



ATTACHMENT BOOKLET FOR ORDINARY COUNCIL MEETING

16 June 2021 at 4:30pm

INDEX

7.1 Ordinary Council Meeting held 19 May 2021 Minutes	1
10.1 Audit & Risk Committee Meeting Minutes – 1 June 2021	17
11.1.1 New Code of Conduct for Council Members, Committee Members and Candidates	30
11.1.2 New Shire of Mingenew Complaints Management Policy	37
11.1.3 Amended Code of Conduct Behaviour Complaints Form	39
11.1.4 New Delegation CDC02 – Behaviour Complaints Committee	50
11.1.5 New Behaviour Complaints Committee Terms of Reference	59
11.1.6 Former Code of Conduct for Council Members and Committee Members (March 2019)	68
11.2.1 Proposed Updated Delegations Register	71
11.3.1 SCP Document with tracked changes	76
11.3.2 Final Strategic Community Plan (Desktop Review 2021)	87
11.4.1 CBP with tracked changes	115
11.4.2 Final Corporate Business Plan 2019-2023 (reviewed)	117
11.5.1 Copy of submitted Planning Application – Proposed Workforce Accommodation	136
11.5.2 Copy of received submissions	140
12.1.1 Monthly Financial Report for the period ending 31 May 2021	169
12.2.1 List of Payments – March & April 2021	198
15.1 <i>Provided to Elected Members under separate, confidential cover</i>	



MINUTES OF THE ORDINARY COUNCIL MEETING

19 MAY 2021

TABLE OF CONTENTS

1.0	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	3
2.0	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	3
3.0	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
4.0	PUBLIC QUESTION TIME/PUBLIC STATEMENT TIME.....	3
5.0	APPLICATIONS FOR LEAVE OF ABSENCE	3
6.0	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	3
7.0	CONFIRMATION OF PREVIOUS MEETING MINUTES.....	4
7.1	ORDINARY COUNCIL MEETING HELD 17 MARCH 2021	4
8.0	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION	5
8.1	STAFF ACKNOWLEDGEMENT - TROPICAL CYCLONE SEROJA RESPONSE AND RECOVERY	5
9.0	DECLARATIONS OF INTEREST	5
10.0	RECOMMENDATIONS OF COMMITTEES	5
11.0	REPORTS BY THE CHIEF EXECUTIVE OFFICER.....	6
11.1	ADOPTION OF THE SHIRE OF MINGENEW STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION, AND POLICY FOR TEMPORARY CEO APPOINTMENTS.....	6
11.2	PROPOSED AMENDMENTS TO PURCHASING POLICY AND DELEGATIONS	10
11.3	WAIVING OF BUILDING AND PLANNING APPLICATION FEES.....	13
11.4	PROPOSED OFFICE – LOT 2 ELEANOR STREET, MINGENEW.....	16
11.5	PROPOSED TELECOMMUNICATIONS INFRASTRUCTURE.....	22
11.6	CBH SITE AMENITIES.....	30
11.7	NEW CROSSOVER POLICY	35
11.8	NEW RURAL ROAD VERGE VEGETATION MANAGEMENT POLICY	37
12.0	FINANCE	39
12.1	FINANCIAL REPORT FOR THE PERIOD ENDED 31 MARCH 2021	39
12.2	FINANCIAL REPORT FOR THE PERIOD ENDED 30 APRIL 2021	42
12.3	LIST OF PAYMENTS FOR THE PERIOD 1 MARCH TO 30 APRIL 2021	45
12.4	MINGENEW CRICKET CLUB – SPORTING CLUB LEASE	47
13.0	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN/FOR CONSIDERATION AT FOLLOWING MEETING.....	50
14.0	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	50
15.0	CONFIDENTIAL ITEMS.....	50
15.1	CONFIDENTIAL [s5.23 (2)(c)]: TENDER – RFT 2 2020/21: DISPOSAL OF RESIDENTIAL LAND – SECOND ALLOCATION	50
15.2	CONFIDENTIAL [5.23(2)(A)]: ORGANISATIONAL STRUCTURE AMENDMENT	51
16.0	TIME AND DATE OF NEXT MEETING	51



**MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON
19 MAY 2021 COMMENCING AT 4.30PM**

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, Cr GJ Cosgrove, opened the meeting at 4:30pm and welcomed all for their attendance.

**2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE
COUNCILLORS**

GJ Cosgrove	Shire President	Town Ward
HR McTaggart	Councillor	Rural Ward
HM Newton	Councillor	Town Ward
RW Newton	Deputy President	Rural Ward
JD Bagley	Councillor	Rural Ward
AR Smyth	Councillor	Town Ward
CV Farr	Councillor	Town Ward

APOLOGIES

N Hay	Chief Executive Officer
-------	-------------------------

STAFF

J Clapham	Finance and Administration Manager
P Wood	Works Manager
E Greaves	Governance Officer

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4.0 PUBLIC QUESTION TIME/PUBLIC STATEMENT TIME

Nil.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

7.1 ORDINARY COUNCIL MEETING HELD 17 MARCH 2021

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 7.1 – RESOLUTION# 01190521

MOVED: Cr AR Smyth

SECONDED: Cr JD Bagley

That the Minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 17 March 2021 be confirmed as a true and accurate record of proceedings.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

- 8.1 STAFF ACKNOWLEDGEMENT - TROPICAL CYCLONE SEROJA RESPONSE AND RECOVERY**
The Shire President took the opportunity, on behalf of Councillors and the community, to formally acknowledge and thank the Chief Executive Officer and Shire of Mingenew staff for their efforts in the response to and recovery from TC Seroja on 11 April 2021.

9.0 DECLARATIONS OF INTEREST

Cr HR McTaggart disclosed an impartiality interest in Item 12.4 Mingenew Cricket Club – Sporting Club Lease.

Miss E Greaves disclosed a financial interest in Confidential Item 15.2 Organisation Structure Amendment.

10.0 RECOMMENDATIONS OF COMMITTEES

Nil.

11.0 REPORTS BY THE CHIEF EXECUTIVE OFFICER

11.1 ADOPTION OF THE SHIRE OF MINGENEW STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION, AND POLICY FOR TEMPORARY CEO APPOINTMENTS

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: CM.POL.1
Disclosure of Interest: Nil
Date: 10 May 2021
Author: Erin Greaves, Governance Officer
Authorising Officer: Nils Hay, Chief Executive Officer
Voting Requirements: Absolute Majority

Summary

For Council to consider adoption of the Shire of Mingenew Standards for CEO Recruitment, Performance and Termination (CEO Standards) and the amended policy for Temporary Employment or Appointment of CEO (formally titled Appointment of Acting Chief Executive Officer).

Key Points

- The *Local Government Legislation Act 2019* saw amendments to the *Local Government Act 1995* prescribing that local governments adopt standards for CEO recruitment, performance and termination [s.5.39A and 5.39B].
- It is proposed that Council adopt the Model Standards with no changes.
- The Legislation also requires that the local government adopts a policy for the temporary employment or appointment of a CEO. Whilst the Shire has a Policy in place outlining the process for appointing an Acting CEO, some minor adjustments have been made to ensure compliance with those changes.

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 11.1 – RESOLUTION# 02190521

MOVED: Cr JD Bagley

SECONDED: Cr RW Newton

That Council, by Absolute Majority:

1. Adopts the Shire of Mingenew Standards for CEO Recruitment, Performance and Termination, in accordance with section 5.39A of the *Local Government Act* and *Schedule 2 of the Local Government (Administration) Regulations 1996*, as attached;
2. Adopts the 'Temporary Employment or Appointment of CEO' Policy to replace the existing '1.2.4 Appointment of Acting Chief Executive Officer' Policy to align with section 5.39C of the *Local Government Act 1995*.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

Attachment

11.1.1 Shire of Mingenew Standards for CEO Recruitment, Performance and Termination

11.1.2 Policy 1.2.4 Temporary Employment or Appointment of CEO

Background

On 27 June 2019, the *Local Government Legislation Amendment Act 2019* was passed by Parliament. The Amendment Act included the requirement to adopt best practice standards for CEO recruitment, performance review and early termination. Regulations to enact the changes including the Model Standards came into effect on 3 February 2021.

Section 5.39B of the Local Government Act 1995 requires that a local government must prepare and adopt standards for CEO recruitment, performance and termination that incorporate the model standards within three months of the Model Standards being gazetted.

Comment

Model Standards

Council has scope to make additional provisions to the CEO Standards provided they are not inconsistent with the Model Standards. It is not proposed that any amendments/additions be made at this time.

The Department of Local Government, Sport and Cultural Industries (DLGSC) has prepared a set of Operational Guidelines to assist application and interpretation of the Model Standards, they are available here - <https://www.dlgsc.wa.gov.au/departments/publications/publication/appointing-a-ceo>.

A summary of the CEO Standards is provided below:

Recruitment and Selection

Recruitment requirements that will require future endorsement/action by Council include:

- The approval of the CEO Job Description Form (by Absolute Majority) which should include the selection criteria and responsibilities of the position.
- State wide notice is to be given of a vacancy which is to outline the details of the remuneration and benefits offered, how and where to submit an application, date and time applications close, duration of the proposed contract, website links and contacts details for obtaining further information
- Establishing a Selection panel made up of Council members (number to be determined Council) and an independent member. The Department recommends developing a policy or terms of reference to outline panel duties and responsibilities.
- Absolute majority decision to make an offer of employment and approve the proposed or variation to contract terms, noting that the contract cannot exceed five years unless an acting or temporary appointment is being made which cannot exceed one year.
- Following the appointment of a CEO, certify by Absolute Majority that the CEO was employed in accordance with the adopted standards and give notice to the Department
- External recruitment to occur on expiry of CEO contract where the CEO has held the position for 10 or more consecutive years

The Model requires that the selection panel for employment of the CEO must comprise of council members and at least one independent person (that person cannot be a council member, an employee of the local government or a human resources consultant engaged by the local government). Whilst Council raised issue with this being a mandatory requirement during the consultation period, the wording used is intentionally flexible to allow Council's to determine the makeup of the panel. It is suggested that the matter be dealt with as a decision of Council when establishing a panel rather than restricting within the Standards now. This may mean that Council could approach a suitably qualified employee of another local government to be an independent member (similar to Council's existing arrangement with Mr Battilana as the independent member on the Audit & Risk Committee). Having an independent member reduces the risk to Council to support a merit-based, above reproach decision-making.

The Department also recommends an independent human resources consultant/agency, experienced in senior executive recruitment be engaged to conduct the recruitment process on Council's behalf, as has been the Shire's practice in the past.

The Model Standards also outline the requirement to go through a recruitment and selection process for the CEO position every ten (10) years to ensure local governments appropriately test the market. The Shire and broader local government industry have strongly fought against this requirement, as it forces the local

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 19 May 2021

government to go through the process regardless of whether the CEO and Council are satisfied with the employment arrangement at a cost to the Shire. WALGA and the Local Government Professionals WA continue to advocate for a change to this requirement.

Performance Reviews

The Standards require that the process for the Performance Review and performance criteria is to be agreed between Council and the CEO. This has been done as part of the CEO's contract development and renewal process with specific provision made for performance criteria, the reviewer and conducting the review. The Department recommends developing a "performance agreement" which is to outline how the performance criteria is to be assessed. This can be considered as part of the scope for the relevant consultant.

The Shire of Mingenew has been conducting regular annual performance reviews and it is scheduled to undertake the next review by July 2021 with that duty currently delegated to the Executive Management Committee who engages an external consultant to gather evidence and present findings to the Committee. The Executive Management Committee Terms of Reference are currently being reviewed to align with these Standards.

Termination

The Model Standards provides strict guidance for the termination of the CEO, particularly if termination is proposed based on performance to ensure procedural fairness has been afforded. This reduces risk for industrial relation action and reputational damage to the local government.

A local government is required to endorse the decision to terminate a CEO's employment by way of an absolute majority decision. A local government must certify that the termination was in accordance with the adopted standards in regulations.

Temporary Employment or Appointment of CEO Policy

The Shire's Acting Chief Executive Officer policy has been reviewed in light of the recent legislative changes [s5.39C] and has been updated to reflect currently legislation wording, to ensure compliance. The main change being that the existing policy really only applied to internal appointments of existing staff to the role of Acting CEO. Whereas, the reviewed policy makes provision for any appointment to the role of CEO (including an Acting appointment) for a term not exceeding 12 months.

In enacting the Policy, the CEO has discretion to appoint a person temporarily as CEO if they are already an endorsed person by Council (as this ensures Council can be satisfied that the person is suitably qualified for the position). The Policy has historically referenced previously endorsed persons as being approved however, "suitably qualified person" has since been included within the policy (being restricted to those of management level who have been in the role for more than 3 months) to provide clarity in enacting the policy in future without the need to search other documentation.

The legislative changes also require that the Council consider and endorse the proposed employment contract by Absolute Majority. The Policy has been amended slightly to clarify that up to 100% of the CEO base salary is to be offered to the incumbent ACEO, assuming it is in accordance with the relevant SAT determined range for a Band 4 Council.

There were also some minor changes made to update legislative references.

Consultation

WALGA

Local Government Professionals WA

Department of Local Government, Sport and Cultural Industries (Operational Guidelines)

Statutory Environment

Local Government Act 1995

Local Government (Administration) Regulations 1996

Policy Implications

This is a new policy to be incorporated into Council's Policy Manual.

Financial Implications

Whilst no immediate financial impact, there is a requirement to conduct a recruitment and selection process for the CEO position after each 10-year period after the expiry of the contract of employment (in accordance with clause 13 of the Model Standards). This will have implications for future resourcing, advertising and on-boarding expenditure.

Strategic Implications

Strategic Community Plan 2019-2029 Strategies

1.2.1 Manage organisation in a financially sustainable manner

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

11.2 PROPOSED AMENDMENTS TO PURCHASING POLICY AND DELEGATIONS

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: CM.POL.1
Disclosure of Interest: Nil
Date: 6 April 2021
Author: Erin Greaves, Governance Officer
Authorising Officer: Nils Hay, Chief Executive Officer
Voting Requirements: Simple Majority

Summary

Following a review of the Shire's purchasing policy and procedures, an amended Purchasing Policy (1.3.1) and associated delegation relating to Expressions of Interest, Tenders and Tender Exempt procurement (CD04) is presented for Council consideration.

Key Points

- Council must adopt a Purchasing Policy in accordance with Regulation 11A of the *Local Government (Functions and General) Regulations 1996*
- An Internal Audit on Tendering and Procurement was conducted in February 2021 which identified a number of areas for improvement and clarification
- The proposed amended Policy and Delegation reflect the outcomes of that review and advice from WALGA

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 11.2 – RESOLUTION# 03190521

MOVED: Cr HM Newton

SECONDED: Cr HR McTaggart

That Council:

1. Adopts the amended 1.3.1 Purchasing Policy as attached; and
2. Repeals delegation 'CD04 Expressions of Interest, Tenders and Tender Exempt Procurement' and adopts the following Council delegations to the Chief Executive Officer as attached:
 - a. CD24 Tenders for Goods and Services;
 - b. CD25 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options;
 - c. CD26 Tenders for Goods and Services – Exempt Procurement;
 - d. CD27 Panels of Pre-Qualified Suppliers for Goods and Services; and
 - e. CD28 Expressions of Interest for Goods or Services.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

Attachment

11.2.1 Proposed (Amended) Purchasing Policy

11.2.2 Current 1.3.1 Purchasing Policy

11.2.3 Proposed New Delegations CD24-CD29

11.2.4 Current CD04 Expressions of Interest, Tenders and Tender Exempt Procurement Delegation

Background

The *Local Government (Functions and General) Regulations 1996* require that a local government has a purchasing policy in place to guide purchasing activities and entering into contracts for the supply of goods and services to the value of \$250,000 or less.

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 19 May 2021

The Shire of Mingenew has consistently had a Purchasing Policy in place and reviews this Policy at a minimum biennially. The existing Policy was last endorsed by Council in April 2020 when amendments were made with respect to purchasing during a state of emergency. Changes were also made to the tender threshold limits and WALGA has updated the model Purchasing Policy they have developed.

In February 2021, an Internal Audit Report on Tendering and Procurement was received by the Shire's Audit & Risk Committee, and subsequently received by Council. This report recommended the Purchasing Policy and related delegation be reviewed to incorporate improvements identified by WALGA and the reporting officer to ensure the Shire's purchasing activities are compliant, transparent and guided by best practice principles.

Comment

The following amendments to the Purchasing Policy have been made:

- Clarification around the need to 'seek' versus 'obtain' minimum quotations for purchasing thresholds. WALGA has also provided advice that the use of the word 'seek' in reference to the number of quotes required (versus 'obtain') in the purchasing requirements is an appropriate amendment and consistent with the template policy.
- Provide for at least one verbal or written quote to be obtained for the \$4,999 and under purchasing threshold. The current policy does not provide a minimum requirement but in reality, at least one quote must be obtained to create a purchase order, so the Policy now reflects what currently already occurs;
- Prescribed process for 'emergency purchases' (where a budget allocation exists and the circumstances for when emergency purchasing is to be authorised and how)
- Clarifying the wording around the final purchasing threshold to align with legislation for purchasing \$250,000 and above (this has been rectified by aligning with WALGA's template);
- Clarify when panels of pre-qualified suppliers are preferenced and at what values (the amended policy provides for this in the new order of priority section)
- To include control measures for complying with the Policy, including the requirement to evidence any attempts to seek the required number of quotes and the inclusion of consequences for non-compliance when not reasonable – see 'PURCHASING POLICY NON-COMPLIANCE' at the end of the policy. The Shire also has internal measures and procedures for checking compliance and guiding good process.

The CD04 Delegation has been split and amended to reflect the current Policy and legislative changes, as well as adding reference to decision making for Pre-qualified suppliers. This delegation is made based on the WALGA model delegation. Specific feedback from WALGA was received indicating that the former CD04 Delegation was out of date and suggested the WALGA template delegations be utilized. Therefore, there are a number of new delegations proposed to simplify and clarify the various tender/procurement activities.

Consultation-

WALGA

Shire of Mingenew Audit & Risk Committee

Statutory Environment

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

11A. Purchasing policies for local governments

- (1) *A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.*

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 19 May 2021

- (2) *A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).*
- (3) *A purchasing policy must make provision in respect of —*
 - (a) *the form of quotations acceptable; and*
 - (ba) *the minimum number of oral quotations and written quotations that must be obtained; and*
 - (b) *the recording and retention of written information, or documents, in respect of —*
 - (i) *all quotations received; and*
 - (ii) *all purchases made.*

Policy Implications

Policy implications are outlined in the comment section above as this matter directly relates to a Council Policy amendment.

Financial Implications

There are no identifiable financial implications.

Strategic Implications

Strategic Community Plan 2017-2027

Strategy 1.2.1 Manage organisation in a financially sustainable manner

Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource efficient manner

11.3 WAIVING OF BUILDING AND PLANNING APPLICATION FEES

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: FM.RVN.1
Date: 11 May 2021
Author: Simon Lancaster, DCEO / Planning Advisor, Shire of Chapman Valley
Senior Officer: Nils Hay, Chief Executive Officer
Voting Requirements: Absolute Majority

Summary

- Cyclone Seroja has had a significant impact upon the Midwest and the Shire of Mingenew
- Initial assessments based upon the 90 requests for assistance that were logged from the Shire of Mingenew area to the Department of Fire & Emergency Services ('DFES') indicate that 40 residences and 14 non-residential structures were damaged
- This report recommends that Council waive all Shire fees for demolition and construction works relating to Cyclone Seroja to provide some financial support to impacted landowners.

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 11.3 – RESOLUTION# 04190521

MOVED: Cr HM Newton

SECONDED: Cr HR McTaggart

That Council, by Absolute Majority, resolves to waive all Shire building permit, demolition and planning application fees for works arising from the impacts of Tropical Cyclone Seroja.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

Background

The processing of building permit and demolition applications by the Shire requires payment of application fees to cover Shire resources involved in its duties such as site inspections, liaising with the applicant where insufficient information has been provided, professional assessment, printing costs and costs in administering state government levies amongst others.

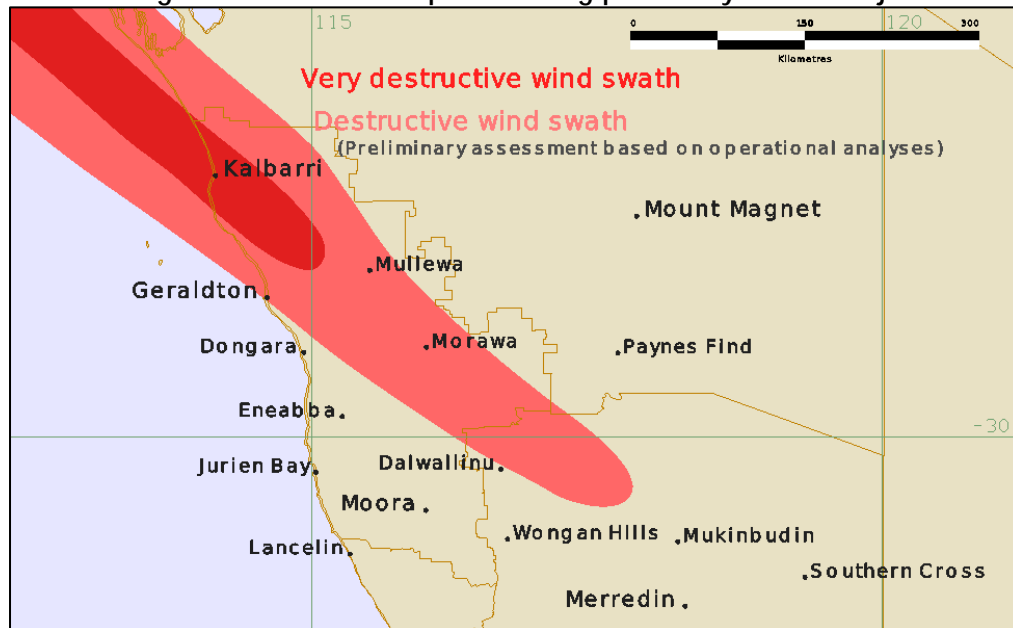
Not all building and demolition works require application to be lodged for development ('planning') approval, for example residential structures in townsites that comply with the Residential Design Codes of Western Australia or in rural areas generally would not require a planning application to be lodged with the Shire. However, where applications propose variance to the R-Codes, or Local Planning Scheme or Local Planning Policy requirements, or are located in areas deemed by DFES to be bushfire prone then lodgement of a planning application is required and this also requires payment of a planning application fee.

This report recommends that Council waive the requirement for landowners/applicants to pay a building application fee or planning application fee where the works relate to demolition or rebuilding (repair or replacement) associated with Cyclone Seroja.

Comment

The waiving of the requirement to pay application fees will provide some minor financial assistance to the members of our community impacted by Cyclone Seroja as they begin the process of recovery.

Figure 11.3 – DFES Map illustrating path of Cyclone Seroja



Consultation

Nil

Statutory Environment

Part 7 Division 2 Clause 52 of the *Planning and Development Regulations 2009* allows for a local government to waive or refund, in whole or in part, payment of a fee for planning service.

Section 6.16 of the *Local Government Act 1995* requires that an amendment of a Shire fee/charge must be made by absolute majority.

Lodgement of a building permit application also attracts payment of the Building Services Levy by the applicant. This is a levy imposed by the Building Commission that is required to be collected by the local government and passed onto the Department of Mines, Industry Regulation and Safety.

The Shire wrote to the Department of Mines, Industry Regulation and Safety on 4 May 2021 seeking an exemption, and the Department responded on 11 May 2021 to advise as follows:

"I was saddened to hear of the significant impacts that the Shire of Mingenew experienced during Severe Tropical Cyclone Seroja. Our thoughts remain with all those affected by this event.

Ordinarily the building services levy is paid when making an application under the Building Act 2011 for a building, demolition or occupancy permit or building approval certificate. However, to assist in the recovery, repair and rebuilding efforts, the Building Commissioner has agreed to waive the building services levy for people affected by the cyclone in your local government area.

A notice of the waiver was published in the Government Gazette on Friday 14 May 2021. An extract of this waiver is enclosed for your information. I hope that the removal of this levy provides some financial support for those affected by this cyclone."

Landowners/Builders lodging building permit applications are also required to pay the Construction & Training Fund ('CTF') Levy. An enquiry was also sent to the CTF on 4 May 2021 enquiring whether it would waive its levy for works relating to damage caused by Cyclone Seroja.

On 6 May 2021 the CTF responded as follows:

“CTF has been approached to waive the BCITF levy on construction work required in response to damage caused by Severe Tropical Cyclone Seroja. CTF is also aware that the Building Commission has waived the building services levy, and local governments are removing planning and building permit fees for impacted works.

After a thorough review of our Act, it has been confirmed that there is no legislative mechanism available for CTF to exempt or waive the BCITF levy in response to works resulting from damage caused by a natural disaster.

Whilst CTF is sympathetic to those impacted by this disaster the levy will need to be collected as normal for those applications exceeding an estimate \$20,000 in value.

The CTF Board is exploring options by which we can provide targeted support to the construction workforce directly engaged in the rebuild works.

To help in this, it would be appreciated if a record of those applications where fees are waived but the BCITF levy charged is kept. We can then use this to identify impacted works and engage with the project owner and their sub-contractors to provide support.

I recognise that some applicants may be aggrieved or confused by the need to still pay the levy in the circumstances. Should this be the case, they are welcome to contact CTF on 9244 0100 or provide feedback via email inquiries@ctf.wa.gov.au.”

The response of CTF is disappointing as it had been hoped that a coordinated zero fee approach could have been achieved that may in some small way have served to assist those who have suffered as a result of Cyclone Seroja.

Policy Implications

The Shire's Schedule of Fees & Charges are updated annually (generally at the May Council meeting) as part of the lead up to the formulation and adoption of the Council budget for the upcoming financial year.

Financial Implications

Waiving of the building and planning application fees will have some budgetary impact to Council based upon the potential for receipt of 54 building applications relating to cyclone damage (however this is a 'ceiling' figure, with 13 of these identified as being 'slightly damaged' and not all recovery activities will involve structural works that require lodgement of a building application). However it is considered that the ability for the Shire to continue its ongoing role of providing support to those members of our community who have experienced hardship as a result of this event should be maintained.

Strategic Implications

Strategic Community Plan 2019-2029

Strategy 1.2.2 Enhance open and trusting communication between Council and the community, and deliver high quality services in partnership with external stakeholders

Strategy 1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness.

11.4 PROPOSED OFFICE – LOT 2 ELEANOR STREET, MINGENEW

Location/Address: Lot 2 Eleanor Street, Mingenew
Name of Applicant: L McLean & F McAuliffe (Mingenew Tyre Services)
Disclosure of Interest: Nil
File Reference: A869
Date: 11 May 2021
Author: Simon Lancaster, DCEO / Planning Advisor, Shire of Chapman Valley
Senior Officer: Nils Hay, Chief Executive Officer
Voting Requirements: Simple Majority

Summary

Council is in receipt of an application seeking to site a transportable building upon Lot 2 Eleanor Street, Mingenew to serve as an office for the 'Mingenew Tyre Services' business. This report recommends that Council approve the application subject to conditions.

OFFICER RECOMMENDATION – ITEM 11.4

MOVED: Cr JD Bagley **SECONDED:** Cr HR McTaggart

That Council grants formal planning approval for a transportable building to be sited upon Lot 2 Eleanor Street, Mingenew to serve as an office subject to the following:

Conditions:

- 1 Development shall be in accordance with the attached approved plans dated 19 May 2021 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.
- 3 Landscaping is required to be installed and maintained along the western elevation of the office for the purpose of softening the visual impact of the development to the approval of the local government.

Notes:

If an applicant is aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

AMENDMENT TO THE MOTION (OFFICER'S RECOMMENDATION) - ITEM 11.4 – RESOLUTION# 05190521

MOVED: Cr JD Bagley **SECONDED:** Cr HR McTaggart

That Council removes Condition 3. "Landscaping is required to be installed and maintained along the western elevation of the office for the purpose of softening the visual impact of the development to the approval of the local government." as it is not considered a necessary requirement at this site.

SUBSTANTIVE MOTION – ITEM 11.4 – RESOLUTION# 06190521

MOVED: Cr RW Newton

SECONDED: Cr HM Newton

That Council grants formal planning approval for a transportable building to be sited upon Lot 2 Eleanor Street, Mingenew to serve as an office subject to the following:

Conditions:

- 1 Development shall be in accordance with the attached approved plans dated 19 May 2021 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.

Notes:

If an applicant is aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

Attachments

11.4.1 Copy of submitted application (provided as separate attachment)

Background

Lot 2 Eleanor Street is a 2,326m² property located within the Mingenew industrial area and is used to operate a tyre servicing business. The applicant is seeking to place a transportable building upon the land for the purpose of providing a site office for employees and clients attending the site.

Figure 11.4(a) – Location Plan for Lot 2 Eleanor Street, Mingenew



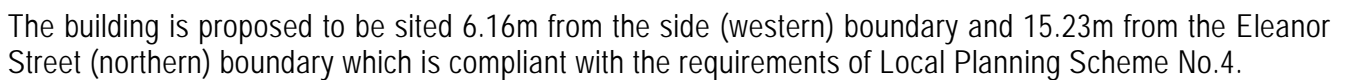
[illegible]

Figure 11.4(d) – Photos of proposed office building to be sited at Lot 2 Eleanor Street



The applicant's site, elevation and floor plans are provided as **separate Attachment 11.4**.

Comment

The appearance of the transportable building is one that is commonly associated with industrial land uses and with some landscaping along the western elevation it is considered that the building would blend with existing development onsite. As the building is to be used in conjunction with an operating business this is seen as a positive improvement by separating customers from the workshop activities which can pose a safety risk. The office also provides a clear point of entry for the business which provides increased legibility to the site for access and egress.

However, it might also be considered by Council that addition of external works, such as a verandah along the northern elevation, would further improve the visual appearance of the building.

Council might also consider that a condition be imposed requiring the lodgement of a bond by the applicant, that would be held by the Shire until the additional external works requested by Council had been completed, to encourage the applicant to complete the works in a timely fashion.

In the event that Council deems that the application requires additional conditions relating to the finish of the transportable building it may consider any of the following suggestions:

- The building shall be clad to a finish and colour to the approval of the local government; and/or
- A verandah is required to be constructed along the length of the northern elevation of the building using materials and colours that are to the approval of the local government; and/or
- A bond of \$5,000 must be lodged by the applicant with the local government that will be returned upon completion of the requirements pertaining to the abovementioned conditions within a period of 12 months, and in the event that the works described in the application are not carried out within the 12-month timeframe the bond shall be forfeited to the local government.

Consultation

Council is not required to undertake consultation for this application, however, Council does have the right to advertise the application should it wish to seek comment on the proposal and return the matter to a future meeting of Council for consideration of any received submissions, prior to making its determination.

Statutory Environment

Lot 2 Eleanor Street is zoned 'General Industry' under the Shire of Mingenew Local Planning Scheme No.4, the objectives for which are:

- “• To provide appropriately located, accessible, serviced and level industrial land to cater for the needs of anticipated industrial development within the townsite area.
- To provide for a broad range of industrial, service and storage activities which, by the nature of their operations, should be isolated from residential and other sensitive land uses.
- Seek to manage impacts such as noise, dust and odour within the zone.”

Schedule 1 of the Scheme provides some general guidance on developments in the 'General Industry' zone as follows:

General Industry	1	<i>The local government shall not grant development approval in the General Industry zone, unless the proponent can adequately demonstrate to the satisfaction of the local government that there will be no adverse impacts on sensitive land uses from noise, dust, odour, risk, or gaseous emissions.</i>
	2	<i>In determining an application for development approval in the General Industry zone, the local government may impose conditions to control emissions including, but not limited to, industrial liquid, solid or gaseous wastes in accordance with Environmental Protection Authority's guidelines and advice from the Department of Water and Environmental Regulation.</i>
	3	<i>Land uses within the General Industry zone that are not required to be housed in buildings shall be designed and laid out on the land so as not to detract from the visual amenity of the area and where open storage of goods and materials is proposed on the land they shall, at the discretion of the local government, be screened from view from the street and/or other public viewpoints.</i>
	4	<i>All buildings within the General Industry zone shall be located, designed and constructed so that the external appearance arising from height, bulk, method of construction, materials used, colour texture of the external appearance do not have an adverse impact on the locality.</i>
	5	<i>Security fences along street boundaries in the General Industry zone shall be setback a distance of 1.5 metres from the boundary and landscaping shall be established and maintained between these lines by the owner to the satisfaction of local government.</i>

Schedule 2 Part 9 Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters to be considered by local government in considering a development application:

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...
- ...(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;...
- ...(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;...
- ...(s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;...

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 19 May 2021

...(x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;...*

...(zb) *any other planning consideration the local government considers appropriate."*

Policy Implications

Nil

Financial Implications

The application would not have a budgetary impact to Council.

Strategic Implications

Section 6.5 of the Shire of Mingenew Townsite Local Planning Strategy (2016) notes the following relevant to the industrial area and the assessment of this application:

Objectives	Planning Provisions	Priority Level
O4.1 Development will be predominantly industrial in nature with incompatible uses encouraged to relocate.	P4.2 - Service Commercial and Light Industrial land uses are to be encouraged to locate in close proximity to the Midlands Road.	Short Term
	P4.4 - Future demand for General Industry expansion should be encouraged on Lots 2 and 3 Ernest Street. Some incentive may be required to facilitate the relocation of the existing residences. This option would require the rezoning to industry. Further Rural Residential subdivision in this location should be discouraged.	Long Term
O4.2 High quality built form is to be encouraged, notably in areas that are visible from Midlands Road.	P4.5 Building scale and bulk for industrial development is minimised through the use of a series of buildings rather than one or two larger building footprints.	
	P4.6 New industrial development is encouraged to be constructed to a high standard and ensure the buildings facing the street maintain an attractive façade enhancing the visual amenity of the streetscape.	
	P4.7 Landscape buffering is to be provided particularly along the Eleanor Road and Midlands Road frontages. Landscaping details to be encouraged to be locally themed and of a species that is well represented throughout Mingenew.	

11.5 PROPOSED TELECOMMUNICATIONS INFRASTRUCTURE

Location/Address: 2564 (Lot 1908) Coalseam Road, Holmwood
Name of Applicant: Westcom Group for Telstra
Disclosure of Interest: Nil
File Reference: A24
Date: 11 May 2021
Author: Simon Lancaster, DCEO / Planning Advisor, Shire of Chapman Valley
Senior Officer: Nils Hay, Chief Executive Officer
Voting Requirements: Simple Majority

Summary

Council is in receipt of an application seeking to site a mobile phone tower upon 2564 (Lot 1908) Coalseam Road, Holmwood. This report recommends that Council approve the application subject to conditions.

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 11.5 – RESOLUTION# 07190521

MOVED: Cr HM Newton

SECONDED: Cr JD Bagley

That Council grants formal planning approval for Telecommunications Infrastructure upon Lot 1908 (No.2564) Coalseam Road Holmwood subject to compliance with the following:

Conditions:

- 1 Development shall generally be in accordance with plans dated 19 May 2021 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the land (not the subject of this consent/approval) considered by the Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.
- 3 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of noise, vibration or otherwise.
- 4 The development must have battery capacity to continue operating for a minimum period of 12 hours after natural disaster.
- 5 The applicant must obtain any/all necessary consent of the landowner relevant to the site and the access to the site.

Notes:

- (a) All operations must be carried out in accordance with the separate requirements of the Australian Communications and Media Authority, and Australian Radiation Protection and Nuclear Safety Agency pertaining (but not limited) to electromagnetic energy.
- (b) The facility must be in compliance with any separate requirements of the Civil Aviation Safety Authority.
- (c) Should the applicant be aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

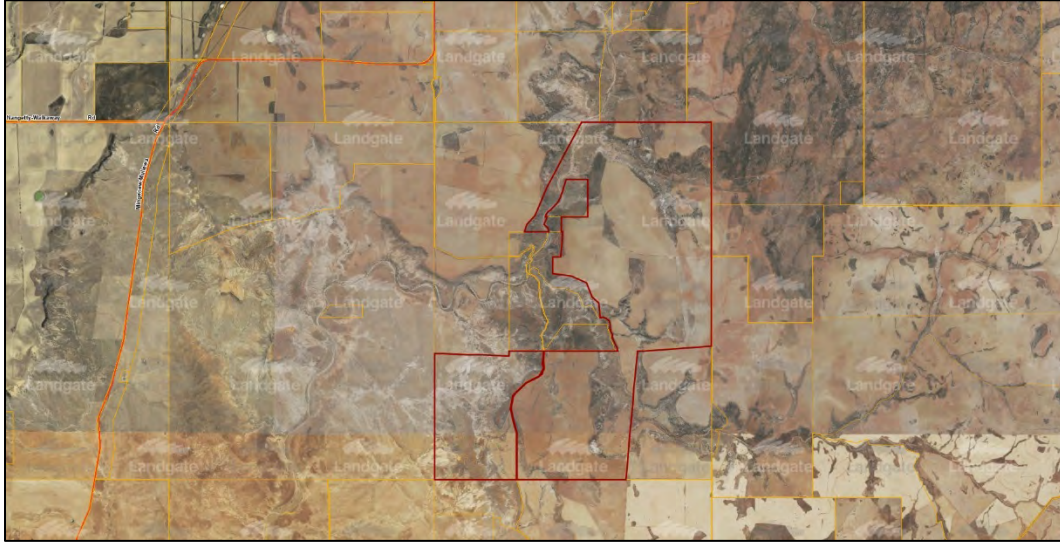
Attachments

Attachment 11.5 - Copy of submitted application (provided as separate attachment)

Background

Lot 1908 is a 4,108.8678ha property used for broad acre agricultural activities (cropping). The western and southern boundary of the lot adjoins the Coalseam Conservation Reserve (R900-Environmental Conservation Reserve).

Figure 11.5(a) – Location Plan for Lot 1908



It is proposed that the telecommunications tower would be sited in the south-western corner of the lot and would be accessed via the Lookout Road followed by an approximately 600m track traversing the paddock along the boundary fence line.

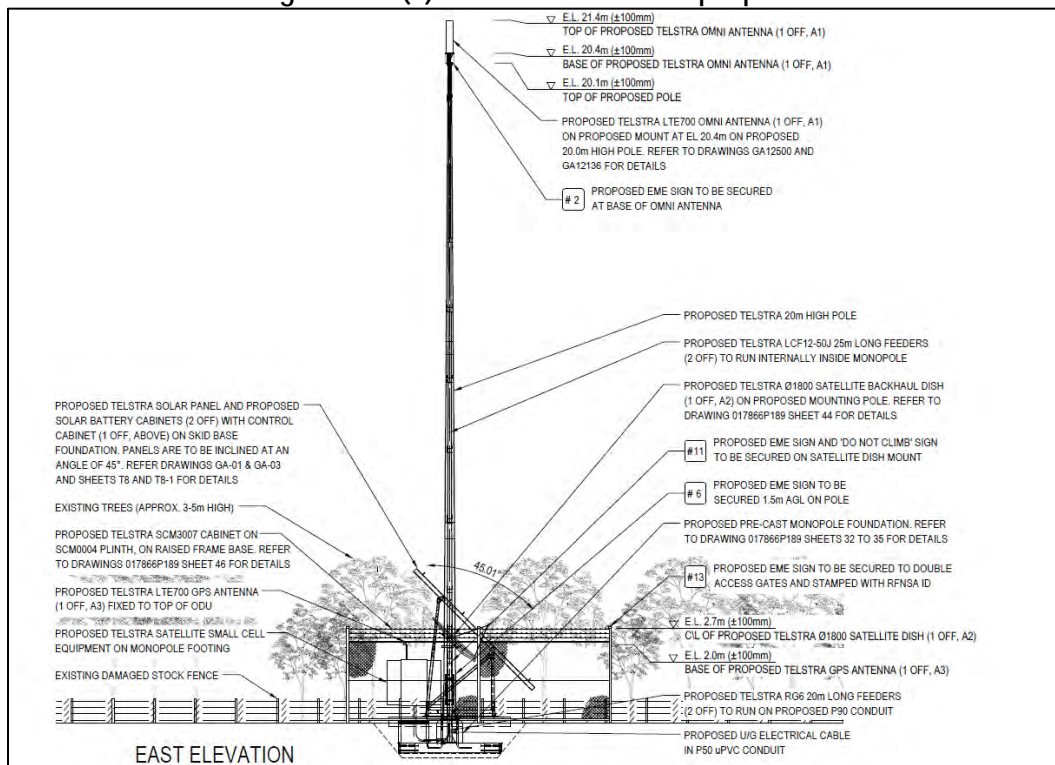
The proposed telecommunications infrastructure would consist of the following:

- 21.4m high monopole with 1m high antenna located at the top of the pole;
- 2m high equipment cabinet at base of monopole;
- solar panel and battery cabinets; &
- 2.7m high security fence around the 14m x 8m (112m²) compound area.

Figure 11.5(b) – Aerial view of Lot 1908 showing proposed siting



Figure 11.5(c) – Elevation view of proposal



The applicant's submitted site, elevation and floor plans and supporting correspondence are provided as separate Attachment 11.5.

Figure 11.5(d) illustrates the nearest activity areas within the Coalseam Conservation Park (lookout, Fossil Park picnic area, Miner's Campground). Whilst the pole would be visible from points within the Coalseam Conservation Park, its monopole design (as opposed to a taller, guyed wire mast or pylon to) and the existence of existing vegetation would lessen its visual impact.

Figure 11.5(d) – Nearest land uses / activities



Comment

Council may consider that the application should be supported based on the following:

- the mast would be incidental to, and not interfere, with the agricultural productivity of the land;
- the development will assist economic productivity by enabling improved access to mobile phone networks and the internet to conduct business;
- the development will provide greater ability to reach assistance in an emergency situation;
- the development will provide tourists with telecommunications access whilst enjoying the Coalseam Conservation Reserve which improves their experience and increases tourism exposure for the Shire;
- the proposed facility would not require clearing of remnant vegetation and is removed from environmental features such as watercourses.

Consultation

Council is not required to undertake consultation for this application, however, Council does have the right to advertise the application should it wish to seek comment on the proposal and return the matter to a future meeting of Council for consideration of any received submissions, prior to making its determination.

Statutory Environment

The Site is zoned 'Rural' under the Shire of Mingenew Local Planning Scheme No 4.

The application would meet the definition of 'Telecommunications Infrastructure' which is classified as a 'D' (discretionary) use within the 'Rural' Zone.

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 19 May 2021

'Telecommunications Infrastructure' is defined under the Scheme and Schedule 1 Part 6 Clause 38 of the *Planning and Development (Local Planning Schemes) Regulations 2015* as follows:

"means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network."

The objectives for development within the 'Rural' zone are identified under Scheme Clause 16 as:

- "• To provide for the maintenance or enhancement of specific local rural character.*
- To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.*
- To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage."*

Schedule 1 Clause 7 of the Scheme notes the following in relation to the issue of 'Building Height':

- "1 The maximum height limit for buildings and structures above natural ground level irrespective of whether or not development approval is required is 10m.*
- 2 Notwithstanding clause 7.1, the local government may, after following the advertising procedures set out at clause 64 of the deemed provisions, permit the construction of buildings or structures in excess of the height limit specified where it is satisfied:*
 - (a) site constraints are such as to prevent the construction of a building or structure within height limits; or*
 - (b) additional height is critical to the function and operation of the proposed building or structure; and*
 - (c) the building or structure will be in harmony with the general character of buildings in the locality; and*
 - (d) the building or structure will not adversely affect the beauty, character, quality of environment or the townscape generally; and*
 - (e) the building or structure will maintain a satisfactory relationship to the boundaries of the lot on which it is to be constructed and relates generally to the siting, design and aspect of buildings on other nearby lots;*
 - (f) the building or structure will not impair the amenity or development of adjoining lots.*
- 3 For the purpose of clause 7.1, a building or structure does not include reference to a chimney, mast, satellite dish (not exceeding a diameter of 4 metres), pole, wind turbine or signal receiving or transmitting tower provided that the structure or facility is designed, sited and/or treated so as not to detract from the visual amenity of the locality."*

Schedule 2 Part 9 Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters to be considered by local government in considering a development application:

- "(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...*
- ...(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*

- (n) *the amenity of the locality including the following —*
 - (i) *environmental impacts of the development;*
 - (ii) *the character of the locality;*
 - (iii) *social impacts of the development;...*
- ...(p) *whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;...*
- ...(x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;...*
- ...(zb) *any other planning consideration the local government considers appropriate."*

The application is considered consistent with the objectives of the Scheme and Regulations as it provides an essential service in ensuring that the regions maintain communications for day to day activities and in the event of an emergency. Being located in the corner of a lot ensures that the impact of the tower is minimised, however it is recognised that the height of the tower will cause it to be seen from some vantage points. This is a necessary trade off to provide good communications in the area which is vital to improving safety and liveability for the regions.

Policy Implications

There are no local planning policies relevant to this application.

The Western Australian Planning Commission have prepared Statement of Planning Policy 5.2- Telecommunications Infrastructure for applications for above and below ground telecommunications infrastructure other than those facilities exempted under the *Telecommunications Act 1997*.

The policy has the following objectives:

- facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs;
- manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure;
- ensure that telecommunications infrastructure is included in relevant planning processes as essential infrastructure for business, personal and emergency reasons; and,
- promote a consistent approach in the preparation, assessment and determination of planning decisions for telecommunications infrastructure.

Section 5.1 of the policy recognises that in many instances the primary impact of a mobile phone tower is a visual one and provides the following guidance:

"For telecommunications infrastructure to be effective, structures are generally located prominently, at high points in the landscape or on top of buildings, where they are more likely to be visible to the public.

The planning authority may exercise discretion in addressing the visual impacts of telecommunications infrastructure. Visual impacts of an infrastructure development proposal should be assessed by applying the following set of policy measures to guide the location, siting and design of the structure.

5.1.1 *The benefit of improved telecommunications services should be balanced with the visual impact on the surrounding area.*

- i) *Assessment of the visual impact of development proposals for telecommunications infrastructure should be made on a case by case basis;*

- ii) *Telecommunications infrastructure should be sited and designed to minimise visual impact and whenever possible:*
 - a) *be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;*
 - b) *be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land;*
 - c) *not be located on sites where environmental, cultural heritage, social and visual landscape values maybe compromised and*
 - d) *display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape;*
- iii) *In addition to the existing exemptions under the Telecommunication Act, local governments should consider exempting telecommunications infrastructure from the requirement for development approval where:*
 - a) *The infrastructure has a maximum height of 30 metres from finished ground level;*
 - b) *The proposal complies with the policy measures outlined in this policy; and*
 - c) *The proponent has undertaken notification of the proposal in a similar manner to 'low impact facilities' as defined and set out in the Mobile Phone Base Station Deployment Industry Code (C564:2011);*
- iv) *Telecommunications infrastructure should be located where it will facilitate continuous network coverage and/or improved telecommunications services to the community; and*
- v) *Telecommunications infrastructure should be collocated and whenever possible:*
 - a) *Cables and lines should be located within an existing underground conduit or duct; and*
 - b) *Overhead lines and towers should be co-located with existing infrastructure and/or within existing infrastructure corridors and/or mounted on existing or proposed buildings."*

The applicant has addressed key criteria of SPP5.2 within part 4.2 of their submitted application provided as **separate Attachment 11.5** to this report.

Financial Implications

The application would not have a budgetary impact to Council.

Strategic Implications

The proposed mobile phone tower would assist in meeting the following goal as identified within the Shire of Mingenew Strategic Community Plan (2019):

"Strategy 5: Making Business Easy in Mingenew

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 19 May 2021

Goal: Ensure Mingenew is supporting local businesses to grow and maintain employment within the community.

5.1 Digital Capacity

5.1.1 Support digital infrastructure and capacity of farms and rural areas."

11.6 CBH SITE AMENITIES

Location/Address: Lot 202 Boolinda Road, Mingenew
Name of Applicant: Cooperative Bulk Handling
Disclosure of Interest: Nil
File Reference: A994
Date: 12 May 2021
Author: Simon Lancaster, DCEO / Planning Advisor, Shire of Chapman Valley
Senior Officer: Nils Hay, Chief Executive Officer
Voting Requirements: Simple Majority

Summary

Council is in receipt of an application seeking to site 4 transportable buildings and construct a linking patio upon Lot 202 Boolinda Road, Mingenew to be used in conjunction with the existing CBH receival site. The buildings will be used as a meeting room, staff room, shower building and toilet building with a patio constructed to join all structures together. This report recommends that Council approve the application subject to conditions.

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 11.6 – RESOLUTION# 08190521

MOVED: Cr JD Bagley

SECONDED: Cr AR Smyth

That Council grant formal planning approval for four (4) transportable buildings and a patio to be sited upon Lot 202 Boolinda Road, Mingenew subject to the following:

Conditions:

- 1 Development shall be in accordance with the attached approved plans dated 19 May 2021 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.
- 3 The buildings are not permitted to be used for accommodation purposes.
- 4 The buildings shall be clad to a finish and colour to the approval of the local government.
- 5 The conditions relating to this approval are to be complied with to the approval of the local government within 6 months of the building being sited upon the property.

Note:

If an applicant is aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

Attachments

11.6.1 Copy of submitted application (provided as separate attachment)

Background

Lot 202 Boolinda Road is a 51.2247ha property east of the Mingenew townsite that used as the grain receival depot for CBH operations within the district. The applicant proposes to place four (4) transportable buildings and construct a connecting patio upon the land for the purpose of providing a meeting room, staff room, shower building and toilet building for onsite staff. This application does not include accommodation or meal production.

Figure 11.6(a) – Location Plan for Lot 202 Boolinda Road, Mingenew



Figure 11.6(b) – Aerial Photograph of Lot 202 Boolinda Road, Mingenew



The applicant is proposing to install a:

- 8.4m x 4m transportable building to operate as a staff room;
- 10.2m x 7m transportable building to operate as a meeting room;
- 7.4m x 2.5m transportable building to operate as a toilet block (5 cubicles);
- 3.6m x 3m transportable building to operate as a shower block (2 cubicles); &

- 12.980m x 12.980m patio to provide an undercover area between the buildings.

The applicant's submitted site, elevation and floor plans and supporting correspondence are provided as **separate Attachment 11.6**.

Comment

The siting of transportable buildings of this type is not uncommon in industrial land areas. CBH is a well-established operation large in scale and prominence in the streetscape. The location of this cluster of transportable buildings to the rear of the existing maintenance workshop ensures that this development is not viewed from the road or townsite, and the industrial nature of the buildings is in keeping with the existing development upon the site.

Council might consider that a condition should be imposed requiring the lodgement of a bond by the applicant, that would be held by the Shire until the additional external works requested by Council had been completed, to encourage the applicant to complete the works in a timely fashion.

In the event that Council deems that the application requires additional conditions relating to the development it may consider any of the following suggestions appropriate:

- Landscaping is required to be installed and maintained surrounding the development for the purpose of softening the visual impact of the buildings to the approval of the local government; and/or
- A bond of \$5,000 must be lodged by the applicant with the local government that will be returned upon completion of the requirements pertaining to the abovementioned conditions within a period of 12 months, and in the event that the works described in the application are not carried out within the 12-month timeframe the bond shall be forfeited to the local government.

Consultation

Council is not required to undertake consultation for this application, however, Council does have the right to advertise the application should it wish to seek comment on the proposal and return the matter to a future meeting of Council for consideration of any received submissions, prior to making its determination.

Statutory Environment

Lot 202 Boolinda Road is zoned 'General Industry' under the Shire of Mingenew Local Planning Scheme No.4, the objectives for which are:

- *To provide appropriately located, accessible, serviced and level industrial land to cater for the needs of anticipated industrial development within the townsite area.*
- *To provide for a broad range of industrial, service and storage activities which, by the nature of their operations, should be isolated from residential and other sensitive land uses.*
- *Seek to manage impacts such as noise, dust and odour within the zone."*

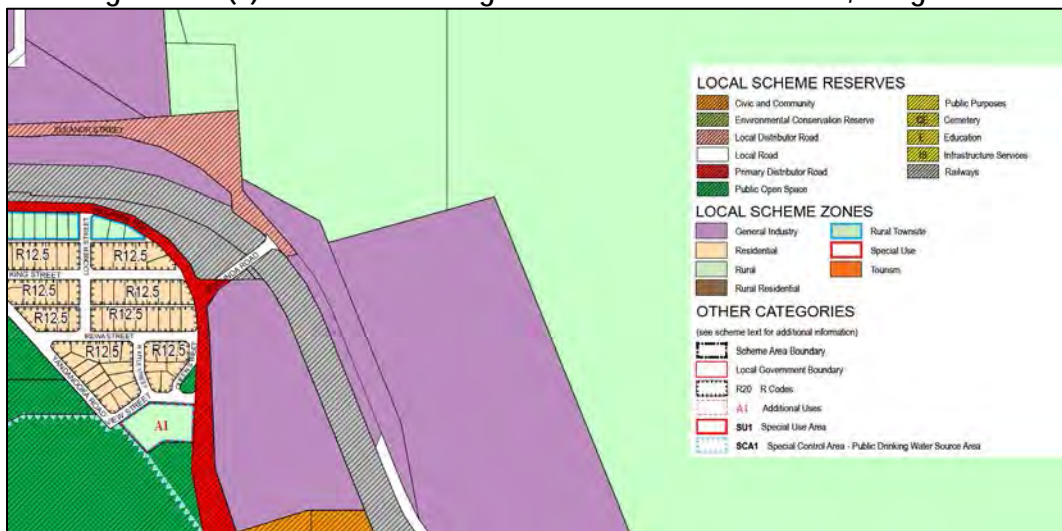
As the buildings are to be used in conjunction with the existing CBH operations their development is considered incidental to the primary use of the land being 'Industry (grain receipt depot)'.

Schedule 1 of the Scheme provides some general guidance on developments in the 'General Industry' zone as follows:

General Industry	1	<i>The local government shall not grant development approval in the General Industry zone, unless the proponent can adequately demonstrate to the satisfaction of the local government that there will be no adverse impacts on sensitive land uses from noise, dust, odour, risk, or gaseous emissions.</i>
------------------	---	--

- 2 In determining an application for development approval in the General Industry zone, the local government may impose conditions to control emissions including, but not limited to, industrial liquid, solid or gaseous wastes in accordance with Environmental Protection Authority's guidelines and advice from the Department of Water and Environmental Regulation.
- 3 Land uses within the General Industry zone that are not required to be housed in buildings shall be designed and laid out on the land so as not to detract from the visual amenity of the area and where open storage of goods and materials is proposed on the land they shall, at the discretion of the local government, be screened from view from the street and/or other public viewpoints.
- 4 All buildings within the General Industry zone shall be located, designed and constructed so that the external appearance arising from height, bulk, method of construction, materials used, colour texture of the external appearance do not have an adverse impact on the locality.
- 5 Security fences along street boundaries in the General Industry zone shall be setback a distance of 1.5 metres from the boundary and landscaping shall be established and maintained between these lines by the owner to the satisfaction of local government.

Figure 11.6(c) – Scheme Zoning for Lot 202 Boolinda Road, Mingenew



Schedule 2 Part 9 Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* lists the following relevant matters to be considered by local government in considering a development application:

- “(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;...
- ...(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;
 - (iii) social impacts of the development;...
- ...(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;...
- ...(s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;...

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 19 May 2021

...(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;...
...(zb) any other planning consideration the local government considers appropriate."

Policy Implications

Nil

Financial Implications

The application would not have a budgetary impact to Council.

Strategic Implications

The 'What our Regional Community Said' section (p.11) of the Shire of Mingenew Strategic Community Plan (2019) notes the following in relation to the CBH site:

- "Mingenew has comparative advantage in Agriculture, and is not necessarily utilising all its assets:*
- Mingenew has the onshore largest grain receival facility in the southern hemisphere and hasn't been able to leverage this asset (noting that a strong relationship with CBH is critical to achieving this). Identify value adding opportunities for agriculture, particularly in relation to this asset."*

11.7 NEW CROSSOVER POLICY

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: CM.POL.1
Disclosure of Interest: Nil
Date: 29 April 2021
Author: Erin Greaves, Governance Officer and Peter Wood, Works Manager
Authorising Officer: Nils Hay, Chief Executive Officer
Voting Requirements: Simple Majority

Summary

To introduce a consistent and well-defined process for approving and contributing to residential crossovers, a new Policy is presented for Council consideration.

Key Points

- The *Local Government (Uniform Local Provisions) Regulations 1996* obligate the local government to contribute 50% of the costs for a standard crossover
- To give definition to a standard crossover and the conditions under which the subsidy will be provided a new policy has been developed
- A specification guide has also been developed to assist with crossover construction to ensure standards are consistent

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 11.7 – RESOLUTION# 09190521

MOVED: Cr RW Newton

SECONDED: Cr JD Bagley

That Council adopts the new Policy 1.5.3 Crossovers for incorporation into Council's Policy Manual and notes the Crossover Specifications that is to guide crossover construction.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

Attachments

11.4.1 Policy 1.5.3 Crossovers

11.4.2 Crossover Specifications

Background

A "crossover" is the section of the drive into a property that replaces the verge and footpath, or will ultimately form part of any future footpath.

The *Local Government (Uniform Local Provisions) Regulations 1996* outline that the local government is obligated to bear 50% of the cost of a crossover if:

- The local government constructs or approves of the crossover construction (in accordance with specifications)
- Is the first crossing in respect of the land; and
- The crossing is a standard crossing or superior to a standard crossing.
- Application is received within 6 months of crossover completion

As such, officers have developed a Policy to clarify the definition of a standard crossover and to state how the 50% subsidy will be administered. All new crossovers are to be constructed in accordance with the Shire's 'Standard Vehicle Crossover Specifications'.

Council defines a **standard crossover** as having the following features:

1. Concrete or brick paved;

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 19 May 2021

2. Width at the property boundary of 3.0 metres
3. 1.5 metre tapers or wings at the crossover entrance;
4. Where constructed in concrete, the crossover shall be standard grey in colour;
5. Brick paved crossovers to have a 1.0-metre-wide concrete apron at the crossover entrance.

Comment

This Policy may become applicable with the recent land sale and the requirement for development to occur within the next 2 years for those lots. This may see new homes constructed in town therefore, this policy will ensure there are appropriate standards for crossovers.

Once constructed, crossovers are to be maintained at the expense of the property owner. The Council may issue a notice in writing pursuant to the Local Government (Uniform Local Provisions) Regulations 1996 to the owner or occupier of private land requiring the person to repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land.

Statutory Environment

Local Government Act 1995

Local Government (Uniform Local Provisions) Regulations 1996

Policy Implications

Policy implications are outlined in the comment section above as this matter directly relates to a Council Policy.

