In this regard, I wish to advise that, in accordance with authority delegated by the Council of the Shire of Koorda, the application is approved subject to conditions as outlined in the attached 'Notice of determination on application for development approval' dated 13 February 2023.

Yours sincerely



Darren Simmons
Chief Executive Officer

Shire of Koorda

Notice of determination on application for development approval



Shire of
Koorda

Location: Lot 19 (HN 1) Orchard Street, Koorda

Lot: 19

Plan/Diagram: Plan 11260

Vol. No: 61

Folio No: 186A

Application date: 9 November 2022

Received on: 1 February 2023 (All documents)

Description of proposed development:

- Accommodation that caters for 24 people;
- Site amenities including kitchen, laundry, ablutions and common room area;
- Covered areas, verandahs and associated amenities; and
- Sewer disposal appropriate for accommodation of this size.

The application for development approval is:

Approved subject to the following conditions

Refused for the following reason(s)

Conditions/reasons for refusal:

1. The development being constructed in accordance with the Stormwater Management Plan, with all drainage contained on site, to the satisfaction of the Shire of Koorda CEO.
2. The development being constructed and maintained in accordance with the Bushfire Management Plan to the satisfaction of the Shire of Koorda CEO.
3. The preparation and lodgement of a Landscape Management Plan, for the establishment and on-going maintenance of landscaping, to the satisfaction of Shire of Koorda CEO
4. Vehicular crossover to be constructed to the satisfaction of the Shire of Koorda CEO.
5. Effluent disposal to be constructed and operated to the satisfaction of the Shire of Koorda CEO.

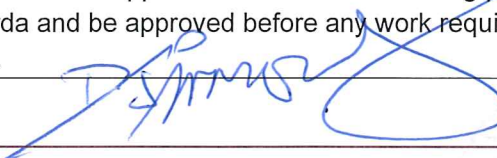
Date of determination: 13 February 2023

Advice notes:

1 If the development, the subject of this approval, is not substantially commenced within a period of 24 months from the date of the approval, the approval will lapse and be of no further effect. For the purposes of this condition, the term "substantially commenced" has the meaning given to it in the *Planning and Development (Local Planning Schemes) Regulations 2015* as amended from time to time.

2 If an applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

3 The applicant is advised that granting of development approval does not constitute a building permit and that an application for relevant building permits must be submitted to the Shire of Koorda and be approved before any work requiring a building permit can commence on site.

 13/2/2023



Shire of
Koorda

Drive in, stay awhile

DELEGATIONS REGISTER 2023
(May 2023)

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Introduction

The application of delegated authority is intended to improve the efficiency, effectiveness and timeliness of decision-making and is consistent with the Shire's Intergrated Strategic Plan and commitment to a strong customer service focus.

The Council (and the Chief Executive Officer in the case of most sub delegations) delegate matters where the relevant employees have the appropriate skills and expertise to implement the delegation or sub delegation within the Shire's decision-making frameworks. At the same time the exercise of all delegated and sub delegated authority is subject to complying with relevant policies of the Shire, which are referenced within each Instrument.

An important safeguard is also the principle that nothing prevents the delegating body or person from taking back a delegation or sub delegation, or actually making the relevant decision on a particular issue.

Definitions

The terms used throughout this register are defined below:

Delegate the person (named by position title or office) or entity 'appointed' by the delegator, to act in place of the delegator for the purpose of exercising an express power or duty.

Delegation the process, prescribed in legislation, for assigning authority to exercise an express power or duty from the delegate to another person (named by position title or office) or an entity (the Delegate).

Delegator the person (named by position title or office) or entity in which the written law vests an Express Power or Duty whom delegates that Express Power or Duty.

Express Power or Duty a power or duty written (expressly) in legislation.

Express Power to Delegate a power (procedure) written (expressly) in legislation that enables the devolution of an Express Power or Duty from a Delegator to a Delegate.

Head of Power the legislation, which contains an express power to delegate and/or an express power or duty.

Instrument of Delegation the written form of a delegation. Legislation requires delegation be provided in writing. The instrument of delegation communicates the delegation from the Delegator to the Delegate.

Sub-delegate the person (named by position or title or office) or entity to which a Delegate has sub-delegated a power or duty, which has been delegated to that Delegate by the Delegator.

Local Government Act 1995

The majority of delegations and sub delegations described in this Register originate under the *Local Government Act 1995*, which permits a local government (by absolute majority decision under Section 5.42(1)) to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in Section 5.43.

The delegation powers under the *Local Government Act 1995* relate to the Act itself, Regulations made under the Act and Local Laws made under the Act.

The *Local Government Act 1995* allows the Chief Executive Officer to delegate any of the powers delegated to the Office of Chief Executive Officer to another employee (Section 5.44(1)), in writing (Section 5.44(2)) and may include conditions (Section 5.44(4)).

Review of Delegations

The *Local Government Act 1995* requires that a review of the Delegations Register occurs at least once every financial year. Delegations under other Acts may have different requirements. Where there is no statutory requirement for review, the provisions of the *Local Government Act 1995* shall be applied to ensure uniformity. The review will include the Chief Executive Officer reviewing all sub-delegations and authorisations.

Standard Conditions of Delegations

In accordance with Section 5.71 of the *Local Government Act 1995* and the Shire's Code of Conduct for employees, if an employee has been delegated a power or duty relating to a matter in which the employee has an interest, that employee must not exercise the power or discharge the duty and must, in the case of the CEO, disclose to the Shire President the nature of the interest, and in the case of any other employee, must disclose to the CEO the nature of the interest. The *Local Government Act 1995* contains severe penalties for failure to comply.