Financial Implications

The 50% crossover contribution is an expense that Council will need to consider and will be dependent on land development.

Strategic Implications

Strategic Community Plan 2017-2027

Strategy 1.2.1 Manage organisation in a financially sustainable manner

Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource efficient manner

11.8 NEW RURAL ROAD VERGE VEGETATION MANAGEMENT POLICY

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: CM.POL.1
Disclosure of Interest: Nil
Date: 29 April 2021
Author: Erin Greaves, Governance Officer
Authorising Officer: Nils Hay, Chief Executive Officer
Voting Requirements: Simple Majority

Summary

To provide guidelines for the effective management of native vegetation contained within rural road verges under the care, control and management of the Shire of Mingenew a new Policy is presented for Council's consideration.

Key Points

- The *Environmental Protection Act 1986* and *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* provides for local government activities to maintain roads in consideration of verge vegetation.
- This new policy outlines the Shire's commitment to preserving roadside vegetation where appropriate and seeking approvals for clearing where required

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 11.8 – RESOLUTION# 10190521

MOVED: Cr HR McTaggart

SECONDED: Cr JD Bagley

That Council adopts the new 1.5.4 Rural Road Verge Vegetation Management Policy for inclusion in Council's Policy Manual.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

Attachment

11.5.1 Policy 1.5.4 Rural Road Verge Vegetation Management

Background

This new Policy has been developed to clarify how the Shire will manage native vegetation contained within rural road verges whilst maintaining road safety and asset protection.

Comment

The Policy gives guidance to Shire officers in undertaking rural road works that impact rural road verge vegetation to ensure compliance with regulatory requirements and provides rural community members with clarity on their responsibilities for the maintenance and protection of vegetation on the rural road verges.

Statutory Environment

Local Government Act 1995

Environmental Protection Act 1986

Environmental Protection (Clearing of Native Vegetation) Regulations 2004

Policy Implications

Policy implications are outlined in the comment section above as this matter directly relates to a Council Policy amendment.

Financial Implications

There are no identifiable financial implications.

Strategic Implications

Strategic Community Plan 2019-2029

Strategy 1.1.1 Provide and support cost effective transport networks

Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

12.0 FINANCE

12.1 FINANCIAL REPORT FOR THE PERIOD ENDED 31 MARCH 2021

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: FM.FRP
Attachment/s: Monthly Financial Report – March 2021
Disclosure of Interest: Nil
Date: 14 April 2021
Author: Jeremy Clapham, Finance & Administration Manager
Voting Requirement: Simple Majority

Summary

This report recommends that the Monthly Financial Report for the period ending 31 March 2021 as presented to the Council be received.

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 12.1 – RESOLUTION# 11190521

MOVED: Cr HM Newton

SECONDED: Cr JD Bagley

That the Monthly Financial Report for the period 1 July 2020 to 31 March 2021 be received.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

Attachment

Monthly Financial Report for period ending 31 March 2021

Background

The Monthly Financial Report to 31 March 2021 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Summary Information
- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity Information
- Cash and Financial Assets
- Receivables
- Other Current Assets
- Payables
- Rating Revenue
- Disposal of Assets
- Capital Acquisitions
- Borrowings
- Cash Reserves
- Other Current Liabilities
- Grants and Contributions
- Bonds and Deposits
- Explanation of Material Variances

Comment

Summary of Funds as per bank statements – Shire of Mingenew as at 31 March 2021	
Municipal Funds – Corporate cheque account	\$201,596
Cash on Hand	\$100
Trust Fund	\$1
Municipal Funds – Business Maximiser	\$1,851,595

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2020/21 financial year.

The Opening Funding Surplus on 1 July 2020 is different to the Closing Funding Surplus at 30 June 2020. The reason for this is that the Closing Funding Surplus at 30 June 2020 was estimated in order to prepare the budget, due to the June 2020 accounts not yet being finalised. There were a number of adjustments made after year end, mainly to do with legislation changes (the treatment of income, the treatment of leases and the treatment of loss allowances). The largest of these adjustments was to do with the Bridge Funds received in 2016/17 but not yet spent, amounting to \$146,667. An adjustment was required as the funds received needed to be shown as a liability rather than as income. When the funds get paid to MRWA for the work done, they will be transferred back to income and increase the Funding Surplus once more.

Consultation

Nil

Statutory Environment

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

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

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

(2) Each statement of financial activity is to be accompanied by documents containing —

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 19 May 2021

- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
- (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
- (a) Presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Policy Implications

Nil

Financial Implications

No financial implications are indicated in this report.

Strategic Implications

Strategic Community Plan 2019-2029 Strategies

1.2.1 Manage organisation in a financially sustainable manner

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

12.2 FINANCIAL REPORT FOR THE PERIOD ENDED 30 APRIL 2021

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: FM.FRP
Attachment/s: Monthly Financial Report – April 2021
Disclosure of Interest: Nil
Date: 10 May 2021
Author: Jeremy Clapham, Finance & Administration Manager
Voting Requirement: Simple Majority

Summary

This report recommends that the Monthly Financial Report for the period ending 30 April 2021 as presented to the Council be received.

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 12.2 – RESOLUTION# 12190521

MOVED: Cr AR Smyth SECONDED: Cr CV Farr

That the Monthly Financial Report for the period 1 July 2020 to 30 April 2021 be received.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

Attachment

Monthly Financial Report for period ending 30 April 2021

Background

The Monthly Financial Report to 30 April 2021 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Summary Information
- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity Information
- Cash and Financial Assets
- Receivables
- Other Current Assets
- Payables
- Rating Revenue
- Disposal of Assets
- Capital Acquisitions
- Borrowings
- Cash Reserves
- Other Current Liabilities
- Grants and Contributions
- Bonds and Deposits
- Budget Amendments
- Explanation of Material Variances

Comment

Summary of Funds as per bank statements – Shire of Mingenew as at 30 April 2021	
Municipal Funds – Corporate cheque account	\$65,912
Cash on Hand	\$100
Trust Fund	\$1
Municipal Funds – Business Maximiser	\$1,602,660

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2020/21 financial year.

The Opening Funding Surplus on 1 July 2020 is different to the Closing Funding Surplus at 30 June 2020. The reason for this is that the Closing Funding Surplus at 30 June 2020 was estimated in order to prepare the budget, due to the June 2020 accounts not yet being finalised. There were a number of adjustments made after year end, mainly to do with legislation changes (the treatment of income, the treatment of leases and the treatment of loss allowances). The largest of these adjustments was to do with the Bridge Funds received in 2016/17 but not yet spent, amounting to \$146,667. An adjustment was required as the funds received needed to be shown as a liability rather than as income. When the funds get paid to MRWA for the work done, they will be transferred back to income and increase the Funding Surplus once more.

Consultation

Nil

Statutory Environment

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

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

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

(2) Each statement of financial activity is to be accompanied by documents containing —

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 19 May 2021

- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
- (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
- (a) Presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Policy Implications

Nil

Financial Implications

No financial implications are indicated in this report.

Strategic Implications

Strategic Community Plan 2019-2029 Strategies

1.2.1 Manage organisation in a financially sustainable manner

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

12.3 LIST OF PAYMENTS FOR THE PERIOD 1 MARCH TO 30 APRIL 2021

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: FM.CRD
Attachment/s: List of Payments – March and April 2021
Disclosure of Interest: Nil
Date: 10 May 2021
Author: Helen Sternick, Senior Finance Officer
Authorising Officer: Jeremy Clapham, Finance & Administration Manager
Voting Requirement: Simple Majority

Summary

This report recommends that Council receive the list of payments for period 1 March to 30 April 2021 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 12.3 – RESOLUTION# 13190521

MOVED: Cr AR Smyth **SECONDED:** Cr CV Farr

That Council receive the attached list of payments for the period of 1 March to 30 April 2021 as follows:

\$644,936.58 Municipal EFT's;
\$89,784.70 Municipal Direct Debit Department of Transport (Licencing) Payments;
\$152,570.98 Municipal Direct Debit Other;
\$3,466.90 Municipal Other Charges;
\$212,389.30 Net Salaries
\$1,103,148.46 Total Payments

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

Background

Financial Regulations require a schedule of payments made through the Council bank accounts to be presented to Council for their inspection. The list includes details for each account paid incorporating the payee's name, amount of payment, date of payment and sufficient information to identify the transaction.

Comment

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations and costings, and that the amounts shown were due for payment.

Consultation

Nil

Statutory Environment

Local Government Act 1996, Section 6.4

Local Government (Financial Management) Regulations 1996, Sections 12, 13 and 15

Policy Implications

Payments have been made under delegation.

Financial Implications

Funds available to meet expenditure.

Strategic Implications

Strategic Community Plan 2019-2029 Strategies

1.2.1 Manage organisation in a financially sustainable manner

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 19 May 2021

Prior to Item 12.4, Cr HR McTaggart disclosed an impartiality interest in the item, as having a close relationship (marriage) with the Mingenew Cricket Club President. Cr McTaggart remained in the meeting for discussion on the item and voting in accordance with the Local Government (Administration) Regulations 1996.

12.4 MINGENEW CRICKET CLUB – SPORTING CLUB LEASE

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0009
Date: 5 May 2021
Author: Jeremy Clapham, Finance and Admin Manager
Authorising Officer: Nils Hay, Chief Executive Officer
Voting Requirement: Absolute Majority

Summary

Council is asked to consider the request made by Mr Ben McTaggart (President of the Mingenew Cricket Club) on behalf of the Mingenew Cricket Club (DM16), for a lease review, in a letter received by the Shire on 15 February 2021 (please see copy of letter attached).

Key Points

- The Mingenew Cricket Club was in arrears in the amount of \$6,708.30 as at 31 January 2021; comprising the lease fee for 2019/20, the lease fee for 2020/21 and interest on the outstanding balance
- For the 2020/21 financial year the Mingenew Cricket Club fee of \$3,157 (inc GST) is 9.05% of the total Shire costs related to maintaining the facility (which is very close to the average of 9.82% for all sporting clubs)
- A payment of \$3,157 was made on 1 February 2021. Interest is currently accruing on the outstanding balance at 5.5% per annum
- A meeting was held to discuss the outstanding balance at the Shire offices on 17 December 2020. Present at the meeting were: Ben McTaggart – President of the Mingenew Cricket Club, Geoff Cosgrove – Past President of the Mingenew Cricket Club, Nils Hay – CEO of the Shire and Jeremy Clapham – Finance & Admin Manager of the Shire.
- At the meeting the outstanding fees, the reasons for non-payment, condition of the playing field, status of the cricket competition and various other items were discussed. The CEO and FAM advised the Mingenew Cricket Club to write to the Council and state their concerns. The following 3 items were listed for Council consideration:
 1. That the Sporting Club Lease for the MCC for 2020/21 and beyond be significantly reduced to better reflect the current position and operational demands of the club.
 2. That the accrued interest on the Lease be waived as a good faith acknowledgement of the lack of performance of the Shire in its preparation of the facilities in several previous seasons.
 3. That Council consider changing the invoicing/due date for the MCC Sporting Club Lease to account for the uncertainty regarding the NMCA. It is not possible for the Club to have a firm picture of the state of the competition until at least October, by which time the Lease payment is already overdue.

OFFICER RECOMMENDATION – ITEM 12.4

MOVED: Cr AR Smyth **SECONDED:** Cr CV Farr

That Council:

- Write off half of the outstanding annual lease fee of \$3,157, amounting to \$1578.50;
- Waive all of the outstanding interest of \$439.18 (as at 30 April 2021);

- Resolve to not charge Sporting Clubs interest on outstanding balances of up to 12 months in age forthwith;
- Permit the Cricket Club (and other Sporting Clubs) to pay their annual fees once they have been able to determine the state of the forthcoming season's competition;
- Consider reducing the annual lease fee for future years (proposed fees will be presented for Council review in the Budget for 2021/22).

AMENDMENT TO THE MOTION (OFFICER'S RECOMMENDATION) - ITEM 12.4 – RESOLUTION# 14190521

MOVED: Cr HM Newton

SECONDED: Cr HR McTaggart

That Council removes reference to "Sporting Clubs" and replaces the phrase with "local community organisations and sporting groups" to ensure it encapsulates all not-for-profit community organisations that are subject to annual hire fees.

SUBSTANTIVE MOTION – ITEM 12.4 – RESOLUTION# 15190521

MOVED: Cr RW Newton

SECONDED: Cr HR McTaggart

That Council:

- Write off half of the outstanding annual lease fee of \$3,157, amounting to \$1578.50;
- Waive all of the outstanding interest of \$439.18 (as at 30 April 2021);
- Resolve to not charge Local Community Organisations and Sporting Groups interest on outstanding balances of up to 12 months in age forthwith;
- Permit the Cricket Club (and other Local Community Organisations and Sporting Groups) to pay their annual fees once they have been able to determine the state of the forthcoming season's competition;
- Consider reducing the annual lease fee for future years (proposed fees will be presented for Council review in the Budget for 2021/22).

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

Attachments

12.4.1 Letter from Mingenew Cricket Club

12.4.2 Debtors Statement for Mingenew Cricket Club as at 30 April 2021

Background

The Mingenew Cricket Club is one of a number of sporting clubs that pay an annual lease fee to the Shire for a partial recovery of costs paid by the Shire to maintain the sporting facilities in the town.

Comment

All sporting clubs pay an annual lease fee to the Shire to compensate for the upkeep of the sporting facilities by the Shire. These fees vary from club to club and are dependant on a number of factors (such as: whether it is a winter or summer sport, whether it's facilities require watering or mowing, whether there is more than one facility per club and whether the club activities occur during the day or at night). The fee charged to the Mingenew Cricket Club for 2019/20 and 2020/21 was \$3,157 per year. Currently, the balance owing by the Mingenew Cricket Club is \$3,596.18 (made up of the 2020/21 fee and interest). The fee of \$3,157 for the 2019/20 financial year was only paid on 1 February 2021.

Consultation

MINGENEW SHIRE COUNCIL ORDINARY MEETING MINUTES – 19 May 2021

Ben McTaggart – President Mingenew Cricket Club
Geoff Cosgrove – Past President Mingenew Cricket Club
Concept Forum – March 2021

Statutory Environment

Local Government (Financial Management) Regulations 1996.

Policy Implications

Policy 2.3.2 – Debt Collection Policy – Directive C: All debt collection arrangements are treated strictly confidentially. Appropriate reports detailing outstanding debts and collection action will be provided to Council as required.

Financial Implications

There will be a potential reduction in income of up to \$2018.20 for this Financial Year.

Strategic Implications

Nil

13.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN/FOR CONSIDERATION AT FOLLOWING MEETING

Nil.

14.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

15.0 CONFIDENTIAL ITEMS

PROCEDURAL MOTION AND COUNCIL DECISION - ITEM 15.0 – RESOLUTION# 16190521

MOVED: Cr HR McTaggart

SECONDED: Cr JD Bagley

That Council closes the meeting to members of the public at 4.58pm in accordance with s5.23(2)(c) of the *Local Government Act 1995*, as the matter to be discussed pertains to a matter affecting a potential contract to be entered into by the local government.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

15.1 CONFIDENTIAL [s5.23 (2)(c)]: TENDER – RFT 2 2020/21: DISPOSAL OF RESIDENTIAL LAND – SECOND ALLOCATION

[Agenda Report provided to Councillors under separate confidential cover]

OFFICER RECOMMENDATION AND COUNCIL DECISION - ITEM 15.1 – RESOLUTION# 17190521

MOVED: Cr HM Newton

SECONDED: Cr CV Farr

That Council:

1. Note the attached Evaluation Table (CONFIDENTIAL ATTACHMENT) 15.1.1 with respect to RFT 2 2020/21: Disposal of Residential Land;
2. Award the tender for the following blocks of land to the following parties at the listed prices:
 - a. 36 Oliver Street (Lot 176 on P2893) to Peter Neale for \$1
 - b. 40 Oliver Street (Lot 178 on P2893) to Peter Neale for \$1
3. Authorise the Chief Executive Officer and Shire President to enter into contracts for the sale of the properties listed above at the prices quoted.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

PROCEDURAL MOTION AND COUNCIL DECISION - ITEM 15.0 – RESOLUTION# 18190521

MOVED: Cr JD Bagley

SECONDED: Cr RW Newton

That Council keeps the meeting closed to members of the public at 5:00pm in accordance with s5.23(2)(a) of the *Local Government Act 1995*, as the matter to be discussed pertains to a matter affecting an employee or employees.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

All staff left the meeting at 5:01pm.

15.2 CONFIDENTIAL [5.23(2)(A)]: ORGANISATIONAL STRUCTURE AMENDMENT
[provided to Councillors under separate confidential cover]

COUNCIL DECISION - ITEM 15.2 – RESOLUTION# 19190521

MOVED: Cr HM Newton

SECONDED: Cr CV Farr

That Council lay Item 15.2 on the table until the 16 June 2021 Ordinary Council meeting in order to seek further advice from the Chief Executive Officer.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

PROCEDURAL MOTION AND COUNCIL DECISION - ITEM 15.0 – RESOLUTION# 20190521

MOVED: Cr HM Newton

SECONDED: Cr RW Newton

That Council reopens the meeting to the public at 5:08pm.

VOTING REQUIREMENTS:

CARRIED BY SIMPLE MAJORITY 7/0

Staff returned to the meeting at 5:09pm.

16.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 16 June 2021 commencing at 4.30pm.

17.0 CLOSURE

The meeting was closed at 5:09pm.

These minutes were confirmed at an Ordinary Council meeting on 16 June 2021.

Signed _____
Presiding Officer

Date: _____



MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING

1 JUNE 2021

TABLE OF CONTENTS

1.0	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	3
2.0	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	3
3.0	DECLARATIONS OF INTEREST	3
4.0	CONFIRMATION OF PREVIOUS MEETING MINUTES.....	3
	4.1 AUDIT & RISK COMMITTEE MEETING HELD 21 FEBRUARY 2021.....	3
5.0	OFFICERS' REPORTS.....	5
	5.1 EMPLOYMENT PRACTICES AND FRAUD RISK INTERNAL AUDIT REPORT	5
	5.2 ANNUAL REVIEW OF DELEGATIONS AND UPDATE OF REGISTER - DRAFT	7
6.0	CLOSURE.....	13



MINUTES FOR THE AUDIT AND RISK COMMITTEE MEETING OF THE SHIRE OF MINGENEW TO BE HELD IN COUNCIL CHAMBERS ON 1 JUNE 2021 COMMENCING AT 3:00PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The meeting opened at 3:00pm.

2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Committee Members

Cr Robert Newton (Chairperson)

Cr Hellene McTaggart

Cr Anthony Smyth

Cr Helen Newton

Staff

Mr Nils Hay, Chief Executive Officer

Ms Erin Greaves, Governance Officer

Mr Jeremy Clapham, Finance and Administration Manager

Guests

Mr Justin Mulhair – Associate Director, Nexia Australia

Apologies

Mr Maurice Battilana

3.0 DECLARATIONS OF INTEREST

Ms Erin Greaves disclosed an impartiality interest in relation to Item 4.1, as the reporting officer and employee conducting the internal audit.

4.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

4.1 AUDIT & RISK COMMITTEE MEETING HELD 21 FEBRUARY 2021

OFFICER RECOMMENDATION AND COMMITTEE DECISION - ITEM 4.1

MOVED: Cr Hellene McTaggart **SECONDED:** Cr Robert Newton

That the Minutes of the Audit & Risk Committee Meeting of the Shire of Mingenew held in the Council Chambers on 21 February 2021 be confirmed as a true and accurate record of proceedings.

VOTING DETAILS:

CARRIED UNANIMOUSLY 4/0

Prior to considering the Officer Reports, Mr Justin Mulhair was invited to present to the Audit & Risk Committee regarding the Audit process and requirements as Council's recently appointed Auditors. In summary, Mr Mulhair outlined the following:

- The Office of the Auditor General (OAG) have contracted auditing services to the Shire of Mingenew under a three (3) year contract, which provides for 2 x one (1) year extensions to that contract
- Whilst experienced auditors, Nexia have limited experience in the local government environment but have extensively researched the unique aspects of local government operations
- Acknowledgement was made of smaller, regional local governments and their ability to meet audit requirements in a scalable and appropriate capacity
- Nexia are currently conducting the Interim Audit (in person this week) and expect to have a complete formal report in approximately two weeks
- Will return in October to conduct the final audit

Cr RW Newton enquired about the focus of the audit in regard to the following:

- Use of credit cards and non-Shire expenditure [*Mr Mulhair confirmed credit card transactions and management practices form part of the normal audit process*]
- Staff reimbursements and expenses related to staff working from home [*Mr Mulhair advised this could be taken into consideration and can be commented on within the report should there be any reportable findings*].

As there were no further questions, Mr Mulhair left the meeting at 3:11pm.

5.0 OFFICERS' REPORTS

5.1 EMPLOYMENT PRACTICES AND FRAUD RISK INTERNAL AUDIT REPORT

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: FM.AUD.2021
Disclosure of Interest: Erin Greaves – Impartiality Interest (auditor for this report)
Date: 20 May 2021
Author: Erin Greaves, Governance Officer
Authorising Author: Nils Hay, Chief Executive Officer
Voting Requirements: Simple Majority

Summary

The Shire has established an Internal Audit Plan which identifies and schedules Audit focus areas for the following three financial years. As the next project scheduled for 2020/21, an internal audit has been undertaken on the Shire's employment practices, policies, procedures and risk management activities (and related control measures for misconduct) in relation to screening employees, and a report is presented for the Committee's consideration and recommendation to Council.

Key Points

- The second action item scheduled for the third quarter of 2020/2021 is to audit the Shire's policies, procedures and risk management of Employment Practices, Fraud Management and Misconduct
- Verifying Employee Identity and Credentials Report was prepared in June 2019 by the Office of the Auditor General (OAG) which focused on whether local governments have suitable policies and procedures in place for screening new employees, and for monitoring existing employees for changes in their circumstances that may impact their employment.
- The Shire's compliance with regard to procurement is considered to have an overall risk rating of 'Moderate' with 'Adequate' control measures in place however, there are a number of system improvements and control measures recommended to ensure effectiveness

OFFICER RECOMMENDATION AND COMMITTEE DECISION - ITEM 5.1

MOVED: Cr Anthony Smyth **SECONDED:** Cr Helen Newton

That the Audit & Risk Committee recommends that Council:

1. Receives the Employment Practices and Fraud Risk Internal Audit Report as per Item 2 audit risk theme '1. Employment Practices 2. Fraud Management and 3. Misconduct' of the Internal Audit Plan; and
2. Notes the recommendations from the Employment Practices and Fraud Risk Internal Audit Report.

VOTING DETAILS:

CARRIED UNANIMOUSLY 4/0

Attachment

5.4.1 Employment Practices and Fraud Risk Internal Audit Report

Appendix 1 - Western Australian Auditor General's Report – Verifying Employee Identity and Credentials Report 24: June 2018-19

Appendix 2 – Policy 1.4 Employee Performance and Development Policy and Procedure

Appendix 3 – Policy 1.8 Recruitment and Selection Policy and Procedure

Background

The Shire of Mingenew Internal Audit Plan, as adopted in February 2021, identified Employment Practices (Fraud Management and Misconduct) as the risk theme to be audited in the third quarter of 2020/21. As such, an Internal Audit Report has been prepared.

Audit Plan with Timeline					
Project	Strategic Planning Objectives	Auditable Risk Theme	Objective of Audit	Risk	Indicative Audit Scope and Description
2020/21					
2	Strategy 1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness. Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource efficient manner	1. Employment Practices 2. Fraud Management 3. Misconduct	Does the Shire have suitable policies and procedures in place for screening employees? Is the Shire adequately screening new employees to verify their identify, employment history and education / professional qualifications and perform risk based criminal record checking? Is the Shire monitoring existing employees for changes in their status (new criminal convictions or discontinuance of essential qualifications)?	* Incidents of fraud may result in financial loss and/ or reputation damage to the Shire * Poor processes/ control weaknesses could impact the quality of employees in, and the integrity of, the Shire. * Misconduct risks such as inappropriate behaviour at work, inappropriate use of plant or machinery, accessing systems and or data without correct authority to do so,	Scope- To examine the Shire's controls for verifying the identity and credentials of new employees and monitoring the status of existing employees? Documented evidence in the focus areas below: * Policies and procedures * Qualifications verification * Past work history verification * Identity check and right to work verification * Criminal background checks * Recordkeeping * Positional requirements- declarations and monitoring of licenses/qualifications. * Employee exit process (keys/ licenses/ delegations / passwords)
2			Development/Implementation of outcomes from the above audit		

Comment

Informing the Internal Audit Report, the Office of the Auditor General (OAG) prepared the Verifying Employee Identity and Credentials Report in June 2019 which focused on whether local governments have suitable policies and procedures in place for screening new employees, and for monitoring existing employees for changes in their circumstances that may impact their employment. The recommendations from the report suggest that local governments should review their policies, processes and controls against the focus areas of this audit (see Appendix 1: Better practice principles on page 12 of the OAG Report).

Statutory Environment

Local Government Act 1995

Policy Implications

The policy implications are outlined within the Audit Report and relate to the Shire's internal HR Policies and Procedures.

Financial Implications

There are no financial implications to be considered as part of this report.

Strategic Implications

Strategic Community Plan

Strategy 1.2.1 Manage organisation in a financially sustainable manner

Strategy 1.2.3 Provide sound corporate governance of Shire and create an attractive work environment

Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

Internal Audit Report – Employment Practices, Fraud Management and Misconduct



Objective

The Shire of Mingenew Audit & Risk Committee have identified that the objective of this internal audit is to determine if the Shire has suitable policies and procedures in place for screening employees and whether that includes verifying identity, employment history, education / professional qualifications, performing criminal history checks. This review considers the processes used or recommended for both new recruits and existing employees.

Internal Audit – Identified Risks

- Incidents of fraud may result in financial loss and/ or reputation damage to the Shire
- Poor processes/ control weaknesses could impact the quality of employees in, and the integrity of, the Shire.
- Misconduct risks such as inappropriate behaviour at work, inappropriate use of plant or machinery, accessing systems and/or data without correct authority to do so.

Scope

This internal audit reviewed policies, procedures and activities that occurred at the Shire of Mingenew from April 2020 to April 2021.

Informing Documents

OAG Report 24 – Verifying Employee Identity and Credentials (June 2018-19) **(APPENDIX 1)**
Australian Standard 4811-2006 'Employment Screening'

Policies

Policy Reviews

The Shire has a suite of Human Resource policies (approved and managed by the CEO) relating to employment:

POLICY	DESCRIPTION	LAST REVIEWED
1.4	Employee Performance Development Policy and Procedure (APPENDIX 2)	19 October 2020
1.8	Recruitment and Selection Policy (APPENDIX 3)	19 October 2020

Policy and Procedure 1.4 Employee Performance Development

This policy is designed to ensure that employee performance and development reviews are conducted in an efficient and effective manner and that consistent standards are maintained throughout the Shire of Mingenew.

This policy provides the mechanism for annual employee screening (at the annual performance review) but does not explicitly outline the requirements around what is to be checked. In some instances, it has been the Shire's practice, to gain copies of driver's licences of staff at each annual review to ensure they are current and valid however, this has not necessarily been consistent for all employees, nor has it extended to any other licence checks.

Policy and Procedure 1.8 Recruitment and Selection

This policy is designed to ensure appropriate and consistent recruitment standards are maintained throughout the Shire of Mingenew operations. It provides a resource to assist managers to carry out the recruitment of employees in accordance with the principles outlined in section 5.40 of the *Local Government Act 1995* (WA) (the Act) and maximise the probability of successful recruitment and selection decisions.

The Procedure specifically discusses screening requirements for new employees, as follows:

- Identity check – requires photographic identification such as a Driver's Licence or Passport

- Reference Checks and Academic Results – requires applicants to provide at least two recent employment or educational-based referees that can be contacted by the Shire of Mingenew including a referee that is a current or recent manager. Applicants may also be required to provide certified copies or originals of academic results, professional qualifications or work- related licences.
- Criminal Record Screening – will be a requirement, depending on the role. The requirement will be outlined with any Position Description
- Bankruptcy Check – required for applicants applying for senior financial positions
- Working with Children Check – required for applicants to positions that are expected to engage with children
- Conflicts of Interest – candidates and panel members required to disclose any actual/perceived/potential conflicts of interest as soon as practical after the conflict becomes known.

In Practice

Candidates are required to provide photographic ID (passport or Driver's Licence). ID is checked to ensure that it is current (within expiry) and valid (doesn't appear to be tampered with and corresponds with other information provided by the applicant) and maintained within the Shire's recordkeeping system. Candidates that have an overseas address listed on their application or ID is requested to provide evidence of their right to work in Australia.

Referee checks are conducted prior to engaging any new employees and are recorded. Whilst the Shire has not recruited for any positions requiring formal qualifications as an essential criterion in the reporting period, common practice would be to verify any claimed qualifications/achievements directly with the relevant educational institution.

Criminal Record Screening is not requested for all vacancies. A risk assessment is undertaken for each position i.e. a position that has a high level of responsibility and access to or control of internal systems would be considered high risk. This requirement is outlined in any advertising for positions. This also applies to Bankruptcy checks, although no vacancies for senior financial roles have occurred within the reporting period for this internal audit.

The Working With Children Check (WWCC) is a compulsory screening program and therefore the requirements are managed by the Department of Communities. Each position is assessed prior to advertising to determine if the role requires a WWCC e.g. Community Development Officer role and then advertised as an inherent requirement of the role.

Conflicts of Interest requirements are discussed in developing a panel. Panels commonly consists of the applicable supervisor/manager and another officer from a different functional area or Governance Officer (due to HR experience and qualifications).

The Shire's practices and processes can be improved through conducting a comprehensive review of the current policies and procedures, and ensuring staff are aware of the requirements and implications. This includes training management staff to they understand the importance of ongoing screening of employees.

OAG Expectations

The Office of the Auditor General (OAG), in Report 24, recommended the following:

- LGs have a policy in place which covers the verification process for all potential employees and the monitoring process for existing employees, including:
 - Qualifications, licences and memberships are valid
 - Referee / reference reports are obtained and reviewed as part of the selection process
 - Identity checks
 - Right to work in Australia checked
 - Criminal background / WWC checks are undertaken and periodically reviewed (for appropriate roles)
 - Maintaining records to verify above checks have occurred and outcome of those checks
 - Annual declarations made by employees to verify licences and circumstances

- LGs have assessed the risk associated with each position and determined whether a criminal background or working with children check is required.

Risk Profile Review

As per the Shire's Risk Register, the Shire's overall controls regarding employment practices are considered to be adequate, having in place the following control measures:

- HR Policies and Procedures (adequate)
- Training needs analysis and Training Register (inadequate)
- Staff Inductions (inc Code of Conduct review) (effective)
- Performance Reviews process (adequate)
- Workforce Plan (inadequate)

In assessing the risks around employment practices, the following treatment actions have been identified:

Actions (Treatments)	Due Date	Responsibility	Status
Adopt Workforce Plan	Mar-21	CEO	Completed
Create a training needs analysis	Apr-21	CEO / GO	In progress
Develop Attraction and Retention Plan	Jun-21	GO	In progress
Develop a workforce survey to measure employee satisfaction	Dec-21	CEO / GO	Not started

Creating a training needs analysis is a treatment option for mitigating fraud risk. The Shire is currently developing a training and skills matrix that includes expiry dates for relevant licences and time-based qualifications to ensure that these can be monitored and followed up as required. This will reduce the risk of internal fraud and provides a mechanism to monitor and record this process.

Future Risks

Misconduct risks, such as inappropriate behaviour at work, inappropriate use of plant or machinery, accessing systems and/or data without correct authority to do so, remain a risk. Improved inductions and training programs will assist in mitigating these risks and needs can be identified through the Training & Skills Matrix.

Identified Gaps

This internal audit process has identified the following gaps, which will be addressed by the recommendations below:

- There is no formal, comprehensive identity check in place for all applicants seeking employment (prior to commencement all new employees are currently required to present/provide a copy of their WA driver's licence only)
- There is no formal procedure or consistent practice in place for the screening of applicants seeking employment
- There is no formal process to regularly (annually) check changes to licenses/qualifications

Recommendations

Recommendations
1. Consider all process gaps identified in this report when undertaking a review of the Shire of Mingenew HR Policies and Procedures in 2021 to ensure they remain relevant and appropriate.
2. Implement a process for which employees make annual declarations about changes to their status/circumstances and include this process in the Employee Performance Development Procedure.
3. Implement a 100-point identity check for all new employees
4. Develop an Employee Screening procedure

Western Australian Auditor General's Report



Verifying Employee Identity and Credentials



Office of the Auditor General Western Australia

7th Floor Albert Facey House
469 Wellington Street, Perth

Mail to:

Perth BC, PO Box 8489
PERTH WA 6849

T: 08 6557 7500

F: 08 6557 7600

E: info@audit.wa.gov.au

W: www.audit.wa.gov.au

National Relay Service TTY: 13 36 77
(to assist people with hearing and voice impairment)

We can deliver this report in an alternative format for those with visual impairment.

© 2019 Office of the Auditor General Western Australia. All rights reserved. This material may be reproduced in whole or in part provided the source is acknowledged.

ISSN: 2200-1931 (Print)
ISSN: 2200-1921 (Online)

The Office of the Auditor General acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.

WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

Verifying Employee Identity and Credentials



**THE PRESIDENT
LEGISLATIVE COUNCIL**

**THE SPEAKER
LEGISLATIVE ASSEMBLY**

VERIFYING EMPLOYEE IDENTITY AND CREDENTIALS

This report has been prepared for submission to Parliament under the provisions of section 25 of the *Auditor General Act 2006*.

This focus area audit assessed whether 8 local government entities had suitable policies and procedures in place for screening new employees, and for monitoring existing employees for changes in their circumstances which may impact their employment.

I wish to acknowledge the cooperation of the staff at the entities included in this audit.

A handwritten signature in black ink, appearing to read 'C. Spencer'.

CAROLINE SPENCER
AUDITOR GENERAL
19 June 2019

Contents

Auditor General's overview.....	4
Executive summary	5
Background.....	5
Conclusion	5
What we did	5
What did we find?	7
Only 3 entities had policies and procedures for verifying employee identity and credentials.....	7
There were many instances where staff identity or eligibility to work in Australia was not checked.....	8
Reference checks were not done for more than half the new employees we tested	8
Some entities were not consistently obtaining working with children checks	9
Entities need to improve how they monitor existing employees for changes in their status	9
Recommendations	10
Response from entities.....	11
Appendix 1: Better practice principles	12

Auditor General's overview

This focus audit examined controls for verifying the identity and credentials of new employees and monitoring the status of existing employees.

We previously performed this audit in 2015 for state government entities. This report covers a sample of local government entities.

Our audit found that all entities need to improve their practices for screening employees. We identified many instances where local government entities were not checking the identity, right to work in Australia, employment history, qualifications and criminal backgrounds of new and existing employees.

While this audit was not designed to identify individual cases of inappropriate staff appointment, it did reveal significant shortcomings in policy and practices. If not addressed, these control weaknesses could impact the quality of employees in, and the integrity of, the public sector.

These focus audits can be considered as 'hygiene' audits as they give an indication of the health of various management controls. We conduct these audits as an extension of our annual financial audits, using more detailed testing than is required for forming our financial audit opinions.

The findings of these audits are likely representative of issues in other government entities that were not part of our sample. I encourage all entities, and not just those audited, to periodically assess themselves against these risks and controls on an ongoing basis. Our better practice checklist at Appendix 1 has been designed to assist entities to run their own hygiene checks.



Executive summary

Background

The activities and functions carried out by local government entities (entities) are diverse and involve a great deal of interaction with local communities. It is therefore essential that they recruit the right people.

Entities need sound, consistently applied employee screening processes to confirm the identity, integrity and academic credentials of potential employees. The screening process usually involves undertaking referee checks, checking criminal backgrounds and verifying employment history and educational qualifications. It is also important that entities continue to monitor employees, to identify changes in their circumstances which may impact their duties. The rigour of the processes may vary depending on the duties of the role and the related risks of employing the wrong person.

We previously performed this audit in 2015 for state government entities and found many instances where identity, qualifications, criminal backgrounds and right to work in Australia were not checked prior to employment.

Conclusion

All of the 8 entities we audited need to improve their policies and practices for screening employees.

We found many instances where entities did not check the identity, right to work in Australia, employment history, qualifications and criminal backgrounds of employees prior to their commencement. We also found instances where entities did not obtain a working with children check for positions which required it. These findings create a risk that an entity may employ inappropriate or unqualified staff.

Only the Shire of Boyup Brook and the City of Melville were monitoring their employees for all significant changes to their status which could impact their employment.

What we did

The focus of this audit was to assess if the sampled entities were adequately screening their employees to verify their employment history and performance, to check professional qualifications, to verify an employee's identity and right to work in Australia and, where appropriate, identify and assess criminal records.

We assessed the policies and practices at 8 entities, of varying size and location. We used the following lines of inquiry:

1. Do entities have suitable policies and procedures for screening employees?
2. Did entities adequately screen new employees to verify their identify, check employment history and educational/professional qualifications, and perform risk based criminal record checking?
3. Are entities monitoring existing employees for changes in their status (new criminal convictions or discontinuance of essential qualifications)?

The audit examined whether controls were in place to support good recruitment practices. It was not designed to identify individual cases of inappropriate appointment.

We tested a sample of 306 employees across 8 entities to assess screening practices. Our sample included a mix of new and existing employees.

We conducted this audit under section 18 of the *Auditor General Act 2006* and in accordance with Australian Auditing and Assurance Standards. The approximate cost of undertaking the audit and reporting is \$125,000.

The following 8 entities were included in this audit:

Entities
City of Melville (Melville)
City of Subiaco (Subiaco)
Shire of Boyup Brook (Boyup Brook)
Shire of Coolgardie (Coolgardie)
Shire of Dundas (Dundas)
Shire of Williams (Williams)
Town of Claremont (Claremont)
Town of Victoria Park (Victoria Park)

What did we find?

All 8 entities need to improve their practices in some way, with none of the entities displaying good policies or practices for verifying employee identity and credentials.

Only 3 entities had policies for verifying employee identity and credentials

Robust employee screening processes and procedures help entities to recruit appropriate staff and ensure that current staff remain suitable for their roles.

Policies and procedures for verifying employee identity and credentials should require checking of claims made by potential employees including their identity, relevant professional qualifications, memberships or licenses, prior work history, right to work in Australia and, where appropriate, criminal background. If there are any specific requirements for a position, such as qualifications or a working with children check, entities should clearly document these requirements in position description forms and these checks should also be part of the recruitment and monitoring processes.

Only Melville, Subiaco and Dundas had policies for verifying employee identity and credentials. Although the policies for these entities covered most requirements, there is scope for them to be improved by mandating a 100-point identity check and requiring periodic checking of staff for changes in their circumstances which may impact their employment.

It is important that recruitment policies and related documentation provide clear guidance to staff on instances where criminal background or working with children checks are required for the position. As noted in our 2015 report, criminal background checks are important for many positions, but not necessarily every position. Each entity needs to consider the need for criminal background or working with children checks based on the duties and risks of the position and the requirements of legislation.¹

While the majority of entities did not have specific policies and procedures for verifying employee identity and credentials, several had included the requirement for criminal background checks in position description forms. However, at Boyup Brook, Coolgardie and Williams, there was no requirement to perform criminal background checks for important positions. For certain positions, such as senior officers who approve key transactions and positions involving procurement, finance, human resource management and information system management, there should be some level of criminal background checks for potential employees.

Circumstances of individual employees can change over time, and it is therefore important that policies and procedures include requirements to monitor existing employees. This can include, where appropriate, periodic criminal background checks and requesting evidence that staff have maintained their essential qualifications. It is also good practice to require annual declarations from employees advising of any changes in their circumstances.

For the 3 entities with policies for verifying employee identity, only Melville's policy required periodic criminal background checks for positions requiring a criminal background check. In addition, none of the policies required employees to make annual declarations about changes to their status.

¹ Working with Children (Criminal Record Checking) Act 2004

There were many instances where staff identity or eligibility to work in Australia was not checked

It is essential to confirm the identity of all new employees. Australian Standard 4811-2006 'Employment Screening' regards this as an essential step in a recruitment process. This should be done prior to their commencement, preferably using a 100-point identity check. It is also important to verify that the potential employee has a right to work in Australia prior to engaging them in paid work.

From our sample of 306 employees, we found 81 instances (26%)² where there was no evidence that the entity checked the identity of the staff prior to employment. For a further 198 employees, across all 8 entities, the verification was inadequate because it fell short of the documentation needed for a 100-point check.

Of particular concern was the high percentage (89%) where there was no evidence of checking an applicant's eligibility to work in Australia. This shortcoming applied to every entity in our sample.

We found that most entities had identified the essential qualifications for positions, such as university degrees, first aid certificates or licenses, and clearly articulated these requirements in position description forms. For the regional entities in our sample, our testing confirmed that the entities were verifying that applicants held these essential qualifications prior to their employment. However, at Melville, Victoria Park and Subiaco, we found 54 instances (45%) where there was no evidence of this checking.

Reference checks were not done for more than half the new employees we tested

Reference or referee reports are an important tool to verify claims made by potential employees about their employment history and experience, and to clarify any uncertainties. In some instances, the checks may reveal information about a potential employee that was not readily apparent from other checks and documentation. They provide useful information about the integrity of applicants and should be a mandatory step in all recruitment procedures.

Entities can perform reference checks in a number of ways, including phone calls, emails or pro-forma forms. While a minimum two reference checks from appropriate referees is advisable, this may not be necessary for all positions. For more senior positions and roles that have significant financial responsibility, two reference checks are highly recommended.

We sampled 153 employees recruited by the entities in the period between 1 July 2015 and 20 September 2018. For more than half our sample (79 employees across all entities), we found there was no evidence that a reference check was performed as part of the recruitment process.

Most of the entities we reviewed had assessed whether a criminal background check was required for the position. However, entities were not consistently performing criminal background checks in line with their policies or position description forms. In total, we found 63 instances at 5 entities³ where a criminal background check was required, but there was no evidence that it was performed.

² City of Melville, City of Subiaco, Shire of Dundas, Town of Claremont, Town of Victoria Park

³ City of Melville, City of Subiaco, Shire of Dundas, Town of Claremont and Town of Victoria Park

Criminal background checks, before commencement of employment and periodically thereafter, are an important way of identifying employees whose background may represent a risk to the entity, other employees or customers.

Some entities were not consistently obtaining working with children checks

Because of the diverse nature of activities and functions performed by entities, there are a number of positions which involve working with vulnerable people in the community, such as children. The *Working with Children (Criminal Record Checking) Act 2004* and *Working with Children (Criminal Record Checking) Regulations 2005* require people engaged in 'child-related work' to have a working with children check card. While the requirements of the act may not apply to every position involving work with children, we believe it is good practice to perform these checks for these positions.

Melville, Claremont, Boyup Brook, Dundas and Williams had assessed the need for working with children checks and, based on our sample testing, were obtaining these checks as required. Subiaco, Coolgardie and Victoria Park had a small number of instances where management considered a working with children check was required, but there was no evidence that it was obtained.

Entities need to improve how they monitor existing employees for changes in their status

If a position requires an employee to hold a licence, working with children check card, or a professional qualification, entities should regularly monitor whether employees continue to hold the required qualification/clearance. Similarly, if the position requires the employee to have a criminal background check, there should be periodic checks to ensure that there has not been a change in circumstances which could cause a risk to the entity, other employees and customers.

Only Boyup Brook and Melville had procedures in place to regularly monitor employees for all significant changes in their status. Consequently, there is a risk that the other entities may be unaware if there is a change in circumstance, such as a loss of licence, which would affect the employee's capacity to perform their duties.

Recommendations

Public sector entities should:

1. have approved policies and procedures for verifying employee identity and credentials which cover:
 - using a 100-point identity check
 - criminal background checks, based on the risks associated with the position
 - periodic monitoring of existing employees
2. assess the positions which may require a criminal background or working with children check and ensure that these requirements are clearly documented in position description forms
3. for high risk positions, or positions where there is an ongoing requirement to hold a licence or professional qualification, obtain regular declarations from employees that there is no significant change in their circumstances
4. ensure that sufficient documentary evidence is obtained prior to appointment which supports an employee's
 - identification and right to work in Australia
 - professional qualifications and memberships
 - criminal background or capacity to work with children (where necessary)
5. perform appropriate referee checks for all potential employees and ensure that all employees' reference checks are retained in their employee or recruitment file
6. develop a procedure for monitoring the expiry dates of licences, certificates or working with children checks so that they can be followed up with the employee close to expiry date
7. perform periodic criminal background checks for positions which require it.

Under section 7.12A of the *Local Government Act 1995*, all sampled entities are required to prepare an action plan addressing significant matters relevant to their entity for submission to the Minister for Local Government within 3 months of this report being tabled in Parliament and for publication on the entity's website. This action plan should address the points above, to the extent that they are relevant to their entity, as indicated in this report.

Response from entities

The local government entities audited accepted the recommendations and confirmed that where relevant, they either have amended policies and practices or will improve human resource processes.

Appendix 1: Better practice principles

The following table shows control principles on which our audit focused. They cover a number of practices and controls related to verifying employee identity and credentials which are also recommended in Australian Standard 4811-2006 'Employment Screening'. They are not intended to be an exhaustive list.

Verifying employee identity and credentials	Focus Area	What we expected to see
Policy	Policies and procedures	<ul style="list-style-type: none"> Policy is in place which covers the verification process for all potential employees and the monitoring process for existing employees.
	Risk Assessment	<ul style="list-style-type: none"> Entities have assessed the risk associated with each position and determined whether a criminal background or working with children check is required. Position description forms clearly document the requirements of each position including any essential qualifications, licences and memberships and whether any criminal background or working with children checks are required.
Recruitment and Appointment	Qualifications	<ul style="list-style-type: none"> Entities verify essential qualifications, licences and memberships during the recruitment process.
	Past Work History	<ul style="list-style-type: none"> Referee/reference reports are obtained and reviewed as part of the selection process.
	Identity and Right to Work	<ul style="list-style-type: none"> Entities check the identity of successful applicants using a 100-point identification check. Entities confirm successful applicants' right to work in Australia by reviewing passports, visas and/or birth certificates.
	Criminal Background checking	<ul style="list-style-type: none"> Criminal background or working with children checks are obtained (where required) and reviewed by the entity.
	Recordkeeping	<ul style="list-style-type: none"> Entities retain documentation to demonstrate that they verified the potential employee's qualifications, past work history, identity, right to work in Australia and criminal background prior to the start date.
Monitoring of Existing Employees	Declarations	<ul style="list-style-type: none"> Employees provide an annual declaration to advise whether there has been a significant change in their circumstance which could impact their employment.
	Review	<ul style="list-style-type: none"> Entities monitor the expiry date of essential qualifications/licences and follow up with employees close to the expiry date. Where criminal background checks are required for the position, they are re-performed on a periodic basis.

Source: OAG based on Australian Standard AS 4811-2016 'Employment Screening'

Auditor General's Reports

Report number	Reports	Date tabled
23	Improving Aboriginal Children's Ear Health	12 June 2019
22	Opinions on Ministerial Notifications	5 June 2019
21	Engaging Consultants to Provide Strategic Advice	5 June 2019
20	Information Systems Audit Report 2019	15 May 2019
19	Audit Results Report – Annual 2018 Financial Audits	15 May 2019
18	Firearm Controls	15 May 2019
17	Records Management in Local Government	9 April 2019
16	Management of Supplier Master Files	7 March 2019
15	Audit Results Report Annual 2017-18 Financial Audits of Local Government Entities	7 March 2019
14	Opinions on Ministerial Notifications	13 February 2019
13	Opinion on Ministerial Notification	23 January 2019
12	Managing Disruptive Behaviour in Public Housing	20 December 2018
11	Opinions on Ministerial Notifications	20 December 2018
10	Opinions on Ministerial Notifications	18 December 2018
9	Treatment Services for People with Methamphetamine Dependence	18 December 2018
8	Opinions on Ministerial Notifications	10 December 2018
7	Audit Results Report – Annual 2017-18 Financial Audits of State Government Entities	8 November 2018
6	Opinion on Ministerial Notification	31 October 2018
5	Local Government Procurement	11 October 2018
4	Opinions on Ministerial Notifications	30 August 2018
3	Implementation of the GovNext-ICT Program	30 August 2018
2	Young People Leaving Care	22 August 2018
1	Information Systems Audit Report 2018	21 August 2018

Office of the Auditor General Western Australia

7th Floor Albert Facey House
469 Wellington Street, Perth

Mail to:
Perth BC, PO Box 8489
PERTH WA 6849

T: 08 6557 7500

F: 08 6557 7600

E: info@audit.wa.gov.au

W: www.audit.wa.gov.au



Follow us on Twitter [@OAG_WA](https://twitter.com/OAG_WA)



Download QR Code Scanner app and
scan code to access more information
about our Office

1.4 Employee Performance and Development Policy

Policy Statement

This policy is designed to ensure that employee performance and development reviews are conducted in an efficient and effective manner and that consistent standards are maintained throughout the Shire of Mingenew.

The Shire of Mingenew recognises that continuing to focus on the career development of its employees is a beneficial strategy in retaining resources and developing each employee's potential.

Scope of Policy

This policy applies to all Shire of Mingenew employees with the exception of:

- The Chief Executive Officer.
- Temporary employees that are engaged for less than 6 months.

Commitment

Shire of Mingenew is committed to conducting performance reviews in a fair and consistent manner. The Shire of Mingenew is committed to ensuring that the associated processes will be based on merit and expressed in terms of the established performance/selection criteria.

Each employee will be appraised on an annual basis to discuss performance and development plans and the appraisal will take the form of an exchange of views between employees and their immediate line manager/supervisor.

Performance plans will consist of performance objectives (related to overall business objectives), performance standards, and a development plan to ensure the employee has the skills and knowledge to meet the specified objectives.

The Shire of Mingenew will commit to ensuring that Supervisors and Line Managers are equipped to utilise Performance Management processes and techniques.

Employee Performance and Development Reviews

Further details provided for in the Employee Performance and Development Procedure.

The Induction

The Shire of Mingenew will conduct an induction when an employee is new to the Shire of Mingenew, and when a current employee's job has changed significantly.

An induction meeting forms part of an employee's orientation to the job and provides an opportunity for the line manager/supervisor to:

- formally set the expectations, requirements and objectives of the role;
- outline the key responsibilities of the employee in the role; and
- establish a training and development program.

The Annual Review:

The purpose of the Annual Review meeting is to:

- a) allow the employee and the line manager/supervisor to agree on the final assessment of the employee during the full review period, which is usually twelve months.

The final assessment is based on:

- the extent to which key performance indicators (KPI's) and/or objectives have been met (taking into account the degree to which obstacles have interfered); and
 - a judgment of the expected behaviours being demonstrated.
- b) ensure that the line manager/supervisor formally tasks the employee for the next review period, and to set up training and development needs and strategies.
 - c) encourage the employee to provide constructive feedback to his/her line manager/supervisor in relation to their leadership, support and guidance.

Informal Feedback Meetings

During the 12-month review period, regular informal discussions and two-way communication must take place so that the formal Annual Review Meeting provides no surprises for either the employee or the line manager/supervisor.

Training & Development

The Shire of Mingenew commits to providing training and development in line with the requirements of the role, budgetary limitations and operational needs of the organisation for effective strategic planning. Where training and development opportunities are identified as part of the Employee Performance and Development review process this should be provided to the CEO for review and action.

Underperformance

Where unsatisfactory performance is identified by the Shire of Mingenew this will be dealt with through this policy coupled with the disciplinary policy and performance management policy. Sustained and/or serious underperformance may lead to disciplinary action and/or termination of employment

Variation to This Policy

This policy may be cancelled or varied from time to time to reflect changes in organisational policy, best practice in performance appraisals and compliance with the relevant legislation. All the organisation's employees will be notified of any variation to this policy by the normal correspondence.

Related Corporate Documents

Employee Performance and Development Procedure
Employee Performance and Development Appraisal Form
Employee Performance Improvement Plan

Policy Number	1.4
Policy Version	2019.1
Policy Owners	Chief Executive Officer
Creation Date	16 July 2019
Last Reviewed	19 October 2020
Next Review Due	This policy should be reviewed every 12 months (annually), or more often where circumstances require.

1.4.1 Employee Performance and Development Procedure

The aims of the appraisal

The aims of the employee performance and development review are to:

- improve performance;
- improve communication;
- motivate employees and
- assess the role of the employee.

Frequency of employee performance and development reviews

Employee performance and development reviews will be conducted as outlined below, unless special permission to delay the review has been sought through the Chief Executive Officer. Permission will only be granted in circumstances such as prolonged higher duties arrangements and periods of leave.

- The Induction – Within 4 weeks of commencement
- Probationary Review
- The Annual Review
- Informal Feedback Meetings – On an ongoing basis

Responsibility of Employee

To actively participate in the employee performance and development review meeting along with setting goals and working towards the objectives set through the review process.

Responsibility of Supervisor

To schedule and conduct the employee performance and development review meetings (including informal feedback meetings) in line with the timeframes set out in this procedure and to give honest and constructive feedback on an ongoing basis. There should be no surprises to the employee during the formal review process.

Meetings

Employee performance and development reviews will be conducted in a confidential manner.

Employees will be given at least a weeks' notice that the meeting will take place. The meeting will be conducted with the employee and their immediate supervisor, and/or another appropriate officer with permission of the Chief Executive Officer.

As the employee performance and development review meeting is not a disciplinary meeting, there is no requirement for the Shire of Mingenew to offer the employee a support person.

Position Descriptions

Position descriptions form the basis for the performance appraisal. The Shire of Mingenew will, as part of the performance appraisal process, review the position description to ensure that it accurately reflects the employee's role.

Consideration for a reclassification review will only be undertaken where there is substantial change to the position requirements and/or duties.

Key Performance Indicators

The Shire of Mingenew in consultation with the employee will set key performance indicators (KPI), which will form part of the employee performance and development review.

KPIs implemented as part of the review process will relate to personal targets for individual employees and departments. When setting KPIs they will cover:

- overall business/strategic objectives of the Local Government, Department and role;
- measure areas that will influence the success of the Local Government;
- specific role or project aims and milestones; and
- indicate areas requiring further action.

Organisational Values & Behaviours

The Shire of Mingenew will ensure that the employee performance and development review will measure the employee's ability to adhere to organisational values as outlined in the Strategic Community Plan. The review will also measure the employee's behaviour in line with the code of conduct, Shire of Mingenew policies and expected standards of behaviour.

The Appraisal

The appraisal will be conducted through the set form. Once the appraisal is completed it will be sent to the Manager/CEO for approval before being placed on the employee's personnel file.

Confidentiality

The Local Government and employee will maintain the strictest of confidentiality through the process.

Variation to this Procedure

This procedure may be amended from time to time. All Shire of Mingenew's employees will be notified of any variation to this policy by the normal correspondence method.

Procedure Number	1.4.1
Procedure Version	2019.1
Procedure Owners	Chief Executive Officer
Creation Date	16 July 2019
Last reviewed	19 October 2020
Next Review Due	This procedure should be reviewed every 12 months (annually), or more often where circumstances require.

1.8 Recruitment and Selection Policy

Policy Statement

This policy is designed to ensure appropriate and consistent recruitment standards are maintained throughout the Shire of Mingenew operations. It provides a resource to assist managers to carry out the recruitment of employees in accordance with the principles outlined in section 5.40 of *the Local Government Act 1995* (WA) (the Act) and maximise the probability of successful recruitment and selection decisions.

Principles:

Merit and Equity

The Shire of Mingenew is committed to recruitment, selection, promotion, and other personnel decisions being fair, consistent and compliant with the principles set out in section 5.40 of the Act. These principles include but are not limited to:

- Employees are to be selected and promoted in accordance with the principles of merit and equity; and
- No power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and
- Employees are to be treated fairly and consistently; and
- There is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and
- Employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984.

Recruitment and selection practices must evidence reasonable measures to attract a broad range of suitable candidates from which the most suitable candidate may be selected. Practices shall not be designed to limit or exclude the ability for suitable candidates to apply.

Confidentiality of Information and Conflict of Interest

All employees involved in the recruitment and selection process shall be bound by:

- strict standards of confidentiality; and
- disclosure of interest requirements;

As outlined in the Shire of Mingenew's Code of Conduct.

Equal Employment in the Workplace

The Shire of Mingenew recognises its legal, moral, social and ethical obligations to actively promote and practice the principles of equal opportunity in all aspects of employment.

The Shire of Mingenew will ensure:

- All advertisements, job descriptions and titles are non-discriminatory;
- The most suitable person is appointed to a position based on qualifications, skills, expertise, experience and aptitude;
- All personnel forms are non-discriminatory and relevant in phrasing and requirements; and
- Benefits and entitlements are accessible and administered in a consistent manner throughout the workforce.

Application:

This policy covers the recruitment and selection of all Shire of Mingenew vacant positions other than the Chief Executive Officer.

CEO recruitment and employment procedures are prescribed in the relevant sections of the Act and the Local Government (Administration) Regulations 1996.

Recruitment and selection of positions which have been previously determined as 'senior employees' in accordance with section 5.37 of the Act, will accord with the requirements of this policy in addition to requirements for the CEO to inform Council of any decision to employ or dismiss a 'senior employee'.

Authorities and Responsibilities

The Chief Executive Officer (or his/her nominee) is responsible for the recruitment and selection of employees:

- including assessing the need to recruit for a position;
- within the scope of their direct or indirect supervision;
- within approved budget allocations only;
- in accordance with this policy and relevant operational procedures;
- in consultation with the Human Resources Manager / Officer; and
- may execute resulting employment contracts on behalf of the Shire of Mingenew.

The CEO may nominate, by written authority, for recruitment and selection of an employee to be undertaken by another officer who is responsible for the direct supervision of the position, subject to the CEO being satisfied that the officer is adequately experienced or trained to ensure procedural integrity of the recruitment and selection process.

Process and Procedures

Documented recruitment procedures must reflect favourably on the organisation and ensure that practices are transparent, professional and fair, and in accordance with the principles of section 5.40 of the Act.

Review of Positions

The Shire of Mingenew reserves the right to review the continuing need for any position within the Shire of Mingenew's existing organisational structure and in context of the allocation of resources to meet the objectives of the Workforce Plan, Community Strategic Plan and Corporate Business Plan.

Recruitment Decisions

The Recruitment decisions will be based upon:

- present and future corporate needs;
- alternative staffing needs i.e. structural change and/or redistribution of duties to other positions;
- selection methods (psychometric testing, interviews, reference and background checks);
- selection criteria, skills and capabilities required for the role;
- attraction strategy - advertising, remuneration, benefits and candidate sourcing methods;
- alternative methods if the process is unsuccessful or preferred candidate declines;
- use of external consultants, appointed in accordance with the Purchasing Policy.

The Chief Executive Officer will be responsible for making the final decision for all appointments.

Selection & Appointment

Selection of the preferred candidate must demonstrate substantial alignment with the requirements of the role, as determined in the Recruitment Strategy.

Probation

Unless otherwise agreed by the CEO, appointments of more than six months shall require a probation period of at least three months.

Record Keeping

Records must be created and maintained to evidence compliance with this policy, in accordance with the *Local Government's Record Keeping Plan and the State Records Act 2000*.

Policy Governance

The CEO determines this policy and may cancel or vary the policy from time to time to reflect changes in organisational policy, best practice in recruitment processes and compliance with the relevant

legislation. All the organisation's employees will be notified of any variation to this policy by the normal correspondence.

Related Documents

Internal

- Recruitment and Selection Procedure
- Equal Employment Opportunity Policy
- Discrimination, Harassment and Bullying
- Grievances, Investigation and Resolution Policy
- Purchasing Policy

External

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- *Equal Opportunity Act 1984*
- *Occupational Safety and Health Act 1984*

Variation to This Policy

This policy may be cancelled or varied from time to time to reflect changes in organisational policy, best practice in recruitment processes and compliance with the relevant legislation. All the organisation's employees will be notified of any variation to this policy by the normal correspondence.

Policy Number	1.8
Policy Version	2019.1
Policy Owners	Chief Executive Officer
Creation Date	15 August 2019
Last Reviewed	19 October 2020
Next Review Due	This policy should be reviewed every 12 months (annually), or more often where circumstances require.

1.8.1 Recruitment and Selection Procedure

This procedure is designed to ensure the Shire of Mingenew develops a sound Recruitment Strategy, utilises best practice selection methods, undertakes the appropriate pre-employment checks before offering employment to new and existing employees, and verifies employee credentials on an ongoing basis.

Objectives

- To ensure recruitment attracts quality applicants from the widest possible pool of candidates including existing Shire of Mingenew staff members.
- To ensure selection processes are competitive, merit-based and undertaken in a timely and effective manner.
- To provide clear guidance for officers participating in the recruitment and selection process to ensure consistency, fairness and statutory compliance.

Recruitment Strategy

Before the Local Government commences a recruitment process, a Recruitment Strategy must be considered by the Manager responsible for the recruitment process in conjunction with the CEO.

The Recruitment Strategy will contemplate:

- present and future corporate needs
- alternative staffing needs i.e. structural change and/or redistribution of duties to other positions
- the development of a new or revised position description
- competencies, skills and capabilities required for the role
- use of an external recruitment consultant (if required) and appointed in accordance with the Shire of Mingenew's Purchasing Policy
- attraction strategy including advertising, remuneration, benefits and candidate sourcing methods
- selection methods
- the relevant pre-employment checks that must be conducted once a preferred candidate is selected, and
- alternative methods if the process is unsuccessful or preferred candidate declines.

The Recruitment Strategy and the review of the position description for the role will assist the Local Government to develop a list of essential requirements, key competencies and attributes for the role. To ensure alignment with the Council's strategic goals and budget allocations, all new or replacement positions identified as requiring recruitment, must be authorised by the Chief Executive Officer.

Selection Methods

Direct Selection

The Chief Executive Officer may, at their discretion, select on merit a prospective employee (internal or external) for appointment to a position without advertising the vacancy. External direct selections will be generally only be made in the case of short-term casual or temporary employment.

Direct selections will be made in the following circumstances:

- Where a position requires a high degree of specialist knowledge or skill;
- Where a major re-organisation has taken place, jobs have been re-designed, and/or where exiting employees must be accommodated within the new organisational structure; or
- Where direct selection is in the best interests of the smooth operation of the Council.

Internal Recruitment

The Chief Executive Officer may elect to fill the vacancy by inviting applications from existing employees. This process can be utilised where a number of potential candidates, with the required specialist knowledge or skills, have been identified within the Shire's workforce.

The advertising of all internal vacancies will be co-ordinated through the CEO. Internal positions will be advertised on staff noticeboards and employees will be given at least five (5) working days to apply for internally advertised positions.

External Advertising and Applications

The Chief Executive Officer may elect to recruit persons externally through placing an advertisement in the local or regional newspaper and Shire website, online job boards, or listing the vacancy with a specialist recruitment agency.

All externally advertised positions will also be advertised internally, with internal applications being invited from current employees. The line manager of the position or CEO will be appointed as the contact officer for all advertised positions.

Acknowledgement of applications

All applicants will receive written (may include by electronic means) confirmation of their application and an outline of the recruitment process.

Shortlisting of Applicants

The purpose of short listing is to select from the applicants received, a smaller group to proceed to the interview stage.

The first step in short listing is to assess if the applicants appear to meet the essential criteria based on their application. It is not necessary that every applicant who meets the essential criteria be interviewed. Ideally the number of candidates for interview should be three or four.

Interviews

All positions require a minimum of one round of interviews prior to the final selection being made. Interview questions should include a series of behavioural based questions relating to the key performance requirements of the position and be based on the defined selection criteria. Candidate responses to the interview questions will be scored using a standardised scoring process.

Record Keeping

During the recruitment and selection process, applications and information relating to applications will be recorded and stored appropriately.

Once the recruitment process has been finalised and an appointment confirmed, internal applications will be transferred to the personnel files. External applications will be stored in accordance with the provisions of the Archives Act 1983 and Personal Information Protection Act 2004.

The report recommending the appointment of the successful candidate will be filed to ensure transparency of the process if disputes should arise.

Personal Information Form

Successful applicants will be required to complete a Personal Information form which will ensure that the Council is provided with relevant employment information including personal details and includes a declaration that the information provided is true and accurate.

The Shire may request information about any medical conditions or disabilities that impact on an applicant's ability to carry out the duties of a position. As an equal opportunity employer, the Shire requests this information to highlight any accommodations that may be required to support an applicant with a medical condition or disability.

Identity Check

Successful applicants should provide a certified copy of suitable photographic identification such as a driver's licence or passport.

Reference Checks and Academic Results

A preferred candidate will need to provide at least two recent employment or educational-based referees that can be contacted by the Shire of Mingenew including a referee that is a current or recent manager. Applicants may also be required to provide certified copies or originals of academic results, professional qualifications or work-related licences.

Criminal Record Screening

Depending on the risks associated with a particular role, the Local Government may require the preferred candidate to produce a current National Police Clearance issued by the WA Police. The requirement for a position to provide a National Police Clearance will be documented in the position description for the role. Information of which will be provided within the Position Description.

Bankruptcy Check

A bankruptcy check may be required for applicants applying for senior financial positions within the Council.

Working with Children Check

Applicants applying for positions in which individuals are expected to engage with children may be required to apply for or produce a current Working With Children (WWC) card.

Pre-Employment Health Assessment

A pre-employment health assessment will be required as part of the recruitment process for all positions.

Job Offers and Employment Commencement

On approval from the Chief Executive Officer and the completion of the required pre-employment checks, the successful applicant will be offered the position.

Employment Agreements/Contracts

All successful applicants will receive a letter of appointment (Award based employee) or a letter of offer and employment contract (common law contract).

The letter of appointment and letter of offer/employment contract are some of the most important documents that may be issued by the Council. Together with the prospective employee's acceptance, it forms the basis of the contract of employment. Documenting the employment relationship will ensure that the prospective employee knows on what terms they are agreeing to work, thus minimising any doubt, as well as the likelihood of any future disputes.

The offer of employment should contain the following information as a minimum:

- Position title and duties together with a copy of the position description
- Employee's classification, wage rate and payment arrangements
- Duration of employment
- Supervisor authority
- Hours of work and place of work
- Superannuation details
- Leave entitlements
- Probationary period and review mechanisms
- Termination mechanisms
- References to the applicable award, industrial agreement and employee policies and procedures.

The employment documents must be signed and returned by the applicant prior to the commencement of employment.

A personnel file containing the employee's application for employment, interview reports, letter/contracts of employment and pre-employment checks will be set up by the payroll officer. All personnel information will be kept on this file and will be made available to the individual employee to view on request.

Probationary Period

All new employees may be appointed subject to a three-month probationary period and will be committed in writing at the outset of employment.

The employee's performance will be formally reviewed at least once during the three-month period. The line manager should provide the employee with feedback on their work performance and any areas where unsatisfactory performance has been identified.

Should a probationary employee be demonstrably not suitable for the position on the basis of their capacity and abilities, their employment may be terminated subject to the provisions of the relevant employment legislation, the relevant Award or contractual entitlements and Council's staffing policies.

Where it has been decided that an employee has performed satisfactorily in order to be granted ongoing employment, the following procedures shall be followed:

- the employee's permanent status will be confirmed in writing;
- the manager and employee will meet to discuss any performance issues, areas of improvement and areas of positive performance, and record these discussions in writing;
- any training needs of the employee will be identified and record these training needs in in writing;
- the employee should be given the opportunity to provide feedback regarding the probationary process and the matters that were discussed during the probationary process; and
- Identify and explain areas within the Key Performance Indicators which require improvement.

Failure to complete a final probationary review within the set timeframe will not automatically result in an employee being permanently appointed to that position. If the final probationary review is not completed within the set timeframe, the employee on probation will be contacted as soon as practicable and informed that their probationary will be extended to allow for a final assessment to be conducted.

Extension to the Probationary Period

The Shire of Mingenew may decide to extend the probationary period beyond the initial probationary period rather than appoint the employee permanently. Any decision to extend the probationary period should take into account the factors outlined below:

- employee absence or change in management;
- the employee's performance or a review of the employee's efforts to rectify their performance;
- the guidelines set out in the relevant award, letter of employment and/or contract of employment;
- the measures taken during the probationary period to discuss the deficiencies of the employee;
- the nature and seriousness of the deficiencies;
- the efforts by the employee to rectify any deficiencies;
- Whether the nature of the work requires a longer probationary period in order to assess the employee's capacity to perform the role;
- the employee's personal circumstances such as previous experience, knowledge, age, expectations and family responsibilities; and
- any other factor deemed relevant by the Local Government.

The employee should be informed where the Shire of Mingenew decides to extend the probationary period and this extension should be confirmed in writing.

Recruitment and Selection Process

The Shire of Mingenew's Recruitment and Selection process for most positions will follow the below course:

Conduct Job Analysis	See further guidance under "Job Analysis".
Position Description finalised and Selection Panel appointed	Approved by CEO.
Vacancy is advertised	Applications are accepted for a minimum of 14 days.
Application and queries accepted until 4pm on closing date	Late applications are not accepted, unless approved by the CEO under exceptional circumstances.
Applications assessed against key selection criteria	Each application is treated confidentially and in all cases the selection panel will assess each application on its merits.
Shortlisted candidates are contacted to attend interview	At the time of contact for interview please advise of any special needs. In some cases, candidates may be requested to provide examples of their work in preparation for the interview.
Panel interviews / Practical Assessments are conducted	The interview will have structured set of questions which are relevant to the position. For Practical Assessments, candidates may be asked to demonstrate their competencies through a set physical activity, based on set evaluation criteria.
Candidates not shortlisted are notified	All candidates not progressing will receive notification.
Referees are contacted for preferred candidate(s)	Referees must be direct supervisor/manager from last two employees. The Shire may ask for additional referees as required.
Successful candidate notified	Successful candidates are notified as soon as possible, usually within ten (10) working days of the interview.
Police clearance/medical checks undertaken	Applicants may be requested to provide a Police Clearance Certificate and complete a pre-placement medical (to determine fitness for work). Refusal to participate may forfeit applicant's progression in the recruitment process.
Letter of offer issued	Using the Shire's "Letter of Employment Offer" template with salary and conditions as stated in advertisement for vacancy.
Unsuccessful candidates who attended interview are notified once offer to successful candidate accepted	All unsuccessful candidates will receive notification.

Some adjustment may be necessary, dependent on the position, number of candidates that have applied and internal resourcing. Procedural fairness and legislative requirements must be adhered to at all times, as outlined within the Shire's Recruitment and Selection Policy.

Conflict of interest

A conflict of interest arises when an individual's personal, external or financial interests, or those of a person with whom he or she has a close personal relationship, come into conflict with the performance of his or her duties to the Shire. A conflict of interest may be actual, perceived or potential.

Candidates and Panel members are required to disclose a conflict of interest as soon as practical after the conflict becomes known.

Canvassing

Canvassing of Shire employees (including Elected Members) will not be tolerated and any candidate found to be participating in canvassing may forfeit their progression in the Recruitment process.

Variations to Employment

Should at any time during the period of employment, any of the terms and conditions of employment need to be changed or varied for whatever reason, a new contract of employment should be completed, and the employee must agree prior to the variations or change taking place.

Inductions

All employees are required to complete an Employee Induction within 2 days of commencement and will be conducted by the relevant line manager or Governance Officer.

Variation to This Procedure

This procedure may be cancelled or varied from time to time to reflect changes in organisational policy, best practice in recruitment processes and compliance with the relevant legislation. All the organisation's employees will be notified of any variation to this procedure by the normal correspondence.

Procedure Number	1.8.1
Procedure Version	2019.1
Procedure Owners	Chief Executive Officer
Creation Date	15 August 2019
Last Reviewed	19 October 2020
Next Review Due	This procedure should be reviewed every 12 months (annually), or more often where circumstances require.

5.2 ANNUAL REVIEW OF DELEGATIONS AND UPDATE OF REGISTER - DRAFT

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: GV.AUT.2
Disclosure of Interest: Nil
Date: 21 May 2021
Author: Erin Greaves, Governance Officer
Authorising Author: Nils Hay, Chief Executive Officer
Voting Requirements: Simple Majority

Summary

In order to meet the local government's statutory obligation to review its delegations at least once a year to facilitate effective and efficient decision making.

Key Points

- Local governments are required to review its delegations at least once every financial year
- The last review was undertaken by Council in May 2020
- The Register provided, lists all delegations made from the state government to the local government, Council to Committees and Council to the Chief Executive Officer or other personnel
- The CEO may delegate to any employee a power or discharge where appropriate

OFFICER RECOMMENDATION AND COMMITTEE DECISION - ITEM 5.2

MOVED: Cr Helen Newton SECONDED: Cr Hellene McTaggart

The Audit & Risk Committee notes the Draft Delegations Register (NLM211586) as presented, and refers any feedback to the CEO to finalise the Delegations Register for formal Council review.

Feedback to be considered:

- CD40 Burning Garden Refuse / Open Air Fires – remove provision for authorisation to be provided during prohibited burning periods

VOTING DETAILS:

CARRIED UNANIMOUSLY 4/0

Attachments

11.1 Proposed Updated Delegations Register v1.6 (NLM201308)

11.2 Delegations Register adopted April 2019

Background

Local Governments are required to keep a register of delegations and to review the delegations at least once every financial year, as per *Local Government Act 1995* s5.18 and s5.46. These delegations include those from Council to the Chief Executive Officer and Committees, and the Chief Executive Officer to other staff. Council has not yet reviewed the Register this financial year.

Relevant management staff were consulted in the lead up to the preparation of this report.

Comment

A summary of the changes is provided in the table below:

Delegation No.	Description of amendment	Page No.
General		
<ul style="list-style-type: none"> • Formatting improvements made • Cross references with Policy, procedures etc have been updated • Minor grammatical amendments 		
Part 1 State Government Delegations		
SD01 Instruction of Authorisation – Local Government CEOs – Sign Development Applications for Crown Land as Owner	Updated title from 'Planning and Development Act – Development Applications', to better describe delegation authority (as per WALGA template delegation). A correct has also been made to the previous delegation to include the full list of impacted LGs and Minister authorisation.	6
SD02 WA Planning Commission – Powers of Local Governments – Strata Titles [s.15]	Updated title from 'Planning and Development Act – Strata Titles Act', to better describe delegation authority (as per WALGA template delegation). The recorded delegation was updated in March 2020.	9
SD03 Traffic Management - Events	Updated title from 'Road Traffic Code 2000 - Events', to better describe delegation authority (as per WALGA template delegation)	10
SD04 Traffic Management – Road Works	Updated title from 'Road Traffic Code 2000 - Events', to better describe delegation authority (as per WALGA template delegation).	11
SD05 Approval for Certain Local Government Vehicles as Special Use Vehicles	Updated title from 'Road Traffic (Vehicles) Act 2021 – Special Use Vehicles', to better describe delegation authority (as per WALGA template delegation).	12
SD52 Noise Control - Environmental Protection Notices [Reg.65(1)]	Updated title from 'Environment Protection Act – Noise', to better describe delegation authority (as per WALGA template delegation)	13
SD112 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-complying Events	Updated title from 'Environment Protection Act – Noise', to better describe delegation authority (as per WALGA template delegation)	14
SD119 Noise Management Plans – Construction Sites	Updated title from 'Environment Protection Act – Noise', to better describe delegation authority (as per WALGA template delegation)	15
Part 2 Council Delegations to Committees		
CDC01 Chief Executive Officer's Performance Appraisal	Only Committee delegation – no change proposed	16
CDC02 Dealing with Code of Conduct Behaviour Complaints	NEW – As discussed at Concept Forum in May	17
Part 3 Council Delegations to the Chief Executive Officer		
CD03 Rates Recovery	Whilst no change is proposed for this delegation, it is recommended that staff review Rates processes that are eligible for delegation as there are numerous processes in the one delegation that may benefit from being separated out.	22
CD04 Expressions of Interest, Tenders and Tender Exempt Procurement	REVOKED at 19 May 2020 meeting – replaced with CD24-CD28	24
CD08 Thoroughfares	Provided additional clarity with regard to obstructions of a thoroughfare, as recommended by WALGA, within the Uniform Provisions. Removed reference to crossovers and included in separate delegation for clarity.	28
CD09 Closing of Thoroughfares	Provides requirement to notify affected owners and give public notice before action to fix or alter a thoroughfare.	31
CD10 Powers of Entry	Removed a number of conditions provided within original delegation which are already provided for within existing legislation (as struck out and highlighted in red). The amendments align with WALGA's template.	32

Delegation No.	Description of amendment	Page No.
CD11 Remove, Impound and Dispose of Uncollected Goods or Animals	Additional authority for CEO to declare, on behalf of the local government, that a vehicle is an 'abandoned vehicle wreck'. Also authority to determine when an impounded animal is ill or injured, that treating it is not practical, and to humanely dispose of the animal.	33
CD12 Building and Demolition Permits	Updated title from 'Building Act 2011', to reduce content and clarify requirements for this specific function. Removed all other Building functions and created new separate delegations.	35
CD13 Bush Fires Act 1954	REVOKED – but replaced with CD37-38 and CA2	38
CD15 Designated Authorised Officers – Public Health Act	Wording amended to reflect WALGA template and wording in legislation	41
CD16 Performance Certain Duties under the Food Act	Change to conditions as recommended by WALGA, aligning with current statutory requirements.	43
CD18 Certain duties under the Dog Act 1976	Changed to reflect recent legislation changes harmonising delegations and authorisations across multiple legislation (removing need delegate authority to appoint authorised persons – now built into legislation). Also includes the delegation of operational duties around seizing dogs, declaring dangerous dogs and recouping reasonable costs. Clarity has also been provided around objection and appeal rights.	47
CD19 Certain duties under the Cat Act 2011	Changed to reflect recent legislation changes harmonising delegations and authorisations across multiple legislation (removing need delegate authority to appoint authorised persons – now built into legislation).	50
CD29 Application of Regional Price Preference	Provides the CEO with discretion to not apply the Regional Price Preference (RPP) Policy for certain tenders (conditional). This might apply where a tender has been called for a low value and applying the RPP may not provide value for money.	66
CD30 Crossing – Construction, Repair and Removal	NEW – to provide for dealing with crossover applications, repairs and removal, to align with Council's new Crossover Policy	67
CD31 Occupancy Permits or Building Approval Certificates	NEW – separated from CD12 Building Act 2011 to differentiate Building Permit and Demolition Permit process from Occupancy Permits and Building Approval Certificates	68
CD32 Designate Employees as Authorised Persons	NEW – authority to designate authorised persons for enacting the Building Act and Regulations	69
CD33 Building Orders	NEW – deals with authority to make a Building Order for building work, demolition work or an existing building or incidental structure.	70
CD34 Inspection and Copies of Building Records	NEW – provides the CEO with authority to determine if an application to inspect or obtain a copy of a building permit for permitted purposes as outlined in s.131(1) and r.13.	72
CD35 Referrals and Issuing Certificates	NEW – allows the CEO to refer uncertified building applications to other local governments (i.e. CGG under the MOU for service arrangements)	73
CD36 Smoke Alarms – Alternative Solutions	NEW – to respond to any applications for alternative solutions for fire detection and early warning, including smoke alarms (Council set a fee for this service in its Fees & Charges).	74
CD37 Make Request to FES Commissioner – Control of Fire	NEW – to request that a DFES Bush Fire Liaison Officer or another person take over control of fire operations where it is warranted	75
CD38 Prohibited Burning Times – Control Activities	NEW – outlines authority to determine activities outside of what is authorised during Restricted and Prohibited burning periods subject to notice requirements. Also provides for cost recovery where an owner or occupier fails to comply with Prohibited Burning requirements and the local government has incurred costs to extinguish a fire on that land during that period	76
CD39 Restricted Burning Times – Vary and Control Activities	NEW - relates to varying the restricted burning times (where appropriate), to recoup bush fire brigade expenses and recover costs expended by Shire, and prohibiting vehicle movement during Restrict burning times.	77
CD40 Burning Garden Refuse / Open Air Fires	NEW - Provides the CEO with authority to respond to burning of garden refuse and open-air fires during prohibited and restricted burning periods.	79

Delegation No.	Description of amendment	Page No.
CD41 Firebreaks	NEW - Provides authority to enact requirements of the Shire's annual Firebreak Notice and requirements	81
CD42 Recovery of Expenses Incurred through contraventions of the Bush Fires Act	NEW - Authority to recover expenses incurred and a result of an offence against the Bush Fires Act.	82
CA2 Prohibited Burning Times - Vary	NEW – Recommended by WALGA that seasonal variation to prescribed burning times is undertaken jointly with President and Chief Bush Fire Control Officer.	84

Should Council not agree with any of the proposed changes or additions, the Delegations Review may be resolved, subject to the exclusion or further amendment of certain delegations.

Statutory Environment

Local Government Act 1995

5.16. Delegation of some powers and duties to certain committees

(1) *Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.*

** Absolute majority required.*

(2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

(3) *Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —*

(a) *a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and*

(b) *any decision to amend or revoke a delegation under this section is to be by an absolute majority.*

(4) *Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.*

5.17. Limits on delegation of powers and duties to certain committees

(1) *A local government can delegate —*

(a) *to a committee comprising council members only, any of the council's powers or duties under this Act except —*

(i) *any power or duty that requires a decision of an absolute majority of the council; and*

(ii) *any other power or duty that is prescribed; and*

(b) *to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and*

(c) *to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —*

(i) *the local government's property; or*

(ii) *an event in which the local government is involved.*

(2) *A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).*

5.18. Register of delegations to committees

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

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
 - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

* Absolute majority required.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.43. Limits on delegations to CEO

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

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

5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) — conditions includes qualifications, limitations or exceptions.

5.45. Other matters relevant to delegations under this Division

- (1) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —
 - (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing —
 - (a) a local government from performing any of its functions by acting through a person other than the CEO; or
 - (b) a CEO from performing any of his or her functions by acting through another person.

5.46. Register of, and records relevant to, delegations to CEO and employees

- 1) *The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.*
- 2) *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*
- 3) *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.*

Specific statutory requirements are outlined within the Register for each delegation made.

Policy Implications

The Delegations Register will link with and guide some Council and internal policies. Reference to the relevant Council Policy for each delegation is listed within the register.

Financial Implications

Delegations allow for a more streamlined and timely service for its ratepayers and stakeholders creating resourcing efficiencies, where Council oversight is not required as direction has been provided through the delegation, policy or other instrument, or an employee is suitably qualified and/or experienced to undertake the power/duty.

Strategic Implications

Community Strategic Plan:

Strategy 1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner



Shire of Mingenew Register of Delegated Authority (NLM211586)

Shire of Mingenew – Delegations Register (NLM211586)

Document Control			
Document Development Officer:		Governance Officer	
Document Owner:		Chief Executive Officer	
Records Reference Number:		NLM211586 / GV.CLR.5	
File name and path:		M:\Governance\Delegations and Authorisations\Delegation Register\Delegations Register v1.7 NLM211586 June 2021 DRAFT.docx	
Status of Document:		Adopted 16/06/2021	
Distribution:		Public Distribution	
Document Revision History			
Version	Author	Version Description	Date Completed
1.0	GO & CEO	Draft Approved by CEO	05/06/2018
1.0	COUNCIL	Adopted by Council	20/06/2018
1.1	COUNCIL	CD12 altered – CGG Building Officers removed	18/07/2018
1.2	COUNCIL	CD13 altered – s18(5) added to delegation	19/09/2018
1.3	COUNCIL	Updated Council Delegations to Committees & Task Specific Delegations (NLM19931)	19/12/2018
1.4	COUNCIL	Annual Review by Council – see changes as per April 2019 Minutes	17/05/2019
1.5	GO & CEO	Updated CEO to Staff Delegations & CEO Authorisations (Parts 5 & 6)	26/06/2019
1.6	COUNCIL	Annual Review by Council – see changes as per May 2020 Minutes	20/05/2020
1.7	COUNCIL	Annual Review by Council – see changes as per June 2021 Minutes	16/06/2021

Contents

SD01 Instruction of Authorisation – Sign Development Applications for Crown Land as Owner	6
SD02 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act.....	9
SD03 Traffic Management - Events on Roads.....	10
SD04 Traffic Management – Road Works	11
SD05 Approval for Certain Local Government Vehicles as Special Use.....	12
SD52 Noise Control - Environmental Protection Notices [Reg.65(1)]	13
SD112 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events.....	14
SD119 Noise Management Plans - Construction Sites.....	15
CDC01 Chief Executive Officer's Performance Appraisal.....	16
CDC02 Behaviour Complaints Committee.....	17
CD01 Payments from Municipal or Trust Funds	19
CD02 Debts, Waivers, Concessions, Write Offs and Recovery	20
CD03 Rates Recovery	22
<i>CD04 Expressions of Interest, Tenders and Tender Exempt Procurement</i>	<i>24</i>
CD05 Disposal of Land (including Buildings) via Lease or License	25
CD06 Authorised Persons for the Purposes of the Local Government Act.....	26
CD07 Reserves under Control of Local Government.....	27
CD08 Thoroughfares	28
CD09 Closing of Thoroughfares	31
CD10 Powers of Entry	32
CD11 Remove, Impound and Dispose of Uncollected Goods or Animals.....	33
CD12 Building and Demolition Permits.....	35
<i>CD13 Bush Fires Act 1954</i>	<i>38</i>
CD14 Dealing with and Approving Development Applications.....	39
CD15 Designated Authorised Officers - Public Health Act 2016.....	41
CD16 Appoint Authorised Persons and Perform Certain Duties under the - Food Act.....	43
CD17 Authorised Persons- Caravan Parks and Camping Grounds Act 1995 (Revoked 17/04/2020)	46
CD18 Certain Duties under the Dog Act 1976	47
CD19 Certain duties under the Cat Act 2011.....	50
CD20 Planning and Development Act – Illegal Development	52
CD21 Road Traffic Code 2000 (Revoked 17/04/2020)	53
CD22 Power to invest and manage investments	54
CD23 Subdivision Applications.....	55
CD24 Tenders for Goods and Services – Call for Tenders.....	57
CD25 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options.....	59
CD26 Tenders for Goods and Services – Exempt Procurement.....	61
CD27 Panels of Pre-Qualified Suppliers for Goods and Services.....	63

Shire of Mingenew – Delegations Register (NLM211586)	
CD28 Expressions of Interest for Goods and Services.....	65
CD29 Application of Regional Price Preference Policy.....	66
CD30 Crossing – Construction, Repair and Removal.....	67
CD31 Occupancy Permits and Building Approval Certificates.....	68
CD32 Designate Employees as Authorised Persons.....	69
CD33 Building Orders.....	70
CD34 Inspection and Copies of Building Records	72
CD35 Referrals and Issuing Certificates.....	73
CD36 Smoke Alarms – Alternative Solutions.....	74
CD37 Make Request to FES Commissioner – Control of Fire	75
CD38 Prohibited Burning Times – Control Activities.....	76
CD39 Restricted Burning Times – Vary and Control Activities.....	77
CD40 Burning Garden Refuse / Open Air Fires.....	79
CD41 Firebreaks.....	81
CD42 Recovery of Expenses Incurred through Contraventions of the Bush Fires Act.....	82
CA1 Authorised Persons under the Caravan Parks and Camping Grounds Act 1995.....	83
CA2 Prohibited Burning Times - Vary	84

The Purpose of Delegating Authority

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire of Mingenew's (the Shire) commitment to a strong customer service focus. The register details the related document(s) where the power to delegate is derived from. This enables easier cross-referencing. This delegated authority register will be reviewed in accordance with the Local Government Act 1995 (the Act) on an annual basis.

Council's Understanding

It is the understanding of Council that by delegating its authority it is granting sufficient power to enable the Shire's responsibilities to be fulfilled in a timely, open and accountable manner.

It is the expectation of Council that the Chief Executive Officer and other officers will use the delegated authority conferred on them in a manner that aligns with Council's values and objectives and they will demonstrate appropriate judgment and accountability in regard to the circumstances and extent of the use of that power.

Legislation

The Local Government Act 1995 allows for a local government to delegate to the Chief Executive Officer (CEO) 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. All delegations made by the Council must be by absolute majority decision [s5.42 (1)].

Associated Legislation

Legislation other than the Local Government Act 1995, its regulations and the local government's local laws created under the Act where delegations or authorisations may occur are as follows: -

- Building Act 2011
- Road Traffic Act 1974
- Public Health Act 2016
- Road Traffic (Vehicles) Act 2012
- Caravan Parks and Camping Grounds Act 1955
- Bush Fires Act 1954
- Planning and Development Act 2005
- Shire of Mingenew Local Planning Scheme No. 4
- Food Act 2008
- Dog Act 1976
- Cat Act 2011

Delegation by the Chief Executive Officer

The Act allows for the CEO to delegate any of the powers to another employee [s5.44 (1)]. This must be done in writing [s5.44 (2)]. The Act allows for the CEO to place conditions on any delegations [s 5.44 (4)].

A register of delegations relevant to the CEO and other employees is to be kept and reviewed at least once every financial year [s.5.46(1) and (2)]. 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 used {[s 5.46 (3)]}.

The record is to contain the following information:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty {Local Government (Administration) Regulations 1996 Regulation 19.

A person to whom a power is delegated under the Act is considered to be a 'designated employee' under s5.74(b) of the Act and is required to complete a primary and annual return each year


Title:	SD01 Instruction of Authorisation – Sign Development Applications for Crown Land as Owner		
Delegation No:	SD01		
Delegation from:	State Government	Delegation to:	Chief Executive Officer

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power Delegated :	<p style="text-align: center;">DoL FILE 1738/2002v8; 858/2001v9</p> <p style="text-align: center;"><i>PLANNING AND DEVELOPMENT ACT 2005</i></p> <p style="text-align: center;">INSTRUMENT OF AUTHORISATION</p> <p>I, Donald Terrence Redman MLA, Minister for Lands, a body corporate continued by section 7(1) of the <i>Land Administration Act 1997</i>, under section 267A of the <i>Planning and Development Act 2005</i>, HEREBY authorise, in respect of each local government established under the <i>Local Government Act 1995</i> and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.</p> <p>Dated the <u>2nd</u> day of <u>June</u> 2016</p>  <p>HON DONALD TERRENCE REDMAN MLA MINISTER FOR LANDS</p>
-----------------------------	--

SCHEDULE		
This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the <i>Planning and Development Act 2005</i>		
Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the <i>Building Regulations 2012</i> (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road, <p>in respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);</p> <p>(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);</p> <p>(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</p> <p>(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p> <p>(v) section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p> <p>(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part;</p> <p>(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of that Act).</p>	<p>City of Albany City of Amadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Canning Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chitterling Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Dornbrook-Balingup Shire of Dowerbin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton</p> <p>Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Goswells Shire of Halls Creek Shire of Harvey Shire of Irwin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalgoorlie-Boulder Shire of Katanning Shire of Kellerberrin Shire of Kent Shire of Kojonup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Melville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Morawa Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Mundaring Shire of Murchison Shire of Murray</p>	<p>In accordance with and subject to approved Government Land policies</p> <p>Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Shire of Mingenew – Part 1 State Government Delegations

	<p>Shire of Nannup Shire of Narembean Shire of Narrogin Town of Narrogin City of Nedlands Shire of Nganyatjaraku Shire of Northam Shire of Northampton Shire of Nungarin Shire of Peppermint Grove Shire of Perenjori City of Perth Shire of Pingelly Shire of Plantagenet Town of Port Hedland Shire of Qualradung Shire of Ravensthorpe City of Rockingham Shire of Roebourne Shire of Sandstone Shire of Serpentine Jarrahdale Shire of Shark Bay City of South Perth City of Stirling City of Subiaco City of Swan</p>
	<p>Shire of Tammin Shire of Threes Springs Shire of Toodyay Shire of Trayning Shire of Upper Gascoyne Town of Victoria Park Shire of Victoria Plains Town of Vincent Shire of Wagin Shire of Wandaring City of Wanneroo Shire of Waroona Shire of West Arthur Shire of Westonia Shire of Wilkepin Shire of Williams Shire of Wiluna Shire of Wongan-Ballidu Shire of Woodanilling Shire of Wyalkatchem Shire of Wyndham-East Kimberley Shire of Yalgoo Shire of Yalgam Shire of York</p>
	<p> HON DONALD TERRENCE REDMAN MLA MINISTER FOR LANDS 2nd day of June 2016</p>

Title:	SD02 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act		
Delegation No:	SD02		
Delegation from:	State Government	Delegation to:	Local Government

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power Delegated:	822	GOVERNMENT GAZETTE, WA	27 March 2020
	<p>PL402</p> <p>PLANNING AND DEVELOPMENT ACT 2005</p> <p>INSTRUMENT OF DELEGATION</p> <p>Del 2020/01 Powers of Local Governments</p> <p>Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the issuing of certificates of approval under section 15 of the <i>Strata Titles Act 1985</i>.</p> <p>Preamble</p> <p>Under section 16 of the <i>Planning and Development Act 2005</i> (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the <i>Government Gazette</i>, delegate any function under the Act or any other written law to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government.</p> <p>In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.</p> <p>Resolution under section 16 of the Act (delegation)</p> <p>On 19 March 2020, pursuant to section 16 of the Act, the WAPC RESOLVED—</p> <p>A. To delegate to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the <i>Strata Titles Act 1985</i> as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1;</p> <p>B. To declare that this instrument recording its resolution is to take effect upon the proclamation of the <i>Strata Titles Amendment Act 2018</i>.</p> <p style="text-align: right;">SAM FAGAN, Secretary, Western Australian Planning Commission.</p> <p style="text-align: center;">Schedule 1</p> <p>1. Applications made under section 15 of the <i>Strata Titles Act 1985</i></p> <p>Power to determine applications for the issuing of a certificate of approval under section 15 of the <i>Strata Titles Act 1985</i>, except those applications that—</p> <p>(a) propose the creation of a vacant lot;</p> <p>(b) propose vacant air stratas in multi-tiered strata scheme developments;</p> <p>(c) propose the creation or postponement of a leasehold scheme;</p> <p>(d) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—</p> <p>i. a type of development; and/or</p> <p>ii. land within an area,</p> <p>which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.</p> <p>2. Reporting requirements</p> <p>A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.</p>		

Title:	SD03 Traffic Management - Events on Roads		
Delegation No:	SD03		
Delegation from:	State Government	Delegation to:	Local Government

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power Delegated :	<p style="text-align: center;">WESTERN AUSTRALIA ROAD TRAFFIC CODE 2000 REGULATION 297(2) INSTRUMENT OF AUTHORISATION</p> <p style="text-align: center;">RELATING TO TRAFFIC MANAGEMENT FOR EVENTS</p> <p>Pursuant to Regulation 297(2) of the <i>Road Traffic Code 2000</i> the Commissioner of Main Roads ("the Commissioner") hereby authorises (<u>Insert name of Local Government</u>) (Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:</p> <ul style="list-style-type: none"> i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the <i>Road Traffic Act 1974</i>; ii) race meeting or speed test for which the Minister referred to in section 83 of the <i>Road Traffic Act 1974</i> has, under that provision, temporarily suspended the operation of any provisions of the <i>Road Traffic Act 1974</i> or regulations made under that Act; or iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the <i>Public Order in Streets Act 1984</i>; <p>or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:</p> <ul style="list-style-type: none"> (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body. <p>By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.</p> <p>The powers in this Instrument of Authorisation do not change or replace:</p> <ul style="list-style-type: none"> 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and 2) any powers and responsibilities of a local government provided in regulation 9 of the <i>Road Traffic (Events on Roads) Regulations 1991</i>. <p style="text-align: right;">Page 1 of 2</p>
-----------------------------	--

Title:	SD04 Traffic Management – Road Works		
Delegation No:	SD04		
Delegation from:	Main Roads WA	Delegation to:	Local Government

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power Delegated:	<p style="text-align: center;">WESTERN AUSTRALIA ROAD TRAFFIC CODE 2000 REGULATION 297(2) INSTRUMENT OF AUTHORISATION</p> <p>Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads ("the Commissioner") hereby authorises ("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:</p> <ul style="list-style-type: none"> (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Works on Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body. <p>By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.</p> <p>This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner's delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.</p>
-----------------------------------	---

Title:	SD05 Approval for Certain Local Government Vehicles as Special Use		
Delegation No:	SD05		
Delegation from:	State Government	Delegation to:	Local Government

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power Delegated:	<div data-bbox="424 472 549 573" data-label="Image"> </div> <div data-bbox="553 483 904 573" data-label="Text"> <p>Government of Western Australia Department of Transport Driver and Vehicle Services</p> </div> <div data-bbox="627 598 1149 633" data-label="Section-Header"> <h3>ROAD TRAFFIC (VEHICLES) ACT 2012</h3> </div> <div data-bbox="679 656 1091 687" data-label="Text"> <p><i>Road Traffic (Vehicles) Regulations 2014</i></p> </div> <div data-bbox="770 703 997 734" data-label="Text"> <p>RTVR-2017-202046</p> </div> <div data-bbox="458 768 1311 826" data-label="Section-Header"> <h4>APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES</h4> </div> <div data-bbox="416 853 1339 1028" data-label="Text"> <p>Pursuant to the <i>Road Traffic (Vehicles) Regulations 2014</i> (the <i>Regulations</i>), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:</p> </div> <div data-bbox="528 1037 1331 1290" data-label="List-Group"> <ul style="list-style-type: none"> (a) the <i>Local Government Act 1995</i>; (b) regulations made under the <i>Local Government Act 1995</i>; (c) a local law; (d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the <i>Dog Act 1976</i>); or (e) any combination of the above paragraphs (a) to (d); </div> <div data-bbox="414 1299 1300 1415" data-label="Text"> <p>as special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the <i>Regulations</i>, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the <i>Regulations</i>, subject to the following conditions:</p> </div> <div data-bbox="798 1438 960 1467" data-label="Section-Header"> <h4>CONDITIONS</h4> </div> <div data-bbox="454 1487 1343 1964" data-label="List-Group"> <ol style="list-style-type: none"> 1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light. 2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction. 3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position. 4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles. 5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat. 6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle. 7. Any vehicle fitted with flashing lights for the purposes of this approval must: </div>
----------------------------	---

Title:	SD52 Noise Control - Environmental Protection Notices [Reg.65(1)]		
Delegation No:	SD52		
Delegation from:	State Government	Delegation to:	Chief Executive Officer

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power Delegated:	Published by: Environment	GOVERNMENT GAZETTE Western Australia Previous Close Next	No. 47. 19-Mar-2004 Page: 919 Pdf - 476kb
	<p>EV401</p> <p>ENVIRONMENTAL PROTECTION ACT 1986</p> <p>Section 20</p> <p>Delegation No. 52</p> <p>Pursuant to section 20 of the <i>Environmental Protection Act 1986</i>, the Chief Executive Officer hereby delegates as follows—</p> <p>Powers and duties delegated—</p> <p>All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.</p> <p>Persons to whom delegation made—</p> <p>This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the <i>Local Government Act 1995</i>.</p> <p>Pursuant to section 59(1)(e) of the <i>Interpretations Act 1984</i>, Delegation No. 32, dated 4 February 2000 is hereby revoked.</p> <p>Dated this 9th day of January 2004.</p> <p>Approved—</p> <p>FERDINAND TROMP, A/Chief Executive Officer.</p> <p>Dr JUDY EDWARDS MLA, Minister for the Environment.</p>		

Title:	SD112 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events		
Delegation No:	SD112		
Delegation from:	State Government	Delegation to:	Chief Executive Officer

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power Delegated :	<p>Published by: GOVERNMENT GAZETTE No. 232. 20-Dec-2013 Environment Western Australia Page: 6282 Pdf - 3Mb Previous Close Next</p>		
	<p>EV402</p> <p>ENVIRONMENTAL PROTECTION ACT 1986</p> <p>Delegation No. 112</p> <p>I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the <i>Local Government Act 1995</i>, my powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation, in relation to--</p> <ul style="list-style-type: none"> (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B; (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); (c) community activities--noise control notices in respect of community noise under regulation 16; (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3; (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4; (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation-- <ul style="list-style-type: none"> (i) Subregulation 18(13)(b) is not delegated. <p>Under section 59(1)(e) of the <i>Interpretation Act 1984</i>, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.</p> <p>Dated the 12th day of December 2013.</p> <p style="text-align: right;">JASON BANKS, Acting Chief Executive Officer.</p> <p>Approved by--</p> <p style="text-align: right;">JOHN DAY, Acting Minister for Environment, Heritage.</p>		

Title:	SD119 Noise Management Plans - Construction Sites		
Delegation No:	SD119		
Delegation from:	State Government	Delegation to:	Chief Executive Officer

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power Delegated:	<p>Published by: GOVERNMENT GAZETTE No. 71. 16-May-2014 Environment Western Australia Page: 1548 Pdf - 2Mb Previous Close Next</p>		
	<p>EV405</p> <p>ENVIRONMENTAL PROTECTION ACT 1986</p> <p>Delegation No. 119</p> <p>I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of:-</p> <p>(a) Chief Executive Officer under the <i>Local Government Act 1995</i>; and</p> <p>(b) to any employee of the local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act,</p> <p>all my powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation.</p> <p>Under section 59(1)(e) of the <i>Interpretation Act 1984</i>, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.</p> <p>Dated the 1st day of May 2014.</p> <p>JASON BANKS, Acting Chief Executive Officer.</p>		

Shire of Mingenew – Part 2 Council Delegations to Committees

Title:	CDC01 Chief Executive Officer's Performance Appraisal		
Delegation No:	CDC01		
Delegation from:	Council	Delegation to:	Executive Management Committee
Date Adopted:	19 December 2018	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.16 - Delegation of some powers and duties to certain committees
Statutory Power Delegated:	<i>Local Government Act 1995</i> Section 5.38- Annual review of certain employee's performances
Function Delegated:	Authority to: 1. Review the performance of the Chief Executive Officer at least once in relation to every year of employment
Conditions	1. Authority is subject to the Local Government Act 1995 and its associated Regulations. 2. The review and report are to be presented to Council for acceptance [of the review], with or without modification, or to reject the review
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<i>Local Government Act 1995</i> s5.17 - may not delegate powers/duties requiring absolute majority

Title:	CDC02 Behaviour Complaints Committee		
Delegation No:	CDC02		
Delegation from:	Council	Delegation to:	Behaviour Complaints Committee
Date Adopted:	19 May 2021	Last Reviewed:	N/A

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.16 - Delegation of some powers and duties to certain committees
Statutory Power Delegated:	<i>Local Government (Model Code of Conduct) Regulations 2021</i> Clause 12 Dealing with a complaint Clause 13 Dismissal of a complaint
Function Delegated:	<ol style="list-style-type: none"> Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [MCC.cl.12(1) and (3)]. In making any finding the Committee must also determine reasons for the finding [MCC.cl.12(7)]. Where a finding is made that a breach has occurred, authority to: <ol style="list-style-type: none"> take no further action [MCC.cl.12(4)(a)]; or prepare and implement a plan to address the behaviour of the person to whom the complaint relates [MCC.cl.12(4)(b), (5) and (6)]. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal [MCC.cl.13(1) and (2)].
Conditions	<ol style="list-style-type: none"> The Committee will make decisions in accordance with the principles and specified requirements established in Council Policy 1.1.8 Code of Conduct Behaviour Complaints Management. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act. The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a Committee meeting is either the Complainant or Respondent to the Complaint subject of a Committee agenda item. In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent and a Deputy Committee Member is in attendance. <p>NOTE TO CONDITIONS (C) AND (D): The purpose of this Condition is to require that a Committee Member who is identified as either the Complainant or Respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.</p>
Cross References (if any)	
Policy:	Nil.

Shire of Mingenew – Part 2 Council Delegations to Committees

Procedure:	Nil.
Other Statutory:	Code of Conduct for Council Members, Committee Members and Candidates Code of Conduct Behaviour Complaints Management Policy

Title:	CD01 Payments from Municipal or Trust Funds		
Delegation No:	CD01		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power Delegated:	<i>Local Government (Financial Management) Regulations 1996</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making.
Function Delegated:	Authority to: 1. Make payments from the municipal fund or trust fund [r12(1)(a)]
Conditions	1. Authority is subject to the Local Government Act 1995 and its associated Regulations. 2. The purchase of freehold land and real estate are to be by Council Resolution. 3. Authority to make payments is subject to annual budget limitations. 4. Verification of a payment and authorisation of the same payment cannot be undertaken by the same person. 5. Subject to the following expenditure documentation requirements as prescribed within Council's Purchasing Policy. 6. Procedures are to be administratively reviewed by the CEO for continuing compliance and confirmed as 'fit for purpose' in accordance with [r5(2)(c)] and [r5(1)] of the <i>Local Government (Financial Management) Regulations 1996</i> .

Cross References (if any)

Policy:	1.3.1 Purchasing Policy
Procedure:	Nil.
Other Statutory:	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> Regulation 13 - Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. <i>Local Government (Financial Management) Regulations 1996</i> refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

Title:	CD02 Debts, Waivers, Concessions, Write Offs and Recovery		
Delegation No:	CD02		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	15 April 2020	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.42 - Delegation of some powers or duties to the CEO
Statutory Power Delegated:	<i>Local Government Act 1995</i> Section 6.12(1)(b) and (c) and (3) - Power to defer, grant discounts, waive or write off debts. Section 6.56- Rate or service charges recoverable in court
Function Delegated:	Authority to: <ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire of Mingenew [s6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Mingenew [s6.12(3)]. 3. Write off an amount of money which is owed to the Shire of Mingenew [s6.12(1)(c)] 4. Recover debts
Conditions	<ol style="list-style-type: none"> 1. Debts for rates and service charges may be written off up to the value of \$30 in accordance with s6.12(1)(c) and applicable Council Policies and procedures. 2. The power to waive a debt or grant a concession does not apply to debts which are prescribed as debts, that are taken to be a rate or service charge. 3. A debt may only be waived where: <ol style="list-style-type: none"> a) in accordance with the Supporting the Community Policy, a local club and/or not for profit organisation submit in writing, an application to conduct activities that support the Shire's Community Strategic Plan; and b) Does not exceed the value of \$1,000 per application and is subject to the confinements of the budgetary allocation as set by Council. 4. A concession may only be granted where: <ol style="list-style-type: none"> a) In accordance with the Supporting the Community Policy a local club and/or not for profit organisation submit in writing, an application to conduct activities that support the Shire's Community Strategic Plan; and b) Does not exceed the value of \$1,000 per application and is subject to the confinements of the budgetary allocation as set by Council. 5. 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 Mingenew. 6. Limited to individual debts valued below \$100 or cumulative debts of a debtor valued below \$100. Write off of debts greater than these values must be referred for Council decision.

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<p>7. Debt recovery is to be in accordance with the Shire's Internal Debt Recovery Policy and Procedures and subject to the provisions of the Local Government Act 1995.</p> <p>8. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</p> <p>9. * During a State-declared emergency, the CEO may waive, grant a concession or write off individual debts valued below \$500 or cumulative debts of a debtor valued below \$500 (excluding rates and rate interest), and, in the case of outstanding rates, write off up to the value of the total interest on rates incurred in the current year, provided the applicant satisfies the definition of financial hardship in accordance with Council's Financial Hardship Policy. Debts greater than these values must be referred for Council decision.</p>
Cross References (if any)	
Policy:	1.3.9 Debt Collection Policy
Procedure:	Nil.
Other Statutory:	<p><i>Local Government Act 1995</i> Section 6.12 - Power to defer, grant discounts, waive or write off debts <i>Local Government (Financial Management) Regulations 1996</i> Regulation 26 - Discount, incentive, concession, waiver</p>

Title:	CD03 Rates Recovery		
Delegation No:	CD03		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO
Statutory Power Delegated:	<i>Local Government Act 1995</i> Section 6.49 - Agreement as to payment of rates and service charges Section 6.50 - Rates or service charges due and payable Section 6.56 - Rate or service charges recoverable in court Section 6.60 - Local Government may require lessee to pay rent Section 6.76 - Grounds of objection
Function Delegated:	Authority to: <ol style="list-style-type: none"> 1. Make an agreement with a person for the payment of rates or service charges [s6.49]. 2. Authority to determine the date on which rates or service charges become due and payable to the Shire of Mingenew [s.6.50]. 3. 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)]. 4. 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 Mingenew [s6.60(2)]. 5. 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 [s6.60(4)]. 6. Extend the time for a person to make an objection to a rate record [s6.76(4)]. 7. 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 [s6.76(5)].
Conditions	<ol style="list-style-type: none"> 1. Agreements relating to s6.49 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, otherwise to be referred to Council for decision. 2. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must not be party to any determination under this delegation. 3. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.
Cross References (if any)	
Policy:	1.3.9 Debt Collection Policy 1.3.10 Financial Hardship Policy
Procedure:	1.3.9 Debt Collection Procedure

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Other Statutory:	Nil.
-------------------------	------

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	<i>CD04 Expressions of Interest, Tenders and Tender Exempt Procurement</i>		
Delegation No:	CD04		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Revoked	19/05/2021
Reason for revocation:	CD04 covered a number of tender functions and it was considered appropriate to separate those to individual delegations. Delegations CD24 – CD28 replace the requirement for this delegation.		

Title:	CD05 Disposal of Land (including Buildings) via Lease or License		
Delegation No:	CD05		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO
Statutory Power Delegated:	<i>Local Government Act 1995</i> Section 3.58(2) and (3) - Disposing of property
Function Delegated:	<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 [s3.58(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 [s3.58(3)]
Conditions	<ol style="list-style-type: none"> a) Disposal of land and/or property [exclusive of plant and equipment- see delegation CD11] other than by lease or license requires a Council resolution. b) All new leases for commercial organisations require a Council resolution [excludes renewal]. c) Renewals of commercial organisations leases are limited to a maximum term of five years. d) Subject to the requirements of section 3.58 of the Local Government Act 1995. e) In the event an objecting submission is received this delegation does not apply and the proposal is to be presented to Council for consideration. f) Subject to the reporting of the exercise of this delegation to the Concept Forum each month.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Nil.

Title:	CD06 Authorised Persons for the Purposes of the Local Government Act		
Delegation No:	CD05		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO
Statutory Power Delegated:	<i>Local Government Act 1995</i> Section 3.24 - Authorising persons under this subdivision (Part 3, Division 3, Subdivision 2- Certain provisions about land) Section 3.39 - Power to remove and impound Section 9.10 - Appointment of authorised persons
Function Delegated:	Authority to: <ol style="list-style-type: none"> 1. Appoint persons or classes of persons as authorised persons for the purpose of fulfilling Part 3 Division 3 Subdivision 2 of the Local Government Act 1995 [s3.24]; 2. Authorise an employee in accordance with Section 3.39 to remove and impound any goods that are involved in a contravention that can lead to impounding; 3. Appoint persons or classes of persons to be authorised to perform certain functions under Part 9 Division 2 and issue them with a certificate stating they are authorised [s9.10]; 4. Appoint and authorise persons to exercise the powers and duties of an authorised person under the Shire's local laws [s9.10].
Conditions	a) Only persons who are appropriately qualified and trained may be appointed as Authorised persons. b) Subject to the reporting of the exercise of this delegation to the Concept Forum each month. <u>Recordkeeping.</u> <ol style="list-style-type: none"> 1. Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file. 2. A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Register of Authorised Persons

Title:	CD07 Reserves under Control of Local Government		
Delegation No:	CD07		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	20/05/2020 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power Delegated:	<i>Local Government Act 1995</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of a local government
Function Delegated:	1. Authority to agree the method for control and management of an unvested facility [thoroughfare, bridge, jetty, drain or watercourse belonging to the Crown] which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purposes of controlling and management land that is vested in or under the management of the Shire, that the Shire could do under s.5 of the Parks and Reserves Act 1895. [s.3.54(1)].
Conditions	a) Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets. b) Subject to the reporting of the exercise of this delegation to the Concept Forum each month.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Nil.

Title:	CD08 Thoroughfares		
Delegation No:	CD08		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	20/05/2020 (amended)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power Delegated:	<i>Local Government (Uniform Provisions) Regulations 1996</i> Regulation 5(2) - Interfering with, or taking from, local government land Regulation 6 - Obstruction of public thoroughfare by things placed and left — Sch. 9.1 cl. 3(1)(a) [of the LGA]. Regulation 7A - Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) [of the LGA]. Regulation 7 - Encroaching on public thoroughfare – Sch.9.1. cl.3(2) [of the LGA]. Regulation 9 - Permission to have gate across public thoroughfare — Sch.9.1 cl. 5(1) [of the LGA]. Regulation 11(1), (4), (6), (8) - Dangerous excavation in or near public thoroughfare — Sch. 9.1 cl. 6 [of the LGA].
Function Delegated:	<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]Grant permission, including imposing appropriate conditions, or to refuse to provide permission to place on a specified part of public thoroughfare one or more specified things that may obstruct the public thoroughfare [r6.4(2) and (4)]

	<p>6. 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 [r.6.4(6)]</p> <p>7. Grant permission, including imposing appropriate conditions, or to refuse to provide permission for the placement and maintenance of a gate or other device across a public thoroughfare under control of the local government [r9(1) & (4)].</p> <p>8. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)].</p> <p>9. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [r9(5)].</p> <p>10. Authority to cancel permission by written notice and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].</p> <p>11. 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 [r.11(1)].</p> <p>12. Grant permission to make or make and leave an excavation of specified dimensions and in a specified way in a specified part of a public thoroughfare or on a specified part of land adjoining a public thoroughfare [r11(4)].</p> <p>13. Approve the construction of a crossing giving access from a public thoroughfare to private land or thoroughfare [r12(1)].</p> <p>14. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [r12(1)(a)].</p> <p>15. Issue a notice to the owner or occupier of private land to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare [r13].</p> <p>16. 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 [r13(2)].</p> <p>13. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [r17(3)].</p> <p>14. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [r17(5)(6)].</p>
Conditions	<p>a) Subject to the Local Government Act 1995 and its Regulations.</p> <p>b) Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</p> <p>c) Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</p> <p>d) Permission may only be granted where, the proponent has:</p> <p style="padding-left: 20px;">i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction.</p>

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<p>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.</p> <p>iii. Provided evidence of sufficient Public Liability Insurance.</p> <p>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</p> <p>e) Each approval granted under r9 provided must be recorded in the Shire's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.</p> <p>f) Permission for r6, r11 and r17 are only to be granted where, the proponent has:</p> <ul style="list-style-type: none"> • 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. • 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. • Provided evidence of sufficient Public Liability Insurance. • Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Nil.