In accordance with Sections 5.75 and 5.76 of the *Local Government Act 1995*, the delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The *Local Government Act 1995* contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

Any delegation exercised shall comply with any laws and regulations in force, and the requirements of any Shire of Koorda Local Laws, Council Policies and resolutions of Council.

In accordance with Section 5.46(3) of the *Local Government Act 1995*, 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 of the *Local Government (Administration) Regulations 1996* requires the person to whom the power or duty has been delegated to keep a written record of:

1. how the person exercised the power or discharged the duty;
2. when the person exercised the power or discharged the duty; and
3. the person 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.

Record of Actions and Decisions

If a person is exercising a power or duty that has been delegated (including sub delegated), the *Local Government Act 1995* requires that records be kept whenever the delegated authority is utilised (Section 5.46 (3)). Regulation 19 of the *Local Government (Administration) Regulations 1996* prescribes the information required to be recorded:

1. how the person exercised the power or discharged the duty;
2. when the person exercised the power or discharged the duty; and
3. 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.

Officers responsible for a delegated function, power or duty are to ensure that data is captured and records managed in accordance with all legislation, as well as preparing reports to Council where required.

Primary and Annual Returns

An employee to whom a duty or power is delegated under the *Local Government Act 1995* is considered a 'designated employee' under Section 5.74(1) of the Act and is required to complete a primary and annual return each year.

Matters which cannot be Delegated

The following are decisions that cannot be delegated by Council to the Chief Executive Officer as per Section 5.43 of the Act:

1. Any power or duty that requires a decision of an absolute majority or special (75%) majority of the local government;
2. Accepting a tender which exceeds an amount determined by the local government;
3. Appointing an auditor;
4. Acquiring or disposing of any property valued at an amount determined by the local government;
5. Any of the local government's powers under Sections 5.98, 5.98A, 5.99A, 5.99 and 5.100 of the Act;
6. Borrowing money on behalf of the local government;
7. Hearing or determining an objection of a kind referred to in Section 9.5;
8. The power under Section 9.49(4) to authorize a person to sign documents on behalf of the local government;
9. Any power of duty that requires the approval of the Minister or Governor; or
10. Such other duties or powers that may be prescribed by the Act.

Furthermore, the following regulations prescribe powers and duties which cannot be delegated to the CEO:

1. Regulation 18G of the *Local Government (Administration) Regulations 1996* prohibits the delegation to a CEO of the powers and duties under Sections 7.12(a), 7.12A(3)(a) and 7.12A(4) of the *Local Government Act 1995* (relating to meetings with auditors);
2. Regulations 18C and 18D (relating to the selection and appointment of CEO's and reviews of their performance); and
3. 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.

Delegation by the Chief Executive Officer to an Employee

Section 5.44(1) of the *Local Government Act 1995* allows for the Chief Executive Officer to delegate any of the powers to another employee other than the power of delegation. This must be done in writing as per Section 5.44(2). The Act also allows for the Chief Executive Officer to place conditions on any delegations if desired under Section 5.44(4).

A register of delegations relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year as per Section 5.46(1) and (2) of the Act. If a person is exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is exercised as per Section 5.46(3) of the Act.

The record is to contain the following information:

1. How the person exercised the power or discharged the duty;
2. When the person exercised the power or discharged the duty; and
3. 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 under Regulation 19 of *Local Government (Administration) Regulations 1996*.

Officers responsible for a work process are to ensure that data is captured and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation.

A person to whom a power is delegated under the Act is considered to be a “designated employee” under Section 5.74(1) of the Act and is required to complete a primary and annual return each year.

There is no power for a person other than the CEO to delegate a power as stated in Section 5.44(1) of the Act.

Officers must refer to relevant legislation prior to making any decisions under delegated authority.

Acting through another person

The *Local Government Act 1995* recognises that employees do not always need delegations (or sub delegations) to carry out their tasks and functions on behalf of the Shire. Section 5.45(2) of the Act states:

“Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing –

- (a) a local government from performing any of its functions by acting through a person other than the Chief Executive Officer; or
- (b) a Chief Executive Officer from performing any of his or her functions by acting through another person.”

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. Thus, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to “act through” another employee.

The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken 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.

Using delegation to make decisions

Before using a delegated authority a delegate must familiarise themselves with the legislative framework that informs the decisions they will make under the Delegation.

Care should be taken to understand the legislative process, conditions and limitations relevant to the statutory power or duty. The delegate must also consider and apply policy, procedures or standards that are relevant to the decisions they are empowered to make and also ensure that they comprehensively understand the legal framework that informs their decision making.

Conflicts of Interest

A conflict of interest arises where a personal interest is in conflict with the public interest. Delegates must disclose any conflict of interest, which may require them to be removed from the decision making process. A Delegate may also refer the decision making back to the Delegator where they consider there is a risk or sensitivity which makes it more appropriate for the Delegator to make that decision.

The Shire’s Code of Conduct requires that employees immediately disclose interests that could be in conflict, or could be perceived to be in conflict, with the performance of their public duties.