Title:	CD09 Closing of Thoroughfares		
Delegation No:	CD09		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (amended)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power Delegated:	<i>Local Government Act 1995</i> s.3.50- Closing certain thoroughfares to vehicles s.3.50A- Partial closure of thoroughfares for repairs or maintenance s.3.51- Affected owners to be notified of certain proposals (fixing or altering of levels or alignment, or draining water)
Function Delegated:	Authority to: 1. Close a thoroughfare managed by the Shire (wholly or partially) for a period of less than four weeks [s.3.50(1)]. 2. Authority to Determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: a) give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and b) consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to Revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].
Conditions	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) Subject to the reporting of the exercise of this delegation to the Concept Forum each month.
Cross References (if any)	
Policy:	1.5.2 Road Closure Policy
Procedure:	Nil.
Other Statutory:	Road Traffic Act 1974 s81C. Order for road closure for event, making s81D. Road closure, how effected by local government

Title:	CD10 Powers of Entry		
Delegation No:	CD10		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (amended)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power 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
Function Delegated:	Authority to: 1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Give a notice of entry [s.3.32] 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Give notice and effect entry by opening a fence onto private land. [s.3.36]
Conditions	a) Delegated authority under s3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property. b) Section 3.36 is limited to those activities that expressly state such authority under Schedule 3.2 of the Local Government Act 1995. c) Entry under this delegation may be made with such assistants and equipment as are considered necessary for the purpose for which entry is required in accordance with s3.30 of the Local Government Act 1995. d) Delegation is subject to the provisions in Part 3 Division 3 Subdivision 3 of the Local Government Act 1995 e) Subject to the reporting of the exercise of this delegation to the Concept Forum each month.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Local Government (Miscellaneous Provisions) Act 1960 Any applicable Local Laws

Title:	CD11 Remove, Impound and Dispose of Uncollected Goods or Animals		
Delegation No:	CD11		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (amended)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power Delegated:	<i>Local Government Act 1995</i> s.3.40A - Abandoned vehicle wreck may be taken s.3.40A(4) – Abandoned vehicle wreck may be taken s.3.46 - Goods may be within until costs paid s.3.47 - Confiscated or uncollected goods, disposal of s.3.47A- Sick or injured animals, disposal of s.3.48 - Impounding expenses, recovery of s.3.58 - Disposing of property
Function Delegated:	Authority to: 1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)] 2. Authorise an abandoned wreck to be impounded [s.3.40A]. 3. Authority to Refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 4. 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]. 5. Determine when an impounded animal is ill or injured, that treating it is not practical, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 6. Authority to Recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48]. 7. 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]. 8. Dispose of plant, equipment and material [3.58].
Conditions	a) Exercising of this delegation under s3.47A is only to be used where reasonable efforts have been made to identify and contact an owner have failed. b) 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. c) Disposal of goods, plant and equipment with a market value of less than \$20,000, may in accordance with r30(3) of <i>Local Government (Functions and General) Regulations 1996</i> , be disposed of by any means considered to provide best value, provided the process is transparent and accountable. Examples include-

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<ul style="list-style-type: none"> i. Advertised for sale in a local newspaper; or ii. Donated to suitable not for profit community groups or schools. iii. Sold by public auction iv. Offered for sale by public tender [r30] <p>d) Notwithstanding CD04 Expressions of Interest, Tenders and Tender Exempt Procurement, the CEO is authorised to call and except tenders to accommodate the disposal of goods under this delegation provided the total estimated value is below \$20,000.</p>
Cross References (if any)	
Policy:	1.3.1 Purchasing Policy
Procedure:	Nil.
Other Statutory:	Local Laws (as applicable)

Title:	CD12 Building and Demolition Permits		
Delegation No:	CD12		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	18 July 2018	Last Reviewed:	16/06/2021 (amended)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Building Act 2011</i> s.127 - Delegation: special permit authorities and local governments
Statutory Power Delegated:	<i>Building Act 2011</i> s.18 - Further information s.20 - Grant of building permit s.21 - Grant of demolition permit s.22 - Refusal of Permits s.27(1)(3) - Conditions imposed by permit authority Section 55 - Further Information Section 58(1)(2)(3) - Grant of occupancy permit, building approval certificate Section 62(1), (3), (4) and (5) - Conditions imposed by permit authority Section 65(4) - Extension of period of duration Section 96(3), (5) and (6) - Authorised persons Section 99(3) - Limitation on powers of authorised persons Section 110 - Issue Building Orders Section 111 - Notice of proposed building order other than building order (emergency) Section 117 - Revoke Building Orders Section 118(2) - Permit authority may give effect to building order if non-compliance Section 131(2) - Inspection, copies of building records Section 133(1) - A permit authority may commence a prosecution for an offence against this Act Section 145A - Local government functions <i>Building Regulations 2012</i> r.23 - Application to extend time during which the permit has effect (s32) r.24 - Extension of time during which permit has effect (s32) r.26 - Approval of new responsible person (35) Regulation 40 - Extension of period of duration of time limited occupancy permit or building approval certificate (s65) Regulation 51 - Approvals by permit authority [Private Pool Barriers] Regulation 55 - Terms used (alternative building solution approval) Regulation 61 - Local Government approval of battery powered smoke alarms.
Function Delegated:	1. Appoint authorised persons: a) To administer the Building Act 2011 (the Building Act) and sign the certificate of appointment. b) Conduct duties as an authorised person pursuant to s96 of the Building Act: 2. Serve Notices: a) To stop unlawful work in accordance with s191 of the Building Act;

	<ul style="list-style-type: none"> b) Where a building is deemed to be in a dangerous state, cause it to be shored up or otherwise secured and a proper hoarding or fence to be put up for the protection of the public from danger, and shall cause written notice to be served on the owner or occupier, under s192 of the Building Act; c) On the owner or occupier of a neglected and/or dangerous building, to compel removal in accordance with the Building Act, [s192 & s193] d) On the owner or occupier of a dilapidated building, to compel renovation in accordance with s194 of the Building Act; e) On the owner or occupier of an uncompleted building, in accordance with s195 of the Building Act. <p>3. Permits:</p> <ul style="list-style-type: none"> a) Authority to require an applicant to provide any documentation or information required to determine a building or demolition permit application [s.18(1)] b) Authority to grant or refuse to grant a Building Permit [s20] c) Approve or refuse a Demolition Permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]; d) Impose, vary or revoke conditions on a building or demolition permit [s27(1) and (3)] e) Extend the time during which a building or demolition permit has effect [s32(3), r24] <ul 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)]. e) Approve, modify or refuse to approve applications for Granting of an Occupancy Permit and Building Approval Certificate [s58]. f) Approve, modify or refuse to approve applications for an extension of period of duration for a Occupancy Permit and Building Approval Certificate [s65] <p>4. The authority to issue or revoke building orders under section 110 and 117 of the Building Act 2011.</p> <p>5. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].</p>
Conditions	<ul style="list-style-type: none"> a) Authorisation (1): Authorised Persons: <ul style="list-style-type: none"> i. Subject to person being employed by the authorising Local Government under s 5.36 of the LGA 1995, or appointed under contract or other agreement to the Shire of Mingenew. ii. Appointed authorised person must hold a current authority card. iii. An authorised person, shall on demand by the builder, owner or person apparently in charge thereof, produce his authority to so enter to the person demanding it. b) Authorisation (2): Serve Notices <ul style="list-style-type: none"> i. A notice under subsection (3)(III) must inform the person of the person's right of review under section 119. c) Authorisation (3): Permits are subject to: <ul style="list-style-type: none"> i. The provisions of the Building Act 2011 and Building Regulations

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<p>2012;</p> <p>ii. Outbuildings not exceeding 75m² in area or 3m in height.</p> <p>iii. Applicant being advised of objection and/or appeal rights.</p> <p>d) In undertaking the functions of these delegations, Building Surveyors must:</p> <p>i. Be employed by the Shire in accordance with s5.36 of the Local Government Act 1995 or appointed under contract or other agreement to the Shire of Mingenew.</p> <p>ii. Hold the appropriate qualifications as set out under r.6 of the Building Services (Registration) Regulations 2011.</p> <p>e) Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</p>
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<p>Building Act 2011</p> <p>Section 17- Uncertified application to be considered by building surveyor</p> <p>Section 23 - Time for deciding application for building or demolition permit</p> <p>Section 119 - Building and demolition permits- application review by SAT</p> <p>Section 59 - Time for granting occupancy permit or building approval certificate</p> <p>Section 60 - . Notice of decision not to grant occupancy permit or grant building approval certificate</p> <p>Building Regulations 2012 Building Code of Australia</p>

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	<i>CD13 Bush Fires Act 1954</i>		
Delegation No:	CD13		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 July 2018	Revoked:	16/06/2021
Reason for revocation:	CD13 covered a number of functions under the Bush Fires Act 1954 and it was considered appropriate to separate those to individual delegations. Delegations CD37 – CD42 replace the requirement for this delegation.		

Title:	CD14 Dealing with and Approving Development Applications		
Delegation No:	CD14		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Part 10 cl.82 - Delegations by local government Schedule 2 Part 10 cl.83 - Local government CEO may delegate powers <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															
Statutory Power Delegated:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Part 10 cl.83 Regulation 64 - Advertisement of approved amendment to local planning scheme															
Function Delegated:	Authority to: <div><div>1.</div><div>Approve certain development applications in accordance with the conditions below.</div></div> <div><div>2.</div><div>Refer any development application for Council decision where the application may be contentious, or refusal of the application is recommended.</div></div> <div><div>3.</div><div>Give notice with regard to local planning scheme amendments [r.64]</div></div>															
Conditions	<div><div>1.</div><div>All development applications may be dealt with by the CEO if they satisfy the following land uses and development classes as defined under the Local Planning Scheme No.4 Zoning Table [pg. 12]:</div><table><tr><th>Type</th><th>Description</th><th>Meaning</th></tr><tr><td>"P"</td><td>Permitted</td><td>means that the use is permitted if it complies with all relevant development standards and requirements of the Scheme</td></tr><tr><td>"I"</td><td>Incidental</td><td>means that the use is permitted if it is consequent on, or naturally attaching, appertaining or relating to the predominant use of the land and it complies with all relevant development standards and requirements of the Scheme</td></tr><tr><td>"D"</td><td>Discretionary</td><td>means that the use is not permitted unless the local government has exercised its discretion by granting development approval;</td></tr><tr><td>"A"</td><td>Advertising</td><td>means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions;</td></tr></table><div><div>* approvals may be granted only where a sound assessment of the application has been undertaken to determine if legislative and Scheme requirements have been met.</div></div></div> <div><div>2.</div><div>The delegation does not extend to "X" (Not permitted) or unidentifiable land</div></div>	Type	Description	Meaning	"P"	Permitted	means that the use is permitted if it complies with all relevant development standards and requirements of the Scheme	"I"	Incidental	means that the use is permitted if it is consequent on, or naturally attaching, appertaining or relating to the predominant use of the land and it complies with all relevant development standards and requirements of the Scheme	"D"	Discretionary	means that the use is not permitted unless the local government has exercised its discretion by granting development approval;	"A"	Advertising	means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions;
Type	Description	Meaning														
"P"	Permitted	means that the use is permitted if it complies with all relevant development standards and requirements of the Scheme														
"I"	Incidental	means that the use is permitted if it is consequent on, or naturally attaching, appertaining or relating to the predominant use of the land and it complies with all relevant development standards and requirements of the Scheme														
"D"	Discretionary	means that the use is not permitted unless the local government has exercised its discretion by granting development approval;														
"A"	Advertising	means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions;														

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<p>uses and development classes as defined under the Local Planning Scheme No.4 Zoning Table, and are to be referred to Council;</p> <p>3. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</p>
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<p>Shire of Mingenew Local Planning Scheme No. 4</p> <p>Residential Design Codes of Western Australia</p> <p>Shire of Mingenew Local Planning Strategy</p> <p>Shire of Mingenew Townsite Local Planning Strategy</p> <p>Local Planning Policies</p>

Title:	CD15 Designated Authorised Officers - Public Health Act 2016		
Delegation No:	CD15		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (amended)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Public Health Act 2016</i> s.21- Enforcement agency may delegate
Statutory Power Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) - Designation of authorised officers s.25 – Appropriate qualifications s.26 – Power to revoke
Function Delegated:	<p>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ul style="list-style-type: none"> i. The Public Health Act 2016 or other specified Act ii. Specified provisions of the Public Health Act 2016 or other specified Act iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ul 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)]. <p>Authority to:</p> <ul style="list-style-type: none"> 1. Designate environmental health officers (either as a person or as a class of persons) to be authorised officers for the purposes of the Public Health Act 2016 or another specified Act [s24] 2. Designate a qualified person (either as a person or as a class of persons) who is not an environmental health officer to be an authorised officer for the purposes of the Public Health Act 2016 or another specified Act [s24] <p>2. Revoke a designation made to any person under the <i>Public Health Act 2016</i> or another specified Act [s26]</p>
Conditions	<ul style="list-style-type: none"> a) Subject to the CEO being satisfied that a person or class of persons is adequately qualified and evidence of which is recorded and verified, in accordance with s25. b) All designations and revocations are to be made in writing, in accordance with s26(2) of the <i>Public Health Act 2016</i>. c) A Register (list) of authorised officers is to be maintained in accordance with s.27.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<p>s.25 Certain authorised officers required to have qualifications and experience.</p> <p>s.26 Further provisions relating to designations</p> <p>s.27 Lists of authorised officers to be maintained</p> <p>s.28 When designation as authorised officer ceases</p> <p>s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers</p> <p>s.30 Certificates of authority</p> <p>s.31 Issuing and production of certificate of authority for purposes of other written laws</p> <p>s.32 Certificate of authority to be returned.</p> <p>s.136 Authorised officer to produce evidence of authority</p> <p>Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the Public Health Act 2016</p> <p>The Criminal Code, Chapter XXVI – refer s.252 of the Public Health Act 2016</p>
--	--

Title:	CD16 Appoint Authorised Persons and Perform Certain Duties under the - Food Act		
Delegation No:	CD16		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (amended)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power Delegated:	<i>Food Act 2008</i> s.65(1) - Prohibition Order s.66 - Certificate of Clearance s.67(4) - Request for re-inspection s.110(1) and (5) - Registration of food business s.112 - Variation of conditions or cancellation of registration of food businesses. s.122(1) - Appointment of authorised officers s.123 - Certificates of authority s.126(6), (7) and (13) Infringement Officers <i>Food Regulations 2009</i> r.51 – Enforcement agency may make list of food businesses publicly available
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)]. 4. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 5. Authority to vary the conditions or cancel the registration of a food business [s.112]. 6. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 7. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [s.126(13)]. 8. 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)].

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	11. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Conditions	<p>1. In accordance with s.118(3)(b), delegations regarding prohibition orders are subject to relevant Department of Health CEO Guidelines, as amended from time to time.</p> <p>2. In accordance with s.118(3)(b), delegations relating to food business registrations are subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline <p>c) In accordance with s.118(3)(b), the delegation relating to authorised persons is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer <p>d) All authorised officers appointed must hold a Certificate of Authority [s.123(1)]</p> <p>e) A list of appointed persons must be maintained in a register</p> <p>a) The Environmental Health Officer may only be delegated powers under s65, s66, s67, s110 & s112 only.</p> <p>b) The Chief Executive Officer is delegated all sections.</p> <p>c) Certificates of authority must be issued in accordance with section 123 of the Food Act 2008.</p> <p>d) Infringement notices must be issued in accordance with section 126 of the Food Act 2008</p> <p>e) Appointment of authorised Officers is to be subject to s126(13) of the Food Act 2008.</p> <p>f) In accordance with s118(3)(b), section's 110 & 112 are subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> a) Food Act 2008 b) Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA c) Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 d) WA Priority Classification System e) Verification of Food Safety Program Guideline <p>g) Subject to the reporting of the exercise of this delegation where the matter may be deemed of high public interest or contentious to the Concept Forum each month.</p>
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<i>Food Act 2008</i>

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<p>Section 122(3) required the Enforcement Agency to maintain a list of authorised officers appointed by the agency.</p> <p>Section 123(1) requires the Enforcement Agency to provide each authorised officer with a certificate of authority as an authorised officer.</p> <p><i>Food Regulations 2009</i></p> <p>Dept of Health: Guideline on the Appointment of Authorised Officers as Meat Inspectors</p> <p>Dept of Health: Guideline on the Appointment of Authorised Officers</p> <p>Dept of Health: Guideline on the Appointment of Authorised Officers - Designated Officers only (section 126)</p> <p>Dept of Health: Guideline on the Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an authorised officer</p> <p>Department of Health: Food Act 2008 Regulatory Guideline No.1: Introduction of Regulatory Food Safety Auditing in WA</p> <p>Department of Health: Food Unit Fact Sheet 8: Guide to Regulatory Guideline No.1</p> <p>Department of Health: WA Priority Classification System</p> <p>Department of Health: Food Act 2008 Verification of Food Safety Program Guideline</p>
--	--

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD17 Authorised Persons- Caravan Parks and Camping Grounds Act 1995 (Revoked 17/04/2020)		
Delegation No:	CD17		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Revoked:	17/04/2019
Reason for revocation:	Revoked as a delegation and created as an authorisation (power for CEO to perform duties and appoint authorised person already provided for within the <i>Caravan Parks and Camping Grounds Act 1995</i>)		

Title:	CD18 Certain Duties under the Dog Act 1976		
Delegation No:	CD18		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (amended)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Dog Act 1976</i> s.10AA - Delegation of local government powers and duties s.10AB – Register of, and review of, delegations
Statutory Power Delegated:	<i>Dog Act 1976</i> s.11(1) - Staff and services s.15(2) and (4A) – Registration period 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 s.29 - Power to seize dogs s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) and (5) Local government may revoke declaration or proposal to destroy Section 33M(1)(a) – Local government expenses to be recoverable
Function Delegated:	<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 Cat Act 2011 or the Animal Welfare Act 2002; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)] 5. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<p>6. 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)].</p> <p>7. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].</p> <p>8. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)].</p> <p>9. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)].</p> <p>10. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)]</p> <p>i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].</p> <p>11. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]:</p> <p>(a) a notice declaring a dog to be dangerous; or</p> <p>(b) a notice proposing to cause a dog to be destroyed.</p> <p>12. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].</p> <p>2. Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act [s.11(1)].</p> <p>3. The registration of dogs (s15-19)</p> <p>4. Authority to discount or waive a registration fee (excluding the registration of a dangerous dog)</p> <p>5. The management of dogs (s26, s29)</p> <p>6. Commence enforcement proceedings (s44)</p>
Conditions	<p>1. Authorised officers are issued with a certificate of authority.</p> <p>2. Powers to be used in accordance with the provisions of the Dog Act 1976 and Regulations 2013.</p> <p>3. The CEO is authorised to sub-delegate any power conferred on the position by Council. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</p> <p>4. Any discount or waiver of a registration fee is authorised in writing</p> <p>5. Subject to the reporting of the exercise of this delegation in relation to enforcement proceedings to the Concept Forum each month.</p>
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<p><i>Dog Act 1976</i></p> <p>s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)</p> <p>s.17A If no application for registration made – procedure for giving notice of decision under s.16(3)</p>

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)
--	---

Title:	CD19 Certain duties under the Cat Act 2011		
Delegation No:	CD19		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (amended)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Cat Act 2011</i> s.44 - Delegation by local government s.45 – Delegation by the CEO of local government s.46 – Other matters relevant to delegations under this Division
Statutory Power Delegated:	<i>Cat Act 2011</i> s. 9 - Registration s.10 - Cancellation of registration s.11 - Registration numbers, certificates and tags s.12 - Register of cats s.26 - Cat control notice may be given to cat owner s.34 – Dealing with unidentified and unclaimed cats s.37 - Approval to breed cats s.38 - Cancellation of approval to breed cats s.39 - Certificate to be given to approved cat breeder Section 48 – Authorised persons <i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 - Application to keep additional number of cats r. 9 - Grant of approval to keep additional number of cats
Function Delegated:	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 Mingenew's District [Regs. Sch. 3 cl.1(4)]. 6. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire's District [s.26]. 7. The Management of cats (s26-40) 8. Appoint authorised officers for the purposes of the Cat Act 2011 (s48) 9. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)]. 10. 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]. 11. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)].

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<p>12. 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)].</p> <p>13. Authority to cancel an approval to breed cats [s.38].</p> <p>14. 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)].</p>
Conditions	<p>a) Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011.</p> <p>b) For applications to keep additional cats, 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>.</p> <p>c) Authorised officers are issued with a certificate of authority.</p>
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<p><i>Cat Regulations 2012</i></p> <p>r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration.</p> <p>r.12 Period of registration (s.9(7))</p> <p>r.11 Changes in registration</p> <p>r.14 Registration certificate (s.11(1)(b))</p> <p>r.15 Registration tags (s.76(2))</p> <p>r.21 Application for approval to breed cats (s.36(2))</p> <p>r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f))</p> <p>r.23 Person who not be refused approval to breed cats (s.37(5))</p> <p>r.24 Duration of approval to breed cats (s.37(6))</p> <p>r.25 Certificate given to approved cat breeder (s.39(1))</p> <p>Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the Cat Act 2011.</p>

Title:	CD20 Planning and Development Act – Illegal Development		
Delegation No:	CD20		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	17 April 2019	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995:</i> Section 5.42(b) - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO
Statutory Power Delegated:	<i>Planning and Development Act 2005:</i> Section 214 – Illegal development, responsible authority's power as to
Function Delegated:	Authority to: 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: 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.
Conditions	Subject to the reporting of the exercise of this delegation to the next practical Concept Forum.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Shire of Mingenew Local Planning Scheme No. 4

Title:	CD21 Road Traffic Code 2000 (Revoked 17/04/2020)		
Delegation No:	CD21		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Revoked:	17/04/2019
Reason for revocation:	Revoked as this is a State Government delegation - Instrument of Authorisation from the Commissioner of Main Roads exists (See SD03 Road Traffic Code 2000 – Events)		

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD22 Power to invest and manage investments		
Delegation No:	CD22		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	17 April 2019	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power 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
Function Delegated:	Authority to: 1. 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. Establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Conditions	a) All investment activity must comply with the Financial Management Regulation 19C and Council Policy 1.3.3 Investment of Surplus Funds and 1.3.3 Investment of Surplus Funds Management Procedure. b) Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once each financial year. [Audit r.17] c) Subject to the reporting of the exercise of this delegation to the Concept Forum each month.
Cross References (if any)	
Policy:	1.3.1 Investment of Surplus Funds
Procedure:	1.3.1 Investment of Surplus Funds Management Procedure
Other Statutory:	Nil.

Title:	CD23 Subdivision Applications		
Delegation No:	CD23		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 May 2020	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<p><i>Local Government Act 1995:</i> s.5.42(b) - Delegation of some powers or duties to the CEO s.5.43 - Limitations on delegations to the CEO</p>
Statutory Power Delegated:	<p><i>Local Government Act 1995:</i> s.6.14 - Power to invest <i>Planning and Development Act 2005:</i> r.19 - Investments, control procedures for</p>
Function Delegated:	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Give advice to the Western Australian Planning Commission with regards to applications referred to the Shire, subject to the application being consistent with the Shire of Mingenew Local Planning Scheme No. 4, the Residential Design Codes of Western Australia, the Shire of Mingenew Local Planning Strategy, the Shire of Mingenew Townsite Local Planning Strategy, and adopted Local Planning Policies and any other strategies or policies adopted by Council in respect of the affected land and only in the circumstances set out below: <ol style="list-style-type: none"> a) Applications proposing the amalgamation of existing lots without any other changes to the boundaries of any of the lots affected by the application. b) Applications affecting 'Residential' zoned land. c) Applications for boundary adjustments on other than 'Residential' zoned land where the total number of lots within the area affected by the application will not increase, the size of the smallest lot within the application area will not decrease by greater than 10%, there will be no increase in the number of lots below 100 hectares in size and the proposal represents a rationalisation of boundaries to ensure greater consistency with physical and/or cadastral boundaries. d) Applications consistent with an endorsed Subdivision Guide Plan or Structure Plan. e) Applications involving the creation of lots for the purposes of public or servicing authorities, where the application does not involve the creation of any new roads. f) Amended plans for applications that have been considered by Council within the last two years and the amendments are of a minor nature. g) Applications previously determined by Council where the Western Australian Planning Commission period of approval has expired (or will imminently expire) and a new application has been required to be lodged. 2. Give advice to the Western Australian Planning Commission with regards to the clearance of conditions determined by the Commission and for which the local government is nominated as a clearance agency, subject to the

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<p>application being consistent with the Shire of Mingenew Local Planning Scheme No. 4, the Residential Design Codes of Western Australia, the Shire of Mingenew Local Planning Strategy, the Shire of Mingenew Townsite Local Planning Strategy, and adopted Local Planning Policies and any other strategies or policies adopted by Council in respect of the affected land and only in the circumstances set out below:</p> <ol style="list-style-type: none"> a) Where the Western Australian Planning Commission has not been advised in respect of any particular application pursuant to the delegations outlined in Clause 1.1 above, Council may, when giving consideration to the application identify any of the recommended conditions as being conditions that need to be referred to Council for consideration prior to clearing. b) Where clearance of conditions is to be determined pursuant to this clause and the applicant feels aggrieved by any decision of the delegated officer, the applicant may require that the matter be referred to Council for reconsideration. In such cases the applicant shall provide a written statement outlining the basis of their request for reconsideration. Unless otherwise agreed to by the delegated officer, such written statement shall be provided a minimum of 10 working days prior to the meeting at which the applicant wishes the matter to be reconsidered. <ol style="list-style-type: none"> 3. Notwithstanding the above, any matter may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate. 4. A summary of decisions made pursuant to Clauses 1 & 2 shall be reported at a Council Forum. For each decision made during the preceding calendar month/s, the summary shall identify; the WAPC reference number, the name/s of the proponents and owners, the particulars of the affected property, a short description of the proposal, the date of determination, whether the decision was made pursuant to Clause 1 or 2 and if the decision was made under a sub-delegation.
Conditions	<ol style="list-style-type: none"> a) All subdivision applications referred by the Western Australian Planning Commission that are not consistent with the Shire of Mingenew Local Planning Scheme No. 4, the Residential Design Codes of Western Australia, the Shire of Mingenew Local Planning Strategy, the Shire of Mingenew Townsite Local Planning Strategy, and adopted Local Planning Policies and any other strategies or policies adopted by Council in respect of the affected land and/or refusal of the application is recommended, shall be referred to Council for consideration. b) Subject to the reporting of the exercise of this delegation to the Concept Forum each month.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<p>Shire of Mingenew Local Planning Scheme No. 4 Residential Design Codes of Western Australia Shire of Mingenew Local Planning Strategy Shire of Mingenew Townsite Local Planning Strategy Local Planning Policies</p>

Title:	CD24 Tenders for Goods and Services – Call for Tenders		
Delegation No:	CD24		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	19 May 2021	Last Reviewed:	16/06/2021

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power Delegated:	<i>Local Government Act 1995</i> s.3.57 - Tenders for providing goods or services <i>Local Government (Functions & 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 r.18 - Rejecting and accepting tenders
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r11(1)]. 2. Authority to invite tenders although not required to do so [F&G r13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Conditions	<ol style="list-style-type: none"> a. Tenders may only be called where there is an adopted budget for the proposed procurement, with the exception being in the period immediately prior to the adoption of a new annual budget where the: <ol style="list-style-type: none"> i. Proposed goods or services are required to fulfil a routine contract related to the day the day operations of the Shire; ii. current supply contract expiry is imminent; iii. the value of the proposed contract has been included in the draft Annual Budget proposed for adoption; and iv. the tender specification includes a provision that the contract will be awarded subject to the budget adoption by Council. b. This delegation is to be carried out in accordance with Council's Purchasing Policy and internal Purchasing Procedures. c. The exercise of this delegation is to be reported to the next Concept Forum.

Sub-Delegate/s: Appointed by CEO	Nil
CEO Conditions on this Sub-Delegation: Conditions on the original delegation	<ol style="list-style-type: none"> a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

also apply to the sub-delegations	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy - 1.3.1 Purchasing Policy

Version Control:	
2021.1	Separated from CD04 Expressions of Interest, Tenders and Tender Exempt Procurement delegation (repealed) as recommended by WALGA.

Title:	CD25 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options		
Delegation No:	CD25		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	19 May 2021	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO
Statutory Power Delegated:	<i>Local Government Act 1995</i> s.3.57 - Tenders for providing goods or services <i>Local Government (Functions & General) Regulations 1996</i> r.11 - When tenders have to be publicly invited r.18 - Rejecting and accepting tenders r.20 - Variation of requirements before entry into contract r.21A – Varying a contract for the supply of goods or services r.21 - Limiting who can tender, procedure for
Function Delegated:	<ol style="list-style-type: none"> 6. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 7. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 8. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous within the \$<<value>> detailed as a condition on this Delegation [F&G r.18(4)]. 9. Authority to decline to accept any tender [F&G r.18(5)]. 10. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 11. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)]. 12. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 13. Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of \$25,000

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<p>whichever is the lesser value [F&G r.21A(a)].</p> <p>14. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).</p>
Conditions	<p>a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications.</p> <p>b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where:</p> <ol style="list-style-type: none"> The total consideration under the resulting contract is \$250,000 or less; The expense is included in the adopted Annual Budget; and The tenderer has complied with requirements under F&G r.18(2) and (4). <p>c. A decision to vary a tendered contract before entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</p> <p>d. A decision to vary a tendered contract after entry into the contract [F&G r.21A(a)] must comply with the adopted Council policies and must include evidence that the variation is necessary and does not change the scope of the contract.</p> <p>e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.</p> <p>f. This delegation is to be carried out in accordance with Council's Purchasing Policy and internal Purchasing Procedures.</p> <p>g. The exercise of this delegation is to be reported to the next Concept Forum.</p>

Sub-Delegate/s: Appointed by CEO	Nil
CEO Conditions on this Sub-Delegation: Conditions on the original delegation also apply to the sub-delegations	b. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.
Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Council Policy - 1.3.1 Purchasing Policy</p>

Version Control:	
2021.1	Separated from CD04 Expressions of Interest, Tenders and Tender Exempt Procurement delegation (repealed) as recommended by WALGA.

Title:	CD26 Tenders for Goods and Services – Exempt Procurement		
Delegation No:	CD26		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	19 May 2021	Last Reviewed:	1606/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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															
Statutory Power Delegated:	Local Government Act 1995 s.3.57 - Tenders for providing goods or services Local Government (Functions & General) Regulations 1996 r.11 - When tenders have to be publicly invited															
Function Delegated:	15. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 16. 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 to contract directly with a suitable supplier [F&G r.11(2)(f)].															
Conditions	h. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum \$value specified for the following categories: <table><tr><th>Category</th><th>Maximum Value for individual contracts</th></tr><tr><td>WALGA Preferred Supplier Program [F&G.r.11(2)(b)]</td><td><\$250,000</td></tr><tr><td>Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]</td><td><\$250,000</td></tr><tr><td>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]</td><td><\$250,000</td></tr><tr><td>Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]</td><td><\$250,000</td></tr><tr><td>Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]</td><td><\$250,000* *as specified in F&G.r.11(2)(h)(ii)</td></tr><tr><td>Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]</td><td><\$250,000</td></tr></table>		Category	Maximum Value for individual contracts	WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	<\$250,000	Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	<\$250,000	Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	<\$250,000	Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	<\$250,000	Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]	<\$250,000* *as specified in F&G.r.11(2)(h)(ii)	Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	<\$250,000
Category	Maximum Value for individual contracts															
WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	<\$250,000															
Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	<\$250,000															
Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	<\$250,000															
Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	<\$250,000															
Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]	<\$250,000* *as specified in F&G.r.11(2)(h)(ii)															
Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	<\$250,000															

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<ul style="list-style-type: none"> i. Tender exempt procurement under F&G r.11(2)(f) 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; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. j. Where the total consideration of a Tender Exempt procurement contract exceeds the \$value delegated above, the decision is to be referred to Council. k. This delegation is to be carried out in accordance with Council's Purchasing Policy and internal Purchasing Procedures. l. The exercise of this delegation is to be reported to the next Concept Forum.
--	---

Sub-Delegate/s: Appointed by CEO	Nil
CEO Conditions on this Sub-Delegation: Conditions on the original delegation also apply to the sub-delegations	c. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy - 1.3.1 Purchasing Policy
Record Keeping	

Version Control:	
2021.1	Separated from CD04 Expressions of Interest, Tenders and Tender Exempt Procurement delegation (repealed) as recommended by WALGA.

Title:	CD27 Panels of Pre-Qualified Suppliers for Goods and Services		
Delegation No:	CD27		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	19 May 2021	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power Delegated:	<i>Local Government (Functions & General) Regulations 1996</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Function Delegated:	17. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 18. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 19. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 20. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 21. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 22. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 23. Authority to decline to accept any application [F&G r.24AH(5)]. 24. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].
Conditions	m. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$10,000 or less and the expense is included in the adopted Annual Budget. n. This delegation is to be carried out in accordance with Council's Purchasing Policy and Pre-Qualified Supplier Panels Policy and Procedures. o. The exercise of this delegation is to be reported to the next Concept Forum.

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Sub-Delegate/s: Appointed by CEO	Finance and Administration Manager Works Manager
CEO Conditions on this Sub-Delegation: Conditions on the original delegation also apply to the sub-delegations	d. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy 1.3.1 Purchasing Policy Council Policy and Procedures 1.2.9 Pre-Qualified Supplier Panels

Version Control:	
2021.1	New delegation

Title:	CD28 Expressions of Interest for Goods and Services		
Delegation No:	CD28		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	19 May 2021	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power Delegated:	<i>Local Government Act 1995</i> s.3.57 - Tenders for providing goods or services <i>Local Government (Functions & General) Regulations 1996</i> r.21 - Limiting who can tender, procedure for r.23 - Rejecting and accepting expressions of interest to be an acceptable tenderer
Function Delegated:	25. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r21]. 26. 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 r23].
Conditions	a. Expressions of Interest or Tenders may only be called where there is an adopted budget for the proposed goods or services b. This delegation is to be carried out in accordance with Council's Purchasing Policy and internal Purchasing Procedures. c. The exercise of this delegation is to be reported to the next Concept Forum.

Sub-Delegate/s: Appointed by CEO	Nil
CEO Conditions on this Sub-Delegation: Conditions on the original delegation also apply to the sub-delegations	e. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy - 1.3.7 Regional Price Preference

Version Control:	
2021.1	Separated from CD04 Expressions of Interest, Tenders and Tender Exempt Procurement delegation (repealed) as recommended by WALGA.

Title:	CD29 Application of Regional Price Preference Policy		
Delegation No:	CD29		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO Section 5.44 – CEO may delegate some powers and duties to other employees
Statutory Power Delegated:	<i>Local Government (Functions & General) Regulations 1996</i> r.24G Adopted regional price preference policy, effect of
Function Delegated:	27. <i>Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].</i>
Conditions	p. This delegation is to be carried out in accordance with Council's Regional Price Preference Policy and Purchasing Policy and Procedures. q. This delegation may only be enacted where the CEO has reason to believe applying a regional price preference would limit the number or quality of tenders to the Shire's disadvantage. r. A decision not to apply the Regional Price Preference must be outlined in any public notice and tender documentation related to the tender. s. The exercise of this delegation is to be reported to the next Concept Forum.

Sub-Delegate/s: Appointed by CEO	Nil
CEO Conditions on this Sub-Delegation: Conditions on the original delegation also apply to the sub-delegations	f. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy - 1.3.7 Regional Price Preference
Record Keeping	

Version Control:	
2021.1	NEW

Title:	CD30 Crossing – Construction, Repair and Removal		
Delegation No:	CD30		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (New Delegation)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995:</i> Section 5.42(b) - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO
Statutory Power 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)
Function Delegated:	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)].
Conditions	1. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. 2. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.
Cross References (if any)	
Policy:	1.5.3 Crossovers Policy
Procedure:	Crossovers Specifications
Other Statutory:	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

Title:	CD31 Occupancy Permits and Building Approval Certificates		
Delegation No:	CD32		
Delegation from:	Council (Permit Authority)	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Building Act 2011</i> Section 127(1) & (3) - Delegation: special permit authorities and local government
Statutory Power Delegated:	<i>Building Act 2011</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration <i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Function Delegated:	<ol style="list-style-type: none"> Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 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].
Conditions	<ol style="list-style-type: none"> Subject to function 2-4 being reported to the next Concept Forum.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	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 Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2 Building and Construction Industry Training Levy Act 1990

Title:	CD32 Designate Employees as Authorised Persons		
Delegation No:	CD32		
Delegation from:	Council (Permit Authority)	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Building Act 2011</i> Section 127(1) & (3) - Delegation: special permit authorities and local government
Statutory Power Delegated:	<i>Building Act 2011</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)]. <p>NOTE: An authorised person for the purposes of sections 96(3) and 99(3) is not an approved officer or authorised officer for the purposes of Building Reg. 70.</p>
Conditions	<ol style="list-style-type: none"> 1. Decisions under this delegation authority are to be in accordance with r.5 of the Building Regulations 2012. 2. Subject to authorised persons being issued with an identity card in accordance with s.97 of the Building Act 2011. 3. A register being maintained of all authorised persons.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Building Act 2011 s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition

Title:	CD33 Building Orders		
Delegation No:	CD33		
Delegation from:	Council (Permit Authority)	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Building Act 2011</i> Section 127(1) & (3) - Delegation: special permit authorities and local government
Statutory Power Delegated:	<i>Building Act 2011</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. Building work b. Demolition work 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 Building Act 2011.
Conditions	<ol style="list-style-type: none"> 1. Subject to the reporting of the exercise of this delegation to the next Concept Forum.
Cross References (if any)	
Policy:	Nil.

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Procedure:	Nil.
Other Statutory:	Building Act 2011 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

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD34 Inspection and Copies of Building Records		
Delegation No:	CD34		
Delegation from:	Council (Permit Authority)	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Building Act 2011</i> Section 127(1) & (3) - Delegation: special permit authorities and local government
Statutory Power Delegated:	<i>Building Act 2011</i> s.131(2) Inspection, copies of building records <i>Building Regulations 2012</i> r.13 Inspection, copies of building records (s.131)
Function Delegated:	1. Authority to determine an application from a n interested person to inspect and copy a building record [s.131(2)].
Conditions	Nil.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Building Act 2011 s.146 Confidentiality

Title:	CD35 Referrals and Issuing Certificates		
Delegation No:	CD35		
Delegation from:	Council (Permit Authority)	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Building Act 2011</i> Section 127(1) & (3) - Delegation: special permit authorities and local government
Statutory Power Delegated:	<i>Building Act 2011</i> s.145A Local Government functions
Function Delegated:	<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 Mingenew [s.145A(2)].
Conditions	Subject to all records pertaining to the exercising of this delegation being maintained within the Shire's records management system.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Building Act 2011 s.146 Confidentiality

Title:	CD36 Smoke Alarms – Alternative Solutions		
Delegation No:	CD36		
Delegation from:	Council (Permit Authority)	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Building Act 2011</i> Section 127(1) & (3) - Delegation: special permit authorities and local government
Statutory Power Delegated:	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Conditions	<ol style="list-style-type: none"> 1. Subject to written advice being received and considered from a suitably qualified person (building surveyor, local government officer from another local government with building-related qualifications or experience).
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Building Act 2011 s.146 Confidentiality

Title:	CD37 Make Request to FES Commissioner – Control of Fire		
Delegation No:	CD37		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 July 2018	Last Reviewed:	

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> Section 48 - Delegation by local governments
Statutory Power Delegated:	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
Function Delegated:	1. Authority to request on behalf of the Shire of Mingenew that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Conditions	a) Subject to liaison with the Chief Bush Fire Control Officer and/or Deputy Bush Fire Control Officer and at least one Bushfire Captain.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<i>Bush Fires Act 1954</i>

Title:	CD38 Prohibited Burning Times – Control Activities		
Delegation No:	CD38		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 July 2018	Last Reviewed:	

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> Section 48 - Delegation by local governments
Statutory Power Delegated:	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 2. Authority to recover the cost of measures taken by the Shire of Mingenew 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)].
Conditions	b) Subject to the reporting of the exercise of function 2 to the next Concept Forum.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<i>Bush Fires Act 1954</i>

Title:	CD39 Restricted Burning Times – Vary and Control Activities		
Delegation No:	CD39		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 July 2018	Last Reviewed:	

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> Section 48 - Delegation by local governments
Statutory Power Delegated:	<p><i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land</p> <p><i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times</p>
Function Delegated:	<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)]. 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 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)]. 4. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 5. Authority to recover the cost of measures taken by the Shire of Mingenew 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)].
Conditions	c) Subject to the reporting of the exercise of function 5 to the next Concept Forum.

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<i>Bush Fires Act 1954</i>

Title:	CD40 Burning Garden Refuse / Open Air Fires		
Delegation No:	CD40		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

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

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Procedure:	Nil.
Other Statutory:	<i>Bush Fires Act 1954</i>

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD41 Firebreaks		
Delegation No:	CD41		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> Section 48 - Delegation by local governments
Statutory Power Delegated:	<i>Bush Fires Act 1954</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Function Delegated:	<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 Mingenew: <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)].
Conditions	e) Subject to the reporting of the exercise of this delegation to the next Concept Forum.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<i>Bush Fires Act 1954</i>

Title:	CD42 Recovery of Expenses Incurred through Contraventions of the Bush Fires Act		
Delegation No:	CD42		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> Section 48 - Delegation by local governments
Statutory Power Delegated:	<i>Bush Fires Act 1954</i> s.58 General penalty and recovery of expenses incurred
Function Delegated:	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire or those on behalf of the Shire to do [s.58].
Conditions	f) Subject to the reporting of the exercise of this delegation to the next Concept Forum.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<i>Bush Fires Act 1954</i>

Title:	CA1 Authorised Persons under the Caravan Parks and Camping Grounds Act 1995		
Authority No:	CA1		
Appointment from:	Council Chief Executive Officer	Authorisation to:	Chief Executive Officer Environmental Health Officer
Date Adopted:	17 April 2019	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to appoint authorised persons:	<i>Caravan Parks and Camping Grounds Act 1995</i> Section 17 - Appointment of authorised persons
Statutory Power for authorisation:	<i>Caravan Parks and Camping Grounds Act 1995</i> Section 23 – Infringement Notices
Authority:	Undertake the powers of an 'authorised person' as prescribed in the <i>Caravan Parks and Camping Grounds Act 1995</i> and the <i>Caravan Parks and Camping Grounds Regulations 1997</i> ;
Conditions:	<ol style="list-style-type: none"> 1. In the context of s23 the Environmental Health Officer is authorised to issue infringements under s23(2) only, as per s23(11) of the <i>Caravan Parks and Camping Grounds Act 1995</i>. 2. In the context of s23, the CEO is authorised to modify or withdraw infringements in accordance with all other subsections of s23. 3. An identity card be issued to each authorised person in accordance with s17.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Evidence:	Identity Card [s17]

Title:	CA2 Prohibited Burning Times - Vary		
Delegation No:	CA2		
Delegation from:	Council	Delegation to:	Shire President and Chief Bush Fire Control Officer (jointly)
Date Adopted:	20 July 2018	Last Reviewed:	Replacing CD13

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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))
Statutory Power Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function Delegated:	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Conditions	a. 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).
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	

6.0 CLOSURE

Meeting closed 3:56pm.



COUNCIL POLICY Elected Members

1.1.4

Title:	1.1.4 CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES
Adopted:	16 June 2021
Reviewed:	Biennially
Associated Legislation:	Local Government Act 1995
Associated Documents:	Separate formatted document issued to Elected Members
Review Responsibility:	Governance Officer
Delegation:	-

Previous Policy Number/s: Nil

PURPOSE

This Policy is adopted in accordance with section 5.104 of the Local Government Act 1995.

Division 1 — Preliminary provisions

1. Citation

This is the Shire of Mingenew Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

(1) In this code —

Act means the Local Government Act 1995;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest; and

(e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

(a) act in accordance with the trust placed in council members and committee members; and

(b) participate in decision making in an honest, fair, impartial and timely manner; and

(c) actively seek out and engage in training and development opportunities to improve the performance of their role; and

(d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.



5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and



- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or



- (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. **Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. **Other provisions about complaints**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

16. **Overview of Division**

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. **Misuse of local government resources**

- (1) In this clause —
 - electoral purpose** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the Electoral Act 1907 or the Commonwealth Electoral Act 1918;
 - resources** of a local government includes —
 - (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. **Securing personal advantage or disadvantaging others**

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or The Criminal Code section 83.

19. **Prohibition against involvement in administration**

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.



- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
 - local government employee** means a person —
 - (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
 - (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.

21. Disclosure of information

- (1) In this clause —
 - closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
 - confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
 - document** includes a part of a document;
 - non confidential document** means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
 - (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —
 - interest** —
 - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and



- (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.



COUNCIL POLICY

Elected Members

1.1.8

Title:	1.2.14 CODE OF CONDUCT BEHAVIOUR COMPLAINTS MANAGEMENT
Adopted:	16 June 2021
Reviewed:	Biennially
Associated Legislation:	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021
Associated Documentation:	Shire of Mingenew Code of Conduct Shire of Mingenew Customer Service Charter
Review Responsibility:	Governance Officer
Delegation:	Chief Executive Officer

Previous Policy Number/s N/A

OBJECTIVE

To establish, in accordance with Clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and the Shire of Mingenew Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Shire of Mingenew Code of Conduct for Council Members, Committee Members and Candidates.

To give effect to the Shire's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

SCOPE

This Policy applies to complaints made in accordance with Clause 11 of the Shire of Mingenew Code of Conduct for Council Members, Committee Members and Candidates.

This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

DEFINITIONS

Act means the *Local Government Act 1995*.

Behaviour Complaints Committee means the Committee established by the Council in accordance with s.5.8 of the Act for the purpose of dealing with Complaints. The role of the Behaviour Complaints Committee is outlined in Part 2.3 of this Policy.

Behaviour Complaints Officer means a person authorised in writing [by Council resolution or by the CEO exercising delegated authority] under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 2.1 of this Policy.

Breach means a breach of Division 3 of the Shire of Mingenew Code of Conduct for Council Members, Committee Members and Candidates.

Candidate means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

Candidate Complaint means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3.2 of this Policy.

Code of Conduct means the Shire of Mingenew Code of Conduct for Council Members, Committee Members and Candidates.

Committee means a committee of Council, established in accordance with s.5.8 of the Act.

Committee Member means a Council Member, employee of the Shire of Mingenew or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

Complaint means a complaint submitted under Clause 11 of the Code of Conduct.

Complainant means a person who has submitted a Complaint in accordance with this Policy.

Complaint Documents means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

Complaint Form means the form approved under clause 11(2)(a) of the Code of Conduct [by Council resolution or by the CEO exercising delegated authority].

Council means the Council of the Shire of Mingenew.

Council or Committee Meeting means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

Finding means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

Plan means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

Response Documents means the response provided by the Respondent to the Complaint and includes any supporting information or evidence that is supplied.

POLICY STATEMENT

1. Principles

1.1. Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

1.2. Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

1.3. Confidentiality

The Shire of Mingenew will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

Information regarding Confidentiality:

- In order to allow the Respondent to understand and respond to the complaint against them, the name of the Complainant will be provided to the Respondent, unless the Complainant provides reasons this should not occur.
- The Complainant's contact information will not be provided to the Respondent.
- The Complainant's name and contact information will not be included in any publicly available documents such as meeting agenda or minutes.
- The Complainant should be aware that Complaint Documents may be subject to an FOI request, noting that they must be consulted before any documents are released, and exemptions may apply.

1.4. Accessibility

The Shire of Mingenew will ensure that information on how to make a complaint, including this Policy, is available at the Shire's Administration Building and on the Shire's website. The Shire will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

2. Roles

2.1. Behaviour Complaints Officer

The Behaviour Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints.

The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

The Behaviour Complaints Officer will liaise with and provide administrative support to the Behaviour Complaints Committee.

The Behaviour Complaints Officer will liaise with the Local Government to facilitate the calling and convening of Council or Behaviour Complaints Committee meetings if required.

In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

2.2. Behaviour Complaints Committee

The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the Act for the purpose of dealing with Complaints.

The Behaviour Complaints Committee is a Committee of Council Members only. The membership and purpose of the Behaviour Complaints Committee is outlined in Council Policy <XXX> Behaviour Complaints Committee Terms of Reference.

3. Procedure

3.1. Making a complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct *[clause 11(1) of the Code of Conduct]*.

A Complaint must be made within one (1) month after the alleged Breach *[clause 11(2)(c) of the Code of Conduct]*.

A Complaint must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the Behaviour Complaints Officer.

A Complaint must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made *[clause 11(2)(c) of the Code of Conduct]*.

3.2. Candidate Complaints

A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with *[clause 15(1) of the Code of Conduct]*.

3.3. Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint *[clause 14 of the Code of Conduct]*.

A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

3.4. Notice to Complainant

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 3.6 of this Policy.

3.5. Notice to Respondent

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 3.6 of this Policy.

3.6. Alternative Dispute Resolution

The Shire recognises that Alternative Dispute Resolution may support both parties reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

3.7. Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

3.8. Appointment of Complaints Assessor

If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Behaviour Complaints Officer may appoint a suitably qualified and experienced Complaint Assessor, in accordance with the Shire of Mingenew's Purchasing Policy (if applicable). A Complaints Assessor may be offered as a voluntary role, for example to another appropriately qualified and experienced local government officer or elected member, independent from the Shire of Mingenew and its business.

The Behaviour Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Behaviour Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

3.9. Search of Local Government Records

The Behaviour Complaints Officer may conduct a search for any relevant records in the Shire's Record Management System as part of an investigation and at the request of the Complaints Assessor.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting, and/or
- the Respondent has taken remedial action in accordance with the Shire of Mingenew Standing Orders Local Law 2017

The Behaviour Complaints Officer must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

3.10. Assessment of the Complaint

The Behaviour Complaints Officer or Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 3.4 and Part 3.5 of this Policy.

The Behaviour Complaints Officer / Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions or drafting the Complaint Report or recommendations.

3.11. Complaint Report

The Behaviour Complaints Officer / Complaint Assessor will prepare a Complaint Report that will:

- outline the process followed, including how the Respondent was provided with an opportunity to be heard;
- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- include recommendations on each decision that may be made by the Behaviour Complaints Committee; and
- include reasons for each recommendation, with reference to Part 4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a Proposed Plan.

The Behaviour Complaints Officer / Complaint Assessor will include the Complaint Report in the Agenda for a meeting of the Complaints Committee. The Behaviour Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

3.12. Complaints Committee Meeting

The Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Behaviour Complaints Committee will consider the Complaint Report and attachments and give due regard to the recommendations.

In accordance with Regulation 11(d)(a) of the *Local Government (Administration) Regulations 1996*, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Committee will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.2 of this Policy.

If the Behaviour Complaints Committee dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Behaviour Complaints Committee will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.3 of this Policy.

If the Behaviour Complaints Committee finds that the alleged Breach **did not** occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee finds that the alleged breach **did** occur, the Committee will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

If the Behaviour Complaints Committee decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee decides to prepare a Plan, the Committee will first consult with the Respondent in accordance with clause 12(5)* of the Code of Conduct. The Behaviour Complaints Committee will consider any submissions made by the Respondent before preparing and implementing a Plan.

3.13. Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

4. Decision Making

4.1. Objective and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 1 of this Policy.

4.2. Dismissal

The Behaviour Complaints Committee must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- (a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the Respondent has taken remedial action in accordance with the Shire of Mingenew Standing Orders Local law 2017.

4.3. Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur *[clause 12(3) of the Code of Conduct]*.

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

4.4. Action

In deciding whether to take no further action, or prepare and implement a Plan, the Complaints Committee may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to the contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- whether the Respondent has breached the Code of Conduct on previous occasions;
- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

4.5. Plan Requirements

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Complaints Committee considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

Shire of Mingenew – Part 2 Council Delegations to Committees

Title:	CDC02 Behaviour Complaints Committee		
Delegation No:	CDC02		
Delegation from:	Council	Delegation to:	Behaviour Complaints Committee
Date Adopted:	16 June 2021	Last Reviewed:	N/A

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.16 - Delegation of some powers and duties to certain committees
Statutory Power Delegated:	<i>Local Government (Model Code of Conduct) Regulations 2021</i> Clause 12 Dealing with a complaint Clause 13 Dismissal of a complaint
Function Delegated:	<ol style="list-style-type: none"> Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [MCC.cl.12(1) and (3)]. In making any finding the Committee must also determine reasons for the finding [MCC.cl.12(7)]. Where a finding is made that a breach has occurred, authority to: <ol style="list-style-type: none"> take no further action [MCC.cl.12(4(a))]; or prepare and implement a plan to address the behaviour of the person to whom the complaint relates [MCC.cl.12(4)(b), (5) and (6)]. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal [MCC.cl.13(1) and (2)].
Conditions	<ol style="list-style-type: none"> The Committee will make decisions in accordance with the principles and specified requirements established in Council Policy 1.1.8 Code of Conduct Behaviour Complaints Management. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act. The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a Committee meeting is either the Complainant or Respondent to the Complaint subject of a Committee agenda item. In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent and a Deputy Committee Member is in attendance. <p>NOTE TO CONDITIONS (C) AND (D): The purpose of this Condition is to require that a Committee Member who is identified as either the Complainant or Respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.</p>
Cross References (if any)	
Policy:	Nil.

Shire of Mingenew – Part 2 Council Delegations to Committees

Procedure:	Nil.
Other Statutory:	Code of Conduct for Council Members, Committee Members and Candidates Code of Conduct Behaviour Complaints Management Policy



Behaviour Complaint Form - Code of Conduct for Council members, Committee members and Candidates

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

NOTE: A complaint about an alleged breach must be made —
(a) in writing in the form approved by the local government
(b) to an authorised person (Behaviour Complaint Officer)
(c) within one month after the occurrence of the alleged breach.

Name of person who is making the complaint:

Name: _____
 Given Name(s) Family Name

Contact details of person making the complaint:

Address: _____

Email: _____
Contact number/s: _____

Name of council member, committee member, candidate alleged to have committed the breach:

--

Position that the person was fulfilling at the time the person committed the alleged behaviour breach:

- ☐ Council Member of the Shire of Mingenew
☐ Member of the Shire of Mingenew _____ Committee
☐ Candidate for election at the Shire of Mingenew

Date of alleged breach:

_____ / _____ / 20____

Location where the alleged behaviour breach occurred:

--

Which of the behaviours prescribed in Division 3 of the Shire of Mingenew's Code of Conduct do you allege this person has breached?

Clause 8. Personal integrity

(1) A council member, committee member or candidate —

(a) must ensure that their use of social media and other forms of communication complies with this code; and	<input type="checkbox"/>
--	--------------------------

(b) must only publish material that is factually correct	<input type="checkbox"/>
--	--------------------------

(2) A council member or committee member —

(a) must not be impaired by alcohol or drugs in the performance of their official duties; and	<input type="checkbox"/>
---	--------------------------

(b) must comply with all policies, procedures and resolutions of the local government.	<input type="checkbox"/>
--	--------------------------

Clause 9. Relationship with others

A council member, committee member or candidate —

(a) must not bully or harass another person in any way; and	<input type="checkbox"/>
---	--------------------------

(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and	<input type="checkbox"/>
---	--------------------------

(c) must not use offensive or derogatory language when referring to another person; and	<input type="checkbox"/>
---	--------------------------

(d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and	<input type="checkbox"/>
---	--------------------------

(e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.	<input type="checkbox"/>
---	--------------------------

Clause 10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

(a) must not act in an abusive or threatening manner towards another person; and	<input type="checkbox"/>
--	--------------------------

(b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and	<input type="checkbox"/>
--	--------------------------

(c) must not repeatedly disrupt the meeting; and	<input type="checkbox"/>
--	--------------------------

(d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and	<input type="checkbox"/>
---	--------------------------

(e) must comply with any direction given by the person presiding at the meeting; and	<input type="checkbox"/>
--	--------------------------

(f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.	<input type="checkbox"/>
--	--------------------------

State the full details of the alleged breach. Attach any supporting evidence to your complaint form.

--

Have you made any efforts to resolve the complaint with the Respondent? <i>Please note, you MUST complete this section</i>		
YES	<input type="checkbox"/>	<i>If yes, please describe the efforts that you have made.</i>
NO	<input type="checkbox"/>	<i>If no, please include a brief statement explaining why you have not made any efforts to resolve the issue with the person complained about.</i>

<p><i>The Shire of Mingenew has a policy that the Complainant and the Respondent be offered the opportunity to participate in an Alternative Dispute Resolution process, that if agreed to by BOTH parties, will be undertaken before the complaint is dealt with.</i></p> <p><i>The objective is to support both parties to reach a mutually satisfactory outcome that resolves the issues and restores the relationship between them. An outcome may be that as the Complainant, you will have absolute discretion to withdraw or continue with this Complaint.</i></p> <p><i>Please contact the Behaviour Complaints Officer if you would like more information.</i></p>		
Would you agree to participate in an Alternative Dispute Resolution process?	YES	<input type="checkbox"/>
	NO	<input type="checkbox"/>

11	Desired outcome of the Complaint <i>Please explain what you would like to happen as a result of lodging this complaint, including the opportunity to participate in Alternative Dispute Resolution.</i>

SIGNED: Complainant's signature: Date of signing: / / 20_____

OFFICE USE ONLY: <i>Received by the Council appointed Behaviour Complaints Officer</i>	
Authorised Officer's Name:	
Authorised Officer's Signature:	
Date received:	

Instructions for:

Making a complaint about an alleged breach of the Shire of Mingenew Code of Conduct for Council Members, Committee Members and Candidates

Behaviour Complaint

Please read the Shire of Mingenew's Code of Conduct Behaviour Complaints Policy on our website at <https://mingenew.wa.gov.au/governance/> before submitting a complaint. This Policy details:

- How the Shire of Mingenew will process and determine a Behaviour Complaint; and
- How confidentiality of the complaint will be handled.

To make a valid **Behaviour Complaint**:

-
- ☐ The allegation must relate to a breach of the behaviour standards in Division 3 of the Shire of Mingenew's Code of Conduct for Council Members, Committee Members and Candidates.
-
- ☐ Complete all sections of the Behaviour Complaint Form attached, including any additional information that will support assessment of the complaint. *The Behaviour Complaints Officer may contact you to clarify or ask for more information.*
-
- ☐ The completed Behaviour Complaint Form **MUST** be lodged with the Shire of Mingenew Behaviour Complaints Officer within one (1) month of the alleged behaviour breach.
-

Rules of Conduct Complaint

A **Rules of Conduct Complaint** refers to a breach of the Rules of Conduct outlined in Division 4 of the Shire of Mingenew's Code of Conduct for Council Members and Candidates, including Council Members when acting as a Committee Member. This type of complaint is determined by the Local Government Standards Panel, administered through the Department of Local Government, Sport and Cultural Industries. Further information about Rules of Conduct Complaints may be obtained from:

- Department of Local Government, Sport and Cultural Industries: (08) 6552 7300 or www.dlgsc.wa.gov.au; OR
- The Shire of Mingenew's Rules of Conduct Complaints Officer: (08) 9928 1102 or ceo@mingenew.wa.gov.au

Need Advice?

If you require advice in making a Behaviour Complaint, please contact the Shire of Mingenew's Behaviour Complaints Officer on (08)9928 1102 or by email ceo@mingenew.wa.gov.au.



TERMS OF REFERENCE

Behaviour Complaints Committee

5.0.1

Title:	5.0.1 – BEHAVIOUR COMPLAINTS COMMITTEE
Adopted:	16 June 2021
Last Reviewed:	-
Associated Legislation:	Local Government Act 1995 Model Code of Conduct Regulations
Associated Documents:	Shire of Mingenew Code of Conduct
Review Responsibility:	Council
Delegation:	Nil.

PURPOSE

To establish Terms of Reference for the Behaviour Complaints Committee of the Shire of Mingenew.

OBJECTIVES

- To promote the interests and welfare of the Shire of Mingenew and broader community
- To promote and advocate for initiatives and ideas that align with community strategic objectives
- To exchange information that may be pertinent to future planning and decision making

ROLES AND RELATIONSHIPS

The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the Local Government Act 1995 (the Act) for the purpose of dealing with Behaviour Complaints made under Division 3 of the Shire of Mingenew's Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct).

The extent of authority provided to the Behaviour Complaints Committee is specified in the relevant Delegated Authority, and includes:

- Dismissing a behaviour complaint in accordance with clause 13 of the Code of Conduct and providing reasons for any such dismissal.
- Making a Finding as to whether an alleged complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur [clause 12(3) of the Code of Conduct].
- Determining reasons for such a Finding.
- Where a Finding is made that a breach has occurred, determining:
 - To take no further action; or
 - Prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

The extent of authority of the Behaviour Complaints Committee is limited by Condition of the Delegated Authority.

MEMBERSHIP

The Complaints Committee is a Committee of Council Members only in accordance with s.5.9(2)(a) of the Act.

Membership of the Behaviour Complaints Committee will comprise of [min of 3 members - s.5.8] Council Members, appointed by Council in accordance with s.5.10 of the Act.

In addition, at least 3 Council Members will be appointed as Deputy Committee Members in accordance with s.5.11A of the Act.



The Delegated Authority Condition prescribes that if an appointed Committee Member is identified in the Complaint as either the Complainant or the Respondent, they are to recuse themselves from the Committee's Function by providing an apology. They are to be replaced for the duration of the handling of the subject Complaint by a Deputy Committee Member, selected by the Presiding Member of the Committee.

MEETING SCHEDULE

Meetings are to be scheduled as required by the CEO or Behaviour Complaints Officer in consultation with the Committee Presiding Member.

DELEGATED AUTHORITY

The Behaviour Complaints Committee will act under Delegated Authority in accordance with s.5.16 of the Act. The delegation is recorded in the Shire of Mingenew Register of Delegations.

It is a Condition of Delegated Authority that the Behaviour Complaints Committee will be unable to exercise delegated authority if the Complainant or Respondent attend as a Complaints Committee Member.

COMMITTEE GOVERNANCE

Complaints Behaviour Committee meetings are required to:

- be called and convened by the CEO, as required, in consultation with the Committee's Presiding Member;
- include public question time [Admin.r.5]
- make the Committee Notice Papers and Agenda publicly available [s.5.94(p), s.5.96A(f)], with the exception of agenda content that relates to that part of the meeting which will be closed to members of the public under s.5.23(2) [Admin.r.14]; and
- make Committee minutes publicly available [s.5.94(n), s.5.96A(h)], with the exception of Minutes content that relates to that part of the meeting which was closed to the public or was determined as confidential under s.5.23(2).



COUNCIL POLICY Elected Members

1.1.4

Title:	1.1.4 CODE OF CONDUCT FOR COUNCIL MEMBERS AND COMMITTEE MEMBERS
Adopted:	20 March 2019
Reviewed:	-
Associated Legislation:	Local Government Act 1995
Associated Documents:	Separate formatted document issued to Elected Members
Review Responsibility:	Governance Officer
Delegation:	-

Previous Policy Number/s: Nil

PREAMBLE

The Model Code of Conduct provides Council Members, and Committee Members in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Model Code is complementary to the principles adopted in the Local Government Act and Regulations which incorporates four fundamental aims to result in: -

- (a) *better decision-making by local governments;*
- (b) *greater community participation in the decisions and affairs of local governments;*
- (c) *greater accountability of local governments to their communities; and*
- (d) *more efficient and effective local government.*

The Code provides a guide and a basis of expectations for Council Members, Committee Members and employees. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

STATUTORY ENVIRONMENT

The Model Code of Conduct observes statutory requirements of *the Local Government Act 1995* (s.5.103 – Codes of Conduct) *and Local Government (Administration) Regulations 1996* (Regs 34B and 34C).

RULES OF CONDUCT

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the *Local Government Act 1995* and *Local Government (Rules of Conduct) Regulations 2007*.



1. ROLES

1.1 Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Council Member's public life.

The Role of Council Members as set out in S 2.10 of the Local Government Act 1995 follows:

"A Councillor:

- (a) represents the interests of electors, ratepayers and residents of the district;*
- (b) provides leadership and guidance to the community in the district;*
- (c) facilitates communication between the community and the council;*
- (d) participates in the local government's decision-making processes at council and committee meetings; and*
- (e) performs such other functions as are given to a Councillor by this Act or any other written law."*

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.



1.3 Role of Council

The Role of the Council is in accordance with S 2.7 of the Local Government Act 1995:

- “(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.”*

1.2 Role of Employees

The role of employees is determined by the functions of the CEO as set out in S 5.41 of the Local Government Act 1995:

“The CEO’s functions are to:

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*
- (e) liaise with the mayor or president on the local government’s affairs and the performance of the local government’s functions;*
- (f) speak on behalf of the local government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.”*



1.4 Principles affecting the employment of employees by the Shire

The following principles, set out in section 5.40 of the Act, apply to the employment of the Shire's employees:

- "(a) employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) employees are to be treated fairly and consistently; and*
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by the Shire on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) such other principles, not inconsistent with this Division, as may be prescribed."*

1.5 Relationships between Council Members and Employees

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and employees have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following –

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising employees in a way that casts aspersions on their professional competence and credibility.

2. CONFLICT AND DISCLOSURE OF INTEREST

2.1 Conflict of Interest

- (a) Council and Committee Members will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties. An "interest" is one that could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.
- (b) Council and Committee Members will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government district or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).



- (c) Council and Committee Members who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.

2.2 Financial Interest

Council and Committee Members will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

3. PERSONAL BENEFIT

3.1 Use of Confidential Information

Council and Committee Members shall not use confidential information to gain improper advantage for themselves or another person or body in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Council.

Due discretion shall be exercised by all those who have access to confidential or sensitive information. Every matter dealt with by, or brought before, a meeting sitting behind closed doors, shall be treated as strictly confidential, and shall not without the authority of the Council be disclosed to any person other than the Council members and/or employees of the Shire (and in the case of employees only so far as may be necessary for the performance of their duties) prior to the discussion of the matter at a meeting of the Council held with open doors.

Nothing in this section prevents a Council member from disclosing confidential information:

- to a legal practitioner for the purpose of obtaining legal advice; or
- if the disclosure is permitted by law.

3.3 Improper or Undue Influence

Council Members will not take advantage of their position to improperly influence other Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Council and Committee Members shall not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body. Similarly, Council and Committee Members shall not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.



4. CONDUCT OF COUNCIL AND COMMITTEE MEMBERS

4.1 Personal Behaviour

- (a) Council and Committee Members will:
- (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
 - (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
 - (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
 - (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
 - (v) always act in accordance with their obligation of fidelity to the Local Government.
- (b) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

4.2 Honesty and Integrity

Council and Committee Members will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

4.3 Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- (c) Council Member comments which become public and breach the *Local Government (Rules of Conduct) Regulations 2007* may constitute a breach of the *Local Government Act 1995* and may be referred for investigation.



4.4 Performance of Duties

Council and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council members and committee members will be as informed as possible about the functions of the Council and treat all members of the community honestly and fairly.

4.5 Compliance with Lawful Orders

- (a) Council and Committee Members will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the Chief Executive Officer.
- (b) Council and Committee Members will give effect to the lawful decisions and policies of the Local Government, whether or not they agree with or approve of them.

4.6 Administrative and Management Practices

Council and Committee Members will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

4.7 Corporate Obligations

- (a) Standard of Dress

Council and Committee Members are expected to comply with neat and responsible dress standards at all times. Accordingly, Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.



(b) Communication and Public Relations

- (i) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:
 - as a member of the Council there is respect for the decision-making processes of the Council which are based on a decision of the majority of the Council;
 - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
 - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
 - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
- (ii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

4.7 Appointments to Committees

As part of their representative role Council Members are often asked to represent the Council on external organisations. It is important that Council Members:

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

5. DEALING WITH COUNCIL PROPERTY

5.1 Use of Local Government Resources

Council Members will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Local Government's resources (including the services of Council employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).



5.2 Travelling and Sustenance Expenses

Council and Committee Members will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy, awards and the provisions of the Local Government Act.

5.3 Access to Information

- (a) Employees will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.



Shire of Mingenew Register of Delegated Authority (NLM211586)

Shire of Mingenew – Delegations Register (NLM211586)

Document Control			
Document Development Officer:		Governance Officer	
Document Owner:		Chief Executive Officer	
Records Reference Number:		NLM211586 / GV.CLR.5	
File name and path:		M:\Governance\Delegations and Authorisations\Delegation Register\Delegations Register v1.7 NLM211586 June 2021 DRAFT.docx	
Status of Document:		Adopted 16/06/2021	
Distribution:		Public Distribution	
Document Revision History			
Version	Author	Version Description	Date Completed
1.0	GO & CEO	Draft Approved by CEO	05/06/2018
1.0	COUNCIL	Adopted by Council	20/06/2018
1.1	COUNCIL	CD12 altered – CGG Building Officers removed	18/07/2018
1.2	COUNCIL	CD13 altered – s18(5) added to delegation	19/09/2018
1.3	COUNCIL	Updated Council Delegations to Committees & Task Specific Delegations (NLM19931)	19/12/2018
1.4	COUNCIL	Annual Review by Council – see changes as per April 2019 Minutes	17/05/2019
1.5	GO & CEO	Updated CEO to Staff Delegations & CEO Authorisations (Parts 5 & 6)	26/06/2019
1.6	COUNCIL	Annual Review by Council – see changes as per May 2020 Minutes	20/05/2020
1.7	GO & CEO	Draft Delegations Register presented to Audit & Risk Committee	01/06/2021
1.8	COUNCIL	Annual Review by Council – see changes as per June 2021 Minutes	16/06/2021

Contents

SD01 Instruction of Authorisation – Sign Development Applications for Crown Land as Owner	6
SD02 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act.....	9
SD03 Traffic Management - Events on Roads.....	10
SD04 Traffic Management – Road Works	11
SD05 Approval for Certain Local Government Vehicles as Special Use.....	12
SD52 Noise Control - Environmental Protection Notices [Reg.65(1)]	13
SD112 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events.....	14
SD119 Noise Management Plans - Construction Sites.....	15
CDC01 Chief Executive Officer's Performance Appraisal.....	16
CDC02 Behaviour Complaints Committee.....	17
CD01 Payments from Municipal or Trust Funds	19
CD02 Debts, Waivers, Concessions, Write Offs and Recovery	20
CD03 Rates Recovery	22
<i>CD04 Expressions of Interest, Tenders and Tender Exempt Procurement</i>	<i>24</i>
CD05 Disposal of Land (including Buildings) via Lease or License	25
CD06 Authorised Persons for the Purposes of the Local Government Act.....	26
CD07 Reserves under Control of Local Government.....	27
CD08 Thoroughfares	28
CD09 Closing of Thoroughfares	31
CD10 Powers of Entry	32
CD11 Remove, Impound and Dispose of Uncollected Goods or Animals.....	33
CD12 Building and Demolition Permits.....	35
<i>CD13 Bush Fires Act 1954</i>	<i>38</i>
CD14 Dealing with and Approving Development Applications.....	39
CD15 Designated Authorised Officers - Public Health Act 2016.....	41
CD16 Appoint Authorised Persons and Perform Certain Duties under the - Food Act.....	43
CD17 Authorised Persons- Caravan Parks and Camping Grounds Act 1995 (Revoked 17/04/2020)	46
CD18 Certain Duties under the Dog Act 1976	47
CD19 Certain duties under the Cat Act 2011.....	50
CD20 Planning and Development Act – Illegal Development	52
CD21 Road Traffic Code 2000 (Revoked 17/04/2020)	53
CD22 Power to invest and manage investments	54
CD23 Subdivision Applications.....	55
CD24 Tenders for Goods and Services – Call for Tenders.....	57
CD25 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options.....	59
CD26 Tenders for Goods and Services – Exempt Procurement.....	61
CD27 Panels of Pre-Qualified Suppliers for Goods and Services.....	63

Shire of Mingenew – Delegations Register (NLM211586)	
CD28 Expressions of Interest for Goods and Services.....	65
CD29 Application of Regional Price Preference Policy.....	66
CD30 Crossing – Construction, Repair and Removal.....	67
CD31 Occupancy Permits and Building Approval Certificates.....	68
CD32 Designate Employees as Authorised Persons.....	69
CD33 Building Orders.....	70
CD34 Inspection and Copies of Building Records.....	72
CD35 Referrals and Issuing Certificates.....	73
CD36 Smoke Alarms – Alternative Solutions.....	74
CD37 Make Request to FES Commissioner – Control of Fire.....	75
CD38 Prohibited Burning Times – Control Activities.....	76
CD39 Restricted Burning Times – Vary and Control Activities.....	77
CD40 Burning Garden Refuse / Open Air Fires.....	79
CD41 Firebreaks.....	81
CD42 Recovery of Expenses Incurred through Contraventions of the Bush Fires Act.....	82
CA1 Authorised Persons under the Caravan Parks and Camping Grounds Act 1995.....	83
CA2 Prohibited Burning Times - Vary.....	84

The Purpose of Delegating Authority

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire of Mingenew's (the Shire) commitment to a strong customer service focus. The register details the related document(s) where the power to delegate is derived from. This enables easier cross-referencing. This delegated authority register will be reviewed in accordance with the Local Government Act 1995 (the Act) on an annual basis.

Council's Understanding

It is the understanding of Council that by delegating its authority it is granting sufficient power to enable the Shire's responsibilities to be fulfilled in a timely, open and accountable manner.

It is the expectation of Council that the Chief Executive Officer and other officers will use the delegated authority conferred on them in a manner that aligns with Council's values and objectives and they will demonstrate appropriate judgment and accountability in regard to the circumstances and extent of the use of that power.

Legislation

The Local Government Act 1995 allows for a local government to delegate to the Chief Executive Officer (CEO) 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. All delegations made by the Council must be by absolute majority decision [s5.42 (1)].

Associated Legislation

Legislation other than the Local Government Act 1995, its regulations and the local government's local laws created under the Act where delegations or authorisations may occur are as follows: -

- Building Act 2011
- Road Traffic Act 1974
- Public Health Act 2016
- Road Traffic (Vehicles) Act 2012
- Caravan Parks and Camping Grounds Act 1955
- Bush Fires Act 1954
- Planning and Development Act 2005
- Shire of Mingenew Local Planning Scheme No. 4
- Food Act 2008
- Dog Act 1976
- Cat Act 2011

Delegation by the Chief Executive Officer

The Act allows for the CEO to delegate any of the powers to another employee [s5.44 (1)]. This must be done in writing [s5.44 (2)]. The Act allows for the CEO to place conditions on any delegations [s 5.44 (4)].

A register of delegations relevant to the CEO and other employees is to be kept and reviewed at least once every financial year [s.5.46(1) and (2)]. 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 used {[s 5.46 (3)]}.

The record is to contain the following information:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty {Local Government (Administration) Regulations 1996 Regulation 19.

A person to whom a power is delegated under the Act is considered to be a 'designated employee' under s5.74(b) of the Act and is required to complete a primary and annual return each year

Shire of Mingenew – Part 1 State Government Delegations

Title:	SD01 Instruction of Authorisation – Sign Development Applications for Crown Land as Owner		
Delegation No:	SD01		
Delegation from:	State Government	Delegation to:	Chief Executive Officer

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power Delegated :	<p style="text-align: center;">DoL FILE 1738/2002v8; 858/2001v9</p> <p style="text-align: center;"><i>PLANNING AND DEVELOPMENT ACT 2005</i></p> <p style="text-align: center;">INSTRUMENT OF AUTHORISATION</p> <p>I, Donald Terrence Redman MLA, Minister for Lands, a body corporate continued by section 7(1) of the <i>Land Administration Act 1997</i>, under section 267A of the <i>Planning and Development Act 2005</i>, HEREBY authorise, in respect of each local government established under the <i>Local Government Act 1995</i> and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.</p> <p>Dated the <i>2nd</i> day of <i>June</i> 2016</p> <p style="text-align: center;"></p> <p>HON DONALD TERRENCE REDMAN MLA MINISTER FOR LANDS</p>
-----------------------------	---

SCHEDULE		
This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the <i>Planning and Development Act 2005</i>		
Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the <i>Building Regulations 2012</i> (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road, <p>in respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);</p> <p>(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);</p> <p>(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</p> <p>(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p> <p>(v) section 152 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p> <p>(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part;</p> <p>(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of that Act).</p>	<p>City of Albany City of Amadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Canning Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chitterling Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Dornbrook-Balingup Shire of Dowerbin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton</p> <p>Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Goswells Shire of Halls Creek Shire of Harvey Shire of Irwin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalgoorlie-Boulder Shire of Katanning Shire of Kellerberrin Shire of Kent Shire of Kojonup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Melville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Mobera Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Mundaring Shire of Murchison Shire of Murray</p>	<p>In accordance with and subject to approved Government Land policies</p> <p>Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Shire of Mingenew – Part 1 State Government Delegations

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

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



HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

2nd day of June 2016

Shire of Mingenew – Part 1 State Government Delegations

Title:	SD02 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act		
Delegation No:	SD02		
Delegation from:	State Government	Delegation to:	Local Government

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power Delegated:	822	GOVERNMENT GAZETTE, WA	27 March 2020
	<p>PL402</p> <p>PLANNING AND DEVELOPMENT ACT 2005</p> <p>INSTRUMENT OF DELEGATION</p> <p>Del 2020/01 Powers of Local Governments</p> <p>Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to the issuing of certificates of approval under section 15 of the <i>Strata Titles Act 1985</i>.</p> <p>Preamble</p> <p>Under section 16 of the <i>Planning and Development Act 2005</i> (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the <i>Government Gazette</i>, delegate any function under the Act or any other written law to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government.</p> <p>In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.</p> <p>Resolution under section 16 of the Act (delegation)</p> <p>On 19 March 2020, pursuant to section 16 of the Act, the WAPC RESOLVED—</p> <p>A. To delegate to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the <i>Strata Titles Act 1985</i> as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1;</p> <p>B. To declare that this instrument recording its resolution is to take effect upon the proclamation of the <i>Strata Titles Amendment Act 2018</i>.</p> <p style="text-align: right;">SAM FAGAN, Secretary, Western Australian Planning Commission.</p> <p style="text-align: center;">—————</p> <p>Schedule 1</p> <p>1. Applications made under section 15 of the <i>Strata Titles Act 1985</i></p> <p>Power to determine applications for the issuing of a certificate of approval under section 15 of the <i>Strata Titles Act 1985</i>, except those applications that—</p> <p>(a) propose the creation of a vacant lot;</p> <p>(b) propose vacant air stratas in multi-tiered strata scheme developments;</p> <p>(c) propose the creation or postponement of a leasehold scheme;</p> <p>(d) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—</p> <p>i. a type of development; and/or</p> <p>ii. land within an area,</p> <p>which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.</p> <p>2. Reporting requirements</p> <p>A local government that exercises the power referred to in clause 1 is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.</p>		

Title:	SD03 Traffic Management - Events on Roads		
Delegation No:	SD03		
Delegation from:	State Government	Delegation to:	Local Government

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power Delegated :	<p style="text-align: center;">WESTERN AUSTRALIA ROAD TRAFFIC CODE 2000 REGULATION 297(2) INSTRUMENT OF AUTHORISATION</p> <p style="text-align: center;">RELATING TO TRAFFIC MANAGEMENT FOR EVENTS</p> <p>Pursuant to Regulation 297(2) of the <i>Road Traffic Code 2000</i> the Commissioner of Main Roads ("the Commissioner") hereby authorises (<u>Insert name of Local Government</u>) (Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:</p> <ul style="list-style-type: none"> i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the <i>Road Traffic Act 1974</i>; ii) race meeting or speed test for which the Minister referred to in section 83 of the <i>Road Traffic Act 1974</i> has, under that provision, temporarily suspended the operation of any provisions of the <i>Road Traffic Act 1974</i> or regulations made under that Act; or iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the <i>Public Order in Streets Act 1984</i>; <p>or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:</p> <ul style="list-style-type: none"> (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body. <p>By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.</p> <p>The powers in this Instrument of Authorisation do not change or replace:</p> <ul style="list-style-type: none"> 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and 2) any powers and responsibilities of a local government provided in regulation 9 of the <i>Road Traffic (Events on Roads) Regulations 1991</i>. <p style="text-align: right;">Page 1 of 2</p>
-----------------------------	---

Shire of Mingenew – Part 1 State Government Delegations

Title:	SD04 Traffic Management – Road Works		
Delegation No:	SD04		
Delegation from:	Main Roads WA	Delegation to:	Local Government

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power Delegated:	<p style="text-align: center;">WESTERN AUSTRALIA ROAD TRAFFIC CODE 2000 REGULATION 297(2) INSTRUMENT OF AUTHORISATION</p> <p>Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads ("the Commissioner") hereby authorises ("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:</p> <ul style="list-style-type: none"> (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Works on Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body. <p>By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.</p> <p>This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner's delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.</p>
-----------------------------------	---

Shire of Mingenew – Part 1 State Government Delegations

Title:	SD05 Approval for Certain Local Government Vehicles as Special Use		
Delegation No:	SD05		
Delegation from:	State Government	Delegation to:	Local Government

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power Delegated:	<div data-bbox="424 472 549 573"> </div> <div data-bbox="553 483 904 573"> <p>Government of Western Australia Department of Transport Driver and Vehicle Services</p> </div> <div data-bbox="627 598 1149 633"> <p>ROAD TRAFFIC (VEHICLES) ACT 2012</p> </div> <div data-bbox="679 656 1091 687"> <p><i>Road Traffic (Vehicles) Regulations 2014</i></p> </div> <div data-bbox="772 703 995 734"> <p>RTVR-2017-202046</p> </div> <div data-bbox="459 768 1311 826"> <p>APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES</p> </div> <div data-bbox="418 853 1339 1028"> <p>Pursuant to the <i>Road Traffic (Vehicles) Regulations 2014</i> (the <i>Regulations</i>), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:</p> </div> <div data-bbox="529 1039 1332 1290"> <ul style="list-style-type: none"> (a) the <i>Local Government Act 1995</i>; (b) regulations made under the <i>Local Government Act 1995</i>; (c) a local law; (d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the <i>Dog Act 1976</i>); or (e) any combination of the above paragraphs (a) to (d); </div> <div data-bbox="414 1299 1300 1415"> <p>as special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the <i>Regulations</i>, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the <i>Regulations</i>, subject to the following conditions:</p> </div> <div data-bbox="798 1440 959 1467"> <p>CONDITIONS</p> </div> <div data-bbox="456 1489 1345 1964"> <ol style="list-style-type: none"> 1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light. 2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction. 3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position. 4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles. 5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat. 6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle. 7. Any vehicle fitted with flashing lights for the purposes of this approval must: </div>
----------------------------	---

Title:	SD52 Noise Control - Environmental Protection Notices [Reg.65(1)]		
Delegation No:	SD52		
Delegation from:	State Government	Delegation to:	Chief Executive Officer

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power Delegated:	<p>Published by: Environment</p> <p>GOVERNMENT GAZETTE Western Australia Previous Close Next</p> <p>No. 47, 19-Mar-2004 Page: 919 Pdf - 476kb</p>
	<p>EV401</p> <p>ENVIRONMENTAL PROTECTION ACT 1986 Section 20 Delegation No. 52</p> <p>Pursuant to section 20 of the <i>Environmental Protection Act 1986</i>, the Chief Executive Officer hereby delegates as follows—</p> <p>Powers and duties delegated—</p> <p>All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.</p> <p>Persons to whom delegation made—</p> <p>This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the <i>Local Government Act 1995</i>.</p> <p>Pursuant to section 59(1)(e) of the <i>Interpretations Act 1984</i>, Delegation No. 32, dated 4 February 2000 is hereby revoked.</p> <p>Dated this 9th day of January 2004.</p> <p>Approved—</p> <p>FERDINAND TROMP, A/Chief Executive Officer.</p> <p>Dr JUDY EDWARDS MLA, Minister for the Environment.</p>

Title:	SD112 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events		
Delegation No:	SD112		
Delegation from:	State Government	Delegation to:	Chief Executive Officer

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power Delegated :	<p>Published by: GOVERNMENT GAZETTE No. 232. 20-Dec-2013 Environment Western Australia Page: 6282 Pdf - 3Mb Previous Close Next</p>		
	<p>EV402</p> <p>ENVIRONMENTAL PROTECTION ACT 1986</p> <p>Delegation No. 112</p> <p>I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the <i>Local Government Act 1995</i>, my powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation, in relation to--</p> <ul style="list-style-type: none"> (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B; (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); (c) community activities--noise control notices in respect of community noise under regulation 16; (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3; (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4; (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation-- <ul style="list-style-type: none"> (i) Subregulation 18(13)(b) is not delegated. <p>Under section 59(1)(e) of the <i>Interpretation Act 1984</i>, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.</p> <p>Dated the 12th day of December 2013.</p> <p style="text-align: right;">JASON BANKS, Acting Chief Executive Officer.</p> <p>Approved by--</p> <p style="text-align: right;">JOHN DAY, Acting Minister for Environment, Heritage.</p>		

Shire of Mingenew – Part 1 State Government Delegations

Title:	SD119 Noise Management Plans - Construction Sites		
Delegation No:	SD119		
Delegation from:	State Government	Delegation to:	Chief Executive Officer

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power Delegated:	<p>Published by: GOVERNMENT GAZETTE No. 71. 16-May-2014 Environment Western Australia Page: 1548 Pdf - 2Mb Previous Close Next</p>		
	<p>EV405</p> <p>ENVIRONMENTAL PROTECTION ACT 1986</p> <p>Delegation No. 119</p> <p>I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of:-</p> <p>(a) Chief Executive Officer under the <i>Local Government Act 1995</i>; and</p> <p>(b) to any employee of the local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act,</p> <p>all my powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation.</p> <p>Under section 59(1)(e) of the <i>Interpretation Act 1984</i>, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.</p> <p>Dated the 1st day of May 2014.</p> <p>JASON BANKS, Acting Chief Executive Officer.</p>		

Shire of Mingenew – Part 2 Council Delegations to Committees

Title:	CDC01 Chief Executive Officer's Performance Appraisal		
Delegation No:	CDC01		
Delegation from:	Council	Delegation to:	Executive Management Committee
Date Adopted:	19 December 2018	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.16 - Delegation of some powers and duties to certain committees
Statutory Power Delegated:	<i>Local Government Act 1995</i> Section 5.38- Annual review of certain employee's performances
Function Delegated:	Authority to: 1. Review the performance of the Chief Executive Officer at least once in relation to every year of employment
Conditions	1. Authority is subject to the Local Government Act 1995 and its associated Regulations. 2. The review and report are to be presented to Council for acceptance [of the review], with or without modification, or to reject the review
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<i>Local Government Act 1995</i> s5.17 - may not delegate powers/duties requiring absolute majority

Shire of Mingenew – Part 2 Council Delegations to Committees

Title:	CDC02 Behaviour Complaints Committee		
Delegation No:	CDC02		
Delegation from:	Council	Delegation to:	Behaviour Complaints Committee
Date Adopted:	16 June 2021	Last Reviewed:	N/A

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.16 - Delegation of some powers and duties to certain committees
Statutory Power Delegated:	<i>Local Government (Model Code of Conduct) Regulations 2021</i> Clause 12 Dealing with a complaint Clause 13 Dismissal of a complaint
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [MCC.cl.12(1) and (3)]. In making any finding the Committee must also determine reasons for the finding [MCC.cl.12(7)]. 2. Where a finding is made that a breach has occurred, authority to: <ol style="list-style-type: none"> a. take no further action [MCC.cl.12(4(a))]; or b. prepare and implement a plan to address the behaviour of the person to whom the complaint relates [MCC.cl.12(4)(b), (5) and (6)]. 3. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal [MCC.cl.13(1) and (2)].
Conditions	<ol style="list-style-type: none"> a. The Committee will make decisions in accordance with the principles and specified requirements established in Council Policy 1.1.8 Code of Conduct Behaviour Complaints Management. b. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act. c. The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a Committee meeting is either the Complainant or Respondent to the Complaint subject of a Committee agenda item. d. In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent and a Deputy Committee Member is in attendance. <p><u>NOTE TO CONDITIONS (C) AND (D):</u> The purpose of this Condition is to require that a Committee Member who is identified as either the Complainant or Respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.</p>
Cross References (if any)	
Policy:	Nil.

Shire of Mingenew – Part 2 Council Delegations to Committees

Procedure:	Nil.
Other Statutory:	Code of Conduct for Council Members, Committee Members and Candidates Code of Conduct Behaviour Complaints Management Policy

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD01 Payments from Municipal or Trust Funds		
Delegation No:	CD01		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power Delegated:	<i>Local Government (Financial Management) Regulations 1996</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making.
Function Delegated:	Authority to: 1. Make payments from the municipal fund or trust fund [r12(1)(a)]
Conditions	1. Authority is subject to the Local Government Act 1995 and its associated Regulations. 2. The purchase of freehold land and real estate are to be by Council Resolution. 3. Authority to make payments is subject to annual budget limitations. 4. Verification of a payment and authorisation of the same payment cannot be undertaken by the same person. 5. Subject to the following expenditure documentation requirements as prescribed within Council's Purchasing Policy. 6. Procedures are to be administratively reviewed by the CEO for continuing compliance and confirmed as 'fit for purpose' in accordance with [r5(2)(c)] and [r5(1)] of the <i>Local Government (Financial Management) Regulations 1996</i> .

Cross References (if any)

Policy:	1.3.1 Purchasing Policy
Procedure:	Nil.
Other Statutory:	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> Regulation 13 - Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. <i>Local Government (Financial Management) Regulations 1996</i> refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD02 Debts, Waivers, Concessions, Write Offs and Recovery		
Delegation No:	CD02		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	15 April 2020	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.42 - Delegation of some powers or duties to the CEO
Statutory Power Delegated:	<i>Local Government Act 1995</i> Section 6.12(1)(b) and (c) and (3) - Power to defer, grant discounts, waive or write off debts. Section 6.56- Rate or service charges recoverable in court
Function Delegated:	Authority to: <ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire of Mingenew [s6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Mingenew [s6.12(3)]. 3. Write off an amount of money which is owed to the Shire of Mingenew [s6.12(1)(c)] 4. Recover debts
Conditions	<ol style="list-style-type: none"> 1. Debts for rates and service charges may be written off up to the value of \$30 in accordance with s6.12(1)(c) and applicable Council Policies and procedures. 2. The power to waive a debt or grant a concession does not apply to debts which are prescribed as debts, that are taken to be a rate or service charge. 3. A debt may only be waived where: <ol style="list-style-type: none"> a) in accordance with the Supporting the Community Policy, a local club and/or not for profit organisation submit in writing, an application to conduct activities that support the Shire's Community Strategic Plan; and b) Does not exceed the value of \$1,000 per application and is subject to the confinements of the budgetary allocation as set by Council. 4. A concession may only be granted where: <ol style="list-style-type: none"> a) In accordance with the Supporting the Community Policy a local club and/or not for profit organisation submit in writing, an application to conduct activities that support the Shire's Community Strategic Plan; and b) Does not exceed the value of \$1,000 per application and is subject to the confinements of the budgetary allocation as set by Council. 5. 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 Mingenew. 6. Limited to individual debts valued below \$100 or cumulative debts of a debtor valued below \$100. Write off of debts greater than these values must be referred for Council decision.

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<p>7. Debt recovery is to be in accordance with the Shire's Internal Debt Recovery Policy and Procedures and subject to the provisions of the Local Government Act 1995.</p> <p>8. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</p> <p>9. * During a State-declared emergency, the CEO may waive, grant a concession or write off individual debts valued below \$500 or cumulative debts of a debtor valued below \$500 (excluding rates and rate interest), and, in the case of outstanding rates, write off up to the value of the total interest on rates incurred in the current year, provided the applicant satisfies the definition of financial hardship in accordance with Council's Financial Hardship Policy. Debts greater than these values must be referred for Council decision.</p>
Cross References (if any)	
Policy:	1.3.9 Debt Collection Policy
Procedure:	Nil.
Other Statutory:	<p><i>Local Government Act 1995</i> Section 6.12 - Power to defer, grant discounts, waive or write off debts <i>Local Government (Financial Management) Regulations 1996</i> Regulation 26 - Discount, incentive, concession, waiver</p>

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD03 Rates Recovery		
Delegation No:	CD03		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO
Statutory Power Delegated:	<i>Local Government Act 1995</i> Section 6.49 - Agreement as to payment of rates and service charges Section 6.50 - Rates or service charges due and payable Section 6.56 - Rate or service charges recoverable in court Section 6.60 - Local Government may require lessee to pay rent Section 6.76 - Grounds of objection
Function Delegated:	Authority to: <ol style="list-style-type: none"> 1. Make an agreement with a person for the payment of rates or service charges [s6.49]. 2. Authority to determine the date on which rates or service charges become due and payable to the Shire of Mingenew [s.6.50]. 3. 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)]. 4. 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 Mingenew [s6.60(2)]. 5. 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 [s6.60(4)]. 6. Extend the time for a person to make an objection to a rate record [s6.76(4)]. 7. 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 [s6.76(5)].
Conditions	<ol style="list-style-type: none"> 1. Agreements relating to s6.49 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, otherwise to be referred to Council for decision. 2. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must not be party to any determination under this delegation. 3. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.
Cross References (if any)	
Policy:	1.3.9 Debt Collection Policy 1.3.10 Financial Hardship Policy
Procedure:	1.3.9 Debt Collection Procedure

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Other Statutory:	Nil.
-------------------------	------

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	<i>CD04 Expressions of Interest, Tenders and Tender Exempt Procurement</i>		
Delegation No:	CD04		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Revoked	16/06/2021
Reason for revocation:	CD04 covered a number of tender functions and it was considered appropriate to separate those to individual delegations. Delegations CD24 – CD28 replace the requirement for this delegation.		

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD05 Disposal of Land (including Buildings) via Lease or License		
Delegation No:	CD05		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO
Statutory Power Delegated:	<i>Local Government Act 1995</i> Section 3.58(2) and (3) - Disposing of property
Function Delegated:	<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 [s3.58(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 [s3.58(3)]
Conditions	<ol style="list-style-type: none"> a) Disposal of land and/or property [exclusive of plant and equipment- see delegation CD11] other than by lease or license requires a Council resolution. b) All new leases for commercial organisations require a Council resolution [excludes renewal]. c) Renewals of commercial organisations leases are limited to a maximum term of five years. d) Subject to the requirements of section 3.58 of the Local Government Act 1995. e) In the event an objecting submission is received this delegation does not apply and the proposal is to be presented to Council for consideration. f) Subject to the reporting of the exercise of this delegation to the Concept Forum each month.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Nil.

Title:	CD06 Authorised Persons for the Purposes of the Local Government Act		
Delegation No:	CD05		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO
Statutory Power Delegated:	<i>Local Government Act 1995</i> Section 3.24 - Authorising persons under this subdivision (Part 3, Division 3, Subdivision 2- Certain provisions about land) Section 3.39 - Power to remove and impound Section 9.10 - Appointment of authorised persons
Function Delegated:	Authority to: <ol style="list-style-type: none"> 1. Appoint persons or classes of persons as authorised persons for the purpose of fulfilling Part 3 Division 3 Subdivision 2 of the Local Government Act 1995 [s3.24]; 2. Authorise an employee in accordance with Section 3.39 to remove and impound any goods that are involved in a contravention that can lead to impounding; 3. Appoint persons or classes of persons to be authorised to perform certain functions under Part 9 Division 2 and issue them with a certificate stating they are authorised [s9.10]; 4. Appoint and authorise persons to exercise the powers and duties of an authorised person under the Shire's local laws [s9.10].
Conditions	a) Only persons who are appropriately qualified and trained may be appointed as Authorised persons. b) Subject to the reporting of the exercise of this delegation to the Concept Forum each month. <u>Recordkeeping.</u> <ol style="list-style-type: none"> 1. Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file. 2. A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Register of Authorised Persons

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD07 Reserves under Control of Local Government		
Delegation No:	CD07		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power Delegated:	<i>Local Government Act 1995</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of a local government
Function Delegated:	1. Authority to agree the method for control and management of an unvested facility [thoroughfare, bridge, jetty, drain or watercourse belonging to the Crown] which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purposes of controlling and management land that is vested in or under the management of the Shire, that the Shire could do under s.5 of the Parks and Reserves Act 1895. [s.3.54(1)].
Conditions	a) Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets. b) Subject to the reporting of the exercise of this delegation to the Concept Forum each month.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Nil.

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD08 Thoroughfares		
Delegation No:	CD08		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (amended)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power Delegated:	<i>Local Government (Uniform Provisions) Regulations 1996</i> Regulation 5(2) - Interfering with, or taking from, local government land Regulation 6 - Obstruction of public thoroughfare by things placed and left — Sch. 9.1 cl. 3(1)(a) [of the LGA]. Regulation 7A - Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) [of the LGA]. Regulation 7 - Encroaching on public thoroughfare – Sch.9.1. cl.3(2) [of the LGA]. Regulation 9 - Permission to have gate across public thoroughfare — Sch.9.1 cl. 5(1) [of the LGA]. Regulation 11(1), (4), (6), (8) - Dangerous excavation in or near public thoroughfare — Sch. 9.1 cl. 6 [of the LGA].
Function Delegated:	<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]Grant permission, including imposing appropriate conditions, or to refuse to provide permission to place on a specified part of public thoroughfare one or more specified things that may obstruct the public thoroughfare [r6.4(2) and (4)]

	<p>6. 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 [r.6.4(6)]</p> <p>7. Grant permission, including imposing appropriate conditions, or to refuse to provide permission for the placement and maintenance of a gate or other device across a public thoroughfare under control of the local government [r9(1) & (4)].</p> <p>8. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)].</p> <p>9. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [r9(5)].</p> <p>10. Authority to cancel permission by written notice and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].</p> <p>11. 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 [r.11(1)].</p> <p>12. Grant permission to make or make and leave an excavation of specified dimensions and in a specified way in a specified part of a public thoroughfare or on a specified part of land adjoining a public thoroughfare [r11(4)].</p> <p>13. Approve the construction of a crossing giving access from a public thoroughfare to private land or thoroughfare [r12(1)].</p> <p>14. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [r12(1)(a)].</p> <p>15. Issue a notice to the owner or occupier of private land to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare [r13].</p> <p>16. 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 [r13(2)].</p> <p>13. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [r17(3)].</p> <p>14. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [r17(5)(6)].</p>
<p>Conditions</p>	<p>a) Subject to the Local Government Act 1995 and its Regulations.</p> <p>b) Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</p> <p>c) Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</p> <p>d) Permission may only be granted where, the proponent has:</p> <p style="padding-left: 20px;">i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction.</p>

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<p>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.</p> <p>iii. Provided evidence of sufficient Public Liability Insurance.</p> <p>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</p> <p>e) Each approval granted under r9 provided must be recorded in the Shire's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.</p> <p>f) Permission for r6, r11 and r17 are only to be granted where, the proponent has:</p> <ul style="list-style-type: none"> • 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. • 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. • Provided evidence of sufficient Public Liability Insurance. • Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Nil.

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD09 Closing of Thoroughfares		
Delegation No:	CD09		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (amended)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power Delegated:	<i>Local Government Act 1995</i> s.3.50- Closing certain thoroughfares to vehicles s.3.50A- Partial closure of thoroughfares for repairs or maintenance s.3.51- Affected owners to be notified of certain proposals (fixing or altering of levels or alignment, or draining water)
Function Delegated:	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Close a thoroughfare managed by the Shire (wholly or partially) for a period of less than four weeks [s.3.50(1)]. 2. Authority to Determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ol style="list-style-type: none"> a) give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and b) consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to Revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].
Conditions	<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) Subject to the reporting of the exercise of this delegation to the Concept Forum each month.
Cross References (if any)	
Policy:	1.5.2 Road Closure Policy
Procedure:	Nil.
Other Statutory:	Road Traffic Act 1974 s81C. Order for road closure for event, making s81D. Road closure, how effected by local government

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD10 Powers of Entry		
Delegation No:	CD10		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (amended)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power 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
Function Delegated:	Authority to: 1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Give a notice of entry [s.3.32] 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Give notice and effect entry by opening a fence onto private land. [s.3.36]
Conditions	a) Delegated authority under s3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property. b) Section 3.36 is limited to those activities that expressly state such authority under Schedule 3.2 of the Local Government Act 1995. c) Entry under this delegation may be made with such assistants and equipment as are considered necessary for the purpose for which entry is required in accordance with s3.30 of the Local Government Act 1995. d) Delegation is subject to the provisions in Part 3 Division 3 Subdivision 3 of the Local Government Act 1995 e) Subject to the reporting of the exercise of this delegation to the Concept Forum each month.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Local Government (Miscellaneous Provisions) Act 1960 Any applicable Local Laws

Title:	CD11 Remove, Impound and Dispose of Uncollected Goods or Animals		
Delegation No:	CD11		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (amended)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power Delegated:	<i>Local Government Act 1995</i> s.3.40A - Abandoned vehicle wreck may be taken s.3.40A(4) – Abandoned vehicle wreck may be taken s.3.46 - Goods may be within until costs paid s.3.47 - Confiscated or uncollected goods, disposal of s.3.47A- Sick or injured animals, disposal of s.3.48 - Impounding expenses, recovery of s.3.58 - Disposing of property
Function Delegated:	Authority to: 1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)] 2. Authorise an abandoned wreck to be impounded [s.3.40A]. 3. Authority to Refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 4. 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]. 5. Determine when an impounded animal is ill or injured, that treating it is not practical, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 6. Authority to Recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48]. 7. 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]. 8. Dispose of plant, equipment and material [3.58].
Conditions	a) Exercising of this delegation under s3.47A is only to be used where reasonable efforts have been made to identify and contact an owner have failed. b) 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. c) Disposal of goods, plant and equipment with a market value of less than \$20,000, may in accordance with r30(3) of <i>Local Government (Functions and General) Regulations 1996</i> , be disposed of by any means considered to provide best value, provided the process is transparent and accountable. Examples include-

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<ul style="list-style-type: none"> i. Advertised for sale in a local newspaper; or ii. Donated to suitable not for profit community groups or schools. iii. Sold by public auction iv. Offered for sale by public tender [r30] <p>d) Notwithstanding CD04 Expressions of Interest, Tenders and Tender Exempt Procurement, the CEO is authorised to call and except tenders to accommodate the disposal of goods under this delegation provided the total estimated value is below \$20,000.</p>
Cross References (if any)	
Policy:	1.3.1 Purchasing Policy
Procedure:	Nil.
Other Statutory:	Local Laws (as applicable)

Title:	CD12 Building and Demolition Permits		
Delegation No:	CD12		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	18 July 2018	Last Reviewed:	16/06/2021 (amended)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Building Act 2011</i> s.127 - Delegation: special permit authorities and local governments
Statutory Power Delegated:	<i>Building Act 2011</i> s.18 - Further information s.20 - Grant of building permit s.21 - Grant of demolition permit s.22 - Refusal of Permits s.27(1)(3) - Conditions imposed by permit authority Section 55 - Further Information Section 58(1)(2)(3) - Grant of occupancy permit, building approval certificate Section 62(1), (3), (4) and (5) - Conditions imposed by permit authority Section 65(4) - Extension of period of duration Section 96(3), (5) and (6) - Authorised persons Section 99(3) - Limitation on powers of authorised persons Section 110 - Issue Building Orders Section 111 - Notice of proposed building order other than building order (emergency) Section 117 - Revoke Building Orders Section 118(2) - Permit authority may give effect to building order if non-compliance Section 131(2) - Inspection, copies of building records Section 133(1) - A permit authority may commence a prosecution for an offence against this Act Section 145A - Local government functions <i>Building Regulations 2012</i> r.23 - Application to extend time during which the permit has effect (s32) r.24 - Extension of time during which permit has effect (s32) r.26 - Approval of new responsible person (35) Regulation 40 - Extension of period of duration of time limited occupancy permit or building approval certificate (s65) Regulation 51 - Approvals by permit authority [Private Pool Barriers] Regulation 55 - Terms used (alternative building solution approval) Regulation 61 - Local Government approval of battery powered smoke alarms.
Function Delegated:	<ol style="list-style-type: none"> 1. Appoint authorised persons: <ol style="list-style-type: none"> a) To administer the Building Act 2011 (the Building Act) and sign the certificate of appointment. b) Conduct duties as an authorised person pursuant to s96 of the Building Act: 2. Serve Notices: <ol style="list-style-type: none"> a) To stop unlawful work in accordance with s191 of the Building Act;

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<ul style="list-style-type: none"> b) Where a building is deemed to be in a dangerous state, cause it to be shored up or otherwise secured and a proper hoarding or fence to be put up for the protection of the public from danger, and shall cause written notice to be served on the owner or occupier, under s192 of the Building Act; c) On the owner or occupier of a neglected and/or dangerous building, to compel removal in accordance with the Building Act, [s192 & s193] d) On the owner or occupier of a dilapidated building, to compel renovation in accordance with s194 of the Building Act; e) On the owner or occupier of an uncompleted building, in accordance with s195 of the Building Act. <p>3. Permits:</p> <ul style="list-style-type: none"> a) Authority to require an applicant to provide any documentation or information required to determine a building or demolition permit application [s.18(1)] b) Authority to grant or refuse to grant a Building Permit [s20] c) Approve or refuse a Demolition Permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]; d) Impose, vary or revoke conditions on a building or demolition permit [s27(1) and (3)] e) Extend the time during which a building or demolition permit has effect [s32(3), r24] <ul 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)]. e) Approve, modify or refuse to approve applications for Granting of an Occupancy Permit and Building Approval Certificate [s58]. f) Approve, modify or refuse to approve applications for an extension of period of duration for a Occupancy Permit and Building Approval Certificate [s65] <p>4. The authority to issue or revoke building orders under section 110 and 117 of the Building Act 2011.</p> <p>5. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].</p>
Conditions	<ul style="list-style-type: none"> a) Authorisation (1): Authorised Persons: <ul style="list-style-type: none"> i. Subject to person being employed by the authorising Local Government under s 5.36 of the LGA 1995, or appointed under contract or other agreement to the Shire of Mingenew. ii. Appointed authorised person must hold a current authority card. iii. An authorised person, shall on demand by the builder, owner or person apparently in charge thereof, produce his authority to so enter to the person demanding it. b) Authorisation (2): Serve Notices <ul style="list-style-type: none"> i. A notice under subsection (3)(III) must inform the person of the person's right of review under section 119. c) Authorisation (3): Permits are subject to: <ul style="list-style-type: none"> i. The provisions of the Building Act 2011 and Building Regulations

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<p>2012;</p> <p>ii. Outbuildings not exceeding 75m² in area or 3m in height.</p> <p>iii. Applicant being advised of objection and/or appeal rights.</p> <p>d) In undertaking the functions of these delegations, Building Surveyors must:</p> <p>i. Be employed by the Shire in accordance with s5.36 of the Local Government Act 1995 or appointed under contract or other agreement to the Shire of Mingenew.</p> <p>ii. Hold the appropriate qualifications as set out under r.6 of the Building Services (Registration) Regulations 2011.</p> <p>e) Subject to the reporting of the exercise of this delegation to the Concept Forum each month.</p>
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<p>Building Act 2011</p> <p>Section 17- Uncertified application to be considered by building surveyor</p> <p>Section 23 - Time for deciding application for building or demolition permit</p> <p>Section 119 - Building and demolition permits- application review by SAT</p> <p>Section 59 - Time for granting occupancy permit or building approval certificate</p> <p>Section 60 - . Notice of decision not to grant occupancy permit or grant building approval certificate</p> <p>Building Regulations 2012 Building Code of Australia</p>

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	<i>CD13 Bush Fires Act 1954</i>		
Delegation No:	CD13		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 July 2018	Revoked:	16/06/2021
Reason for revocation:	CD13 covered a number of functions under the Bush Fires Act 1954 and it was considered appropriate to separate those to individual delegations. Delegations CD37 – CD42 replace the requirement for this delegation.		

Title:	CD14 Dealing with and Approving Development Applications		
Delegation No:	CD14		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Part 10 cl.82 - Delegations by local government Schedule 2 Part 10 cl.83 - Local government CEO may delegate powers <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															
Statutory Power Delegated:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Part 10 cl.83 Regulation 64 - Advertisement of approved amendment to local planning scheme															
Function Delegated:	Authority to: <div><div>1.</div><div>Approve certain development applications in accordance with the conditions below.</div></div> <div><div>2.</div><div>Refer any development application for Council decision where the application may be contentious, or refusal of the application is recommended.</div></div> <div><div>3.</div><div>Give notice with regard to local planning scheme amendments [r.64]</div></div>															
Conditions	<div><div>1.</div><div>All development applications may be dealt with by the CEO if they satisfy the following land uses and development classes as defined under the Local Planning Scheme No.4 Zoning Table [pg. 12]:<table><tr><th>Type</th><th>Description</th><th>Meaning</th></tr><tr><td>"P"</td><td>Permitted</td><td>means that the use is permitted if it complies with all relevant development standards and requirements of the Scheme</td></tr><tr><td>"I"</td><td>Incidental</td><td>means that the use is permitted if it is consequent on, or naturally attaching, appertaining or relating to the predominant use of the land and it complies with all relevant development standards and requirements of the Scheme</td></tr><tr><td>"D"</td><td>Discretionary</td><td>means that the use is not permitted unless the local government has exercised its discretion by granting development approval;</td></tr><tr><td>"A"</td><td>Advertising</td><td>means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions;</td></tr></table><div><div>* approvals may be granted only where a sound assessment of the application has been undertaken to determine if legislative and Scheme requirements have been met.</div></div></div></div> <div><div>2.</div><div>The delegation does not extend to "X" (Not permitted) or unidentifiable land</div></div>	Type	Description	Meaning	"P"	Permitted	means that the use is permitted if it complies with all relevant development standards and requirements of the Scheme	"I"	Incidental	means that the use is permitted if it is consequent on, or naturally attaching, appertaining or relating to the predominant use of the land and it complies with all relevant development standards and requirements of the Scheme	"D"	Discretionary	means that the use is not permitted unless the local government has exercised its discretion by granting development approval;	"A"	Advertising	means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions;
Type	Description	Meaning														
"P"	Permitted	means that the use is permitted if it complies with all relevant development standards and requirements of the Scheme														
"I"	Incidental	means that the use is permitted if it is consequent on, or naturally attaching, appertaining or relating to the predominant use of the land and it complies with all relevant development standards and requirements of the Scheme														
"D"	Discretionary	means that the use is not permitted unless the local government has exercised its discretion by granting development approval;														
"A"	Advertising	means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions;														

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	uses and development classes as defined under the Local Planning Scheme No.4 Zoning Table, and are to be referred to Council; 3. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Shire of Mingenew Local Planning Scheme No. 4 Residential Design Codes of Western Australia Shire of Mingenew Local Planning Strategy Shire of Mingenew Townsite Local Planning Strategy Local Planning Policies

Title:	CD15 Designated Authorised Officers - Public Health Act 2016		
Delegation No:	CD15		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (amended)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Public Health Act 2016</i> s.21- Enforcement agency may delegate
Statutory Power Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) - Designation of authorised officers s.25 – Appropriate qualifications s.26 – Power to revoke
Function Delegated:	<p>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ul style="list-style-type: none"> i. The Public Health Act 2016 or other specified Act ii. Specified provisions of the Public Health Act 2016 or other specified Act iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ul 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)]. <p>Authority to:</p> <ul style="list-style-type: none"> 1. Designate environmental health officers (either as a person or as a class of persons) to be authorised officers for the purposes of the <i>Public Health Act 2016</i> or another specified Act [s24] 2. Designate a qualified person (either as a person or as a class of persons) who is not an environmental health officer to be an authorised officer for the purposes of the <i>Public Health Act 2016</i> or another specified Act [s24] <p>2. Revoke a designation made to any person under the <i>Public Health Act 2016</i> or another specified Act [s26]</p>
Conditions	<ul style="list-style-type: none"> a) Subject to the CEO being satisfied that a person or class of persons is adequately qualified and evidence of which is recorded and verified, in accordance with s25. b) All designations and revocations are to be made in writing, in accordance with s26(2) of the <i>Public Health Act 2016</i>. c) A Register (list) of authorised officers is to be maintained in accordance with s.27.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<p>s.25 Certain authorised officers required to have qualifications and experience.</p> <p>s.26 Further provisions relating to designations</p> <p>s.27 Lists of authorised officers to be maintained</p> <p>s.28 When designation as authorised officer ceases</p> <p>s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers</p> <p>s.30 Certificates of authority</p> <p>s.31 Issuing and production of certificate of authority for purposes of other written laws</p> <p>s.32 Certificate of authority to be returned.</p> <p>s.136 Authorised officer to produce evidence of authority</p> <p>Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the Public Health Act 2016</p> <p>The Criminal Code, Chapter XXVI – refer s.252 of the Public Health Act 2016</p>
--	--

Title:	CD16 Appoint Authorised Persons and Perform Certain Duties under the - Food Act		
Delegation No:	CD16		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (amended)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power Delegated:	<i>Food Act 2008</i> s.65(1) - Prohibition Order s.66 - Certificate of Clearance s.67(4) - Request for re-inspection s.110(1) and (5) - Registration of food business s.112 - Variation of conditions or cancellation of registration of food businesses. s.122(1) - Appointment of authorised officers s.123 - Certificates of authority s.126(6), (7) and (13) Infringement Officers <i>Food Regulations 2009</i> r.51 – Enforcement agency may make list of food businesses publicly available
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)]. 4. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 5. Authority to vary the conditions or cancel the registration of a food business [s.112]. 6. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 7. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [s.126(13)]. 8. 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)].

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	11. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Conditions	<p>1. In accordance with s.118(3)(b), delegations regarding prohibition orders are subject to relevant Department of Health CEO Guidelines, as amended from time to time.</p> <p>2. In accordance with s.118(3)(b), delegations relating to food business registrations are subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline <p>c) In accordance with s.118(3)(b), the delegation relating to authorised persons is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer <p>d) All authorised officers appointed must hold a Certificate of Authority [s.123(1)]</p> <p>e) A list of appointed persons must be maintained in a register</p> <p>a) The Environmental Health Officer may only be delegated powers under s65, s66, s67, s110 & s112 only.</p> <p>b) The Chief Executive Officer is delegated all sections.</p> <p>c) Certificates of authority must be issued in accordance with section 123 of the Food Act 2008.</p> <p>d) Infringement notices must be issued in accordance with section 126 of the Food Act 2008</p> <p>e) Appointment of authorised Officers is to be subject to s126(13) of the Food Act 2008.</p> <p>f) In accordance with s118(3)(b), section's 110 & 112 are subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> a) Food Act 2008 b) Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA c) Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 d) WA Priority Classification System e) Verification of Food Safety Program Guideline <p>g) Subject to the reporting of the exercise of this delegation where the matter may be deemed of high public interest or contentious to the Concept Forum each month.</p>
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<i>Food Act 2008</i>

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<p>Section 122(3) required the Enforcement Agency to maintain a list of authorised officers appointed by the agency.</p> <p>Section 123(1) requires the Enforcement Agency to provide each authorised officer with a certificate of authority as an authorised officer.</p> <p><i>Food Regulations 2009</i></p> <p>Dept of Health: Guideline on the Appointment of Authorised Officers as Meat Inspectors</p> <p>Dept of Health: Guideline on the Appointment of Authorised Officers</p> <p>Dept of Health: Guideline on the Appointment of Authorised Officers - Designated Officers only (section 126)</p> <p>Dept of Health: Guideline on the Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an authorised officer</p> <p>Department of Health: Food Act 2008 Regulatory Guideline No.1: Introduction of Regulatory Food Safety Auditing in WA</p> <p>Department of Health: Food Unit Fact Sheet 8: Guide to Regulatory Guideline No.1</p> <p>Department of Health: WA Priority Classification System</p> <p>Department of Health: Food Act 2008 Verification of Food Safety Program Guideline</p>
--	--

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD17 Authorised Persons- Caravan Parks and Camping Grounds Act 1995 (Revoked 17/04/2020)		
Delegation No:	CD17		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Revoked:	17/04/2019
Reason for revocation:	Revoked as a delegation and created as an authorisation (power for CEO to perform duties and appoint authorised person already provided for within the <i>Caravan Parks and Camping Grounds Act 1995</i>)		

Title:	CD18 Certain Duties under the Dog Act 1976		
Delegation No:	CD18		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (amended)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Dog Act 1976</i> s.10AA - Delegation of local government powers and duties s.10AB – Register of, and review of, delegations
Statutory Power Delegated:	<i>Dog Act 1976</i> s.11(1) - Staff and services s.15(2) and (4A) – Registration period 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 s.29 - Power to seize dogs s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) and (5) Local government may revoke declaration or proposal to destroy Section 33M(1)(a) – Local government expenses to be recoverable
Function Delegated:	<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 Cat Act 2011 or the Animal Welfare Act 2002; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)] 5. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<p>6. 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)].</p> <p>7. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].</p> <p>8. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)].</p> <p>9. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)].</p> <p>10. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)]</p> <p>i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].</p> <p>11. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]:</p> <p>(a) a notice declaring a dog to be dangerous; or</p> <p>(b) a notice proposing to cause a dog to be destroyed.</p> <p>12. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].</p> <p>2. Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act [s.11(1)].</p> <p>3. The registration of dogs (s15-19)</p> <p>4. Authority to discount or waive a registration fee (excluding the registration of a dangerous dog)</p> <p>5. The management of dogs (s26, s29)</p> <p>6. Commence enforcement proceedings (s44)</p>
Conditions	<p>1. Authorised officers are issued with a certificate of authority.</p> <p>2. Powers to be used in accordance with the provisions of the Dog Act 1976 and Regulations 2013.</p> <p>3. The CEO is authorised to sub-delegate any power conferred on the position by Council. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</p> <p>4. Any discount or waiver of a registration fee is authorised in writing</p> <p>5. Subject to the reporting of the exercise of this delegation in relation to enforcement proceedings to the Concept Forum each month.</p>
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<p><i>Dog Act 1976</i></p> <p>s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)</p> <p>s.17A If no application for registration made – procedure for giving notice of decision under s.16(3)</p>

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)
--	---

Title:	CD19 Certain duties under the Cat Act 2011		
Delegation No:	CD19		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Last Reviewed:	16/06/2021 (amended)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Cat Act 2011</i> s.44 - Delegation by local government s.45 – Delegation by the CEO of local government s.46 – Other matters relevant to delegations under this Division
Statutory Power Delegated:	<i>Cat Act 2011</i> s. 9 - Registration s.10 - Cancellation of registration s.11 - Registration numbers, certificates and tags s.12 - Register of cats s.26 - Cat control notice may be given to cat owner s.34 – Dealing with unidentified and unclaimed cats s.37 - Approval to breed cats s.38 - Cancellation of approval to breed cats s.39 - Certificate to be given to approved cat breeder Section 48 – Authorised persons <i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 - Application to keep additional number of cats r. 9 - Grant of approval to keep additional number of cats
Function Delegated:	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 Mingenew's District [Regs. Sch. 3 cl.1(4)]. 6. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire's District [s.26]. 7. The Management of cats (s26-40) 8. Appoint authorised officers for the purposes of the Cat Act 2011 (s48) 9. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)]. 10. 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]. 11. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)].