1 Law and Order

1.1 Powers of Entry

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to exercise powers of entry to enter onto land to perform any of the local government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	Delegated authority under s.3.34(1) and (3) may only be used where there is imminent or substantial risk to public safety or property.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer Works Supervisor (Assisted/working through by Contract Ranger, Building Surveyor, and/or Environmental Health Officer, as applicable)
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	<u>Local Government Act 1995:</u> s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan.</i>
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

1.2 Declare Vehicle is Abandoned Vehicle Wreck

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Council Conditions on this Delegation:	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 2.4 Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Local Government Act 1995 : Part 3, Division 3, Subdivision 3
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

1.3 Confiscated or Uncollected Goods

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or s.3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48]. 4. The period after which goods may be sold or otherwise disposed of under subsection (2b) is: <ol style="list-style-type: none"> a. for perishable goods — 3 days; b. for animals — 7 days; b. for prescribed non-perishable goods — one month; c. for other non-perishable goods — 2 months.
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. b. The Delegation can only be used where the Delegate's reasonable efforts to identify and contract an owner have failed. c. If the market value is less than \$500, then the uncollected goods/abandoned vehicles are to be disposed of via a Private Treaty.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Local Government Act 1995 Part 3, Division 3, Subdivision 3 s.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

GUIDANCE NOTE:

Section 3.47 specifies that Section 3.58 applies to disposal of goods under Section 3.47. Note however that the Section 3.57 tender requirements do not apply to either the disposal of confiscated or uncollected goods OR the Disposal of Property under Section 3.58. (Section 3.57 applies only to “contracts... under which another person is to supply goods or service).

1.4 Disposal of Sick or Injured Animals

Delegator:	Local Government
Express Power to Delegate:	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer (Assisted/working through by Contract Ranger)
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Local Government Act 1995 Part 3, Division 3, Subdivision 3 s.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.
Record Keeping	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

2 Works

2.1 Close Thoroughfares to Vehicles

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ul style="list-style-type: none"> • give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s3.51].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Where the closure is required for the conduct of an event, the requirements of the <i>Road Traffic (Events on Roads) Regulations 1991</i> will be applied.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer Works Supervisor
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Local Government Act 1995 : Part 3, Division 3, Subdivision 3 Road Traffic (Events on Roads) Regulations 1991 Local Government (Uniform Local Provisions) Regulations 1996 Local Government Property Local Law
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

2.2 Obstruction of Footpaths and Thoroughfares

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left – Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer Works Supervisor
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	Local Government (Uniform Local Provisions) Regulations 1996

	<p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995 Road Traffic (Events on Roads) Regulations 1991</p> <p>Local Government Property Local Law</p>
<p>Record Keeping</p>	<p>Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i>.</p>
<p>Reporting Requirements:</p>	<p>Delegations exercised are to be reported to Council monthly.</p>

2.3 Public Thoroughfare – Dangerous Excavations

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

2.4 Crossings – Construction, Repair and Removal

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Maintenance and upkeep of the crossing to a safe and useable standard is the responsibility of the property owner.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

2.5 Performing Particular Things on Land which is not the Local Government's Property

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.27 Particular things local governments can do on land that is not local government property Sch.3.2 Particular things local governments can do on land even though it is not local government property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to carry out things as follows: <ol style="list-style-type: none"> 1. Carry out works for the drainage of land [Sch.3.2(1)]; 2. Do earthworks or other works on land for preventing or reducing flooding [Sch.3.2(2)]; 3. Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate [Sch.3.2(3)]; 4. Deposit and leave on land adjoining a thoroughfare any timber, earth, stone, sand, gravel, and other material that persons engaged in making or repairing a thoroughfare, bridge, culvert, fence or gate do not, in the opinion of the local government, require [Sch.3.2(4)]; 5. Make a temporary thoroughfare through land for use by the public as a detour while work is being done on a public thoroughfare [Sch.3.2(5)]; 6. Place on land signs to indicate the names of public thoroughfares [Sch.3.2(6)]; and 7. Make safe a tree that presents serious and immediate danger, without having to give the owner the notice otherwise required by regulations [Sch.3.2(7)].
Council Conditions on this Delegation:	An effort must have been made to notify the owner(s) and seek approval prior to works being carried out.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Works Supervisor
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Local Government Act 1995 Local Government (Uniform Local Provisions) Regulations 1996
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan.</i>
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

2.6 Notices Requiring Things to be done by Owner or Occupier of Land and Additional Powers when Notice is Given

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.25 Notices requiring certain things to be done by owner or occupier of land Sch.3.1 Powers under notices to owners or occupiers of land Sch.3.2 Particular things local governments can do on land even though it is not local government property <i>Local Government (Uniform Local Provisions) Regulations 1995</i> r.11 Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl. 6
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to exercise the powers and duties of the local government in relation to notices requiring certain things to be done by owner or occupier of land and additional powers when notice is given.
Council Conditions on this Delegation:	Must comply with relevant Council Policies.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Works Supervisor
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Local Government Act 1995 Local Government (Uniform Local Provisions) Regulations 1996 Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan.</i>
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

2.7 Reserves Under Control of Local Government

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.54(1) Reserves under control of local government
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the Parks and Reserves Act 1895 [s.3.54(1)]
Council Conditions on this Delegation:	Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Works Supervisor
CEO Conditions on this Sub-Delegation:	a. Conditions on the original delegation also apply to the sub-delegation b. Must comply with relevant Council Policies
Compliance Links:	Local Government Act 1995 Part 3, Division 3, Subdivision 3 Parks and Reserves Act 1895
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

2.8 Give Notice to Prevent Damage to Local Government Property and other Land from Wind Erosion and Sand Drift

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.21(1) Wind erosion and sand drifts – Sch.9.1 cl. 12 (1) (2)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice to an owner/occupier of land if it is considered that clearing the owner/occupier's land might cause local government land having a common boundary to be adversely affected by wind erosion or sand drift [ULP r.21(1)] 2. Authority to give notice to owner/occupier of land to prevent or to minimise sand drifts that is likely to adversely affect other land
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Works Supervisor
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Local Government Act 1995 Local Government (Uniform Local Provisions) Regulations 1996
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan.</i>
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

3 Administration

3.1 Expressions of Interest for Goods and Services

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer r.24 Person expressing interest to be notified of outcome
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23 & r24].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	<p>Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures</p> <p>WALGA Subscription Service – Procurement Toolkit (Paid subscription)</p> <p>Council Purchasing Policy</p> <p>Council Policy Regional Price Preference Policy</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> . Details to be recorded in the Tender Register.
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

3.2 Tenders for Goods and Services

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)]. 3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$250,000 or less and the expense is included in the adopted Annual Budget [F&G.r.11(2)]. 4. Authority to invite tenders although not required to do so [F&G r.13]. 5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)]. 8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)]. 9. Authority to accept, or reject tenders, only within the \$250,000 detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)]. 10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation and within the \$10,000 detailed as a condition on this Delegation, and to then negotiate minor variations with the successful tenderer <u>before</u> entering into a contract [F&G r.20(1) and (3)]. 11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 12. Authority to decline any tender [F&G r.18(5)]. 13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r.20(2)] 14. Authority to:

	<ul style="list-style-type: none"> i. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%. ii. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A]. <p>15. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].</p>
<p>Council Conditions on this Delegation:</p>	<ul style="list-style-type: none"> a. Sole supplier arrangements may only be approved where a record is retained that evidences: <ul style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; and iv. Rationale for why the supply is unique and cannot be sources through other suppliers; b. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: <ul style="list-style-type: none"> i. proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government, ii. current supply contract expiry is imminent, iii. value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. c. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established where the total consideration under the resulting contract is \$250,000 or less and the expense is included in the adopted Annual Budget.
<p>Express Power to Sub-Delegate:</p>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
<p>Sub-Delegate/s: <i>Appointed by CEO</i></p>	<p>Deputy Chief Executive Officer</p>
<p>CEO Conditions on this Sub-Delegation:</p>	<p>Conditions on the original delegation also apply to the sub-delegation</p>
<p>Compliance Links:</p>	<p>Local Government Act 1995 Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit (Paid subscription) Council Policy - Purchasing Policy Council Policy – Regional Price Preference Policy</p>
<p>Record Keeping:</p>	<p>Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan.</i></p> <p>Entry in the Tender Register in accordance with Regulation 17 <i>Local Government (Functions and General) Regulations 1996.</i></p>
<p>Reporting Requirements:</p>	<p>Delegations exercised are to be reported to Council monthly.</p>

3.3 Application of Regional Price Preference Policy

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulations 1996::</i> r.24G Adopted regional price preference policy, effect of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer Works Supervisor
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	<u>Local Government (Functions & General) Regulations 1996</u> Council Policy – Purchasing Policy Council Policy - Regional Price Preference Policy
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan.</i> The decision on whether a regional price preference is to be applied to a particular tender is to be included in the tender specifications for that tender.
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

3.4 Disposing of Property

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> (a) to the highest bidder at public auction [s.3.58(2)(a)]. (b) to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with Section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$75,000 or less. c. When determining the method of disposal: <ul style="list-style-type: none"> • Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> ○ Reserve price has been set by independent valuation. ○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> ○ Negotiate the sale of the property up to a -10% variance on the valuation; and ○ Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded. d. Where the market value of the property is determined as being less than \$20,000 (F&G r.30(3) excluded disposal) may be undertaken: <ul style="list-style-type: none"> • Without reference to Council for resolution; and • In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value, then the disposal must ensure environmentally responsible disposal. e. Where the disposal relates to a lease or sub-lease of a Reserve vested in the Shire, the Power to Lease must be included as a condition on the Management Order with the State.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil

Compliance Links:	<p>Local Government Act 1995 – s.3.58 Disposal of Property</p> <p>Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i>.</p> <p>Executed leases, tenancy agreements etc are to be retained in Legal Services/Agreements file.</p>
Reporting Requirements:	<p>Delegations exercised are to be reported to Council monthly.</p>

3.5 Legal Matters & Representation

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.9.29
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to appoint an employee to represent the local government in legal proceedings either generally or in a particular case and to obtain legal advice and opinions as are deemed necessary in the exercise and management of the local government. [s.9.29(2)(b)].
Council Conditions on this Delegation:	<p>a. The CEO may only appoint the following officers to represent Council in legal proceedings or authorise them to obtain legal advice:</p> <ul style="list-style-type: none"> i. Deputy Chief Executive Officer ii. Works Supervisor <p>b. Legal proceedings may only be initiated with the prior approval of Council subject to adequate provision in the Budget.</p>
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Local Government Act 1995
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.
Note:	The above delegation is in addition to, and not in derogation of, the provisions under Section 358 of the Health (Miscellaneous Provisions) Act 1911 which states that an environmental health officer of a local government may, by virtue of his/her office, and without receiving express authority from such local government, institute and carry on proceedings against any person for an alleged offence under this Act or any local law or regulation made thereunder, and he/she shall be reimbursed out of the funds of the local government all costs and expenses which he/she may incur or be put to in or about such proceedings.

4 Finance

4.1 Payments from the Municipal or Trust Funds

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to make payments from the municipal funds [r.12(1)(a)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> Authority to make payments is subject to annual budget limitations. Procedures are to be systematically documented, retained and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit Committee at least once each financial year. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. Payments by cheque, BPay and EFT transactions must be approved jointly by two Authorised Officers, one of whom must have Delegated Authority (CEO, DCEO and Finance Officers). The verification of incurring the liability via the purchase order, invoice and evidence of goods/service received must be approved jointly by two Authorised Officers, one of whom must have Delegated Authority (CEO, or DCEO). Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	<p>Local Government Act 1995</p> <p>Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</p> <p>Local Government (Audit) Regulations 1996</p> <p>Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards</p> <p>Department of Local Government, Sport and Cultural Industries: Accounting Manual</p> <p>Council Purchasing Policy</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly. The List of Payments is to be presented as an Attachment to the Agenda to Council each month.