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<p>12. 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)].</p> <p>13. Authority to cancel an approval to breed cats [s.38].</p> <p>14. 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)].</p>
Conditions	<p>a) Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011.</p> <p>b) For applications to keep additional cats, 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>.</p> <p>c) Authorised officers are issued with a certificate of authority.</p>
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<p><i>Cat Regulations 2012</i></p> <p>r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration.</p> <p>r.12 Period of registration (s.9(7))</p> <p>r.11 Changes in registration</p> <p>r.14 Registration certificate (s.11(1)(b))</p> <p>r.15 Registration tags (s.76(2))</p> <p>r.21 Application for approval to breed cats (s.36(2))</p> <p>r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f))</p> <p>r.23 Person who not be refused approval to breed cats (s.37(5))</p> <p>r.24 Duration of approval to breed cats (s.37(6))</p> <p>r.25 Certificate given to approved cat breeder (s.39(1))</p> <p>Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the Cat Act 2011.</p>

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD20 Planning and Development Act – Illegal Development		
Delegation No:	CD20		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	17 April 2019	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995:</i> Section 5.42(b) - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO
Statutory Power Delegated:	<i>Planning and Development Act 2005:</i> Section 214 – Illegal development, responsible authority's power as to
Function Delegated:	Authority to: 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: 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.
Conditions	Subject to the reporting of the exercise of this delegation to the next practical Concept Forum.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Shire of Mingenew Local Planning Scheme No. 4

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD21 Road Traffic Code 2000 (Revoked 17/04/2020)		
Delegation No:	CD21		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 June 2018	Date Revoked:	17/04/2019
Reason for revocation:	Revoked as this is a State Government delegation - Instrument of Authorisation from the Commissioner of Main Roads exists (See SD03 Road Traffic Code 2000 – Events)		

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD22 Power to invest and manage investments		
Delegation No:	CD22		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	17 April 2019	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power 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
Function Delegated:	Authority to: 1. 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. Establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Conditions	a) All investment activity must comply with the Financial Management Regulation 19C and Council Policy 1.3.3 Investment of Surplus Funds and 1.3.3 Investment of Surplus Funds Management Procedure. b) Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once each financial year. [Audit r.17] c) Subject to the reporting of the exercise of this delegation to the Concept Forum each month.
Cross References (if any)	
Policy:	1.3.1 Investment of Surplus Funds
Procedure:	1.3.1 Investment of Surplus Funds Management Procedure
Other Statutory:	Nil.

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD23 Subdivision Applications		
Delegation No:	CD23		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 May 2020	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power Delegated:	<i>Local Government Act 1995:</i> s.6.14 - Power to invest <i>Planning and Development Act 2005:</i> r.19 - Investments, control procedures for
Function Delegated:	<p>Authority to:</p> <ol style="list-style-type: none"> 1. Give advice to the Western Australian Planning Commission with regards to applications referred to the Shire, subject to the application being consistent with the Shire of Mingenew Local Planning Scheme No. 4, the Residential Design Codes of Western Australia, the Shire of Mingenew Local Planning Strategy, the Shire of Mingenew Townsite Local Planning Strategy, and adopted Local Planning Policies and any other strategies or policies adopted by Council in respect of the affected land and only in the circumstances set out below: <ol style="list-style-type: none"> a) Applications proposing the amalgamation of existing lots without any other changes to the boundaries of any of the lots affected by the application. b) Applications affecting 'Residential' zoned land. c) Applications for boundary adjustments on other than 'Residential' zoned land where the total number of lots within the area affected by the application will not increase, the size of the smallest lot within the application area will not decrease by greater than 10%, there will be no increase in the number of lots below 100 hectares in size and the proposal represents a rationalisation of boundaries to ensure greater consistency with physical and/or cadastral boundaries. d) Applications consistent with an endorsed Subdivision Guide Plan or Structure Plan. e) Applications involving the creation of lots for the purposes of public or servicing authorities, where the application does not involve the creation of any new roads. f) Amended plans for applications that have been considered by Council within the last two years and the amendments are of a minor nature. g) Applications previously determined by Council where the Western Australian Planning Commission period of approval has expired (or will imminently expire) and a new application has been required to be lodged. 2. Give advice to the Western Australian Planning Commission with regards to the clearance of conditions determined by the Commission and for which the local government is nominated as a clearance agency, subject to the

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<p>application being consistent with the Shire of Mingenew Local Planning Scheme No. 4, the Residential Design Codes of Western Australia, the Shire of Mingenew Local Planning Strategy, the Shire of Mingenew Townsite Local Planning Strategy, and adopted Local Planning Policies and any other strategies or policies adopted by Council in respect of the affected land and only in the circumstances set out below:</p> <ol style="list-style-type: none"> a) Where the Western Australian Planning Commission has not been advised in respect of any particular application pursuant to the delegations outlined in Clause 1.1 above, Council may, when giving consideration to the application identify any of the recommended conditions as being conditions that need to be referred to Council for consideration prior to clearing. b) Where clearance of conditions is to be determined pursuant to this clause and the applicant feels aggrieved by any decision of the delegated officer, the applicant may require that the matter be referred to Council for reconsideration. In such cases the applicant shall provide a written statement outlining the basis of their request for reconsideration. Unless otherwise agreed to by the delegated officer, such written statement shall be provided a minimum of 10 working days prior to the meeting at which the applicant wishes the matter to be reconsidered. <ol style="list-style-type: none"> 3. Notwithstanding the above, any matter may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate. 4. A summary of decisions made pursuant to Clauses 1 & 2 shall be reported at a Council Forum. For each decision made during the preceding calendar month/s, the summary shall identify; the WAPC reference number, the name/s of the proponents and owners, the particulars of the affected property, a short description of the proposal, the date of determination, whether the decision was made pursuant to Clause 1 or 2 and if the decision was made under a sub-delegation.
Conditions	<ol style="list-style-type: none"> a) All subdivision applications referred by the Western Australian Planning Commission that are not consistent with the Shire of Mingenew Local Planning Scheme No. 4, the Residential Design Codes of Western Australia, the Shire of Mingenew Local Planning Strategy, the Shire of Mingenew Townsite Local Planning Strategy, and adopted Local Planning Policies and any other strategies or policies adopted by Council in respect of the affected land and/or refusal of the application is recommended, shall be referred to Council for consideration. b) Subject to the reporting of the exercise of this delegation to the Concept Forum each month.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<p>Shire of Mingenew Local Planning Scheme No. 4 Residential Design Codes of Western Australia Shire of Mingenew Local Planning Strategy Shire of Mingenew Townsite Local Planning Strategy Local Planning Policies</p>

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD24 Tenders for Goods and Services – Call for Tenders		
Delegation No:	CD24		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	19 May 2021	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power Delegated:	<i>Local Government Act 1995</i> s.3.57 - Tenders for providing goods or services <i>Local Government (Functions & 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 r.18 - Rejecting and accepting tenders
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r11(1)]. 2. Authority to invite tenders although not required to do so [F&G r13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Conditions	<ol style="list-style-type: none"> a. Tenders may only be called where there is an adopted budget for the proposed procurement, with the exception being in the period immediately prior to the adoption of a new annual budget where the: <ol style="list-style-type: none"> i. Proposed goods or services are required to fulfil a routine contract related to the day the day operations of the Shire; ii. current supply contract expiry is imminent; iii. the value of the proposed contract has been included in the draft Annual Budget proposed for adoption; and iv. the tender specification includes a provision that the contract will be awarded subject to the budget adoption by Council. b. This delegation is to be carried out in accordance with Council's Purchasing Policy and internal Purchasing Procedures. c. The exercise of this delegation is to be reported to the next Concept Forum.

Sub-Delegate/s: Appointed by CEO	Nil
CEO Conditions on this Sub-Delegation: Conditions on the original delegation	<ol style="list-style-type: none"> a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

also apply to the sub-delegations	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy - 1.3.1 Purchasing Policy

Version Control:	
2021.1	Separated from CD04 Expressions of Interest, Tenders and Tender Exempt Procurement delegation (repealed) as recommended by WALGA.

Title:	CD25 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options		
Delegation No:	CD25		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	19 May 2021	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO
Statutory Power Delegated:	<i>Local Government Act 1995</i> s.3.57 - Tenders for providing goods or services <i>Local Government (Functions & General) Regulations 1996</i> r.11 - When tenders have to be publicly invited r.18 - Rejecting and accepting tenders r.20 - Variation of requirements before entry into contract r.21A – Varying a contract for the supply of goods or services r.21 - Limiting who can tender, procedure for
Function Delegated:	<ol style="list-style-type: none"> 6. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 7. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 8. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous within the \$<<value>> detailed as a condition on this Delegation [F&G r.18(4)]. 9. Authority to decline to accept any tender [F&G r.18(5)]. 10. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 11. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)]. 12. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 13. Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of \$25,000

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<p>whichever is the lesser value [F&G r.21A(a)].</p> <p>14. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).</p>
Conditions	<p>a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications.</p> <p>b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where:</p> <ol style="list-style-type: none"> The total consideration under the resulting contract is \$250,000 or less; The expense is included in the adopted Annual Budget; and The tenderer has complied with requirements under F&G r.18(2) and (4). <p>c. A decision to vary a tendered contract before entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</p> <p>d. A decision to vary a tendered contract after entry into the contract [F&G r.21A(a)] must comply with the adopted Council policies and must include evidence that the variation is necessary and does not change the scope of the contract.</p> <p>e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.</p> <p>f. This delegation is to be carried out in accordance with Council's Purchasing Policy and internal Purchasing Procedures.</p> <p>g. The exercise of this delegation is to be reported to the next Concept Forum.</p>

Sub-Delegate/s: Appointed by CEO	Nil
CEO Conditions on this Sub-Delegation: Conditions on the original delegation also apply to the sub-delegations	b. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.
Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Council Policy - 1.3.1 Purchasing Policy</p>

Version Control:	
2021.1	Separated from CD04 Expressions of Interest, Tenders and Tender Exempt Procurement delegation (repealed) as recommended by WALGA.

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD26 Tenders for Goods and Services – Exempt Procurement		
Delegation No:	CD26		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	19 May 2021	Last Reviewed:	1606/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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															
Statutory Power Delegated:	Local Government Act 1995 s.3.57 - Tenders for providing goods or services Local Government (Functions & General) Regulations 1996 r.11 - When tenders have to be publicly invited															
Function Delegated:	15. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 16. 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 to contract directly with a suitable supplier [F&G r.11(2)(f)].															
Conditions	h. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum \$value specified for the following categories: <table><tr><th>Category</th><th>Maximum Value for individual contracts</th></tr><tr><td>WALGA Preferred Supplier Program [F&G.r.11(2)(b)]</td><td><\$250,000</td></tr><tr><td>Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]</td><td><\$250,000</td></tr><tr><td>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]</td><td><\$250,000</td></tr><tr><td>Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]</td><td><\$250,000</td></tr><tr><td>Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]</td><td><\$250,000* *as specified in F&G.r.11(2)(h)(ii)</td></tr><tr><td>Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]</td><td><\$250,000</td></tr></table>		Category	Maximum Value for individual contracts	WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	<\$250,000	Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	<\$250,000	Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	<\$250,000	Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	<\$250,000	Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]	<\$250,000* *as specified in F&G.r.11(2)(h)(ii)	Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	<\$250,000
Category	Maximum Value for individual contracts															
WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	<\$250,000															
Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	<\$250,000															
Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	<\$250,000															
Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	<\$250,000															
Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]	<\$250,000* *as specified in F&G.r.11(2)(h)(ii)															
Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	<\$250,000															

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

	<ul style="list-style-type: none"> i. Tender exempt procurement under F&G r.11(2)(f) 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; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. j. Where the total consideration of a Tender Exempt procurement contract exceeds the \$value delegated above, the decision is to be referred to Council. k. This delegation is to be carried out in accordance with Council's Purchasing Policy and internal Purchasing Procedures. l. The exercise of this delegation is to be reported to the next Concept Forum.
--	---

Sub-Delegate/s: Appointed by CEO	Nil
CEO Conditions on this Sub-Delegation: Conditions on the original delegation also apply to the sub-delegations	c. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy - 1.3.1 Purchasing Policy
Record Keeping	

Version Control:	
2021.1	Separated from CD04 Expressions of Interest, Tenders and Tender Exempt Procurement delegation (repealed) as recommended by WALGA.

Title:	CD27 Panels of Pre-Qualified Suppliers for Goods and Services		
Delegation No:	CD27		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	19 May 2021	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power Delegated:	<i>Local Government (Functions & General) Regulations 1996</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Function Delegated:	17. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 18. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 19. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to ensure each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 20. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 21. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 22. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 23. Authority to decline to accept any application [F&G r.24AH(5)]. 24. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].
Conditions	m. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$10,000 or less and the expense is included in the adopted Annual Budget. n. This delegation is to be carried out in accordance with Council's Purchasing Policy and Pre-Qualified Supplier Panels Policy and Procedures. o. The exercise of this delegation is to be reported to the next Concept Forum.

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Sub-Delegate/s: Appointed by CEO	Finance and Administration Manager Works Manager
CEO Conditions on this Sub-Delegation: Conditions on the original delegation also apply to the sub-delegations	d. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy 1.3.1 Purchasing Policy Council Policy and Procedures 1.2.9 Pre-Qualified Supplier Panels

Version Control:	
2021.1	New delegation

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD28 Expressions of Interest for Goods and Services		
Delegation No:	CD28		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	19 May 2021	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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
Statutory Power Delegated:	<i>Local Government Act 1995</i> s.3.57 - Tenders for providing goods or services <i>Local Government (Functions & General) Regulations 1996</i> r.21 - Limiting who can tender, procedure for r.23 - Rejecting and accepting expressions of interest to be an acceptable tenderer
Function Delegated:	25. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r21]. 26. 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 r23].
Conditions	a. Expressions of Interest or Tenders may only be called where there is an adopted budget for the proposed goods or services b. This delegation is to be carried out in accordance with Council's Purchasing Policy and internal Purchasing Procedures. c. The exercise of this delegation is to be reported to the next Concept Forum.

Sub-Delegate/s: Appointed by CEO	Nil
CEO Conditions on this Sub-Delegation: Conditions on the original delegation also apply to the sub-delegations	e. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy - 1.3.7 Regional Price Preference

Version Control:	
2021.1	Separated from CD04 Expressions of Interest, Tenders and Tender Exempt Procurement delegation (repealed) as recommended by WALGA.

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD29 Application of Regional Price Preference Policy		
Delegation No:	CD29		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Local Government Act 1995</i> Section 5.42 - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO Section 5.44 – CEO may delegate some powers and duties to other employees
Statutory Power Delegated:	<i>Local Government (Functions & General) Regulations 1996</i> r.24G Adopted regional price preference policy, effect of
Function Delegated:	27. <i>Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].</i>
Conditions	p. This delegation is to be carried out in accordance with Council's Regional Price Preference Policy and Purchasing Policy and Procedures. q. This delegation may only be enacted where the CEO has reason to believe applying a regional price preference would limit the number or quality of tenders to the Shire's disadvantage. r. A decision not to apply the Regional Price Preference must be outlined in any public notice and tender documentation related to the tender. s. The exercise of this delegation is to be reported to the next Concept Forum.

Sub-Delegate/s: Appointed by CEO	Nil
CEO Conditions on this Sub-Delegation: Conditions on the original delegation also apply to the sub-delegations	f. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy - 1.3.7 Regional Price Preference
Record Keeping	

Version Control:	
2021.1	NEW

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD30 Crossing – Construction, Repair and Removal		
Delegation No:	CD30		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (New Delegation)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	Local Government Act 1995: Section 5.42(b) - Delegation of some powers or duties to the CEO Section 5.43 - Limitations on delegations to the CEO
Statutory Power Delegated:	Local Government (Uniform Local Provisions) Regulations 1996 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)
Function Delegated:	<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)].
Conditions	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. 2. Subject to the reporting of the exercise of this delegation to the Concept Forum each month.
Cross References (if any)	
Policy:	1.5.3 Crossovers Policy
Procedure:	Crossovers Specifications
Other Statutory:	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

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD31 Occupancy Permits and Building Approval Certificates		
Delegation No:	CD32		
Delegation from:	Council (Permit Authority)	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Building Act 2011</i> Section 127(1) & (3) - Delegation: special permit authorities and local government
Statutory Power Delegated:	<i>Building Act 2011</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration <i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Function Delegated:	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].
Conditions	1. Subject to function 2-4 being reported to the next Concept Forum.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	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 Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2 Building and Construction Industry Training Levy Act 1990

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD32 Designate Employees as Authorised Persons		
Delegation No:	CD32		
Delegation from:	Council (Permit Authority)	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Building Act 2011</i> Section 127(1) & (3) - Delegation: special permit authorities and local government
Statutory Power Delegated:	<i>Building Act 2011</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)]. <p>NOTE: An authorised person for the purposes of sections 96(3) and 99(3) is not an approved officer or authorised officer for the purposes of Building Reg. 70.</p>
Conditions	<ol style="list-style-type: none"> 1. Decisions under this delegation authority are to be in accordance with r.5 of the Building Regulations 2012. 2. Subject to authorised persons being issued with an identity card in accordance with s.97 of the Building Act 2011. 3. A register being maintained of all authorised persons.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Building Act 2011 s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD33 Building Orders		
Delegation No:	CD33		
Delegation from:	Council (Permit Authority)	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Building Act 2011</i> Section 127(1) & (3) - Delegation: special permit authorities and local government
Statutory Power Delegated:	<i>Building Act 2011</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function Delegated:	<ol style="list-style-type: none"> Authority to make Building Orders in relation to: <ol style="list-style-type: none"> Building work Demolition work An existing building or incidental structure [s.110(1)]. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. Authority to revoke a building order [s.117]. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> take any action specified in the order ; or commence or complete any work specified in the order; or if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the Building Act 2011.
Conditions	<ol style="list-style-type: none"> Subject to the reporting of the exercise of this delegation to the next Concept Forum.
Cross References (if any)	
Policy:	Nil.

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Procedure:	Nil.
Other Statutory:	Building Act 2011 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

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD34 Inspection and Copies of Building Records		
Delegation No:	CD34		
Delegation from:	Council (Permit Authority)	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Building Act 2011</i> Section 127(1) & (3) - Delegation: special permit authorities and local government
Statutory Power Delegated:	<i>Building Act 2011</i> s.131(2) Inspection, copies of building records <i>Building Regulations 2012</i> r.13 Inspection, copies of building records (s.131)
Function Delegated:	1. Authority to determine an application from a n interested person to inspect and copy a building record [s.131(2)].
Conditions	Nil.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Building Act 2011 s.146 Confidentiality

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD35 Referrals and Issuing Certificates		
Delegation No:	CD35		
Delegation from:	Council (Permit Authority)	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Building Act 2011</i> Section 127(1) & (3) - Delegation: special permit authorities and local government
Statutory Power Delegated:	<i>Building Act 2011</i> s.145A Local Government functions
Function Delegated:	<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 Mingenew [s.145A(2)].
Conditions	Subject to all records pertaining to the exercising of this delegation being maintained within the Shire's records management system.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Building Act 2011 s.146 Confidentiality

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD36 Smoke Alarms – Alternative Solutions		
Delegation No:	CD36		
Delegation from:	Council (Permit Authority)	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Building Act 2011</i> Section 127(1) & (3) - Delegation: special permit authorities and local government
Statutory Power Delegated:	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Conditions	<ol style="list-style-type: none"> 1. Subject to written advice being received and considered from a suitably qualified person (building surveyor, local government officer from another local government with building-related qualifications or experience).
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	Building Act 2011 s.146 Confidentiality

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD37 Make Request to FES Commissioner – Control of Fire		
Delegation No:	CD37		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 July 2018	Last Reviewed:	

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> Section 48 - Delegation by local governments
Statutory Power Delegated:	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
Function Delegated:	1. Authority to request on behalf of the Shire of Mingenew that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Conditions	a) Subject to liaison with the Chief Bush Fire Control Officer and/or Deputy Bush Fire Control Officer and at least one Bushfire Captain.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<i>Bush Fires Act 1954</i>

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD38 Prohibited Burning Times – Control Activities		
Delegation No:	CD38		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 July 2018	Last Reviewed:	

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> Section 48 - Delegation by local governments
Statutory Power Delegated:	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function Delegated:	<ol style="list-style-type: none"> 1. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 2. Authority to recover the cost of measures taken by the Shire of Mingenew 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)].
Conditions	b) Subject to the reporting of the exercise of function 2 to the next Concept Forum.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<i>Bush Fires Act 1954</i>

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD39 Restricted Burning Times – Vary and Control Activities		
Delegation No:	CD39		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	20 July 2018	Last Reviewed:	

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> Section 48 - Delegation by local governments
Statutory Power 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
Function Delegated:	<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)]. 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 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)]. 4. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 5. Authority to recover the cost of measures taken by the Shire of Mingenew 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)].
Conditions	c) Subject to the reporting of the exercise of function 5 to the next Concept Forum.

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<i>Bush Fires Act 1954</i>

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD40 Burning Garden Refuse / Open Air Fires		
Delegation No:	CD40		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

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

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Procedure:	Nil.
Other Statutory:	<i>Bush Fires Act 1954</i>

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD41 Firebreaks		
Delegation No:	CD41		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> Section 48 - Delegation by local governments
Statutory Power Delegated:	<i>Bush Fires Act 1954</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Function Delegated:	<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 Mingenew: <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)].
Conditions	e) Subject to the reporting of the exercise of this delegation to the next Concept Forum.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<i>Bush Fires Act 1954</i>

Shire of Mingenew – Part 3 Council Delegations to the Chief Executive Officer

Title:	CD42 Recovery of Expenses Incurred through Contraventions of the Bush Fires Act		
Delegation No:	CD42		
Delegation from:	Council	Delegation to:	Chief Executive Officer
Date Adopted:	16 June 2021	Last Reviewed:	N/A (NEW)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to Delegate:	<i>Bush Fires Act 1954</i> Section 48 - Delegation by local governments
Statutory Power Delegated:	<i>Bush Fires Act 1954</i> s.58 General penalty and recovery of expenses incurred
Function Delegated:	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire or those on behalf of the Shire to do [s.58].
Conditions	f) Subject to the reporting of the exercise of this delegation to the next Concept Forum.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	<i>Bush Fires Act 1954</i>

Title:	CA1 Authorised Persons under the Caravan Parks and Camping Grounds Act 1995		
Authority No:	CA1		
Appointment from:	Council Chief Executive Officer	Authorisation to:	Chief Executive Officer Environmental Health Officer
Date Adopted:	17 April 2019	Last Reviewed:	16/06/2021 (no change)

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory Power to appoint authorised persons:	<i>Caravan Parks and Camping Grounds Act 1995</i> Section 17 - Appointment of authorised persons
Statutory Power for authorisation:	<i>Caravan Parks and Camping Grounds Act 1995</i> Section 23 – Infringement Notices
Authority:	Undertake the powers of an 'authorised person' as prescribed in the <i>Caravan Parks and Camping Grounds Act 1995</i> and the <i>Caravan Parks and Camping Grounds Regulations 1997</i> ;
Conditions:	<ol style="list-style-type: none"> 1. In the context of s23 the Environmental Health Officer is authorised to issue infringements under s23(2) only, as per s23(11) of the <i>Caravan Parks and Camping Grounds Act 1995</i>. 2. In the context of s23, the CEO is authorised to modify or withdraw infringements in accordance with all other subsections of s23. 3. An identity card be issued to each authorised person in accordance with s17.
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Evidence:	Identity Card [s17]

Title:	CA2 Prohibited Burning Times - Vary		
Delegation No:	CA2		
Delegation from:	Council	Delegation to:	Shire President and Chief Bush Fire Control Officer (jointly)
Date Adopted:	20 July 2018	Last Reviewed:	Replacing CD13

This detail is provided as a reference only. Delegates shall only act in full understanding of the delegated legislative power, inclusive of conditions [refer below].

Statutory 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))
Statutory Power Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function Delegated:	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Conditions	a. 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).
Cross References (if any)	
Policy:	Nil.
Procedure:	Nil.
Other Statutory:	

STRATEGIC COMMUNITY PLAN 2019 – 2029

(Reviewed 2021)

Cover Page

Large photo depicting Mingenew

What we Value

Mingenew is forward thinking, is **innovative** and leads change for our community, people and industry.

We are **passionate** about our Shire, and strive to create opportunities for people to belong and share this special place.

We focus on building and strengthening our relationships with each other and our region as our **connections** enable us to build and care for our community.

We support each other to “**have a go**” and to use our initiative and drive to create new opportunities for our community and other people.

We welcome all people of all generations to Mingenew and **share** our community so that people can **belong** and feel included and valued.

Vision

Mingenew is a safe, inclusive and connected community with a thriving local economy that provides opportunity for all to succeed.

Our Purpose

We are leaders in delivering services and development opportunities. We balance financial sustainability and community aspirations in partnership with our local community, partners and investors.

We acknowledge the traditional custodians of the land, the Yamatji people.
We cherish first nation's people and respect their connection to their land, cultural heritage and belief systems.
We value these ancient systems and understand they are thriving, evolving and will empower and enhance all members of the community.

Contents Page

Message from Shire President and Councillors

[Shire President photo]

The Strategic Community Plan (SCP) was developed after extensive community consultation and involvement and was adopted by the Mingenew Shire Council in 2019. This plan has been the basis by which the Council has operated since then and it is an important tool in developing our annual budgets.

This reviewed Plan provides no change to the community aspirations and strategies, as this will be reviewed in the next consultative review with the community in 2023 and any recent changes are more clearly highlighted in our Corporate Business Plan review. The SCP review does provide a snapshot of what has been achieved since its original development and how we are tracking in terms of performance indicators.

Many of the projects that have been instigated around town, including: the skate park and playground redevelopment, town residential land sale, transition to transfer station (from landfill), support for Astrotourism infrastructure at Yandanooka and many ongoing initiatives that support our diverse community, used this Strategic Community Plan as the catalyst.

As in the past, the future development of this Plan will be reliant on funding. To-date we have been fortunate in obtaining these funds through programmes such as, Roads to Recovery, Blackspot Funding, Building Better Regions Fund, Local Roads & Community Infrastructure, Drought Communities and others.

With any plan that Council has, it needs the community to engage in the process. I note that some of our main street businesses and sporting groups are struggling and I urge all residents that aren't supporting our town as much as they could to re-engage with Mingenew so that as a community we can achieve our goals and grow.

Gary Cosgrove, Shire President

Photo of Council

Message from Chief Executive Officer

[CEO photo]

Two years into our 2019-29 Strategic Community Plan, we are making tangible progress towards the decade of goals that were initially endorsed.

Perhaps more importantly, this document is one that Council regularly looks to and references in its decision-making process, and at the time of this minor review, only very minor tweaks are proposed. This means that our initial goal of creating a useful and living document which reflects the aspirations of our community – as opposed to simply going through a box-ticking exercise – has been broadly successful.

We have continued to engage strongly with our community groups, regional stakeholders, our partners in State and Federal Government to help to deliver our long-term goals, and this Plan has proven to be a key communication and engagement tool to achieve that.

It has assisted us to articulate more clearly what we do, and do not, want and provided us with a valuable document to strengthen funding applications and lobbying positions with both State and Federal Government.

Our rolling four-year Corporate Business Plan, which turns the strategic goals found in this Plan into actions has been an ambitious document. Whilst not every milestone or deadline has been hit, I remain very proud of the efforts of my team in delivering as much as we have over the past two years. Despite COVID-19, staff changes, and all manner of day-to-day challenges – including the recent cyclone, I still firmly believe that we are a local government which punches well above its weight in terms of the outcomes in this Plan that we deliver back to our community.

I did note when we developed this document that we can't do it all at once. The progress we are making is evident though, and we intend to continue to implement this Plan in a deliberate and sustainable way.

We look forward to continuing to work with the community, the public and private sectors, all levels of Government, and key Regional Organisations to deliver on the Mingenew community's aspirations for the future.

Nils Hay, Chief Executive Officer

Community and Economic Profile

Location and early History

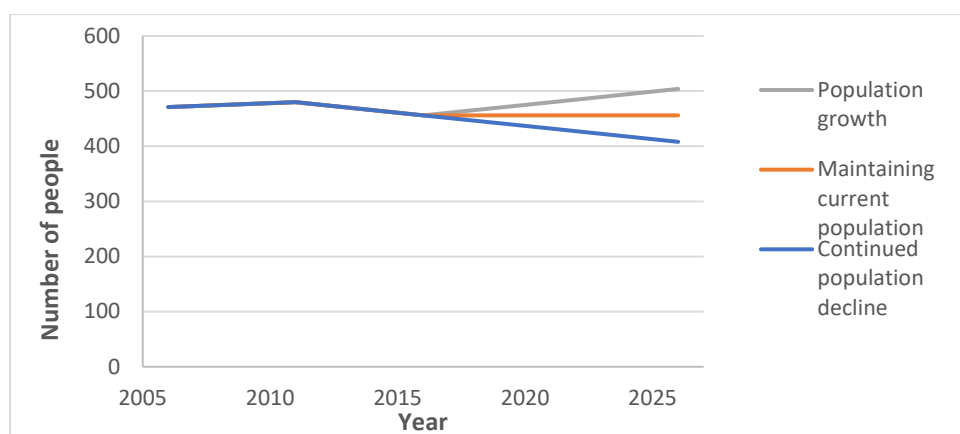
Mingenew is located 383 kilometres north of Perth in the Mid West of Western Australia.

Named after Mingene Spring, an Aboriginal word recorded by settlers in 1856. European settlement of the district occurred in the 1850's because it was ideal country for cattle. The Midland Railway opened in August 1891 and private land was subdivided, followed by gazettal of the township of Mingene in 1894.

Population

The Shire of Mingene had a population of 456 in 2016. Based upon current population trends this is predicted to be 408 by 2026. Figure 1 shows the trend in population decline. The majority of this decline is coming from the urban centre (town of Mingene). The district population (broader shire area) is static.

Figure 1: Mingene Population Projections



The community goal is to maintain population at the current level, at a minimum – with an aspiration to see it increase back to 500. To maintain at the same level will require active strategies to ensure the community continues to retain its population and attracts new residents. To achieve population growth (to return to 500 – “green line”) will require significant investment in growth strategies by the Shire and community working with regional partners.

The other notable demographic is that the median age of the Mingene population is increasing, especially in the Mingene township. There is a declining proportion of 5 to 14-year-olds and the proportion of over 55 year-olds is increasing.

Economy

Mingenew has essentially three basic ingredients. Economically, we are an agricultural powerhouse and the southern hemisphere's largest grain facilitator. Aesthetically we are surrounded by breathtaking breakaway country, with fantastic flat-top ridges and, during WA's wildflower season, we are arguably its most sought-after destination. Finally, we are vibrant and happy! Below our rural and 'real country' persona, we enjoy a sporting and social calendar that is second to none. Many people who pass through for work or play end up staying and because we are a successful agricultural shire, there are many supporting industries, facilities and employment opportunities.

Key Drivers of Change for Mingeneu

The Shire and Community have identified that there are key drivers that are influencing Mingeneu and are important to recognise within the strategy framework. They are creating challenges and opportunities for Mingeneu.

Challenges

Influence of globalisation and its impact particularly on agriculture and world markets – Mingeneu is fully exposed to world trade markets and the livelihoods of its farming businesses which then in turn support the other small business community.

Metrocentricism, urban and coastal drift impact Mingeneu and it is both blessed and cursed that it is in close proximity to Dongara and Geraldton as it does enable a drive-in/drive-out workforce and community.

Regional Education is challenging particularly in the senior school years which now start at year 7, and in early years through provision of long-day care childcare services.

The nature of work within the regions is also a challenge. Quality work for educated professional people (and in particular women) can be scarce and a high level of mobility is required for those that choose to overcome this challenge through micro business. Work in the key industry of agriculture can be highly seasonal and requires largely overseas labour.

Loss of population is a key trend that is exacerbated by slow withdrawal of government and private services (in particular health services).

Climate change has a large impact on business incomes creating more volatility in business conditions for small communities which can be difficult to manage.

Local markets such as the housing market are subject to bigger regional forces which can create a disincentive to invest in the community.

Communities and people within them are now hyperconnected through social media, but the need to connect people in face to face settings and in a manner that support positive interaction has never been more important.

Consultation would suggest that the community is fatigued from managing its many community organisations however, and this is reducing time spent on innovation.

Opportunities

People can create economic outcomes – no community has to be a victim of globalisation. Mingenew has strong social capital (social cohesion, trust and cooperative behaviours are critical). Encouraging this capital is vital however as status quo is going backwards.

Mingenew demonstrates it is highly adaptive and resilient. Mingenew responds to challenges with a can-do attitude. This is an asset.

Anecdotal evidence suggests young people are taking over family farms in the Shire and there is a general confidence about the key industry of Agriculture (which supports other businesses). There is a desire to do more with agriculture and capture more value locally.

Mingenew has a strong history of trailblazing and pioneering effort. It is innovative and leads eg. MIG, Expo, Lupin flour. Focussing on a rural innovation hub and exploring solutions to global problems that can be solved in Mingenew is a good opportunity.

Tourism is a growth opportunity for Mingenew and there are other community assets that can be developed to deepen the tourism product, experience and lengthen stay of visitors. This includes existing wildflower tourism and the growth of astro and farm tourism.

Digital connectivity solutions are starting to emerge that will empower rural communities to level the digital playing field. This is a key opportunity for Mingenew.

Developing new models for Health and Education is important – maintaining the status quo will not meet present or future community needs.

Addressing shortages such as housing and developing innovative business models to attract investment. This will in turn attract tree changers and signal a positive future to locals who love living in Mingenew.

Community Strategic Plan

What is it?

The Strategic Community Plan 2019 to 2029+ (SCP) is the overarching strategic document in Council's Integrated Planning and Reporting Framework.

It translates community aspirations for their future into goals, projects and programs for the Shire and community to jointly deliver on. It enables the Shire to plan, manage and deliver services that will enhance the community.

It is an informing strategy, which together with an Asset Management Plan, Long Term Financial Plan and Corporate Business Plan will provide integrated strategies on which to base future decision making.

Council has a key custodian role in developing the plan, but understands its achievement is only possible in partnership with community and regional, state and federal agencies.

Where does it fit?



How does it fit with other Regional Plans?

The SCP has been developed in consultation with key regional stakeholders such as the Mid West Development Commission, the Mid West Chamber of Commerce and Industry, Australia's Coral Coast and the North Midlands Project.

The SCP aligns with the Mid West Development Blueprint which is operationalised into an annual Business Plan for the Commission and region.

The SCP also aligns with the goals and intent of Australia's Coral Coast's tourism development process, and is aligned with the business development work that is undertaken by the RSM Business Local Development Manager which is then aligned with the Small Business Development Corporation.

What our Community Said

The community was engaged in the development of the SCP through a Community Workshop held on the 18th of October 2018 and a Community Plan Review Workshop on the 12th of March 2019. This was supplemented by in depth interviews with 8 members of the community. A detailed outline of the consultation process and outcomes are summarised in Attachment 1 to the SCP.

The Key priorities that emerged from the Community Workshop were:

- Attract and build industry
- Address housing needs
- Manage community facility needs
- Explore development of a centre of excellence for agriculture
- Grow employment
- Build tourism industry
- Long day childcare centre is critical to local families
- Ensure innovative and positive thinking
- Streamline volunteer efforts where possible

Voices from the community interviews:

- Making the town a great place, cohesive and connected for those that live here is vital
- Access for young families to have a good life and pursue their careers is important
- Need more opportunities for the arts and culture
- Too many associations
- Need to work better with the region
- Get the Railway Centre going
- Get a better approach to events management
- Build on more history and culture for tourism, build farm tourism, do more ag advocacy
- Capture more value in ag
- Do more with the crops we grow eg. Lupin flour
- Connectivity big barrier to basing business here and trying to bring your job with you
- Need co-working space in town, somewhere with common user space
- Growing other types of crops eg hemp
- Developing irrigated projects - find competitive advantage in climate, transport, position in value chain eg fodder potential
- Potential to develop micro brewery to value add grains
- Lack housing
- More communication forums with groups
- Tourist and promotions need more space
- Promote Top 5 things to do in Mingenew
- Develop Ag Incubator
- Develop one good outdoor space
- Seek to gain more from partnership with CBH

What our Regional Community Said

Key regional stakeholders were interviewed about opportunities and constraints for Mingenew. The more extended version is included in Attachment 1.

Mingenew has good natural and human assets for Tourism:

- The community could develop more formalised approach to tours using Geraldton and Dongara as the “local” market, and could do more structured ‘hinterland’ tourism. Link with other towns from Perth to Exmouth.
- Night time star experiences (Astro Tourism) are also a key opportunity for Mingenew, could tie space tourism into this.
- Build more depth into the Tourism product to extend the tourism visitation window and ensure the community has a product in dry years
- The community could tell more of its history and promote its identity more.
- Lack of accommodation outside of the Van Park, need 20 good standard rooms to be able to hold groups moving between Perth and Exmouth.
- Railway Station is believed to be a unique asset within region and could be developed as a studio, artist in residence space, project hub, and place making activity space.

Mingenew has comparative advantage in Agriculture, and is not necessarily utilising all its assets:

- Mingenew has the onshore largest grain receival facility in the southern hemisphere and hasn’t been able to leverage this asset (noting that CBH is critical to achieving this). Identify value adding opportunities for agriculture, particularly in relation to this asset.
- MIG is seen as progressive, a leader and is supporting the collaborative approach. How can this be leveraged for greater value for the community?
- Horticulture is a potential area of opportunity, and a Water for Food project assessment has been done on the water resource between Mingenew and Three Springs.
- Water supply opportunities – it was noted the Karara water pipeline travels through Mingenew and they are seeking additional water licence holdings and would need to gain the support of the neighbouring communities.

Supporting Business in Mingenew will take some concerted action in partnership with the community and region:

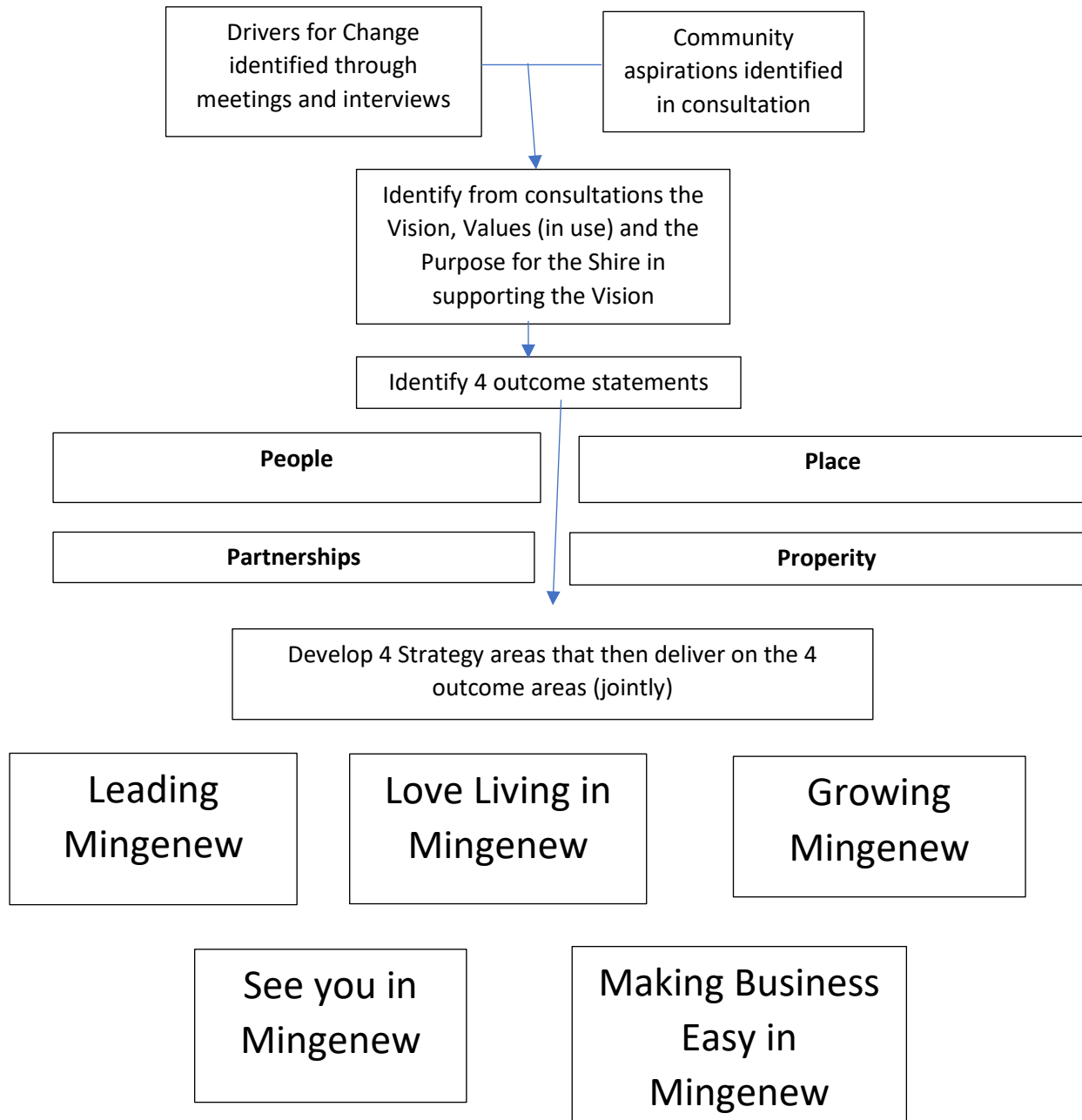
- Industry development could be more prospective through active approach to commercial/industrial land development opportunities.

New Economy opportunities need to be on the table:

- Digi farms project for North Midlands area
- Could develop a vision to become a renewable power town and to use solar power.
- Health and well-being area is a growing area and there could be jobs in this area for a community like Mingenew.

Development of Strategies

The diagram outlines how the drivers for change, and community aspirations are converted into the vision, values, purpose and outcome statements. This are then underpinned by 5 key Strategy areas.



Our Vision

Mingenew Shire is a safe, inclusive and connected community with a thriving local economy that provides opportunity for all to succeed.

Our Values

Passionate

Have a Go

Sharing / belonging

Innovative

Connected

Outcomes

What are we trying to achieve?

People
Council will work with our community and region to shape opportunities for Mingeneu to grow and prosper. Council will provide key services that retain and improve the quality of life in Mingeneu. Together we will be a place where people are welcomed, can live a healthy life, and where people can reach their potential.
Place
Council will work to deliver infrastructure, facilities, and community services that assist the community to have a great life. Mingeneu will be a positive place to live and will be cohesive and connected. It will engage and attract new people to come share our special place. A healthy natural resource base underpins the health of our community.
Partnerships
The leadership, energy, capability and resources of the Mingeneu community and region is a great asset, and we must leverage it wherever possible. Together we will plan and deliver projects and initiatives that deliver on growth goals.
Prosperity
Council will work with local businesses (town and rural) to create an enabling environment for businesses to thrive. In turn those businesses will generate employment, attract families to Mingeneu and create enterprises in which people can reach their potential.

Our Purpose

We are leaders in delivering services and development opportunities. We balance financial sustainability and community aspirations in partnership with our local community, partners and investors.

Strategy 1: Leading Mingenew

Goal: Council will provide accountable and transparent leadership with the Community to deliver on the Strategic Community Plan

Strategies/Actions:	Strategies / Actions	Council's Role	Partners
1.1 Infrastructure	1.1.1 Provide and support cost effective transport networks	Manage	Regional, State and Federal Stakeholders
	1.1.2 Provide buildings, facilities and services to meet community needs	Manage	Community
	1.1.3 Protect and promote the Shire's diverse culture and heritage	Manage	Community
1.2 Capability	1.2.1 Manage the organisation in a financially sustainable manner	Manage	Community, regional and State Stakeholders
	1.2.2 Enhance open and trusting communication between Council and the community, and deliver high quality services in partnership with external stakeholders	Manage	
	1.2.3 Provide sound corporate governance of the Shire and create an attractive work environment	Manage	
	1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness	Manage	
1.3 Compliance	1.3.1 Provide a high level of compliance with external regulation, in a resource efficient manner	Manage	
	1.3.2 Provide services and processes to enhance public safety	Manage	Community, regional and State Stakeholders
1.4 Resource Management	1.4.1 Manage and protect water resources and infrastructure	Manage	
	1.4.2 Manage and reduce waste	Manage	Community, regional and State Stakeholders
	1.4.3 Adapt to and mitigate climate change drivers		Community, regional, State and Federal Stakeholders

KPI's / Targets	Comment / Due Date
Community satisfaction with Council communication > 90% approval	Measure in survey, biennially
Downward trending staff turnover rate to <10% by 2023 Staff turnover rate < 10% per annum	Every year
Financial ratios within recommended industry guidelines	Every year
Unqualified audit results	Every year

Strategy 2: Love Living in Mingenew

Goal: Develop health care and recreation services for all the community to ensure the well-being and health of all age groups within the community.

Strategies/Actions:	Strategies / Actions	Council's Role	Partners
2.1 Health	2.1.1 Develop healthcare services to enable aging in place for the community	Support	Regional Health and Aged Care providers
	2.1.2 Develop healthcare and recreation services for all the community to ensure the well-being and health of all age groups within the community	Support	Community, Regional Health and social enterprises
2.2 Education	2.2.1 Develop childcare service to a full time full day care model	Support	Childcare Committee
	2.2.2 Support planning for access to quality education services, including transport planning	Facilitate	Dept of Transport, Community
2.3 Culture & Heritage	2.3.1 Develop arts spaces and programs to enliven community spaces and deepen experiences of visitors and community	Investigate and support	Community Groups, Regional Social Enterprises
	2.3.2 Capture more value from tourism – build local experiences and products, tourism infrastructure and connections, build new day trip and tour markets	Develop	Australia's Coral Coast, Golden Outback, MWDC, MWCCI, Wildflower Country
	2.3.3 Enhance our natural and built environment and promote and protect the history and heritage within Mingenew	Support and manage	Community Groups
2.4 Sense of Community	2.4.1 Support community volunteers to maximise impact of their contributions	Facilitate	Community Groups
	2.4.2 Continue programs to improve the look and feel of the community public spaces, places and services to support an active and inclusive lifestyle	Manage	Council Works Department, Tourism and Promotions Committee

KPI's / Targets	Comment / Due Date
Full day 5 day a week childcare service operating by 2023 Full day 5 day a week childcare service operating by 2020	December 2023
Active and well used public open spaces developed and maintained	Ongoing; measure in survey
Achievement of DAIP outcomes within times allocated to support an accessible community	Ongoing; managed through DAIP
Effective community volunteering model developed as a pilot by 2021 Effective community volunteering model developed as a pilot by 2020	December 2021

Strategy 3: Growing Mingenew

Goal: Develop key enabling and underpinning investments to grow the community to a population of 500 by 2029.

Strategies/Actions:	Strategies / Actions	Council's Role	Partners
3.1 Housing	3.1.1 Ensure pipeline of land available for development	Manage	Landcorp
	3.1.2 Develop local housing market (support new business model)	Investigate and support	Dept Housing, Local entrepreneurs
3.2 Development	3.2.1 Central business/community hub development	Develop	Community Groups, Social Enterprises
	3.2.2 Light Industrial development (incubator) and land development and actively attract light	Develop	Landcorp, MWDC
	3.2.3 Build capacity for global impact agricultural research and development program supported by training & education model	Support	MIG, GGA, CSIRO, Social enterprises
	3.2.4 Value capture/creation for agriculture (build on assets + capabilities)	Investigate and support	Local entrepreneurs
	3.2.5 Investigate opportunities for renewable energy generation	Investigate and support	MWDC, Energy Suppliers
	3.2.6 Develop space industry opportunities	Investigate and support	Space industry operators, DPIRD, JTSI

KPI's / Targets	Comment / Due Date
4 x new businesses attracted to set up in Mingenew	1 in 20/21, 1 in 21/22, 2 in 22/23 – The Hinterland Collective and Wildside Coffee have been established since 2019
20 x Houses built (different configurations)	5 in the life of this plan – the Shire has sold 8 vacant lots with provision for residential building to occur within 2 years.

1 x Community Hub developed or redeveloped	By December 2022 – Railway Station renovations scheduled for 2021 to create a space for a community hub.
3 x Value adding Agricultural businesses established from Mingenew	1 each in 20/21, 21/22, 22/23

Strategy 4: See you in Mingenew

Goal: Attract visitors to Mingenew by making it a highly desirable and dynamic place to visit and live resulting in an increase in population

Strategies/Actions:	Strategies / Actions	Council's Role	Partners
4.1 Diversity of Accommodation	4.1.1 Development of existing and future diverse accommodation options for business travellers and tourism	Facilitate	Local Entrepreneurs and businesses
4.2 Events	4.2.1 Facilitate the sustainability and growth of existing community and regional events, and encourage new ones to develop	Support	Community Groups, Local and regional event organisers
4.3 Tourism Assets	4.3.1 Continue and deepen Tourism promotion and development and “see you in Mingenew” campaign	Manage	Tourism and Promotions Committee
	4.3.2 Support development of Tourism infrastructure to support deepening of local product	Investigate and support	Local community groups
	4.3.3 Capture more value from tourism – build local experiences and products, including astrotourism, farm tourism and food tourism	Support	Local businesses, local entrepreneurs, tourism operators

KPI's / Targets	Comment / Due Date
Increase in level of activity for visitors to Mingenew, extend their stays and increase out of season tourism	Commence measurement in 19/20
1 x Railway precinct development and exchange, hub, arts space development	December 2022 – Railway Station tender currently open
20 new residents move to Mingenew by 2023	June 2023 – Census data to be reviewed in 21/22
Increase visitation and overnight stays by 2021	By June 2021

Strategy 5: Making Business Easy in Mingenew

Goal: Ensure Mingenew is supporting local businesses to grow and maintain employment within the community

Strategies/Actions:	Strategies / Actions	Council's Role	Partners
5.1 Digital capacity	5.1.1 Support Digital infrastructure development and capacity in town	Investigate and support	DPRID, Telecommunications providers, MWDC, Supernet
	5.1.2 Support digital infrastructure and capacity on farms and rural areas	Investigate and support	DPIRD, Supernet
5.2 Economic Development	5.2.1 Support sustainable local banking model to develop	Facilitate	Banking and Finance organisations
	5.2.2 Enable small business support services to assist local businesses to grow	Support	Small business support providers
	5.2.3 Ensure pipeline of light industrial land available for development	Manage	Landcorp

KPI's / Targets	Comment / Due Date
Enterprise grade internet services delivered to shire and farms by 2022	December 2022; reliant upon Digital Farms Project
Community continues to have access to banking facilities and services	Ongoing
Local businesses sustain current employment numbers in short term, grow by 15% in medium term	Ongoing; 5% growth by end of this Plan – review Census data in 2021/22

Strategy Framework

[insert image]

Financial Profile

The Shire of Mingenew has developed a long-term financial plan which highlights the financial drivers for the Shire. It is important to understand this background to understand the constraints to achieve the Strategic Vision for the community.

This plan shows the financial resources of the Council are limited and financial decisions need to be made annually when the budget is set. The Shire should, and does, seek external funding to leverage its own resources where possible.

This does not preclude the Shire making longer term investments towards Strategic Projects the Shire and community wish to be undertaken. This could be undertaken by making strategic reserve commitments annually or undertaking a program of debt based upon need.

Debt may form a component of the Council's capital structure and utilised to enable key projects to be delivered over the next 10 years. The least preferred option is to raise rates.

Revenue

[insert graph]

The revenue generated by the Shire is spent providing infrastructure and services for the community. The Shire provides many services including maintaining and improving roads, parks and gardens, leisure services and other community projects. A significant amount of the Shire's resources (78%) are spent on maintaining road infrastructure and the provision of recreation services.

Expenditure by Program

[insert graph]

When comparing the breakdown of these costs by nature and type, a significant 42% of all operating expenditure is attributed to depreciation charges. Depreciation is a non cash item and is attributed to the Shire having in excess of \$48m worth of assets, of which 72% is attributed to the Shire's road network and other related infrastructure whilst a further 24% is attributed to Property, Plant & Equipment. Other significant expenditure includes Employee Costs (20%), Materials & Contracts (19%) and Other Expenditure (13%). As with Revenue the majority of these Other Expenditure costs are attributed to police licensing costs.

Expenditure by Nature & Type

[insert graph]

Acknowledgements

The Shire of Mingenew would like to thank the following for being a part of our Strategic Planning Process:

- The Mid West Development Commission
- The Mid West Chamber of Commerce and Industry
- Regional Development Australia, Midwest and Gascoyne
- The North Midlands Project
- RSM Business Local Geraldton; and
- Our passionate and engaged community, who provided constructive submissions and invaluable input throughout our consultative process. The quality of your contributions is testament to your desire to see our community thrive.

STRATEGIC COMMUNITY PLAN 2019 – 2029

(Reviewed 2021)

Cover Page

Large photo depicting Mingenew

What we Value

Mingenew is forward thinking, is **innovative** and leads change for our community, people and industry.

We are **passionate** about our Shire, and strive to create opportunities for people to belong and share this special place.

We focus on building and strengthening our relationships with each other and our region as our **connections** enable us to build and care for our community.

We support each other to “**have a go**” and to use our initiative and drive to create new opportunities for our community and other people.

We welcome all people of all generations to Mingenew and **share** our community so that people can **belong** and feel included and valued.

Vision

Mingenew is a safe, inclusive and connected community with a thriving local economy that provides opportunity for all to succeed.

Our Purpose

We are leaders in delivering services and development opportunities. We balance financial sustainability and community aspirations in partnership with our local community, partners and investors.

We acknowledge the traditional custodians of the land, the Yamatji people.
We cherish first nation's people and respect their connection to their land, cultural heritage and belief systems.
We value these ancient systems and understand they are thriving, evolving and will empower and enhance all members of the community.

Contents Page

Message from Shire President and Councillors

[Shire President photo]

The Strategic Community Plan (SCP) was developed after extensive community consultation and involvement and was adopted by the Mingenew Shire Council in 2019. This plan has been the basis by which the Council has operated since then and it is an important tool in developing our annual budgets.

This reviewed Plan provides no change to the community aspirations and strategies, as this will be reviewed in the next consultative review with the community in 2023 and any recent changes are more clearly highlighted in our Corporate Business Plan review. The SCP review does provide a snapshot of what has been achieved since its original development and how we are tracking in terms of performance indicators.

Many of the projects that have been instigated around town, including: the skate park and playground redevelopment, town residential land sale, transition to transfer station (from landfill), support for Astrotourism infrastructure at Yandanooka and many ongoing initiatives that support our diverse community, used this Strategic Community Plan as the catalyst.

As in the past, the future development of this Plan will be reliant on funding. To-date we have been fortunate in obtaining these funds through programmes such as, Roads to Recovery, Blackspot Funding, Building Better Regions Fund, Local Roads & Community Infrastructure, Drought Communities and others.

With any plan that Council has, it needs the community to engage in the process. I note that some of our main street businesses and sporting groups are struggling and I urge all residents that aren't supporting our town as much as they could to re-engage with Mingenew so that as a community we can achieve our goals and grow.

Gary Cosgrove, Shire President

Photo of Council

Message from Chief Executive Officer

[CEO photo]

Two years into our 2019-29 Strategic Community Plan, we are making tangible progress towards the decade of goals that were initially endorsed.

Perhaps more importantly, this document is one that Council regularly looks to and references in its decision-making process, and at the time of this minor review, only very minor tweaks are proposed. This means that our initial goal of creating a useful and living document which reflects the aspirations of our community – as opposed to simply going through a box-ticking exercise – has been broadly successful.

We have continued to engage strongly with our community groups, regional stakeholders, our partners in State and Federal Government to help to deliver our long-term goals, and this Plan has proven to be a key communication and engagement tool to achieve that.

It has assisted us to articulate more clearly what we do, and do not, want and provided us with a valuable document to strengthen funding applications and lobbying positions with both State and Federal Government.

Our rolling four-year Corporate Business Plan, which turns the strategic goals found in this Plan into actions has been an ambitious document. Whilst not every milestone or deadline has been hit, I remain very proud of the efforts of my team in delivering as much as we have over the past two years. Despite COVID-19, staff changes, and all manner of day-to-day challenges – including the recent cyclone, I still firmly believe that we are a local government which punches well above its weight in terms of the outcomes in this Plan that we deliver back to our community.

I did note when we developed this document that we can't do it all at once. The progress we are making is evident though, and we intend to continue to implement this Plan in a deliberate and sustainable way.

We look forward to continuing to work with the community, the public and private sectors, all levels of Government, and key Regional Organisations to deliver on the Mingenew community's aspirations for the future.

Nils Hay, Chief Executive Officer

Community and Economic Profile

Location and early History

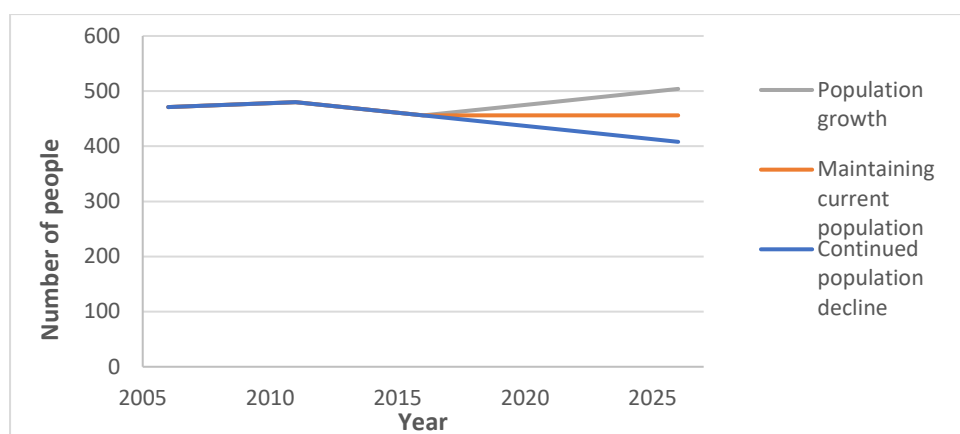
Mingenew is located 383 kilometres north of Perth in the Mid West of Western Australia.

Named after Mingene Spring, an Aboriginal word recorded by settlers in 1856. European settlement of the district occurred in the 1850's because it was ideal country for cattle. The Midland Railway opened in August 1891 and private land was subdivided, followed by gazettal of the township of Mingene in 1894.

Population

The Shire of Mingene had a population of 456 in 2016. Based upon current population trends this is predicted to be 408 by 2026. Figure 1 shows the trend in population decline. The majority of this decline is coming from the urban centre (town of Mingene). The district population (broader shire area) is static.

Figure 1: Mingene Population Projections



The community goal is to maintain population at the current level, at a minimum – with an aspiration to see it increase back to 500. To maintain at the same level will require active strategies to ensure the community continues to retain its population and attracts new residents. To achieve population growth (to return to 500 – “green line”) will require significant investment in growth strategies by the Shire and community working with regional partners.

The other notable demographic is that the median age of the Mingene population is increasing, especially in the Mingene township. There is a declining proportion of 5 to 14-year-olds and the proportion of over 55 year-olds is increasing.

Economy

Mingenew has essentially three basic ingredients. Economically, we are an agricultural powerhouse and the southern hemisphere's largest grain facilitator. Aesthetically we are surrounded by breathtaking breakaway country, with fantastic flat-top ridges and, during WA's wildflower season, we are arguably its most sought-after destination. Finally, we are vibrant and happy! Below our rural and 'real country' persona, we enjoy a sporting and social calendar that is second to none. Many people who pass through for work or play end up staying and because we are a successful agricultural shire, there are many supporting industries, facilities and employment opportunities.

Key Drivers of Change for Mingeneu

The Shire and Community have identified that there are key drivers that are influencing Mingeneu and are important to recognise within the strategy framework. They are creating challenges and opportunities for Mingeneu.

Challenges

Influence of globalisation and its impact particularly on agriculture and world markets – Mingeneu is fully exposed to world trade markets and the livelihoods of its farming businesses which then in turn support the other small business community.

Metrocentricism, urban and coastal drift impact Mingeneu and it is both blessed and cursed that it is in close proximity to Dongara and Geraldton as it does enable a drive-in/drive-out workforce and community.

Regional Education is challenging particularly in the senior school years which now start at year 7, and in early years through provision of long-day care childcare services.

The nature of work within the regions is also a challenge. Quality work for educated professional people (and in particular women) can be scarce and a high level of mobility is required for those that choose to overcome this challenge through micro business. Work in the key industry of agriculture can be highly seasonal and requires largely overseas labour.

Loss of population is a key trend that is exacerbated by slow withdrawal of government and private services (in particular health services).

Climate change has a large impact on business incomes creating more volatility in business conditions for small communities which can be difficult to manage.

Local markets such as the housing market are subject to bigger regional forces which can create a disincentive to invest in the community.

Communities and people within them are now hyperconnected through social media, but the need to connect people in face to face settings and in a manner that support positive interaction has never been more important.

Consultation would suggest that the community is fatigued from managing its many community organisations however, and this is reducing time spent on innovation.

Opportunities

People can create economic outcomes – no community has to be a victim of globalisation. Mingenew has strong social capital (social cohesion, trust and cooperative behaviours are critical). Encouraging this capital is vital however as status quo is going backwards.

Mingenew demonstrates it is highly adaptive and resilient. Mingenew responds to challenges with a can-do attitude. This is an asset.

Anecdotal evidence suggests young people are taking over family farms in the Shire and there is a general confidence about the key industry of Agriculture (which supports other businesses). There is a desire to do more with agriculture and capture more value locally.

Mingenew has a strong history of trailblazing and pioneering effort. It is innovative and leads eg. MIG, Expo, Lupin flour. Focussing on a rural innovation hub and exploring solutions to global problems that can be solved in Mingenew is a good opportunity.

Tourism is a growth opportunity for Mingenew and there are other community assets that can be developed to deepen the tourism product, experience and lengthen stay of visitors. This includes existing wildflower tourism and the growth of astro and farm tourism.

Digital connectivity solutions are starting to emerge that will empower rural communities to level the digital playing field. This is a key opportunity for Mingenew.

Developing new models for Health and Education is important – maintaining the status quo will not meet present or future community needs.

Addressing shortages such as housing and developing innovative business models to attract investment. This will in turn attract tree changers and signal a positive future to locals who love living in Mingenew.

Community Strategic Plan

What is it?

The Strategic Community Plan 2019 to 2029+ (SCP) is the overarching strategic document in Council's Integrated Planning and Reporting Framework.

It translates community aspirations for their future into goals, projects and programs for the Shire and community to jointly deliver on. It enables the Shire to plan, manage and deliver services that will enhance the community.

It is an informing strategy, which together with an Asset Management Plan, Long Term Financial Plan and Corporate Business Plan will provide integrated strategies on which to base future decision making.

Council has a key custodian role in developing the plan, but understands its achievement is only possible in partnership with community and regional, state and federal agencies.

Where does it fit?



How does it fit with other Regional Plans?

The SCP has been developed in consultation with key regional stakeholders such as the Mid West Development Commission, the Mid West Chamber of Commerce and Industry, Australia's Coral Coast and the North Midlands Project.

The SCP aligns with the Mid West Development Blueprint which is operationalised into an annual Business Plan for the Commission and region.

The SCP also aligns with the goals and intent of Australia's Coral Coast's tourism development process, and is aligned with the business development work that is undertaken by the RSM Business Local Development Manager which is then aligned with the Small Business Development Corporation.

What our Community Said

The community was engaged in the development of the SCP through a Community Workshop held on the 18th of October 2018 and a Community Plan Review Workshop on the 12th of March 2019. This was supplemented by in depth interviews with 8 members of the community. A detailed outline of the consultation process and outcomes are summarised in Attachment 1 to the SCP.

The Key priorities that emerged from the Community Workshop were:

- Attract and build industry
- Address housing needs
- Manage community facility needs
- Explore development of a centre of excellence for agriculture
- Grow employment
- Build tourism industry
- Long day childcare centre is critical to local families
- Ensure innovative and positive thinking
- Streamline volunteer efforts where possible

Voices from the community interviews:

- Making the town a great place, cohesive and connected for those that live here is vital
- Access for young families to have a good life and pursue their careers is important
- Need more opportunities for the arts and culture
- Too many associations
- Need to work better with the region
- Get the Railway Centre going
- Get a better approach to events management
- Build on more history and culture for tourism, build farm tourism, do more ag advocacy
- Capture more value in ag
- Do more with the crops we grow eg. Lupin flour
- Connectivity big barrier to basing business here and trying to bring your job with you
- Need co-working space in town, somewhere with common user space
- Growing other types of crops eg hemp
- Developing irrigated projects - find competitive advantage in climate, transport, position in value chain eg fodder potential
- Potential to develop micro brewery to value add grains
- Lack housing
- More communication forums with groups
- Tourist and promotions need more space
- Promote Top 5 things to do in Mingenew
- Develop Ag Incubator
- Develop one good outdoor space
- Seek to gain more from partnership with CBH

What our Regional Community Said

Key regional stakeholders were interviewed about opportunities and constraints for Mingenew. The more extended version is included in Attachment 1.

Mingenew has good natural and human assets for Tourism:

- The community could develop more formalised approach to tours using Geraldton and Dongara as the “local” market, and could do more structured ‘hinterland’ tourism. Link with other towns from Perth to Exmouth.
- Night time star experiences (Astro Tourism) are also a key opportunity for Mingenew, could tie space tourism into this.
- Build more depth into the Tourism product to extend the tourism visitation window and ensure the community has a product in dry years
- The community could tell more of its history and promote its identity more.
- Lack of accommodation outside of the Van Park, need 20 good standard rooms to be able to hold groups moving between Perth and Exmouth.
- Railway Station is believed to be a unique asset within region and could be developed as a studio, artist in residence space, project hub, and place making activity space.

Mingenew has comparative advantage in Agriculture, and is not necessarily utilising all its assets:

- Mingenew has the onshore largest grain receival facility in the southern hemisphere and hasn’t been able to leverage this asset (noting that CBH is critical to achieving this). Identify value adding opportunities for agriculture, particularly in relation to this asset.
- MIG is seen as progressive, a leader and is supporting the collaborative approach. How can this be leveraged for greater value for the community?
- Horticulture is a potential area of opportunity, and a Water for Food project assessment has been done on the water resource between Mingenew and Three Springs.
- Water supply opportunities – it was noted the Karara water pipeline travels through Mingenew and they are seeking additional water licence holdings and would need to gain the support of the neighbouring communities.

Supporting Business in Mingenew will take some concerted action in partnership with the community and region:

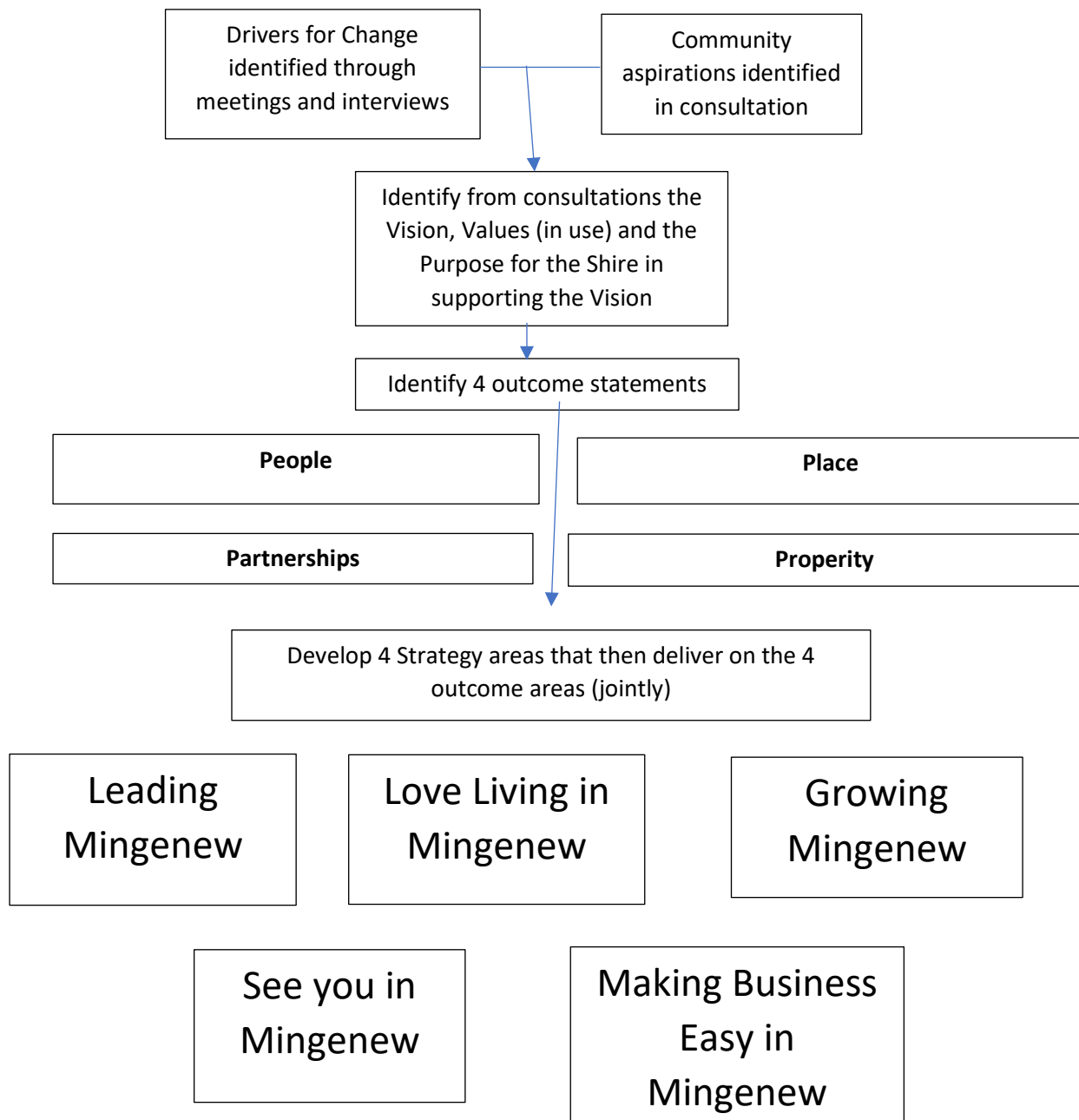
- Industry development could be more prospective through active approach to commercial/industrial land development opportunities.

New Economy opportunities need to be on the table:

- Digi farms project for North Midlands area
- Could develop a vision to become a renewable power town and to use solar power.
- Health and well-being area is a growing area and there could be jobs in this area for a community like Mingenew.

Development of Strategies

The diagram outlines how the drivers for change, and community aspirations are converted into the vision, values, purpose and outcome statements. This are then underpinned by 5 key Strategy areas.



Our Vision

Mingenew Shire is a safe, inclusive and connected community with a thriving local economy that provides opportunity for all to succeed.

Our Values

Passionate

Have a Go

Sharing / belonging

Innovative

Connected

Outcomes

What are we trying to achieve?

People
Council will work with our community and region to shape opportunities for Mingeneu to grow and prosper. Council will provide key services that retain and improve the quality of life in Mingeneu. Together we will be a place where people are welcomed, can live a healthy life, and where people can reach their potential.
Place
Council will work to deliver infrastructure, facilities, and community services that assist the community to have a great life. Mingeneu will be a positive place to live and will be cohesive and connected. It will engage and attract new people to come share our special place. A healthy natural resource base underpins the health of our community.
Partnerships
The leadership, energy, capability and resources of the Mingeneu community and region is a great asset, and we must leverage it wherever possible. Together we will plan and deliver projects and initiatives that deliver on growth goals.
Prosperity
Council will work with local businesses (town and rural) to create an enabling environment for businesses to thrive. In turn those businesses will generate employment, attract families to Mingeneu and create enterprises in which people can reach their potential.

Our Purpose

We are leaders in delivering services and development opportunities. We balance financial sustainability and community aspirations in partnership with our local community, partners and investors.

Strategy 1: Leading Mingenew

Goal: Council will provide accountable and transparent leadership with the Community to deliver on the Strategic Community Plan

Strategies/Actions:	Strategies / Actions	Council's Role	Partners
1.1 Infrastructure	1.1.1 Provide and support cost effective transport networks	Manage	Regional, State and Federal Stakeholders
	1.1.2 Provide buildings, facilities and services to meet community needs	Manage	Community
	1.1.3 Protect and promote the Shire's diverse culture and heritage	Manage	Community
1.2 Capability	1.2.1 Manage the organisation in a financially sustainable manner	Manage	Community, regional and State Stakeholders
	1.2.2 Enhance open and trusting communication between Council and the community, and deliver high quality services in partnership with external stakeholders	Manage	
	1.2.3 Provide sound corporate governance of the Shire and create an attractive work environment	Manage	
	1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness	Manage	
1.3 Compliance	1.3.1 Provide a high level of compliance with external regulation, in a resource efficient manner	Manage	
	1.3.2 Provide services and processes to enhance public safety	Manage	Community, regional and State Stakeholders
1.4 Resource Management	1.4.1 Manage and protect water resources and infrastructure	Manage	
	1.4.2 Manage and reduce waste	Manage	Community, regional and State Stakeholders
	1.4.3 Adapt to and mitigate climate change drivers		Community, regional, State and Federal Stakeholders

KPI's / Targets	Comment / Due Date
Community satisfaction with Council communication > 90% approval	Measure in survey, biennially
Downward trending staff turnover rate to <10% by 2023	Every year
Financial ratios within recommended industry guidelines	Every year
Unqualified audit results	Every year

Strategy 2: Love Living in Mingenew

Goal: Develop health care and recreation services for all the community to ensure the well-being and health of all age groups within the community.

Strategies/Actions:	Strategies / Actions	Council's Role	Partners
2.1 Health	2.1.1 Develop healthcare services to enable aging in place for the community	Support	Regional Health and Aged Care providers
	2.1.2 Develop healthcare and recreation services for all the community to ensure the well-being and health of all age groups within the community	Support	Community, Regional Health and social enterprises
2.2 Education	2.2.1 Develop childcare service to a full time full day care model	Support	Childcare Committee
	2.2.2 Support planning for access to quality education services, including transport planning	Facilitate	Dept of Transport, Community
2.3 Culture & Heritage	2.3.1 Develop arts spaces and programs to enliven community spaces and deepen experiences of visitors and community	Investigate and support	Community Groups, Regional Social Enterprises
	2.3.2 Capture more value from tourism – build local experiences and products, tourism infrastructure and connections, build new day trip and tour markets	Develop	Australia's Coral Coast, Golden Outback, MWDC, MWCCI, Wildflower Country
	2.3.3 Enhance our natural and built environment and promote and protect the history and heritage within Mingenew	Support and manage	Community Groups
2.4 Sense of Community	2.4.1 Support community volunteers to maximise impact of their contributions	Facilitate	Community Groups
	2.4.2 Continue programs to improve the look and feel of the community public spaces, places and services to support an active and inclusive lifestyle	Manage	Council Works Department, Tourism and Promotions Committee

KPI's / Targets	Comment / Due Date
Full day 5 day a week childcare service operating by 2023	December 2023
Active and well used public open spaces developed and maintained	Ongoing; measure in survey
Achievement of DAIP outcomes within times allocated to support an accessible community	Ongoing; managed through DAIP
Effective community volunteering model developed as a pilot by 2021	December 2021

Strategy 3: Growing Mingenew

Goal: Develop key enabling and underpinning investments to grow the community to a population of 500 by 2029.

Strategies/Actions:	Strategies / Actions	Council's Role	Partners
3.1 Housing	3.1.1 Ensure pipeline of land available for development	Manage	Landcorp
	3.1.2 Develop local housing market (support new business model)	Investigate and support	Dept Housing, Local entrepreneurs
3.2 Development	3.2.1 Central business/community hub development	Develop	Community Groups, Social Enterprises
	3.2.2 Light Industrial development (incubator) and land development and actively attract light	Develop	Landcorp, MWDC
	3.2.3 Build capacity for global impact agricultural research and development program supported by training & education model	Support	MIG, GGA, CSIRO, Social enterprises
	3.2.4 Value capture/creation for agriculture (build on assets + capabilities)	Investigate and support	Local entrepreneurs
	3.2.5 Investigate opportunities for renewable energy generation	Investigate and support	MWDC, Energy Suppliers
	3.2.6 Develop space industry opportunities	Investigate and support	Space industry operators, DPIRD, JTSI

KPI's / Targets	Comment / Due Date
4 x new businesses attracted to set up in Mingenew	1 in 20/21, 1 in 21/22, 2 in 22/23 – The Hinterland Collective and Wildside Coffee have been established since 2019
20 x Houses built (different configurations)	5 in the life of this plan – the Shire has sold 8 vacant lots with provision for residential building to occur within 2 years.

1 x Community Hub developed or redeveloped	By December 2022 – Railway Station renovations scheduled for 2021 to create a space for a community hub.
3 x Value adding Agricultural businesses established from Mingenew	1 each in 20/21, 21/22, 22/23

Strategy 4: See you in Mingenew

Goal: Attract visitors to Mingenew by making it a highly desirable and dynamic place to visit and live resulting in an increase in population

Strategies/Actions:	Strategies / Actions	Council's Role	Partners
4.1 Diversity of Accommodation	4.1.1 Development of existing and future diverse accommodation options for business travellers and tourism	Facilitate	Local Entrepreneurs and businesses
4.2 Events	4.2.1 Facilitate the sustainability and growth of existing community and regional events, and encourage new ones to develop	Support	Community Groups, Local and regional event organisers
4.3 Tourism Assets	4.3.1 Continue and deepen Tourism promotion and development and “see you in Mingenew” campaign	Manage	Tourism and Promotions Committee
	4.3.2 Support development of Tourism infrastructure to support deepening of local product	Investigate and support	Local community groups
	4.3.3 Capture more value from tourism – build local experiences and products, including astrotourism, farm tourism and food tourism	Support	Local businesses, local entrepreneurs, tourism operators

KPI's / Targets	Comment / Due Date
Increase in level of activity for visitors to Mingenew, extend their stays and increase out of season tourism	Commence measurement in 19/20
1 x Railway precinct development and exchange, hub, arts space development	December 2022 – Railway Station tender currently open
20 new residents move to Mingenew by 2023	June 2023 – Census data to be reviewed in 21/22
Increase visitation and overnight stays by 2021	By June 2021

Strategy 5: Making Business Easy in Mingenew

Goal: Ensure Mingenew is supporting local businesses to grow and maintain employment within the community

Strategies/Actions:	Strategies / Actions	Council's Role	Partners
5.1 Digital capacity	5.1.1 Support Digital infrastructure development and capacity in town	Investigate and support	DPRID, Telecommunications providers, MWDC, Supernet
	5.1.2 Support digital infrastructure and capacity on farms and rural areas	Investigate and support	DPIRD, Supernet
5.2 Economic Development	5.2.1 Support sustainable local banking model to develop	Facilitate	Banking and Finance organisations
	5.2.2 Enable small business support services to assist local businesses to grow	Support	Small business support providers
	5.2.3 Ensure pipeline of light industrial land available for development	Manage	Landcorp

KPI's / Targets	Comment / Due Date
Enterprise grade internet services delivered to shire and farms by 2022	December 2022; reliant upon Digital Farms Project
Community continues to have access to banking facilities and services	Ongoing
Local businesses sustain current employment numbers in short term, grow by 15% in medium term	Ongoing; 5% growth by end of this Plan – review Census data in 2021/22

Strategy Framework

[insert image]

Financial Profile

The Shire of Mingenew has developed a long-term financial plan which highlights the financial drivers for the Shire. It is important to understand this background to understand the constraints to achieve the Strategic Vision for the community.

This plan shows the financial resources of the Council are limited and financial decisions need to be made annually when the budget is set. The Shire should, and does, seek external funding to leverage its own resources where possible.

This does not preclude the Shire making longer term investments towards Strategic Projects the Shire and community wish to be undertaken. This could be undertaken by making strategic reserve commitments annually or undertaking a program of debt based upon need.

Debt may form a component of the Council's capital structure and utilised to enable key projects to be delivered over the next 10 years. The least preferred option is to raise rates.

Revenue

[insert graph]

The revenue generated by the Shire is spent providing infrastructure and services for the community. The Shire provides many services including maintaining and improving roads, parks and gardens, leisure services and other community projects. A significant amount of the Shire's resources (78%) are spent on maintaining road infrastructure and the provision of recreation services.

Expenditure by Program

[insert graph]

When comparing the breakdown of these costs by nature and type, a significant 42% of all operating expenditure is attributed to depreciation charges. Depreciation is a non cash item and is attributed to the Shire having in excess of \$48m worth of assets, of which 72% is attributed to the Shire's road network and other related infrastructure whilst a further 24% is attributed to Property, Plant & Equipment. Other significant expenditure includes Employee Costs (20%), Materials & Contracts (19%) and Other Expenditure (13%). As with Revenue the majority of these Other Expenditure costs are attributed to police licensing costs.

Expenditure by Nature & Type

[insert graph]

Acknowledgements

The Shire of Mingenew would like to thank the following for being a part of our Strategic Planning Process:

- The Mid West Development Commission
- The Mid West Chamber of Commerce and Industry
- Regional Development Australia, Midwest and Gascoyne
- The North Midlands Project
- RSM Business Local Geraldton; and
- Our passionate and engaged community, who provided constructive submissions and invaluable input throughout our consultative process. The quality of your contributions is testament to your desire to see our community thrive.

SHIRE OF MINGENEW
CORPORATE BUSINESS PLAN 2019-2023

JULY 20210 REVIEW

CORPORATE VALUES AND VISION

WHAT WE VALUE

Mingenew is forward thinking, is innovative and leads change for our community, people and industry.

We are passionate about our Shire and strive to create opportunities for people to belong and share this special place.

We focus on building and strengthening our relationships with each other and our region as our connections enable us to build our community.

We support each other to "have a go" and to use our initiative and drive to create new opportunities and knowledge for our community and other people.

We welcome all people of all generations to Mingenev and share our community so that people can belong and feel included and valued.

VISION

Mingenew Shire is a safe, inclusive and connected community with a thriving local economy that provides opportunity for all to succeed.

OUR PURPOSE

We are leaders in delivering services and development opportunities. We balance financial sustainability and community aspirations in partnership with our local community, partners and investors.

We acknowledge the traditional custodians of the land, the Yamatji people.

We cherish first nation's people and respect their connection to their land, cultural heritage and belief systems.

We value these ancient systems and understand they are thriving, evolving and will empower and enhance all members of the community.

CONTENTS

What We Value	2
Vision	2
Our Purpose	2
1. Foreword	4
Message from the Chief Executive Officer	4
2. Introduction	5
Legislative Requirements	5
The Integrated Strategic Planning Framework	5
The Review Cycle	7
3. Context	8
Strategic Direction	8
1. Leading Mingenew	8
2. Love Living in Mingenew	10
3. Growing Mingenew	11
4. See You in Mingenew	11
5. Making Business Easy in Mingenew	12
Four-Year Priorities	13
4. Delivery Plan	15
Key Assumptions	15
Functional Responsibilities	16
Key Projects	19
5. Resourcing and Budgetary forecasts	23
Financial Profile	23
Revenue 2018/19	23
Expenditure by Program 2018/19	24
Operating Expenditure by Nature and Type	25
Resourcing Requirements	27
6. Links to Other Plans	47
Workforce Plan	47
Long Term Financial Plan	47
Asset Management plan	48
7. Risk Management	49
8. Measuring Our Performance	51

1. FOREWORD

MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

Welcome to the Shire of Mingenew's Corporate Business Plan 2019-2023.

It's exciting to be able to deliver this document on the back of a well-engaged Strategic Community Planning process, through which we were able to deliver an updated 10-year vision for our Shire. This document seeks to operationalise the first four years of that journey as we seek to grow our Shire, enhance opportunities and deliver more for our community and stakeholders.

The Corporate Business Planning Process also comes with some additional challenges that the development of a visionary document does not:

- Balancing limited resources across projects and programs
- Ensuring that the Shire continues to deliver its day-to-day services in addition to any new projects, noting that much of the Shire's capacity is currently spent on Business as Usual activities
- Maintaining awareness that new projects and programs – once delivered – come with a whole-of-life cost (operations, maintenance, depreciation), and factoring this in to resourcing calculations
- Aligning the remainder of the Shire's Integrated Planning Framework with this document and the updated Strategic Community Plan

For a small local government (in terms of area, population, budget and staff size) the successful delivery of our Strategic Community Plan is going to mean:

- Careful consideration of resourcing, as trade-offs will likely be necessary to deliver some of what is required
- Ensuring that we seek out and maximise external funding and assistance wherever possible – potentially delaying delivery of some projects until appropriate co-funding can be secured
- Maintaining strong networks within State Government and other funding bodies to ensure that we are aware of upcoming grant opportunities, and have enough planning in place to take advantage of them when they arise
- Where possible and appropriate outsourcing the delivery of some projects or initiatives to other groups better resourced to deliver this; this may include local clubs and committees, not-for-profit organisations, social enterprises and other government agencies

It has also been noted, through the Strategic Community Planning process that a number of the community's desires are outside the purview of local government to deliver (e.g. health or education services). This does not mean that they will be ignored, rather than the Shire's role in these areas is going to be one of lobbying and partnering with outside organisations rather than taking direct unilateral action.

Despite the challenges which face us, this is a time for optimism. We have a modern Strategic Community Plan, developed in concert with our engaged and enthusiastic community and supportive regional stakeholders. With this document we now also have a path forward to start to deliver on that ten-year vision. There will inevitably be obstacles and difficult choices along the way, but the outcomes will have a transformative effect on our Shire and pave the way for further growth and prosperity into the future.

Nils Hay, Chief Executive Officer

2. INTRODUCTION

LEGISLATIVE REQUIREMENTS

In 2011, the Department of Local Government introduced its Integrated Planning and Reporting Framework to standardise and guide strategic and corporate business planning across the Western Australian local government sector.

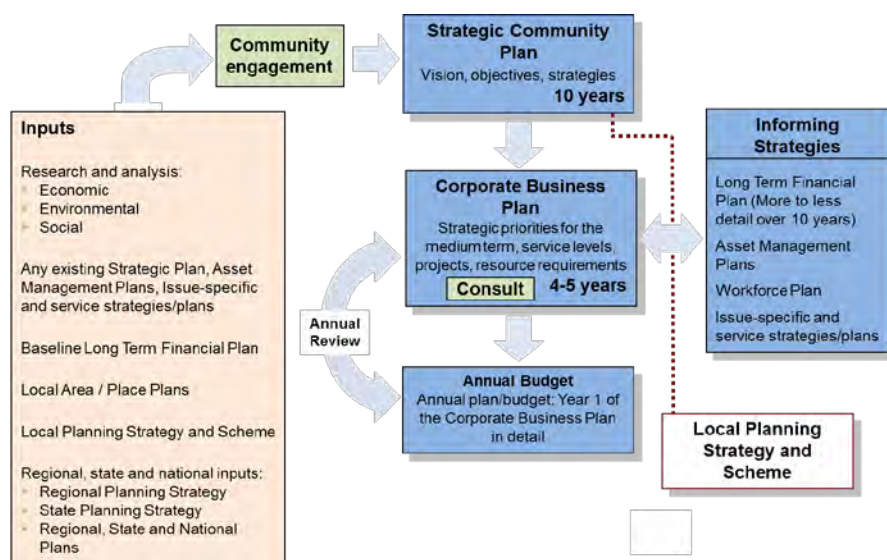
All local governments are legally required to develop a Strategic Community Plan and Corporate Business Plan to fulfil the statutory obligations of section 5.56 of the Local Government Act 1995, which is to effectively “plan for the future”.

Under the Local Government (Administration) Regulations 1996, a Corporate Business Plan is required to:

- Set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

The Shire's Corporate Business Plan 2019–2023 aims to fulfil these obligations, as well as demonstrate leadership and best practice in operational planning within the local government industry.

THE INTEGRATED STRATEGIC PLANNING FRAMEWORK



The framework has the following elements:

- 10-year Strategic Community Plan (SCP) which outlines our vision for the future, our values and our strategic goals. An updated SCP by Council in May 2019. The next minor review is due in 2021.
- A 4-year Corporate Business Plan (CBP) which details what we will do to implement the Strategic Community Plan. This document details the key projects and resources required to deliver on the next four years of the Strategic Community Plan and details the planned project outputs/outcomes, estimated project costs, risks, sources of funds, project schedule and resources required to implement projects.
- An Asset Management Plan (AMP) which enables the Shire to plan and manage the assets so that the community's aspirations can be reached. It is based upon 'whole of life' and 'whole of organisation' approaches and the effective identification and management of risks associated with the use of assets. The Shire of Mingenew's Asset Management Plan was last updated in April 2019.
- 10-year Long-Term Financial Plan (LTFP) which is a high-level document that indicates the Shire's long-term financial sustainability, allows for early identification of financial issues and their ~~longer term~~longer-term impacts, and shows the financial impacts of plans and strategies. Upon endorsement of this Corporate Business Plan, the LTFP will be updated to reflect any changes.
- A Workforce Plan which ~~will analyse~~identifies the operational capacity of the Shire, contrast that to the strategic needs created by the plans, and ~~identify~~identifies the capacity, skills and knowledge gaps and how to address them. The Shire's Workforce Plan (2013-2017-21-2025) ~~is out of date and is scheduled to be updated by the end of 2019~~was adopted in 2021.
- An Annual Financial Budget which will record the planned activities and expenditure for each year; and
- An Annual Report which provides the community with a detail account of what has been achieved each year and progress made towards the Performance Targets and achievement of Corporate Business Plan.

THE REVIEW CYCLE

The Integrated Planning Framework should consist of linked documents which evolve to reflect changes in organisation and community. For this reason, each document is subject to a review cycle. The recent major review of the Strategic Community Plan and development of this new Corporate Business Plan will have flow-on impacts on the Shire's other Planning Documents. Over the life of this Corporate Business Plan, it is intended that all documents are reviewed as required, and the Shire's Integrated Planning Framework – which is currently imperfectly aligned – becomes more closely linked.

Our planned review cycle sees that alignment improve over Financial Year 2019/20 and aims to have a fully aligned and updated set of integrated planning documents in place for the 2021 Minor Strategic Review.

Document	Next Review	Nature of Review
Workforce Plan	By December 2019	Review and revision in light of new SCP and CBP
Long Term Financial Plan	By February 2020	Review and revision in light of new SCP, CBP and Workforce Plan
Asset Management Plan	By April 2020	Update to reflect any changes from new SCP, CBP, Workforce Plan or LTFP
Corporate Business Plan	By June 2020	Annual Review: Report on outcomes for Year 1, Develop budget for Year 2, minor revisions as necessary. Incorporate any changes from Workforce Plan and LTFP Reviews
Workforce Plan	December 2020	Annual Review New Plan developed and adopted in Feb 2021
<u>Strategic Community Plan & Corporate Business Plan</u>	<u>By June 2021</u>	<u>Minor strategic review; primarily a desktop exercise and focused on resetting the Corporate Business Plan with consequential amendments to the core informing strategies as required.</u>
Long Term Financial Plan	February 2021 Aug/Sep 2021	Annual Update
Asset Management Plan	April 2021 Oct/Nov 2021	Annual Review
<u>Strategic Community Plan & Corporate Business Plan</u>	<u>By June 2021</u>	<u>Minor strategic review; primarily a desktop exercise and focused on resetting the Corporate Business Plan with consequential amendments to the core informing strategies as required.</u>
Workforce Plan	December 2021	Annual Review
Long Term Financial Plan	February Sep 2022	Annual Update
Asset Management Plan	April Nov 2022	Annual Review
Corporate Business Plan	By June 2022	Annual Review; Report on outcomes for Year 3, Develop budget for Year 4, minor revisions as necessary. Incorporate any changes from Workforce Plan, LTFP and AMP Reviews

Document	Next Review	Nature of Review
Workforce Plan	December 2022	Annual Review
Long Term Financial Plan	February <u>Sep</u> 2023	Annual Update
Asset Management Plan	April <u>Nov</u> 2023	Annual Review
Strategic Community Plan and Corporate Business Plan	By June 2023	Major Strategic Review; re-engages with the community on the vision and key choices for the coming ten and four years.
Workforce Plan	December 2023	Annual Review
Long Term Financial Plan	February 2024	Annual Update
Asset Management Plan	April 2024	Annual Review

3. CONTEXT

STRATEGIC DIRECTION

The Strategic Community Planning process undertaken in late 2018 and early 2019 has provided Council with an overall strategic direction for the following decade.

Our strategy is based upon five pillars, which together seek to grow and enhance the economy, population, liveability and attractiveness of Mingenew, as well as improving the operations of the Shire of Mingenew as an organisation. These pillars are outlined ~~below~~ in the 4 Year Priorities.

~~1. LEADING MINGENEW~~

~~Goal: Council will provide accountable and transparent leadership with the Community to deliver on the Strategic Community Plan~~

Commented [NH1]: Removed – Duplicates the section below

	Strategies /Actions:	Councils Role	Partners
1.1 Infrastructure	1.1.1 Provide and support cost effective transport networks	Manage	Regional, State and Federal Stakeholders
	1.1.2 Provide buildings, facilities and services to meet community needs	Manage	Community
	1.1.3 Protect and promote the Shire's diverse culture and heritage	Manage	Community
1.2 Capability	1.2.1 Manage organisation in a financially sustainable manner	Manage	Community, regional and State Stakeholders
	1.2.2 Enhance open and trusting communication between Council and the community, and deliver high quality services in partnership with external stakeholders	Manage	
	1.2.3 Provide sound corporate governance of Shire and create an attractive work environment	Manage	
	1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness	Manage	
1.3 Compliance	1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner	Manage	
	1.3.2 Provide services and processes to enhance public safety	Manage	Community, regional and State Stakeholders
1.4 Resource Management	1.4.1 Manage and protect water resources and infrastructure	Manage	Regional and State Stakeholders
	1.4.2 Manage and reduce waste	Manage	Community, Regional and State Stakeholders
	1.4.3 Adapt to and mitigate climate change drivers	Manage	Community, Regional, State, Federal and Global Stakeholders

~~2. LOVE LIVING IN MINGENEW~~

~~Goal: Develop health care and recreation services for all the community to ensure the well-being and health of all age groups within the community.~~

	Strategies / Actions:	Council's Role	Partners
2.1 Health	2.1.1 Develop healthcare services improve to enable aging in place for the community	Support	Regional Health and Aged Care providers
	2.1.2 Develop healthcare and recreation services for all the community to ensure the well-being and health of all age groups within the community	Support	Community, Regional Health and social enterprises
2.2 Education	2.2.1 Develop childcare service to full time full day care model	Support	Childcare Committee
	2.2.2 Support planning for access to quality education services, including transport planning	Facilitate	Dept of Transport, Community
2.3 Culture & Heritage	2.3.1 Develop arts spaces and programs to enliven community spaces and deepen experiences of visitors and community	Investigate and support	Community Groups, Regional Social Enterprises
	2.3.2 Capture more value from tourism - build local experiences and products, tourism infrastructure and connections, build new day trip and tour markets	Develop	Australia's Coral Coast, Golden Outback, MWDC, MWCCI, Wildflower Country
	2.3.3 Enhance our natural and built environment and promote and protect the history and heritage within Mingenew	Support and manage	Community Groups
2.4 Sense of Community	2.4.1 Support community volunteers to maximise impact of their contributions	Facilitate	Community Groups
	2.4.2 Continue programs to improve the look and feel of the community public spaces, places and services to support an active and inclusive lifestyle	Manage	Council Works Department, Tourism and Promotions Committee

~~3. GROWING MINGENEW~~

~~Goal: Develop key enabling and underpinning investments to grow the community to a population of 500 by 2029~~

	Strategies /Actions:	Council's Role	Partners
3.1 Housing	3.1.1 Ensure pipeline of land available for development	Manage	Landcorp
	3.1.2 Develop local housing market (support new business model)	Investigate and support	Dept Housing, Local entrepreneurs
3.2 Development	3.2.1 Central business/community hub development	Develop	Community Groups Social Enterprises
	3.2.2 Light Industrial development (incubator) and land development and actively attract light industrial businesses	Develop	Landcorp, MWDC
	3.2.3 Build capacity for global impact agricultural research and development program supported by training & education model	Support	MIG, GGA, CSIRO Social enterprises
	3.2.4 Value capture/creation for agriculture (build on assets + capabilities)	Investigate and support	Local entrepreneurs
	3.2.5 Investigate opportunities for renewable energy generation	Investigate and support	MWDC, Energy Suppliers
	3.2.6 Develop space industry opportunities	Investigate and support	Space industry operators, DPIRD, JTSI

~~4. SEE YOU IN MINGENEW~~

~~Goal: Attract visitors to Mingenew by making it a highly desirable and dynamic place to visit and live resulting in an increase in population~~

	Strategies /Actions:	Council's Role	Partners
4.1 Diversity of Accommodation	4.1.1 Development of existing and future diverse accommodation options for business travellers and tourism	Facilitate	Local Entrepreneurs and businesses
4.2 Events	4.2.1 Facilitate the sustainability and growth of existing community and regional events, and encourage new ones to develop	Support	Community Groups Local and regional event organisers
4.3 Tourism Assets	4.3.1 Continue and deepen Tourism promotion and development and "see you in Mingenew" campaign	Manage	Tourism and Promotions Committee
	4.3.2 Support development of Tourism infrastructure to support deepening of local product	Investigate and support	Local community groups
	4.3.3 Capture more value from tourism - build local experiences and products, including astrotourism, farm tourism and food tourism	Support	Local businesses Local entrepreneurs Tourism and

5. MAKING BUSINESS EASY IN MINGENEW

Goal: Ensure Mingenew is supporting local businesses to grow and maintain employment within the community

	Strategies /Actions:	Council's Role	Partners
5.1 Digital capacity	5.1.1 Support Digital infrastructure development and capacity in town	Investigate and support	DPRID, Telecommunications providers, MWDC, Supernet
	5.1.1 Support digital infrastructure and capacity on farms and rural areas	Investigate and support	DPIRD, Supernet
5.2 Economic Development	5.2.1 Support sustainable local banking model to develop	Facilitate	Banking and Finance organisations
	5.2.2 Enable small business support services to assist local businesses to grow	Support	Small business support providers
	5.2.3 Ensure pipeline of light industrial land available for development	Manage	Landcorp

While the Strategic Community Plan provides a 10-year vision, this plan only covers four years. As such, not everything outlined above will be – or can realistically be – delivered within the lifetime of this plan.

As this is the first CBP to deliver upon the new SCP we have selected items which are:

- Already partially or fully planned
- Have been strongly prioritised through the SCP process
- Will deliver internal efficiencies and improvements to the Shire organisation, improving our overall ability to function and deliver projects and services

The next section outlines those Strategies/Actions which will be delivered against in this CBP.

MINOR REVIEW OF THE STRATEGIC COMMUNITY PLAN

The Strategic Community Plan is undergoing a minor review, as it has now reached the 2-year mark. This review has only made small changes to the document, which will filter through to the Corporate Business Plan. Those changes include:

- [Updated message from current Shire President and Councillors](#)
- [Updated CEO message](#)
- [Status and adjustments of Targets/KPIs](#)

FOUR-YEAR PRIORITIES

From that list, the following areas (highlighted) have been identified for focus in the four years of this Corporate Business Plan.

Strategy	Priority Area	Strategy/Action
Leading Mingenew	1.1 Infrastructure	1.1.1 Provide and support cost effective transport networks
		1.1.2 Provide buildings, facilities and services to meet community needs
		1.1.3 Protect and promote the Shire's diverse culture and heritage
	1.2 Capability	1.2.1 Manage <u>the</u> organisation in a financially sustainable manner
		1.2.2 Enhance open and trusting communication between Council and the community, and deliver high quality services in partnership with external stakeholders
		1.2.3 Provide sound corporate governance of <u>the</u> Shire and create an attractive work environment
		1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness
	1.3 Compliance	1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner
		1.3.2 Provide services and processes to enhance public safety
	1.4 Resource Management	1.4.1 Manage and protect water resources and infrastructure
		1.4.2 Manage and reduce waste
		1.4.3 Adapt to and mitigate climate change drivers
Love Living in Mingenew	2.1 Health	2.1.1 Develop healthcare services <u>improve</u> to enable aging in place for the community
		2.1.2 Develop healthcare and recreation services for all the community to ensure the well-being and health of all age groups within the community
	2.2 Education	2.2.1 Develop childcare service to full time <u>full</u> -day care model
		2.2.2 Support planning for access to quality education services, including transport planning
	2.3 Culture & Heritage	2.3.1 Develop arts spaces and programs to enliven community spaces and deepen experiences of visitors and community
		2.3.2 Capture more value from tourism – build local experiences and products, tourism infrastructure and connections, build new day trip and tour markets
		2.3.3 Enhance our natural and built environment and promote and protect the history and heritage within Mingenew
	2.4 Sense of Community	2.4.1 Support community volunteers to maximise impact of their contributions
		2.4.2 Continue programs to improve the look and feel of the community public spaces, places and services to support an active and inclusive lifestyle

Strategy	Priority Area	Strategy/Action	
Growing Mingenew	3.1 Housing	3.1.1 Ensure pipeline of land available for development	
		3.1.2 Develop local housing market (support new business model)	
	3.2 Development	3.2.1 Central business/community hub development	
		3.2.2 Light Industrial development (incubator) and land development and actively attract light industrial businesses	
		3.2.3 Build capacity for global impact agricultural research and development program supported by training & education model	
		3.2.4 Value capture/creation for agriculture (build on assets + capabilities)	
		3.2.5 Investigate opportunities for renewable energy generation	
		3.2.6 Develop space industry opportunities	
See You in Mingenew	4.1 Diversity of Accommodation	4.1.1 Development of existing and future diverse accommodation options for business travellers and tourism	
	4.2 Events	4.2.1 Facilitate the sustainability and growth of existing community and regional events, and encourage new ones to develop	
	4.3 Tourism Assets	4.3.1 Continue and deepen Tourism promotion and development and “see you in Mingenew” campaign	
		4.3.2 Support development of Tourism infrastructure to support deepening of local product	
		4.3.3 Capture more value from tourism – build local experiences and products, including astrotourism, farm tourism and food tourism	
	Making Business Easy in Mingenew	5.1 Digital Capacity	5.1.1 Support Digital infrastructure development and capacity in town
5.1.2 Support digital infrastructure and capacity on farms and rural areas			
5.2 Economic Development		5.2.1 Support sustainable local banking model to develop	
		5.2.2 Enable small business support services to assist local businesses to grow	
		5.2.3	
		5.2.3 EE	Ensure pipeline of light industrial land available for development

Formatted: Normal, No bullets or numbering

4. DELIVERY PLAN

KEY ASSUMPTIONS

The Corporate Business Plan operationalises the Strategic Community Plan. It is acknowledged that the achievement of the Corporate Business Plan will in part, be dependent on several key assumptions as follows:

- No significant increases or decreases in income; either through rates or external funding.
- No major personnel changes in first two years. Current CEO is contracted to July 2024.
- Population is expected to remain steady
- Ongoing community engagement and support
- Council approval of projects will be forthcoming
- Ongoing involvement from local and regional partners and stakeholders

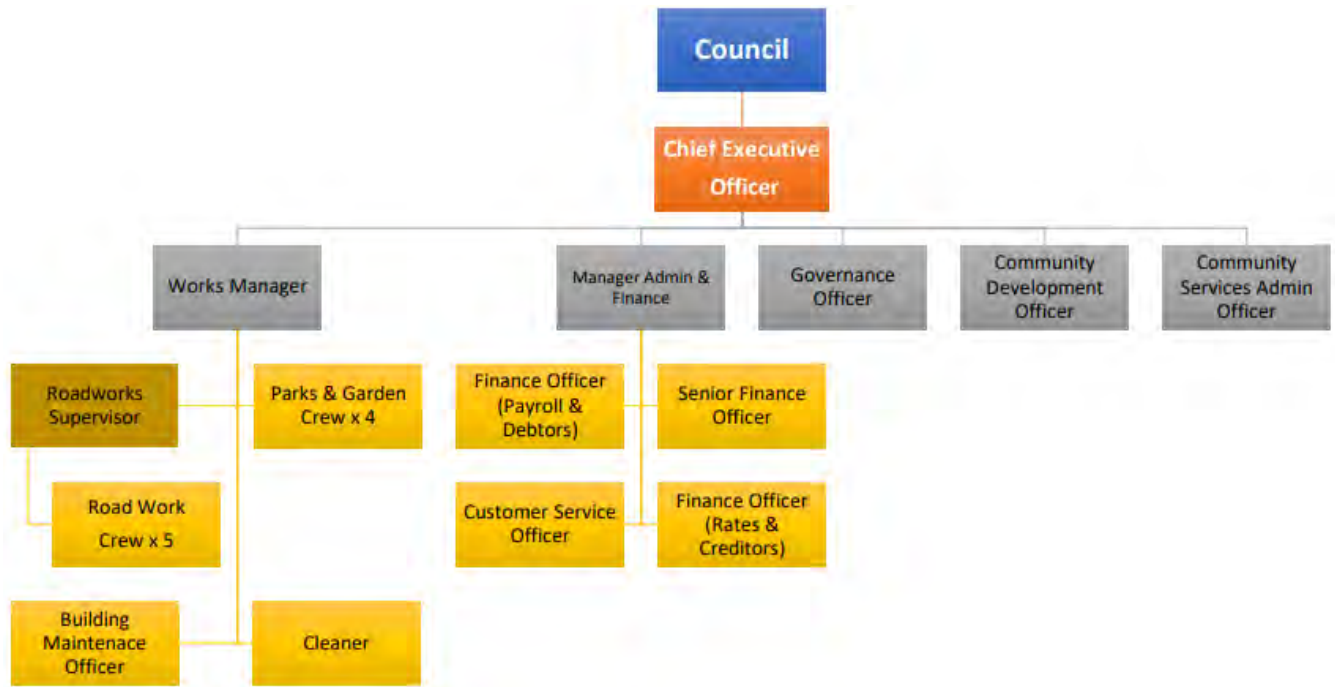
UNFORESEEN IMPACTS

The medium-long-term impact of Tropical Cyclone Seroja, which struck the region in April 2021, is yet to be fully understood and quantified. As Local Government is the agency responsible for disaster recovery, it is likely that previously unplanned projects and initiatives may arise to assist those in our community and region impacted by this event.

FUNCTIONAL RESPONSIBILITIES

Local Government Organisations perform a complex role. The Shire of Mingenew's functional responsibilities are shared through the organisation as follows:

ORGANISATIONAL STRUCTURE:



Commented [NH2]: To be updated to reflect current adopted Org Structure

Formatted: Font: Gotham-Book

Formatted: Heading 3, Tab stops: Not at 15.75 cm

FUNCTIONAL RESPONSIBILITIES:

Executive

- Civic Functions
- Community Engagement
- Complaints Officer
- Councillor Liaison
- Delegated decision making
- Disaster Management and Recovery
- Economic Development
- Emergency Management
- External stakeholder liaison
- Industrial relations / HRM
- Integrated Planning
- Investigations
- Legal
- Lobbying / seeking funding
- Operational planning and management
- Marketing
- Organisational development
- Policy development / review
- Project development
- Project management
- Recruitment
- Reporting
- Strategic Planning
- Workers' Compensation
- Workforce Planning

Works

- Airstrip maintenance
- Bridges
- Building maintenance
- Campsite / RV site maintenance
- Cemetery Maintenance
- Carparks
- Cleaning
- Drummuster
- Facilities management
- Gardening
- Heavy Vehicles / RAV Network Assessment
- Housing
- Kerb and channel / drainage planning
- Lawn / oval / turf maintenance
- Plant and fleet maintenance
- Plant and fleet replacement
- Private works
- Reticulation and water infrastructure
- Road funding applications
- Road maintenance and upgrades
- Road project planning
- Road signage
- Sporting facilities maintenance
- Town streets maintenance
- Traffic count planning
- Traffic management plans
- Waste management
- Works administration support

Finance & Administration

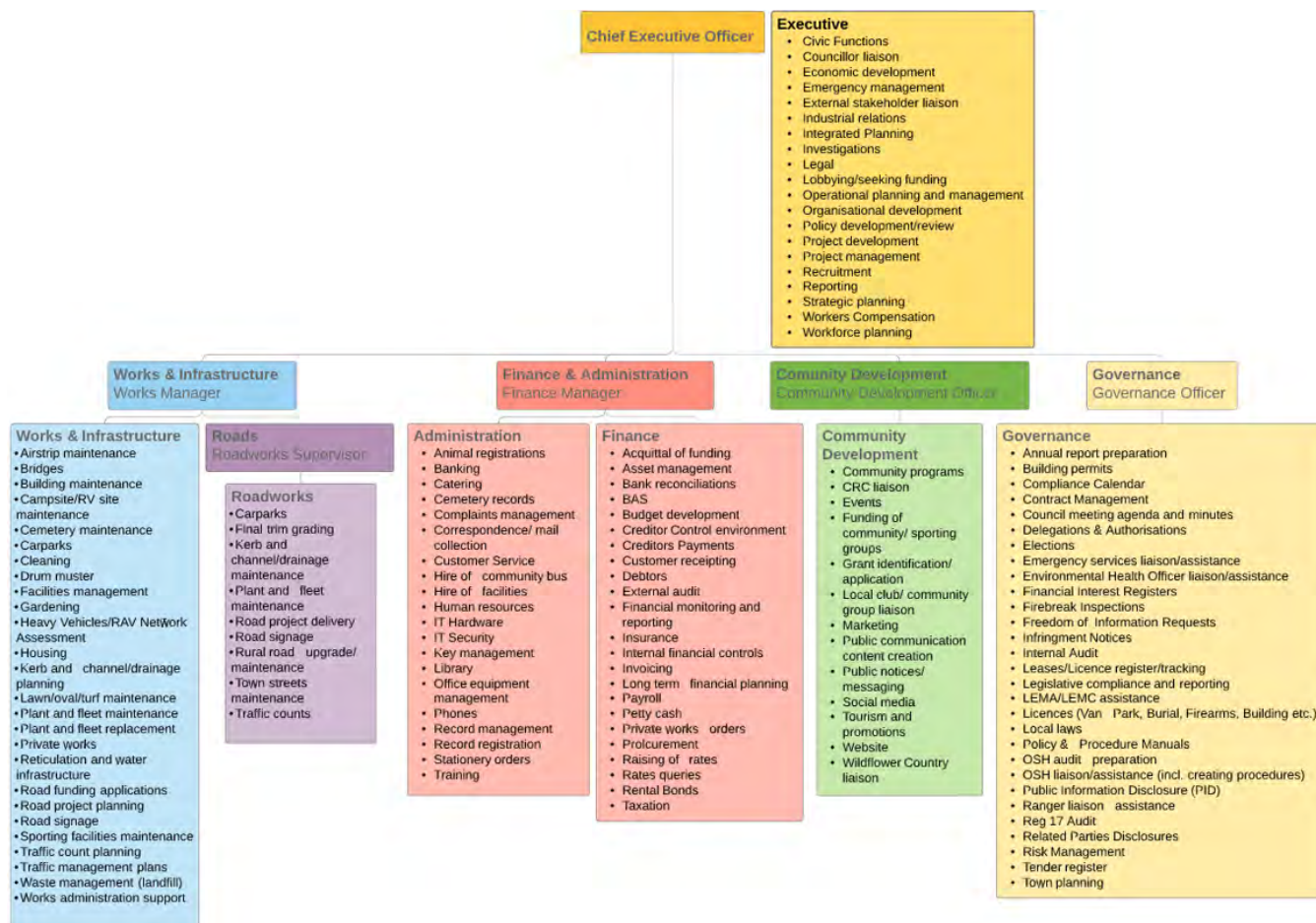
- Animal registrations
- Acquittal of funding
- Asset management
- Banking
- Bank reconciliations
- BAS
- Budget development
- Catering
- Cemetery records and administration
- Creditors
- Correspondence / mail processing
- Customer receipting
- Customer Service
- Debtors
- Driver and Vehicle Services
- External Audit
- Financial monitoring and reporting
- Hire of facilities and equipment
- Insurance
- Internal financial controls
- IT hardware
- IT security
- Invoicing
- Key management
- Long term financial planning
- Office equipment management
- Payroll
- Petty Cash
- Phones
- Private works – orders
- Procurement
- Rates
- Records management
- Rental bonds
- Taxation

Governance and Community

- Annual Report preparation
- Building Application administration and liaison
- Compliance Calendar
- Contract Management
- Community group liaison
- Council meeting agendas and minutes
- Delegations and authorisations
- Elections
- Emergency Services liaison / assistance
- Environmental Health liaison / administration
- Financial Interests Registers
- Firebreak Inspections
- Freedom of Information Requests
- Funding and grants for community projects
- Human Resource administration
- Infringement Notices
- Internal Audit
- Leases / Licences management
- Legislative compliance and reporting
- Library Services
- Local Laws administration
- Policy and Procedure Manuals
- OSH management
- Public Interest Disclosures
- Ranger liaison and assistance
- Reg 17 Audit administration
- Related Parties Disclosures
- Risk Management
- Social Media
- Tender Register
- Tourism and promotions
- Town planning administration and liaison
- Website content management

Formatted: Font: Gotham-Book

Formatted: Tab stops: Not at 15.75 cm



KEY PROJECTS

Based upon the Four Year Priorities identified above, the following projects have been selected for delivery within the life of the current Plan (2019-2023)

Strategy/Action	Project
1.1.1 Provide and support cost effective transport networks	1.1.1a 5-year road maintenance/construction program
	1.1.1b Coalseam Bridge upgrade
	1.1.1c Yarragadee Bridge upgrade
	1.1.1d Philip Street Parking Upgrade
	1.1.1e Completion of town street sealing
	1.1.1f Investigation of potential road realignment to support future CBH activity and address stacking distance issues at rail crossings
1.1.2 Provide buildings, facilities and services to meet community needs	1.1.2a Mingenew Railway Station Restoration
	1.1.2b Mingenew Town Hall Redevelopment
	1.1.2c Audit and reseal of town carparks
	1.1.2d Installation of Solar Power system at Shire Office and Rec Centre
	1.1.2e Upgrade of water infrastructure at Rec Centre
	1.1.2f Upgrade of Shire depot shedding
	1.1.2g Public Noticeboard in town centre
1.2.1 Manage organisation in a financially sustainable manner	1.2.1a Long Term Financial Plan Update
	1.2.1b Update Asset Management Plan
	1.2.1c Maintain and Implement Internal Audit Plan
	1.2.1d Review Rural Rating Methodology
1.2.2 Enhance open and trusting communication between Council and the community, and deliver high quality services in partnership with external stakeholders	1.2.2a Engage with public on review of road construction and maintenance plan
	1.2.2b Conduct community satisfaction survey/s
	1.2.2c Manage the recovery process following Tropical Cyclone Seroja
1.2.3 Provide sound corporate governance of Shire and create an attractive work environment	1.2.3a Update and implement Workforce Plan
	1.2.3b Build HR policy and procedure framework
	1.2.3c Continue to remunerate staff competitively
	1.2.3d Investigate corporate membership of LG Professionals to allow reduced cost access to training and networking opportunities for staff
	1.2.3e Partnership with LGIS to receive Regional Risk Coordinator and OSH support
	1.2.f Update Shire Local Laws
1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness	1.2.4a = 1.2.3a
	1.2.4b Review and upgrade ICT environment
	1.3.2a CCTV monitoring for key areas of town
	1.3.2b Road Safety Audits on emerging key transport routes

Strategy/Action	Project
1.3.2 Provide services and processes to enhance public safety	1.3.2c Upgrade of Mingenew Fire Shed 1.3.2d Upgrade of Mingenew Fire Shed Mingenew Addressing Rationalisation
1.4.2 Manage and reduce waste	1.4.2a Transition from landfill to transfer station 1.4.2b Removal of asbestos from Mingenew Common 1.4.2c Implementation of Container Deposit Scheme
2.1.1 Develop healthcare services improve to enable aging in place for the community	2.1.1a Installation of exercise equipment at Autumn Centre 2.1.1b Ongoing lobbying of WACHS for installation of telehealth services in Mingenew
2.1.2 Develop healthcare and recreation services for all the community to ensure the well-being and health of all age groups within the community	2.1.2a = 2.1.1b 2.1.2b Continue to engage with WACHS, Silver Chain, Mid West Aero Medical and other health providers to support the delivery of quality medical services in the Shire
2.2.1 Develop childcare service to full time full day care model	2.2.1a Continue to support Mingenew CRC in ongoing improvement of local childcare service delivery
2.3.1 Develop arts spaces and programs to enliven community spaces and deepen experiences of visitors and community	2.3.1a = 1.1.2a 2.3.1b = 1.1.2b 2.3.1c Engage with arts and cultural organisations to attract regional events held in Geraldton to hold satellite events in Mingenew 2.3.1d Engage with arts and cultural organisations, such as the North Midlands Project, to encourage establishment of cultural hub in Mingenew
2.3.2 Capture more value from tourism – build local experiences and products, tourism infrastructure and connections, build new day trip and tour markets	2.3.2a Continue to support Tourism and Promotions Committee in delivery of tourist information services 2.3.2b Engage in Wildflower Country projects designed to enhance regional tourism infrastructure 2.3.2c Engage with tourism industry to support and encourage development of new local tourism products
2.4.1 Support community volunteers to maximise impact of their contributions	2.4.1a Annual roll-out of Community Assistance Scheme to support community projects 2.4.1b Provision of grant writing training to assist community groups to source external funding
2.4.2 Continue programs to improve the look and feel of the community public spaces, places and services to support an active and inclusive lifestyle	2.4.2a Upgrade of garden beds with low maintenance plants, in accordance with expert advice 2.4.2b Audit and upgrade of footpaths 2.4.2c Upgrade of walking trails on Mingenew Hill 2.4.2d Investigate and support consolidation of recreational facilities at Mingenew Recreation Centre 2.4.2e Upgrade Playgrounds, including Shenton Street Skate Park 2.4.2f Mingenew Spring Improvements

Strategy/Action	Project
3.1.1 Ensure pipeline of land available for development	3.1.1a Audit of local land holdings to determine current supply 3.1.1b Investigation of promotional opportunities for local land 3.1.1c Investigation of rural residential land development around Mingenew Hill
3.1.2 Develop local housing market (support new business model)	3.1.2a Engage with stakeholders, including Department of Housing, to support development of local housing market 3.1.2b Conduct audit of available housing in Shire
3.2.2 Light Industrial development (incubator) and land development and actively attract light industrial businesses	3.2.2a Revise and seek to implement (with appropriate external funding) existing project plan for light industrial incubator project
3.2.6 Develop space industry opportunities	3.2.6a Continue to engage with State and Federal governments and existing operators to improve infrastructure at Yarragadee site
4.3.1 Continue and deepen Tourism promotion and development and “see you in Mingenew” campaign	4.3.1a Maintain funding and support for See You In Mingenew campaign 4.3.1b Actively seek for local business and relevant community groups to contribute to and share in campaign
4.3.2 Support development of Tourism infrastructure to support deepening of local product	4.3.2a = 2.3.2b, 2.3.2c 4.3.2b Support community groups in endeavours to improve existing, or create new, tourist attractions
4.3.3 Capture more value from tourism – build local experiences and products, including astrotourism, farm tourism and food tourism	4.3.3a = 2.3.2a, 2.3.2c 4.3.3b Maintain relationship with Astrotourism WA to assist to grow market in Mingenew
5.1.1 Support Digital infrastructure development and capacity in town	5.1.1a Plan, fund and install public Wi-Fi in Mingenew town centre
5.1.2 Support digital infrastructure and capacity on farms and rural areas	5.1.2a Continue to engage with, and support, Digital Farms project rollout 5.1.2b = 3.2.6a 5.1.3b Continue to lobby for improved mobile telephone coverage throughout the Shire
5.2.2 Enable small business support services to assist local businesses to grow	5.2.2a Continue to engage with MWCCI and RSM Business Local to draw services into Mingenew 5.2.2b Support efforts to establish small business incubator or shared working space in Mingenew 5.2.2c Audit of local home-based/micro-businesses
5.2.3 Ensure pipeline of light industrial land available for development	5.2.3a Conduct audit of available light industrial land, with view to identifying areas for expansion 5.2.3b = 3.2.2a

5. RESOURCING AND BUDGETARY FORECASTS

FINANCIAL PROFILE

The Shire of Mingenew has developed a long-term financial plan which highlights the financial drivers for the Shire. It is important to understand this background to understand the constraints to achieve the Strategic Vision for the community.