4.2 Defer, Grant Discounts, Waive or Write Off Debts

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire of Koorda [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Koorda [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Koorda [s.6.12(1)(c)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. A debt, other than a debt relating to a rate or service charge, may only be waived where the dollar amount does not exceed \$1,500 per individual debt. b. A debt relating to a rate or service charge may only be written off where the dollar value does not exceed \$1,500 per individual debt. c. A discount on venue hire fees as listed in the Schedule of Fees & Charges may only be granted where the dollar amount does not exceed \$500. d. A debt may only be written off where all necessary measures have been taken to locate/contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Koorda, or where the value of the debt makes recovery attempts uneconomical. e. Write off of debts greater than these values must be referred to Council for a decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer Finance Officers
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation except that the dollar amount per rates notice cannot exceed \$5 for rates, sewerage and other charges, and \$2 for ESL.
Compliance Links:	<p>Local Government Act 1995</p> <p>Local Government (Financial Management) Regulations 1996</p> <p>Collection of Rates Debts – refer Delegations:</p> <p>Delegation 4.5 - Agreement as to Payment of Rates and Service Charges Delegation 4.7 - Recovery of Rates or Service Charges Delegation 4.8 - Recovery of Rates Debts – Require Lessee to Pay Rent</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i>.</p> <p>Where the write off relates to rates, relevant notes are to be kept on the property file within Synergysoft.</p> <p>In accordance with Regulation 42 of the <i>Local Government (Financial Management) Regulations 1996</i>, the total amount of money written off is to be reported in the Annual Report.</p>
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

4.3 Power to Invest and Manage Investments

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit Committee at least once within every 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> 1. A decision to invest must be jointly confirmed by two Delegates. 2. Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	Local Government Act 1995 Banking Act 1959 Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	A report detailing the investment portfolio is to be presented to Council each month.

4.4 Rate Record Amendment

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record s.6.40 Effect of amendment of rate record
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Council Conditions on this Delegation:	Delegates must comply with the requirements of s.6.40 of the Act.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	Local Government Act 1995 – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Rates & Charges (Rebates & Deferments) Act 1992 Valuation of Land Act 1978 Fire & Emergency Services Act 1998 Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> . Relevant notes to be kept on the property file within Synergyssoft.
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

4.5 Agreement as to Payment of Rates and Service Charges

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	Local Government Act 1995 Rates & Charges (Rebates & Deferrals) Act 1992 Valuation of Land Act 1978 Fire & Emergency Services Act 1998 Council Policy – Financial Hardship Policy for Water Services Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> . Relevant notes are to be kept on the property file within Synergyssoft.
Reporting Requirements:	The full details of the arrangements made under this delegation is to be recorded in the rate record.

4.6 Determine Due Date for Rates or Service Charges

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine the date on which rates or service charges become due and payable to the Shire of Koorda [s.6.50].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	Local Government Act 1995 Rates & Charges (Rebates & Deferrals) Act 1992 Valuation of Land Act 1978 Fire & Emergency Services Act 1998 Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> . Relevant notes are to be kept on the property file within Synergyssoft.
Reporting Requirements:	The full details of the arrangements made under this delegation is to be recorded in the rate record.

4.7 Recovery of Rates or Service Charges

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> a. Conditions on the original delegation also apply to the sub-delegation. b. The sub-delegation does not include the authority to lodge and withdraw caveats.
Compliance Links:	<p>Local Government Act 1995</p> <p>Rates & Charges (Rebates & Deferments) Act 1992</p> <p>Valuation of Land Act 1978</p> <p>Fire & Emergency Services Act 1998</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i>.</p> <p>Relevant notes are to be kept on the property file within Synergyssoft.</p>
Reporting Requirements:	The full details of the decision and actions taken under this delegation is to be recorded in the rate record.

4.8 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Koorda [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	<p>Local Government Act 1995 – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.</p> <p>Rates & Charges (Rebates & Deferrals) Act 1992</p> <p>Valuation of Land Act 1978</p> <p>Fire & Emergency Services Act 1998</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i>.</p> <p>Relevant notes are to be kept on the property file within Synergyssoft.</p>
Reporting Requirements:	The full details of the decision and actions taken under this delegation is to be recorded in the rate record.

4.9 Rate Record - Objections

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	<p>Local Government Act 1995</p> <p>Rates & Charges (Rebates & Deferments) Act 1992</p> <p>Valuation of Land Act 1978</p> <p>Fire & Emergency Services Act 1998</p> <p>Notes – Decisions under this delegation may be referred for review by the State Administrative Tribunal</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i>.</p> <p>Relevant notes are to be kept on the property file within Synergyssoft.</p>
Reporting Requirements:	The full details of the decision and actions taken under this delegation is to be recorded in the rate record.

5 Building Act 2011 Delegations

5.1 Grant a Building Permit

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	<p>Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor</p> <p>Building Regulations 2012 – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</p> <p>Building Services (Registration Act) 2011 – Section 7</p> <p>Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2</p> <p>Building and Construction Industry Training Levy Act 1990</p> <p>Heritage Act 2018</p> <p>Caravan and Camping Grounds Act 1995</p>

	<u>Caravan and Camping Grounds Regulations 1997</u>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

5.2 Demolition Permits

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	The granting of a permit excludes those properties contained in the Shire of Koorda Municipal Heritage Inventory.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> a. Conditions on the original delegation also apply to the sub-delegation b. The CEO is to be advised of the intention to issue a demolition licence prior to the final licence being issued.
Compliance Links:	<p>Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit</p> <p>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</p> <p>Building and Construction Industry Training Levy Act 1990</p> <p>Heritage Act 2018</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .

Reporting Requirements:	Delegations exercised are to be reported to Council monthly.
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5.3 Occupancy Permits or Building Approval Certificates

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration Building Regulations 2012 r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	<p>Building Act 2011 s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT</p> <p>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</p> <p>Building and Construction Industry Training Levy Act 1990</p> <p>Heritage Act 2018</p> <p>Caravan and Camping Grounds Act 1995</p> <p>Caravan and Camping Grounds Regulations 1997</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

5.4 Designate Employees as Authorised Persons

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Council Conditions on this Delegation:	Decisions under this delegated authority should be in accordance with r.5 of the <i>Building Regulations 2012</i> .
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	<p><u>Building Act 2011:</u></p> <p>s.97 requires each person designated as an authorised person must have an identity card.</p> <p>r.5A Authorised persons (s.3) – definition</p> <p><u>Building Regulations 2012</u></p> <p>Authorised Persons Identity Card and Certificate of Authorisation</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council following appointment.

5.5 Building Orders

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. Building work; or b. Demolition work; or c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Sub-delegation does not include the: <ol style="list-style-type: none"> 1. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]; and 2. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Compliance Links:	<i>Building Act 2011:</i> Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order

	Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

5.6 Inspection and Copies of Building Records

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Building Act 2011 – s.146 Confidentiality Code of Conduct Freedom of Information Act 1992 State Records Act 2000
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council annually.

5.7 Referrals and Issuing Certificates

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.145A Local Government functions
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Koorda's District [s.145A(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer Administration Officers
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	Building Act 2011 Building Regulations 2012
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan..</i>
Reporting Requirements:	Delegations exercised are to be reported to Council annually.

5.8 Private Pool Barrier – Alternative and Performance Solutions

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> a. Conditions on the original delegation also apply to the sub-delegation b. Any variation requested is to be discussed with the CEO prior to approval
Compliance Links:	Building Act 2011 Building Regulations 2012 Swimming Pool Provisions – AS1926.1 Standards (as amended)
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

6 Bush Fires Act 1954 Delegations

6.1 Make Request to FES Commissioner – Control of Fire

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to request on behalf of the Shire of Koorda that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Work Health and Safety Act 2020
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

6.2 Prohibited Burning Times - Vary

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Shire President and Chief Bush Fire Control Officer (jointly)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Council Conditions on this Delegation:	Decisions under s.17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Bush Fires Regulations 1954 Shire of Koorda Fire Order
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

6.3 Prohibited Burning Times – Control Activities

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions during a Prohibited Burning Time to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvesters during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of Koorda or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Council Conditions on this Delegation:	Decisions under s.17(7) must be undertake jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Bush Fires Regulations 1954 Shire of Koorda Fire Order
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

6.4 Restricted Burning Times – Vary and Control Activities

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 8. Authority to prohibit the use of tractors, engines or self-propelled harvesters, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 9. Authority to recover the cost of measures taken by the Shire of Koorda or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Council Conditions on this Delegation:	Nil

Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Bush Fires Regulations 1954 Shire of Koorda Fire Order
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan..</i>
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

6.5 Control of Operations Likely to Create Bush Fire Danger

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3)]. 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i>
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Bush Fires Regulations 1954
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan..</i>
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

6.6 Firebreaks

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Koorda: <ol style="list-style-type: none"> a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. <ol style="list-style-type: none"> a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)]. 3. Authority to consider and determine a written request to vary the requirements of a Notice issued in accordance with s.33.
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Bush Fires Regulations 1954 Shire's Annual Fire Break Notice
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan.</i>
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

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

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and <ol style="list-style-type: none"> a. Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Koorda [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Bush Fires Regulations 1954 Shire's Annual Fire Break Notice Fire Break advertising of Officers
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan..</i>
Reporting Requirements:	Delegations exercised are to be reported to Council annually..

6.8 Recovery of Expenses Incurred through Contraventions of this Act

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to recover expenses incurred as a result of an offence against the <i>Bush Fires Act 1954</i> , being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Koorda or those on behalf of the Shire of Koorda to do [s.58].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Bush Fires Regulations 1954
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

6.9 Prosecution of Offences and Infringement Notices

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	<p>Bush Fires Act 1954: s.65 Proof of certain matters s.66 Proof of ownership or occupancy</p> <p>Bush Fires Regulations 1954 List of First Schedule penalties Form 2 – Withdrawal of Bush Fire Infringement Notice Shire of Koorda Fire Order</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan.</i>
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

6.10 Withdrawal of Infringement Notices

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.59A(5) Alternative procedure – infringement notices
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to withdraw an infringement notice for an offence against this Act [s.59A(5)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	<u><i>Bush Fires Act 1954:</i></u> s.65 Proof of certain matters s.66 Proof of ownership or occupancy <u><i>Bush Fires Regulations 1954</i></u> List of First Schedule penalties Form 2 – Withdrawal of Bush Fire Infringement Notice Shire of Koorda Fire Order
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan.</i>
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

7 Cat Act 2011 Delegations

7.1 Cat Registrations

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Koorda's District [Regs. Sch. 3 cl.1(4)].
Council Conditions on this Delegation:	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer Administration Officers
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> a. Conditions on the original delegation also apply to the sub-delegation. b. The sub-delegation does not contain the authority to reduce or waive a registration or approval to breed fee.
Compliance Links:	<p>Cat Act 2011</p> <p>Cat Regulations 2012:</p> <ul style="list-style-type: none"> r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) <p>Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i>.</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> . Registrations and amendments to Registrations to be included in Cat Register.
Reporting Requirements:	Delegations exercised are to be reported to Council annually.

7.2 Cat Control Notices

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Koorda's District [s.26].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Cat Act 2011 Cat Regulations 2012 – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

7.3 Approval to Breed Cats

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Council Conditions on this Delegation:	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	<p>Cat Act 2011</p> <p>Cat Regulations 2012:</p> <ul style="list-style-type: none"> r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

7.4 Recovery of Costs – Destruction of Cats

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Cat Act 2011 Cat Regulations 2012 Cat (Uniform Local Provisions) Regulations 2013
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

7.5 Application to Keep Additional Cats

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 2. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i>. b. Where a complaint is made relating to an application to keep additional cats the matter is to be referred to Council for determination.
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Cat Act 2011 Cat Regulations 2012
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

8 Dog Act 1976 Delegations

8.1 Refuse or Cancel Registration

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.14 Register of dogs s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Koorda's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Dog Act 1976 s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Dogs Local Law

	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan.</i>
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

8.2 Application to Keep Additional Dogs

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976::</i> s. 26 (3) Application to keep additional number of dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to grant or refuse approval for additional number of dogs specified in an application to be kept at the prescribed premises and, in addition to statutory conditions, determine any condition reasonably necessary to ensure premises are suitable for the additional number of dogs [s.26 (3)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. Notices of decisions must include advice as to Review rights in accordance with s.26 (5) of the <i>Dog Act 1976</i>. b. Where a complaint is made relating to an application to keep additional dogs the matter is to be referred to Council for determination.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA (3) Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	<p>Dog Act 1976</p> <p>Dog Regulations 2013</p> <p>Dogs Local Law</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.26 (5) and (6)</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

8.3 Recovery of Moneys Due Under this Act

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Dog Act 1976 Dogs Local Law Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

8.4 Dispose of or Sell Dogs Liable to be Destroyed

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Dogs Act 1976 Dogs Local Law
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan..</i>
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

8.5 Declare Dangerous Dog

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Dogs Act 1976 Dog Regulations 2013 Dogs Local Law Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan.</i>
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

8.6 Determine Recoverable Expenses for Dangerous Dog Declaration

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to any maximum amount prescribed, having regard to the expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Dogs Act 1976 Dog Regulations 2013 Dogs Local Law Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan.</i>
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

9 Food Act 2008 Delegations

9.1 Prohibition Orders

Delegator:	Local Government
Express Power to Delegate:	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	Nil. <i>Food Regulations 2009</i> do not provide for sub-delegation.
Compliance Links:	Food Act 2008 Guide to Regulatory Guideline Number 1: Introduction of Regulatory Auditing in Western Australia Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

9.2 Food Business Registrations

Delegator:	Local Government
Express Power to Delegate:	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> • Regulatory food safety auditing for enforcement agencies • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline
Express Power to Sub-Delegate:	Nil. <i>Food Regulations 2009</i> do not provide for sub-delegation.
Compliance Links:	Food Act 2008 Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

9.3 Appoint Authorised Officers and Designated Officers

Delegator:	Local Government
Express Power to Delegate:	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint persons to undertake the functions of an enforcement agency under this Act. [s.118(1)]. 2. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(2)]. 3. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 4. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> • Appointment of Authorised Officers as Meat Inspectors; • Appointment of Authorised Officers; • Appointment of Authorised Officers – Designated Officers only; and • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer.
Express Power to Sub-Delegate:	Nil. <i>Food Regulations 2009</i> do not provide for sub-delegation.
Compliance Links:	Food Act 2008 s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council following appointment.

10 Graffiti Vandalism Act 2016 Delegations

10.1 Give Notice Requiring Obliteration of Graffiti

Delegator:	Local Government
Express Power to Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer Ranger
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> a. Sub-delegation excludes the authority to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)]. b. Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	Graffiti Vandalism Act 2016 Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan.</i>
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

10.2 Notices – Deal with Objections and Give Effect to Notices

Delegator:	Local Government
Express Power to Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Graffiti Vandalism Act 2016 Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan.</i>
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

10.3 Powers of Entry

Delegator: <i>Power / Duty assigned in</i>	Local Government
Express Power to Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.28 Notice of entry s.29 Entry under warrant
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Graffiti Vandalism Act 2016
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

11 Public Health Act 2016 Delegations

11.1 Appoint Authorised Officer or Approved Officer

Delegator:	Local Government
Express Power to Delegate:	<p><i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate</p> <p><i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices</p>
Express Power or Duty Delegated:	<p><i>Public Health Act 2016:</i> s.24(1) and (3) Designation of authorised officers</p> <p><i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices</p> <p>Shire of Koorda Town Planning Scheme No. 2</p>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to designate a person or class of persons as authorised officers for the purpose of: <ol style="list-style-type: none"> a. The <i>Public Health Act 2016</i> or other specified Act; b. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act; c. Provisions of the <i>Public Health Act 2016</i> or other specified Act, other than the specified provisions of that Act; Including: <ol style="list-style-type: none"> a. An environmental health officer or environmental health officers as a class; or b. A person who is not an environmental health officer or a class of persons who are not environmental health officers; or c. A mixture of the two. [s24(3)] 2. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Persons to be appointed as authorised environmental health officers must satisfy the criteria published in Government Gazette No 22 of 24 January 2017 - Public Health Act 2016 – Guidelines on the Designation of Authorised Officer. b. A register (list) of authorised officers is to be maintained in accordance with s27. c. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express Power to Sub-Delegate:	Nil. The <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.
Compliance Links:	<p>Public Health Act 2016</p> <p>Health (Asbestos) Regulations 1992</p> <p>Authorisation certificate</p> <p><i>Criminal Investigation Act 2006, Parts 6 and 13 – refer s245 of the Public Health Act 2016</i></p> <p><i>The Criminal Code, Chapter XXVI – refer s252 of the Public Health Act 2016</i></p> <p><i>Criminal Procedure Act 2004 – Part 2</i></p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan..</i>
Reporting Requirements:	Delegations exercised are to be reported to Council following appointment.

11.2 Enforcement Agency Reports to the Chief Health Officer

Delegator:	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate:	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Koorda [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer a report detailing any proceedings for an offence under this Act [s.22(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil, unless a Regulation enacted under the <i>Public Health Act 2016</i> specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Compliance Links:	Public Health Act 2016 s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council annually.

11.3 Designate Authorised Officers

Delegator:	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate:	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ol style="list-style-type: none"> i. The <i>Public Health Act 2016</i> or other specified Act ii. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act iii. Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ol style="list-style-type: none"> a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Subject to each person so appointed being; <ul style="list-style-type: none"> • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express Power to Sub-Delegate:	Nil, unless a Regulation enacted under the <i>Public Health Act 2016</i> specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Compliance Links:	<p>Public Health Act 2016</p> <ul style="list-style-type: none"> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority <p>Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i></p> <p><i>The Criminal Code</i>, Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i></p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council following appointment.

11.4 Commence Proceedings

Delegator:	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate:	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.280 Commencing Proceedings
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to commence proceedings for an offence under the <i>Public Health Act 2016</i> [s.280]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil, unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Compliance Links:	Public Health Act 2016 s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

12 Planning and Development Act 2005 Delegations

12.1 Development Approvals/Planning Determinations

Delegator:	Local Government
Express Power to Delegate:	<i>Planning and Development (Local Planning Schemes) Regulations 2015 and specifically Clause 82, Part 10 of Schedule 2 of the Deemed Provisions for Local Planning Schemes.</i>
Express Power or Duty Delegated:	<i>Shire of Koorda Local Planning Scheme No. 3 – Development Approvals/Planning Determinations</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>In the case of development applications involving use which is classified as “P” or “D” use in the Local Planning Scheme text, the Chief Executive Officer has delegated authority to approve such applications subject to relevant conditions if necessary;</p> <p>In the case of development applications involving a use which is classified as “A” use in the Scheme text, the Chief Executive Officer has delegated authority to approve each application subject to the application being advertised in accordance with the Scheme, no substantive objections being received;</p> <p>The Chief Executive Officer has delegated authority to refuse development applications in cases where such applications do not comply with the provisions of the Scheme and could not comply without significantly altering the proposal;</p> <p>The Chief Executive Officer has delegated authority to consider and determine applications for patios, pergolas, verandas, car ports, shade structures and/or other minor additions in all zones provided that, where appropriate, advertising/consultation with likely affected adjoining landowners has been undertaken and submissions adequately addressed.</p>
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Planning and Development (Local Planning Schemes) Regulations 2015 and specifically Clause 82, Part 10 of Schedule 2 of the Deemed Provisions for Local Planning Schemes.</i>
Compliance Links:	Planning and Development (Local Planning Schemes) Regulations 2015 Clause 82, Part 10 of Schedule 2 of the Deemed Provisions for Local Planning Schemes. <i>Shire of Koorda Local Planning Scheme No.3</i>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan.</i>
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

12.2 Illegal/Unauthorised Development

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Part 13 of the Planning and Development Act 2005 <i>Shire of Koorda Local Planning Scheme No.3</i>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan.</i>
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

13 Health (Miscellaneous Provisions) Act 1911 Delegations

13.1 Appointment of Deputy

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Health (Miscellaneous Provisions) Act 1911</i> Section 26
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is appointed as deputy in accordance with Section 26 of the <i>Health (Miscellaneous Provisions) Act 1911</i> and in that capacity delegated authority to perform any or all of the powers/duties of the local government contained within the <i>Health (Miscellaneous Provisions) Act 1911</i> and its subsidiary legislation.
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Health (Miscellaneous Provisions) Act 1911
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

14 Delegations in a State of Emergency

14.1 Renewal or Extension of Contracts during a State of Emergency

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: 1. contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250,000, and 2. contracts formed through a public tender.
Council Conditions on this Delegation:	a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: i. It is exercised at the sole discretion of the Local Government; ii. It is in the best interests of the Local Government; iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; iv. It has potential to promote local and/or regional economic benefits. b. This authority may only be exercised where the total consideration for the renewal or extension is \$100,000 or less. c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c). d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy. e. This authority may only be exercised where the total consideration under the resulting contract is \$350,000 or less. f. The CEO cannot sub-delegate this authority.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service – Procurement Toolkit (Paid subscription) Council Purchasing Policy Council Policy Regional Price Preference Policy

Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> and the <i>Shire of Koorda Recordkeeping Plan</i> .
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.

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

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja) Associated definition under subregulation 11(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: <ol style="list-style-type: none"> 1. Determine that particular goods or services with a purchasing value >\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with the Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8. d. The CEO is to inform Council after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. e. The CEO cannot sub-delegate this authority.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service – Procurement Toolkit (Paid subscription) Council Purchasing Policy Council Policy Regional Price Preference Policy
Record Keeping:	Each instance of this delegation being exercised is to be recorded in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996 and the Shire of Koorda Recordkeeping Plan.</i>
Reporting Requirements:	Delegations exercised are to be reported to Council monthly.