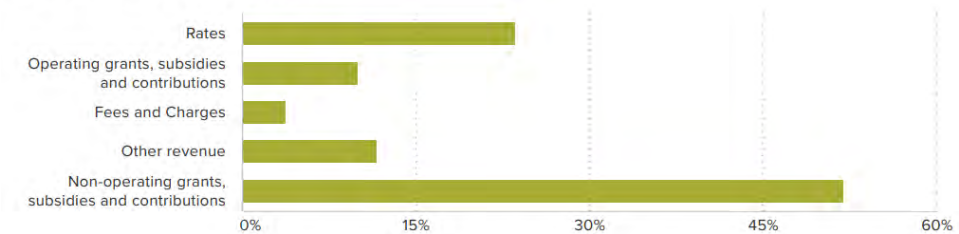
The financial resources of the Council are limited, and financial decisions need to be made annually when the budget is set. The Shire should, and does, seek external funding to leverage its own resources where possible.

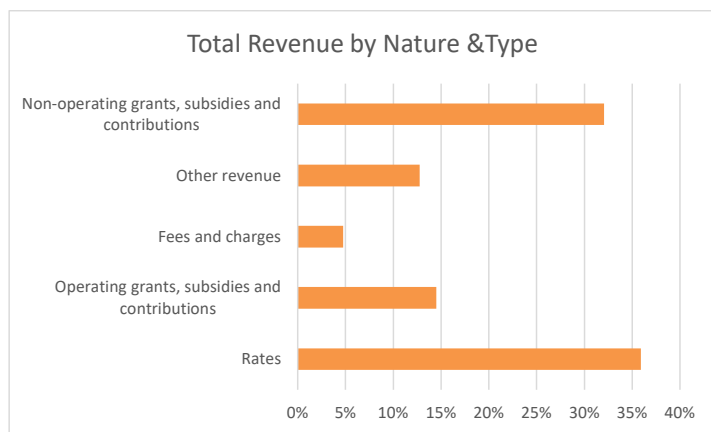
This does not preclude the Shire making longer term investments towards Strategic Projects the Shire and community wish to be undertaken. This could be undertaken by making strategic reserve commitments annually or undertaking a program of debt based upon need.

Debt may form a component of the Councils capital structure and utilised to enable key projects to be delivered over the next 10 years. The least preferred option is to raise rates.

REVENUE 2019/20202018/19

Total Revenue by Nature & Type

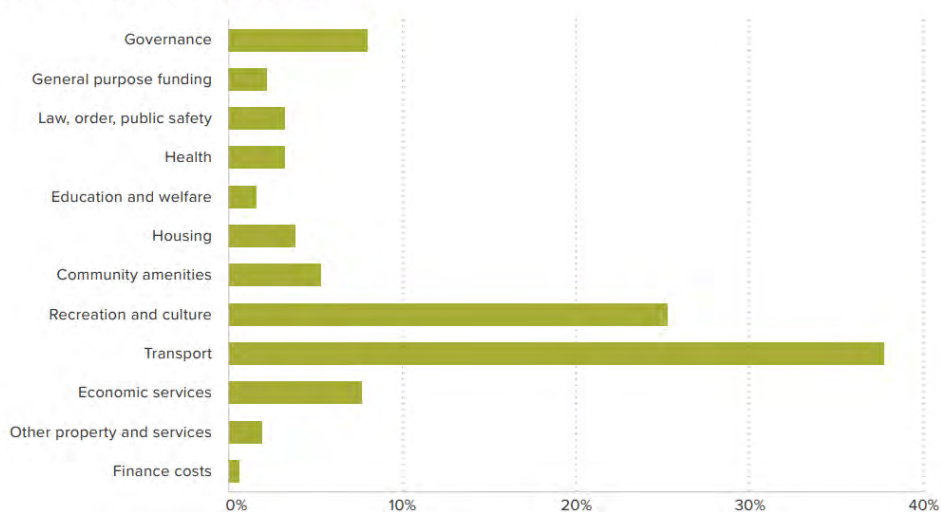


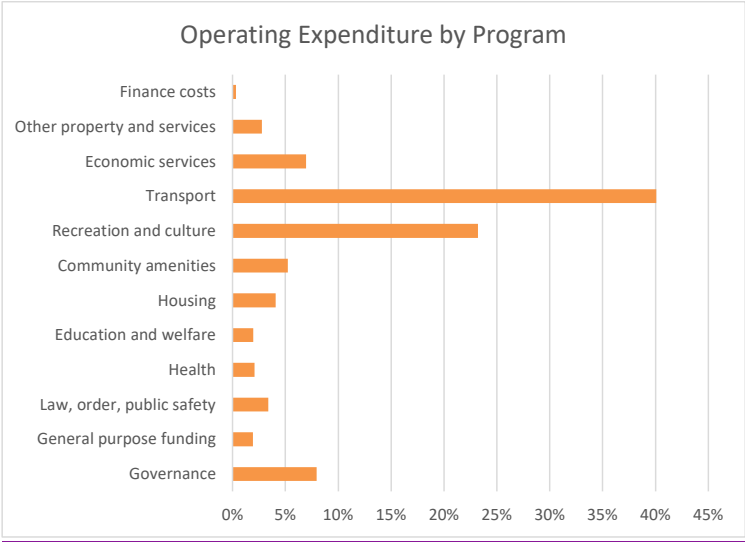


The revenue generated by the Shire is spent providing infrastructure and services for the community. The Shire provides many services including maintaining and improving roads, parks and gardens, leisure services and other community projects. Approximately two-thirds of expenditure was spent on maintaining road infrastructure and the provision of recreation services.

EXPENDITURE BY PROGRAM 2019/20-2018/19

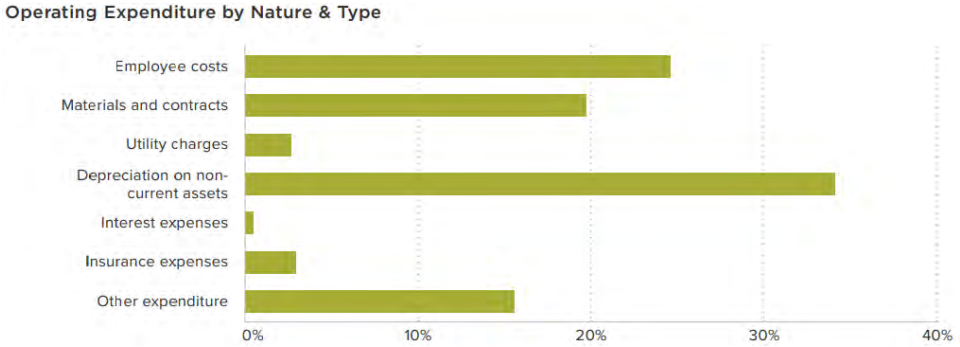
Operating Expenditure by Program

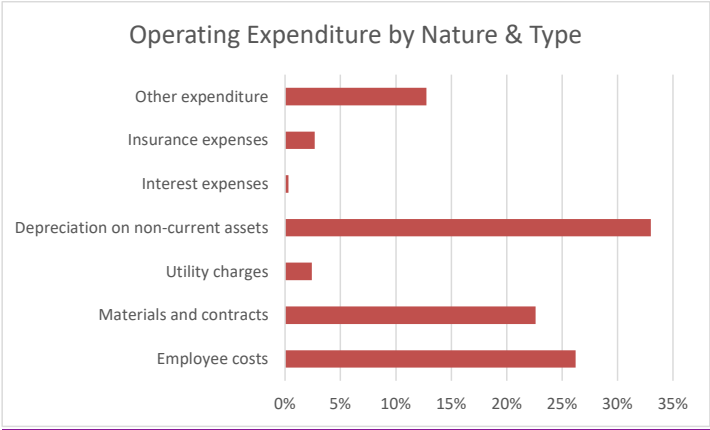




When comparing the breakdown of these costs by nature and type, a significant 33% of all operating expenditure is attributed to depreciation charges. Depreciation is a noncash item and is attributed to the Shire having in excess of \$50m worth of assets, of which around 75% is attributed to the Shire's road network. Other significant expenditure includes Employee Costs (26.24%), Materials & Contracts (23.49%) and Other Expenditure (18.5%).

OPERATING EXPENDITURE BY NATURE AND TYPE





RESOURCING REQUIREMENTS

The table below outlines the resourcing requirements for the chosen projects over the coming four years, noting the type of activity required, the key people required to deliver the activity and relevant financial considerations.

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
1.1.1a 5-year road maintenance/ construction program	Activity	Deliver	Review	Review	Review	Plan completed; will be annually updated.
	Key Parties	CEO / WS; Engineering Consultant	CEO / WM	CEO / WM	CEO / WM	
	Financial	\$2,000 (GL0502)	Operating budget	Operating budget	Operating budget	
1.1.1b Coalseam Bridge upgrade	Activity	Plan	Deliver	Deliver	Maintain	Shire continues to assist with public communications and hold MRWA funds in restricted funds. Still slated for delivery Construction will take place in FY20/21-21/22
	Key Parties	MRWA	MRWA	MRWA	Roadworks Crew	
	Financial	MRWA to fund	MRWA to fund	MRWA to fund	Operating budget	
1.1.1c Yarragadee Bridge upgrade	Activity	Plan	Plan	Deliver Fund	Maintain Deliver	Shire to assist with public communications and hold MRWA funds in restricted funds. Delivery looking more likely for FY21/22 if funding can be secured May be repair rather than replacement. Delivery more likely in 22/23.
	Key Parties	MRWA	MRWA	MRWA	Roadworks Crew MRWA	
	Financial	MRWA to fund	MRWA to fund	MRWA to fund	Operating budget MRWA to fund	
1.1.1d Philip Street Parking Upgrade	Activity	Plan	Deliver	Deliver Maintain	Maintain	Shire to budget for addition of ACROD bay in front of Silver Chain and parking bay to east of Silver Chain building on Shenton Street. Project delivery
	Key Parties	CEO / WS; Engineering Consultant	Roadworks Crew; seal contractor	Roadworks Crew; seal contractor Roadworks Crew	Roadworks Crew	

Formatted Table

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2021)
	Financial	Operating budget; GL0502 for any required external design	Town streets budget; LRCI funding	Town streets budget; LRCI funding Operating budget	Operating budget	taking place as part of LRCI funding program; expected to be completed by end of 2021 calendar year.
1.1.1e Completion of town street sealing	Activity	Plan	Deliver	Deliver	Deliver Maintain	Shire to seek to access Roads to Recovery funding for the delivery of this work. Works to take place with assistance from LRCI R3, in line with 5-year Road Plan.
	Key Parties	CEO / WS	Roadworks Crew; seal contractor	Roadworks Crew; seal contractor	Roadworks Crew; seal contractor Roadworks Crew	
	Financial	Operating budget	Town streets budget; Roads to Recovery funding	Town streets budget; Roads to Recovery funding	Town streets budget; Roads to Recovery funding Operating budget	
1.1.1f Investigation of potential road realignment to support future CBH activity and address stacking distance issues at rail crossings	Activity	Plan	Plan/ Fund	Plan/ Fund	Deliver	Funds unspent in FY20-21 as project will hinge upon CBH future site layout and proposed traffic flows. Project will still hinge on future CBH site expansion design. Currently unknown. Site works expected to take place by CBH in 2023.
	Key Parties	CEO, CBH, MRWA	CEO, CBH, MRWA	CEO, CBH, MRWA	CEO, CBH, MRWA	
	Financial	\$30,000 (GL0132)	No funding currently allocated.	TBD	TBD	
1.1.2a Mingenew Railway Station Restoration	Activity	Plan/Fund	Deliver	Deliver Maintain	Maintain	Funding achieved through BBRF but co-funding will need to be budgeted through muni if LRCI is ineligible as we apply
	Key Parties	CEO, CDO, Community Reference Group	CEO, CDO	CEO, CDO Parks, Gardens & Facilities Team	Parks, Gardens & Facilities Team	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
	Financial	Operating budget; \$20,000 (GL3054)	BBRF (\$108,000) to be matched with RED, FRRR or Muni	BBRF (\$108,000) to be matched with RED, FRRR or Muni Operating budget	Operating budget	for RED with co-funding through municipal funds. Tender process to be completed in 20/21 with works to take place in 21/22.
1.1.2b Mingenew Town Hall Redevelopment	Activity	Plan	Plan/Fund	Plan Fund/Deliver	Fund Maintain	Project options to be developed and costed before being returned to community for endorsement. <u>Work to take place once current funded project pipeline is on track for completion. Construction works estimated FY24/25 RFT process to take place late FY19-20. Given existing project load for FY20-21, suggest that this be</u>
	Key Parties	CEO, CDO, Building consultant	CEO, CDO	CEO, CDO CEO, CDO, Construction contractors	CEO, CDO, Parks, Gardens & Facilities Team	
	Financial	\$10,000 (GL2434)	TBD; External funding to be sought based upon chosen option	TBD; External funding to be sought based upon chosen option TBD	TBD Operating budget	
1.1.2c Audit and reseal of town carparks	Activity	Plan	Deliver	Deliver Maintain	Maintain	Project to be scoped in FY19/20; to be budgeted in 20/21 Partially completed in 20/21, remainder or work to be done in 21/22
	Key Parties	WS	Roadworks Crew; seal contractor	Roadworks Crew; seal contractor Roadworks Crew	Roadworks Crew	
	Financial	Operating budget	LRCI	LRCI Operating budget	Operating budget	
1.1.2d Installation of Solar Power system at Shire Office and Rec Centre	Activity		Deliver	Inspect	Inspect	New project
	Key Parties		Solar contractor	Solar contractor	Solar contractor	
	Financial		DGP (\$45,500)	Operating budget	Operating budget	
	Activity		Deliver	Maintain	Maintain	New project

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
1.1.2e Upgrade of water infrastructure at Rec Centre	Key Parties		Water and irrigation contractors	Parks and Gardens crew	Parks and Gardens crew	
	Financial		DCP (\$51,000)	Operating budget	Operating budget	
1.1.2f Upgrade of Shire depot shedding	Activity		Deliver	Deliver Maintain	Maintain	New project; intended to include installation of power to P&G shed as well as repair/replacement of walls/doors on workshop area and attached outbuildings (roof is in good condition LRCI) not eligible funding source; works budgeted in FY21/22 through Municipal Funds
	Key Parties		WM, CEO, contractors	WM, CEO, contractors WM, depot staff	WM, depot staff	
	Financial		LRCI (\$25,000)	Municipal Funds		
1.1.2g Public Noticeboard in town centre	Activity			Plan/Deliver	Maintain	New item for FY21/22
	Key Parties			CDO, Signage contractor	CDO, parks & gardens staff	
	Financial			Municipal Funds	Operational	
1.2.1a Long Term Financial Plan Update	Activity	Commence Update	Deliver	Review	Review	Update will be carried out after the Budget for 2021/22 has been adopted, ongoing as we finalise projects for FY20/21 and engage in revaluations early in FY20/21
	Key Parties	FM	FM, ARC	FM, ARC	FM, ARC	
	Financial	Operating budget, \$2,000 (GL0502)	Operating budget, \$2,000	Operating budget	Operating budget	
1.2.1b Update Asset Management Plan	Activity	Deliver	Review	Review	Review	AMP was updated/reviewed in FY18/19, minor updates will occur through following years in wake of updated LTFP, valuation data and associated adjustments.
	Key Parties	CEO, FM	FM, ARC	FM, ARC	FM, ARC	
	Financial	Operating budget, \$2,000 (GL0502)	Operating budget	Operating budget	Operating budget	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020 ⁰¹)
1.2.1c Maintain and Implement Internal Audit Plan	Activity	Deliver	Deliver	Deliver	Review	3-year Plan adopted in FY18/19; to be updated June 2021 ⁰¹ . <u>Now an operational item.</u>
	Key Parties	CEO, GO, ARC	CEO, GO, ARC	CEO, GO, ARC	CEO, GO, ARC	
	Financial	Operating budget	Operating budget	Operating budget	Operating budget	
1.2.1d Review Rural Rating Methodology	Activity		Review	Deliver	Review	New item: Undertaking review of UV property to capture any areas which should be investigated for GRV rating
	Key Parties		CEO, MFA, Landgate, Rural ratepayers	CEO, MFA, Landgate, Rural ratepayers	CEO, MFA, Landgate, Rural ratepayers	
	Financial		Operating budget, valuation expenses (\$5,000)			
1.2.2a Engage with public on review of road construction and maintenance plan	Activity	Deliver		Deliver		Initial public communications have taken place with regards to access to gravel and water; <u>COVID-19 has made intended public engagement unfeasible more work to take place in 21/22.</u>
	Key Parties	CEO, CDO, WS, Community		CEO, CDO, WS, Community		
	Financial	Operating budget		Operating budget		
1.2.2b Conduct community satisfaction survey/s	Activity	Plan	Plan	Deliver	Plan	<u>We are taking part in statewide Community Resilience Scorecard surveys which achieve some of the satisfaction survey aims; project can be pushed back with either regional partnership or other funding opportunities to be investigated. Municipal funds allocated for survey in 21/22</u>
	Key Parties	CDO	CDO	CDO	CDO	
	Financial	Operating Budget	Operating Budget	Operating Budget; project allocation required - <u>\$10,000</u>	Operating Budget	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
1.2.2c Manage the recovery process following Tropical Cyclone Seroja	Activity			Manage	Manage	New project for FY21/22. Scope and scale remains unquantified at time of preparing report.
	Key Parties			CEO, Recovery Committee, Emergency and Support Services, Community	CEO, Recovery Committee, Emergency and Support Services, Community	
	Financial			Municipal Funds; external funds	Municipal Funds; external funds	
1.2.3a Update and implement Workforce Plan	Activity	Deliver	Deliver	Review	Review	Draft presented to Council in February 2020, but requires significant rework which will take place in FY20/21.
	Key Parties	CEO, GO, Council	CEO, GO, Council	CEO, GO	CEO, GO	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
1.2.3b Build HR policy and procedure framework	Activity	Deliver	Review	Review	Review	Completed; will be maintained through regular reviews.
	Key Parties	GO	GO	GO	GO	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
1.2.3c Continue to remunerate staff competitively	Activity	Review	Review	Review	Review	Ongoing; most staff wages are tied to Fair Work Commission decisions. Reviews have shown that most Mingenew staff receive comparable remuneration to counterparts within the region.
	Key Parties	CEO	CEO	CEO	CEO	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
1.2.3d Investigate corporate membership of LG Professionals to allow reduced cost access to training and networking opportunities for staff	Activity	Plan	Maintain	Maintain	Maintain	Following changes to membership structure, this item will be put into the budget for FY20/21
	Key Parties	CEO	CEO	CEO	CEO	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
	Activity	Maintain	Maintain	Maintain	Maintain	

Formatted Table

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
1.2.3e Partnership with LGIS to receive Regional Risk Coordinator and OSH support	Key Parties	CEO, GO, WS, LGIS	CEO, GO, WM, LGIS	CEO, GO, WM, LGIS	CEO, GO, WM, LGIS	Ongoing. Operating item. Over course of year inspections of various facilities and buildings have taken place and Shire's OSH tracking documentation has been improved. Focus for 21/22 will be preparation for next OSH audit.
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
1.2.3f Update Shire Local Laws	Activity		Review	Review	Review	New item; not captured in CBP previously but will involve significant time investment from GO and gazettal will require budget commitment
	Key Parties		GO, CEO	GO, CEO	GO, CEO	
	Financial		Operating Budget; gazettal fees (\$5,000)	Operating Budget; gazettal fees	Operating Budget; gazettal fees	
1.2.4b Review and upgrade ICT environment	Activity	Deliver	Deliver	Deliver	Deliver	Ongoing; this FY has seen the Shire move to the cloud to enable remote working during COVID-19. Future changes should be largely operational in nature (turnover of computer workstations etc.) Cloud arrangement to be reviewed as part of mid-year budget review.
	Key Parties	FM, ICT provider	FM, ICT provider	FM, ICT provider	FM, ICT provider	
	Financial	Operating Budget	Operating Budget;	Operating Budget;	Operating Budget;	

Formatted Table

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
1.3.2b Road Safety Audits on emerging key transport routes	Activity	Plan	Plan	Plan/Deliver	Deliver/Plan	Road Safety Audits undertaken on Yandanooka NE Road in FY19/20, with resulting Black Spot funding applications prepared. Given current pipeline of potential Black Spot projects, push back further RSA to 22/23.
	Key Parties	WS, Engineering consultant	WS, Engineering consultant	WS, Engineering consultant, WS, Engineering consultant, MRWA	WS, Engineering consultant, MRWA, WS, Engineering consultant	
	Financial	Operating Budget	Operating Budget	Operating Budget, project allocation required	Operating Budget, project allocation required	
1.3.2c Upgrade of Mingenew Fire Shed	Activity		Fund/Deliver/Plan/Fund	Fund/Deliver/Deliver/Maintain	Deliver/Maintain/Maintain	New Funding application submitted in FY19/20/21 for replacement Fire Shed. As application has been prepared once, it's suggested we continue to tweak and apply until successful after initial application in 19/20 was not successful. No Shire co-contribution is required.
	Key Parties		DFES, CDO, Brigades	DFES, CDO, Brigades, DFES, CDO, Brigades, maintenance staff	DFES, CDO, Brigades, maintenance staff	
	Financial		DFES Funding (if successful)	DFES Funding (if successful), Funding, operating budget	Funding, operating budget	
1.3.2d Mingenew Addressing Rationalisation	Activity			Plan	Deliver	New item for FY21/22
	Key Parties			CEO, Main Roads, DPLH, Emergency Services, Utilities, Community	CEO, Main Roads, DPLH, Emergency Services, Utilities, Community	
	Financial			Municipal Funds	Municipal Funds	
1.4.2a Transition from landfill to transfer station	Activity	Deliver	Deliver/Maintain	Maintain	Maintain	Environmental Management Plan completed. RFT and RFQ processes have taken place to
	Key Parties	CEO, WS, Community	WM, Transfer Station Operator	WM, Transfer Station Operator	WM, Transfer Station Operator	

Formatted Table

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
	Financial	Operating Budget	Operating Budget; LRCI \$20,000	Operating Budget	Operating Budget	find operator. 20/21 will see operator take over and final works to bring transfer station online (fencing, connect site office etc.)
1.4.2b Removal of asbestos from Mingenew Common	Activity	Plan		Plan	Deliver	Has not been able to be progressed due to competing projects; suggest postponement. Planning scheduled for FY21/22
	Key Parties	CDO, Asbestos Waste Handler, EHO		CDO, Asbestos Waste Handler EHO	CDO, Asbestos Waste Handler	
	Financial	Operating Budget		Operating Budget	Operating Budget; project allocation required	
1.4.2c Implementation of Container Deposit Scheme	Activity	Plan	Plan	Deliver	Maintain	Rollout of Containers for Change program at State Government level has been delayed by COVID-19
	Key Parties	CEO, DWER	CEO, CDO, DWER	DWER	DWER, Shire or Community Group	
	Financial	Operating Budget	Operating Budget	Operating Budget; TBD	Operating Budget; TBD	
2.1.1a Installation of exercise equipment at Autumn Centre	Activity	Deliver	Plan	Deliver Postpone	Maintain Postpone	Autumn Centre not a suitable venue; alternatives will need to be sought. Outdoor gym a possibility. Given current project pipeline proposing this be delayed. Project postponed.
	Key Parties	CDO, Physiotherapist	CDO, Physiotherapist	CDO	Parks, Gardens & Facilities Team	
	Financial	Operating Budget	Operating Budget	Operating Budget; potential capital requirements and external funding opportunities. Pending alternate venue	Pending alternate venue. Operating Budget	

Formatted Table

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2021)
2.1.1b Ongoing lobbying of WACHS for installation of telehealth services in Mingenew	Activity	Lobby	Deliver	Deliver <u>Maintain</u>	Maintain	Progressing positively, with installation due to take place in coming months. Timing to be confirmed. Awaiting delivery by WACHS
	Key Parties	CEO, Council, State Politicians, Community Groups	WACHS	WACHS <u>WACHS</u>	WACHS	
	Financial	Operating Budget	Operating Budget	Operating Budget		
2.1.2b Continue to engage with WACHS, Silver Chain, Mid West Aero Medical and other health providers to support the delivery of quality medical services in the Shire	Activity	Lobby	Lobby	Lobby	Lobby	Have maintained continuity of service through COVID-19 with use of phone consultations. Town flu vaccination took place successfully COVID and Flu vaccinations to take place with assistance of Mid West Aero for Mingenew residents..
	Key Parties	CEO, CDO, Council, State Politicians, Community Groups	CEO, CDO, Council, State Politicians, Community Groups	CEO, CDO, Council, State Politicians, Community Groups	CEO, CDO, Council, State Politicians, Community Groups	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
2.2.1a Continue to support Mingenew CRC in ongoing improvement of local childcare service delivery	Activity	Support	Support	Support	Support	Shire has endorsed DCP funding for the relocation of the Child Care centre to a larger facility.
	Key Parties	CDO, CRC	CDO, CRC	CDO, CRC	CDO, CRC	
	Financial	Operating Budget	Drought Communities Program (\$150,000)	Drought Communities Program (\$150,000) <u>Operating Budget</u>	Operating Budget	
2.3.1c Engage with arts and cultural organisations to attract regional events held in Geraldton to hold satellite events in Mingenew	Activity	Plan	Plan	Plan <u>Deliver</u>	Deliver <u>Support</u>	Ongoing; COVID-19 has impacted the ability to deliver on events.
	Key Parties	CEO, CDO, Community Groups, Cultural Organisations	CEO, CDO, Community Groups, Cultural Organisations	CEO, CDO, Community Groups, Cultural Organisations <u>CEO, CDO, Community Groups, Cultural Organisations</u>	CEO, CDO, Community Groups, Cultural Organisations <u>CEO, CDO, Community Groups, Cultural Organisations</u>	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
	Financial	Operating Budget	Operating Budget	Operating Budget Operating Budget, project allocation potentially required	Operating Budget, project allocation potentially required Operating Budget	
2.3.1d Engage with arts and cultural organisations, such as the North Midlands Project, to encourage establishment of cultural hub in Mingenew	Activity	Plan	Plan/Deliver/ Support	Support Deliver	Support	Will be promoted by restoration of railway station (outlined above) and re-opening of bank building which is slated for a small facelift through LRCI/CRC engaging with North Midlands Project on regular basis to assist in delivery of arts program into Mingenew. Shire in supporting role.
	Key Parties	CEO, CDO, Community Groups, Cultural Organisations	CEO, CDO, Community Groups, Cultural Organisations	CEO, CDO, Community Groups, Cultural Organisations	CEO, CDO, Community Groups, Cultural Organisations	
	Financial	Operating Budget	Operating Budget; LRCI for bank building facelift (\$5,000)	Operating Budget, project allocation potentially required	Operating Budget	
2.3.2a Continue to support Tourism and Promotions Committee in delivery of tourist information services	Activity	Support	Support	Support	Support	Ongoing; some DCP funds will be utilised to improve the tourist centre. The Shire has also provided in-kind design support for a new map for the centre. Shire reviewing Tourist Centre operations; moving to outsource through public Expression of Interest process
	Key Parties	CDO, T&P Committee	CDO, T&P Committee	CDO, T&P Committee	CDO, T&P Committee	
	Financial	Operating Budget	Operating Budget; DCP (\$4,000)	Operating Budget	Operating Budget	
2.3.2b Engage in Wildflower Country projects designed to	Activity	Plan	Deliver	Plan	Deliver	75% of funding for Regional Trails Master Plan has been secured; WFC plans to deliver
	Key Parties	CEO, Wildflower Country Inc.	CEO, Wildflower Country Inc.	CEO, Wildflower Country Inc.	CEO, Wildflower Country Inc.	

Formatted: Not Highlight

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
enhance regional tourism infrastructure	Financial	Operating Budget,	External Funding (to be sourced), \$5,000 (project contribution)	Operating Budget, project allocation potentially required	External Funding (to be sourced)	project in FY20/21 once final funding is obtained. Shire expenditure for this project will be moved back a year as a result. WFC delivering Regional Trails Master Plan, to be completed in early FY21/22: Shire can look at developing projects with it from there.
2.3.2c Engage with tourism industry to support and encourage development of new local tourism products	Activity	Lobby	Lobby/Deliver	Lobby/Deliver Lobby	Lobby	CEO liaises with local operators, regional and State tourism bodies. A key party has been Astrotourism WA, <u>with new stargazing events taking place</u> . We will also look to install remote cameras as part of DCP in 2021/22.
	Key Parties	CEO, Council, Regional Tourism Organisations, Tourism WA, Local tourism businesses	CEO, Council, Regional Tourism Organisations, Tourism WA, Local tourism businesses	CEO, Council, Regional Tourism Organisations, Tourism WA, Local tourism businesses <u>CEO, Council, Regional Tourism Organisations, Tourism WA, Local tourism businesses</u>	CEO, Council, Regional Tourism Organisations, Tourism WA, Local tourism businesses	
	Financial	Operating Budget	Operating Budget; DCP (\$7,500) for remote cameras	Operating Budget; DCP (\$7,500) for remote cameras <u>Operating Budget; DCP (\$7,500) for remote cameras</u>	Operating Budget	
2.4.1a Annual roll-out of Community Assistance	Activity	Deliver	Deliver	Deliver	Deliver	Ongoing
	Key Parties	CEO, CDO, Council	CEO, CDO, Council	CEO, CDO, Council	CEO, CDO, Council	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
Scheme to support community projects	Financial	1.5% of Rates Income	1.5% of Rates Income	1.5% of Rates Income	1.5% of Rates Income	
2.4.1b Provision of grant writing training to assist community groups to source External Funding	Activity	Deliver		Deliver		Completed. <u>A new round to be delivered in FY21/22</u>
	Key Parties	CDO, Community Groups		CDO, Community Groups		
	Financial	Operating budget		Operating Budget, project allocation potentially required		
2.4.2a Upgrade of garden beds with low maintenance plants, in accordance with expert advice	Activity	Plan	Deliver	Deliver	Deliver	Entry statements have been improved; garden bed at museum replaced with static display. <u>Further mulching and irrigation works taking place as part of operational works.</u>
	Key Parties	Parks, Gardens & Facilities Crew, Horticulturalist	Parks, Gardens & Facilities Crew, Horticulturalist	Parks, Gardens & Facilities Crew	Parks, Gardens & Facilities Crew	
	Financial	Operating Budget	Operating Budget,	Operating Budget, project allocation potentially required	Operating Budget, project allocation potentially required	
2.4.2b Audit and upgrade of footpaths	Activity	Plan	Plan / Fund	Plan / Fund <u>Deliver</u>	Deliver <u>Maintain</u>	<u>Consultant engaged to deliver footpath/cycle path plan to allow for future funding applications. Funding secured to develop 10-year footpath plan; to be done in FY21/22.</u>
	Key Parties	WS, Infrastructure consultant	WM	WM <u>Roadworks Crew, footpath contractor</u>	Roadworks Crew, footpath contractor <u>Parks, Gardens & Facilities Crew</u>	
	Financial	Operating Budget	Capital works budget, potential to seek External Funding	<u>Capital works budget, potential to seek External Funding</u> Capital works budget and/or External Funding	<u>Capital works budget and/or External Funding</u> Operating budget	
	Activity	Fund	Deliver	Deliver <u>Maintain</u>	Maintain	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
2.4.2c Upgrade of walking trails on Mingenew Hill	Key Parties	CEO, CDO, Funding bodies	CEO, Construction contractor	CEO, Construction contractor Parks, Gardens & Facilities Crew	Parks, Gardens & Facilities Crew	Land tenure matters progressing; project can to be progressed <u>with LRCI in FY21/22</u> with COVID stimulus funding .
	Financial	Project funding to be sought	LRCI (\$32,000)	LRCI (\$32,000) Operating budget	Operating budget	
2.4.2d Investigate and support consolidation of recreational facilities at Mingenew Recreation Centre	Activity	Plan		Plan	Plan Fund	Given current project load, propose this be delayed. <u>Structural Engineering report to be completed on building to allow for assessment of next steps.</u>
	Key Parties	CEO, Council, Sporting Groups		CEO, Council, Sporting Groups	CEO, Council, Sporting Groups CEO, Council, Sporting Groups, funding bodies	
	Financial	Operating Budget		Operating Budget; Engineering Repot: \$6,000	Operating Budget, External Funds	
	Activity	Plan	Fund/Delivery	Maintain	Maintain	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
2.4.2e Upgrade Playgrounds, including Shenton Street Skate Park	Key Parties	CEO, CDO, Landscape architect	CEO, CDO, funding bodies, Construction contractor	Parks, Gardens & Facilities Crew	Parks, Gardens & Facilities Crew	Following OSH reviews, may need to remove playground in Samuel Phillip Park. Skate Park project has been approved for DCP funds, and CSRFF application being prepared for skate park component. Skate Park and Playground project largely completed in FY20/21. Final landscaping works make take place in FY21/22. Review of Samuel Phillips Park to take place.
	Financial	Operating Budget; \$20,000 (GL2642)	LRCI (\$50,000), DCP (\$150,000)	Operating budget	Operating budget	
<u>2.4.2f Mingenew Spring Improvements</u>				<u>Plan</u>	<u>Fund/Deliver</u>	<u>New project for FY21/22 designed to upgrade amenity of Mingenew Spring area</u>
				<u>CEO, CDO, Relevant consultants, Community</u>	<u>CEO, CDO, Relevant consultants, Community</u>	
				<u>Municipal Funds (\$10k)</u>	<u>External funding</u>	
3.1.1a Audit of local land holdings to determine current supply	Activity	Deliver		Review		Survey completed.
	Key Parties	CEO		CEO		
	Financial	Operating Budget		Operating Budget		
	Activity	Plan	Deliver		Deliver	Initial planning has taken place, will continue into FY20/21 as
	Key Parties	CEO	CEO		CEO	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
3.1.1b Investigation of promotional opportunities for local land	Financial	Operating Budget	Operating Budget; project allocation potentially required for market research and strategy development		Operating Budget; project allocation potentially required	strategy for sale of land is developed and rolled out and sale took place in FY20/21; working with buyers to get development underway.
<u>3.1.1c Investigation of rural residential land development around Mingenew Hill</u>	<u>Activity</u>			<u>Plan</u>	<u>Plan/Deliver</u>	<u>New project for FY21/22; some initial work has taken place already</u>
	<u>Key Parties</u>			<u>CEO, Council, DPLH, Adjoining landowners</u>	<u>CEO, Council, DPLH, Adjoining landowners</u>	
	<u>Financial</u>			<u>Municipal funds \$5,000</u>	<u>Municipal funds</u>	
3.1.2a Engage with stakeholders, including Department of Housing, to support development of local housing market	Activity	Lobby	Lobby	Lobby	Lobby	Ongoing; <u>operational item. Given new focus due to TC Seroja-related accommodation issues.</u>
	Key Parties	CEO, Council, Department of Housing, State & Federal Govt	CEO, Council, Department of Housing, State & Federal Govt	CEO, Council, Department of Housing, State & Federal Govt	CEO, Council, Department of Housing, State & Federal Govt	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
3.1.2b Conduct audit of available housing in Shire	Activity	Deliver			Review	Survey completed; responses were lower than hoped, but limited available housing found. No action for 21/22.
	Key Parties	CEO, CDO, Community			CEO, CDO, Community	
	Financial	Operating Budget			Operating Budget	
3.2.2a Revise and seek to implement (with appropriate External Funding) existing project plan for light industrial incubator project	Activity	Plan	Plan	Fund	Deliver	Planning ongoing; given FY20/21 project load it is appropriate to push this back, awaiting feedback from State Government about potential sale of Eleanor Street land
	Key Parties	CEO, State Govt	CEO, State Govt	CEO, Funding Bodies	CEO, Relevant contractors	
	Financial	Operating Budget	Operating Budget	Operating Budget	Capital Works Budget, External Funds	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2021)
3.2.6a Continue to engage with State and Federal governments and existing operators to improve infrastructure at Yarragadee site	Activity	Lobby	Lobby	Lobby <u>Business Case Development</u>	Lobby <u>Fund Business Case Projects</u>	Ongoing; Leverage Fund application submitted by MWDC in late FY19/20; outcomes of that will be known in 20/21 and guide future actions; Leverage Fund application successful; Business Case to be developed in FY21/22
	Key Parties	CEO, MWDC, State & Federal Govt, Space Precinct Users	CEO, MWDC, State & Federal Govt, Space Precinct Users	CEO, MWDC, State & Federal Govt, Space Precinct Users	CEO, MWDC, State & Federal Govt, Space Precinct Users	
	Financial	Operating Budget	Operating Budget	Operating Budget; <u>Leverage Fund (\$80,000)</u>	Operating Budget; <u>External Funding</u>	
4.3.1a Maintain funding and support for See You In Mingenew campaign	Activity	Deliver	Deliver	Deliver	Deliver	Continue to promote the Shire of Mingenew to intra- and inter-State markets. <u>Use campaign to support local business and liveability, including attraction of new business and investment, including promotion of housing to encourage people to build/relocate.</u>
	Key Parties	CEO, CDO, Marketing Consultant	CEO, CDO, Marketing Consultant	CEO, CDO, Marketing Consultant	CEO, CDO, Marketing Consultant	
	Financial	Operating Budget, (GL3912)	Operating Budget, project allocation required	Operating Budget, project allocation required	Operating Budget, project allocation required	
4.3.1b Actively seek for local business and relevant community groups to contribute to and share in campaign	Activity	Lobby	Lobby; seek to reconstitute local Business Alliance	Lobby	Lobby	Will seek to reconstitute local Business Alliance in FY20/21 and use that group to try to capitalise further on the Shire's ongoing local and external marketing <u>CRC has taken on Business Alliance in FY20/21</u>
	Key Parties	CEO, CDO, Local Businesses, Community Groups	CEO, CDO, Local Businesses, Community Groups	CEO, CDO, Local Businesses, Community Groups	CEO, CDO, Local Businesses, Community Groups	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
4.3.2b Support community groups in endeavours to	Activity	Support	Support	Support	Support	Ongoing; supported by CAS program.
	Key Parties	CDO, Community Groups	CDO, Community Groups	CDO, Community Groups	CDO, Community Groups	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
improve existing, or create new, tourist attractions	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
4.3.3b Maintain relationship with Astrotourism WA to assist to grow market in Mingenew	Activity	Support	Support	Support	Support	Continue to engage with Astrotourism WA and leverage their work to promote the Shire of Mingenew as an Astrotourism destination.
	Key Parties	CDO, Astrotourism WA	CDO, Astrotourism WA	CDO, Astrotourism WA	CDO, Astrotourism WA	
	Financial	Operating Budget (GL3912)	Operating Budget (GL3912); DCP project (\$18,000)	Operating Budget (GL3912) <u>Funding?</u>	Operating Budget (GL3912)	
5.1.1a Plan, fund and install public Wi-Fi in Mingenew town centre	Activity	Plan/ Fund	Investigate/ Review	<u>Install</u>		<u>Looking at getting Fixed Wireless connection into Mingenew through DCP program; review public WiFi following this: Public WiFi funded through LRCI-E program for delivery in FY21/22</u>
	Key Parties	CEO	CEO, ICT Contractor	<u>CEO, ICT Contractor</u>		
	Financial	Operating Budget, \$10,000 (GL3864)	Operating Budget	<u>LRCI-E funding: \$15,000</u>		
5.1.2a Continue to engage with, and support, Digital Farms project rollout	Activity	Support	Deliver	Support	Support	<u>We will be actively assisting in delivery through DCP installation of communications tower for Mingenew townsite in FY20/21 TC Seroja damaged the mast used for the townsite Fixed Wireless Infrastructure. It was only partly insured. Funding to be sought for replacement.</u>
	Key Parties	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	
	Financial	Operating Budget	Operating Budget; Drought Communities Program (\$15,000)	Operating Budget; <u>Insurance claim: \$20,000</u> <u>Funding to be sought: \$60,000</u>	Operating Budget	
	Activity	Lobby	Lobby	Lobby	Lobby	Ongoing;

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020)
5.1.3b Continue to lobby for improved mobile telephone coverage throughout the Shire	Key Parties	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
5.2.2a Continue to engage with MWCCI and RSM Business Local to draw services into Mingenew	Activity	Lobby	Lobby	Lobby/ <u>Support</u>	Lobby/ <u>Support</u>	Ongoing; met with local businesses; can increase CRC <u>actively engaged in this space.</u> once Business Alliance is reconstituted
	Key Parties	CEO, Local Business Support Agencies	CEO, Local Business Support Agencies	CEO, Local Business Support Agencies, <u>CRC</u>	CEO, Local Business Support Agencies, <u>CRC</u>	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
5.2.2b Support efforts to establish small business incubator or shared working space in Mingenew	Activity	Plan	Fund/ Deliver/Plan	<u>Support/Deliver</u>	Support	DCP funded in FY20/21, <u>with delivery to take place in FY21/22 following relocation of toy library.</u>
	Key Parties	CEO, Local Business Support Agencies	CEO, Local Business Support Agencies, Funding Bodies	<u>CEO, Local Business Support Agencies, Funding Bodies</u> CDO, Local Business Support Agencies,	CDO, Local Business Support Agencies	
	Financial	Operating Budget	DCP (\$10,000)	<u>DCP (\$10,000)</u> Operating Budget,	Operating Budget	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2020 ⁰¹)
<u>5.2.2c Conduct audit of local home-based/micro-businesses</u>	<u>Activity</u>			<u>Audit</u>		<u>New activity for 21/22.</u>
	<u>Key Parties</u>			<u>CDO, Local micro-businesses</u>		
	<u>Financial</u>			<u>Operating budget</u>		
5.2.3a Conduct audit of available light industrial land, with view to identifying areas for expansion	Activity		Deliver		Review	Completed in FY19/20; limited land currently available.
	Key Parties		CEO, State Govt			
	Financial		Operating Budget			

6. LINKS TO OTHER PLANS

WORKFORCE PLAN

The Shire of Mingenew's Workforce Plan 2013-2017 is out of date and will undergo a major review by December 2020. The existing document does not reflect the current organisational structure and staffing levels (following a restructure late in FY16/17) and assumed significant resourcing assistance from the (now defunct) Mid West Regional Council. The new document will be more streamlined, and better aligned with this Corporate Business Plan and the Strategic Community Plan 2019-29. The Shire of Mingenew adopted a new Workforce Plan (2021-2025) in 2021, focusing on four core areas:

Attraction and Retention – to attract and retain the right people that are passionate about living and working in Mingenew

Culture and Performance – cultivating a positive workplace culture that is drive by our values and community aspirations

Key Projects and Managing Change – support the community to grow and prosper by effectively responding to change and emerging needs

Learning and Development – developing our people capabilities to be passionate and innovative contributors to the success of our organisation

The Corporate Business Plan links in to the strategies and principles outlined in the Workforce Plan, as noted in Section 3.

As noted in Section 3 of this document, the Corporate Business Plan's 2020 review will involve incorporating outcomes from the updated Workforce Plan. These items filter through the 2021 review also.

LONG TERM FINANCIAL PLAN

The Shire of Mingenew's Long-Term Financial Plan (2016-2026) was last reviewed in May 2017. A review in the 2018/19 Financial Year ~~was has been~~ held off pending completion of the Strategic Community Plan and Corporate Business Plan, which will both have a material impact on the document.

As noted in Section 23 of this document, this document is scheduled for significant review in the ~~first second~~ half of the ~~21/22 19/20~~ Financial Year, incorporating updates from the SCP, CBP and Workforce Plan. ~~These~~ updates will be reflected in this document as part of the ~~21/22020~~ Review.

The LTFP tracks the progress of several key financial ratios, the impact on which this Plan must consider. These ratios may change in the near future, pending the outcome of a report presented to the WALGA State Council in May 2021.

Ratio	Target
Current Ratio	Greater than or equal to 1:1
Own Source Revenue Rates Coverage Ratio	Greater than or equal to 40%
Debt Service Coverage Ratio	Greater than or equal to 2

Asset Sustainability Ratio	<u>Greater than or equal to 90% to 100%</u>
Asset Consumption Ratio	<u>Greater than or equal to 50% to 75%</u>
Asset Renewal Funding Ratio	<u>Between 75% to 95%</u>
<u>Operating Surplus Ratio</u>	<u>Between 1% and 15%, currently achieving (-0.39%) (The standard is unachievable for many smaller Local Governments due to the reliance they have on external funding).</u>

ASSET MANAGEMENT PLAN

The Shire of Mingenew's Asset Management Plan was updated in April 2019. The update significantly modernised the previous version (adopted February 2012), but contains figures and assumptions from the 2013-17 Corporate Business Plan and 2016-2026 Long Term Financial Plan.

The 2019 Review of the AMP ensures that the Shire possesses a compliant document to guide future Asset Management activities, and to chart a path forward for improvement in this area. The 2021/22 review of the AMP will incorporate updated data from both this CBP and the next iteration of the LTFP, bringing this document into better alignment with the Shire's Integrated Planning Framework.

Several improvements were identified in the 2019 Asset Management Plan, some of which will be delivered through this Corporate Business Plan. Specifically:

- Undertake routine condition inspections;
- Measure and report levels of service for key assets;
- Improve the accuracy of future financial forecasts through improved forecasting of operational, maintenance, renewal, new and upgrade costs;
- Develop 5-year road maintenance and upgrade capital works plan; and
- Maintain formal asset maintenance and renewal programs for all assets.

7. RISK MANAGEMENT

The Shire of Mingenew maintains a Risk Management Register as part of its Enterprise Risk Management system. This Register captures and tracks a range of operational and strategic risks, their treatments, and the Shire's progress in addressing areas of significant residual risk. This document is reviewed regularly by both Shire staff and Council's Audit and Risk Committee.

Our operational risks are broken down across the following areas:

Risk Area	Consequence Categories	Residual Risk Rating	Control Measures
Asset Management	Financial / Property	High	Inadequate
IT & Communications	Service Interruption / Financial	Moderate	Effective
Project/ Change Management	Financial / Service Interruption / Reputation	Moderate	Effective
Safety & Security	Health / Financial / Service Interruption / Compliance	High	Adequate
Business Disruption	Service Interruption / Reputation / Financial	Moderate	Adequate
Community ManagementEngagement	Reputation / Compliance	Moderate	Effective
Compliance	Compliance / Reputation	Moderate	
Document Management	Compliance / Service Interruption / Financial	Moderate	Adequate
Employment Practices	Compliance / Service Interruption	Moderate	Adequate
Environment	Financial / Reputation	Moderate	Adequate
Facilities, Venues & Events	Financial / Reputation	Moderate	Adequate
Governance & Compliance	Compliance / Reputation / Financial	Moderate	Effective
Misconduct	Financial / Reputation	Moderate	Effective
Procurement & Contracting	Compliance / Financial	Moderate	Adequate
External Theft & Fraud	Service Interruption / Financial / Reputation	Moderate	Adequate
Errors, Omissions & Delays	Reputation	Low	Adequate

We also have several key strategic risks which some of the projects listed in this Plan will seek to address:

Risk	Risk Description	Risk Trend
Asset Management	Ineffective asset management of Shire owned assets and facilities- risk for long term sustainability if the Shire fails to adequately plan for funding of major projects and asset management replacement	Increasing
Community Expectations	Inability to manage community expectations and increasing demands of community groups	Increasing
Governance Resourcing	Increasing legislative compliance requiring greater resourcing	Increasing
ITC Exploitation	Ineffective Information Security Systems resulting in malicious or accidental loss or manipulation of data	Increasing
Legal	Exposure to litigation as a result of the actions of Council or staff	Increasing
Poor Governance	Failure to govern effectively, transparently and in compliance with legislation	Increasing
Workforce Instability	Failure to meet organisational objectives through effective/efficient use of human resources and effective workforce planning.	Increasing <u>Stabilising</u>
Community Safety	Community members feel unsafe and/or are exposed to higher levels of crime than elsewhere in the region	Stable
Emergency Management	Failure to plan for Disaster Recovery	Stable
Financial Decline	Reduction in funding available for local government	Stable
Leadership	Inability to attract executive staff	Stable
Strategic Delivery	Change in organisational direction resulting in failure to follow through on long-term strategic goals	Stable
Economic Development	Ineffective strategies to optimise economic development of the Shire	Decreasing
Reputational Damage	Positive achievements and messaging counteracted by negative social/mainstream media and word of mouth	Decreasing

8. MEASURING OUR PERFORMANCE

As with any plan, it is important that we track the progress and measure the effectiveness of this document to ensure that we are working towards our strategic and operational goals. In addition to delivering the various projects and initiatives listed in Section 5, which will be reviewed and reported on annually, we have a number of ongoing and stretch goals that we are seeking to achieve through this Plan.

Strategy	Goal	Comment/Due Date
Leading Mingenew	Community satisfaction with Council communication > 90% approval	Measure in survey, biennially
	Staff Downward trending staff turnover rate to <10% per annum by 2023	Every year
	Financial ratios within recommended industry guidelines	Every year
	Unqualified audit results	Every year
Love Living in Mingenew	Full day 5 day a week childcare service operating by 2020 2023	December 2020 2023
	Active and well used public open spaces developed and maintained	Ongoing; measure in survey
	Achievement of DAIP outcomes within times allocated to support an accessible community	Ongoing; managed through DAIP
	Effective community volunteering model developed as a pilot by 2021	December 2021
Growing Mingenew	4 x new businesses attracted to set up in Mingenew	<u>1 in 20/21, 1 in 21/22, 2 in 22/23 – The Hinterland Collective and Wildside Coffee have been established</u> 1 in 20/21, 1 in 21/22, 2 in 22/23
	20 x Houses built (different configurations)	<u>5 in the life of this plan – the Shire has sold 408 vacant lots with provision for residential building to occur within 2 years</u> 5 in the life of this plan
	1 x Community Hub developed or redeveloped	<u>By December 2022 – Railway Station renovations scheduled for 2021 to create a space for a community hub</u> By December 2022
	3 x Value adding Agricultural businesses established from Mingenew	1 each in 20/21, 21/22, 22/23
	Increase in level of activity for visitors to Mingenew, extend their stays and increase out of season tourism	Commence measurement in 19/20

We'll See you in Mingenew	1 x Railway precinct development and exchange, hub, arts space development	December 2022 – Railway Station tender currently open December 2022
	20 new residents move to Mingenew by 2023	June 2023 – Census data to be reviewed in 2021/22 June 2023
	Increase visitation and overnight stays by 2021	By June 2021
Making Business Easy in Mingenew	Enterprise grade internet services delivered to shire and farms by 2022	December 2022; reliant upon Digital Farms Project
	Community continues to have access to banking facilities and services	Ongoing
	Local businesses sustain current employment numbers in short term, grow by 15% in medium term	Ongoing; 5% growth by end of this Plan – review Census data in 2021/22

9. COMPLETED ITEMS

The following project items have been completed:

Project	Year Completed	Notes
1.1.1a 5-year road maintenance/construction program	19/20	Subject to annual review
1.1.2d Installation of Solar Power system at Shire Office and Rec Centre	20/21	
1.1.2e Upgrade of water infrastructure at Rec Centre	20/21	
1.2.1d Review Rural Rating Methodology	20/21	Will need to be reviewed periodically
1.2.3a Update and implement Workforce Plan	20/21	Will undergo biennial review
1.2.3b Build HR policy and procedure framework	20/21	Will undergoing regular review
1.2.3c Continue to remunerate staff competitively	20/21	Will form part of Workforce Plan implementation and review process
1.2.3d Investigate corporate	20/21	Implemented; operating item

Formatted Table

<u>membership of LG Professionals to allow reduced cost access to training and networking opportunities for staff</u>		
<u>1.2.4b Review and upgrade ICT environment</u>	<u>21/22</u>	<u>Moved to cloud environment; operation item to be reviewed periodically</u>
<u>1.4.2a Transition from landfill to transfer station</u>	<u>21/22</u>	<u>Operating item</u>
<u>1.4.2c Implementation of Container Deposit Scheme</u>	<u>21/22</u>	<u>Taken on by community groups; can also be incorporated to transfer station operations</u>

SHIRE OF MINGENEW

CORPORATE BUSINESS PLAN 2019-2023

JULY 2021 REVIEW

CORPORATE VALUES AND VISION

WHAT WE VALUE

Mingenew is forward thinking, is innovative and leads change for our community, people and industry.

We are passionate about our Shire and strive to create opportunities for people to belong and share this special place.

We focus on building and strengthening our relationships with each other and our region as our connections enable us to build our community.

We support each other to “have a go” and to use our initiative and drive to create new opportunities and knowledge for our community and other people.

We welcome all people of all generations to Mingenev and share our community so that people can belong and feel included and valued.

VISION

Mingenew Shire is a safe, inclusive and connected community with a thriving local economy that provides opportunity for all to succeed.

OUR PURPOSE

We are leaders in delivering services and development opportunities. We balance financial sustainability and community aspirations in partnership with our local community, partners and investors.

We acknowledge the traditional custodians of the land, the Yamatji people.

We cherish first nation's people and respect their connection to their land, cultural heritage and belief systems.

We value these ancient systems and understand they are thriving, evolving and will empower and enhance all members of the community.

CONTENTS

What We Value	2
Vision	2
Our Purpose.....	2
1. Foreword.....	4
Message from the Chief Executive Officer	4
2. Introduction	5
Legislative Requirements.....	5
The Integrated Strategic Planning Framework.....	5
The Review Cycle	7
3. Context.....	8
Strategic Direction.....	8
Minor Review of the strategic community plan	8
Four-Year Priorities	9
4. Delivery Plan.....	11
Key Assumptions	11
Unforeseen Impacts	11
Functional Responsibilities.....	12
Organisational Structure:.....	12
Functional Responsibilities:.....	13
Key Projects	14
5. Resourcing and Budgetary forecasts.....	17
Financial Profile.....	17
Revenue 2019/20.....	17
Expenditure by Program 2019/20.....	18
Operating Expenditure by Nature and Type	18
Resourcing Requirements.....	19
6. Links to Other Plans	32
Workforce Plan.....	32
Long Term Financial Plan	32
Asset Management plan.....	33
7. Risk Management.....	34
8. Measuring Our Performance	37
9. Completed Items	39

1. FOREWORD

MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

Welcome to the Shire of Mingenew's Corporate Business Plan 2019-2023.

It's exciting to be able to deliver this document on the back of a well-engaged Strategic Community Planning process, through which we were able to deliver an updated 10-year vision for our Shire. This document seeks to operationalise the first four years of that journey as we seek to grow our Shire, enhance opportunities and deliver more for our community and stakeholders.

The Corporate Business Planning Process also comes with some additional challenges that the development of a visionary document does not:

- Balancing limited resources across projects and programs
- Ensuring that the Shire continues to deliver its day-to-day services in addition to any new projects, noting that much of the Shire's capacity is currently spent on Business as Usual activities
- Maintaining awareness that new projects and programs – once delivered – come with a whole-of-life cost (operations, maintenance, depreciation), and factoring this in to resourcing calculations
- Aligning the remainder of the Shire's Integrated Planning Framework with this document and the updated Strategic Community Plan

For a small local government (in terms of area, population, budget and staff size) the successful delivery of our Strategic Community Plan is going to mean:

- Careful consideration of resourcing, as trade-offs will likely be necessary to deliver some of what is required
- Ensuring that we seek out and maximise external funding and assistance wherever possible – potentially delaying delivery of some projects until appropriate co-funding can be secured
- Maintaining strong networks within State Government and other funding bodies to ensure that we are aware of upcoming grant opportunities, and have enough planning in place to take advantage of them when they arise
- Where possible and appropriate outsourcing the delivery of some projects or initiatives to other groups better resourced to deliver this; this may include local clubs and committees, not-for-profit organisations, social enterprises and other government agencies

It has also been noted, through the Strategic Community Planning process that a number of the community's desires are outside the purview of local government to deliver (e.g. health or education services). This does not mean that they will be ignored, rather than the Shire's role in these areas is going to be one of lobbying and partnering with outside organisations rather than taking direct unilateral action.

Despite the challenges which face us, this is a time for optimism. We have a modern Strategic Community Plan, developed in concert with our engaged and enthusiastic community and supportive regional stakeholders. With this document we now also have a path forward to start to deliver on that ten-year vision. There will inevitably be obstacles and difficult choices along the way, but the outcomes will have a transformative effect on our Shire and pave the way for further growth and prosperity into the future.

Nils Hay, Chief Executive Officer

2. INTRODUCTION

LEGISLATIVE REQUIREMENTS

In 2011, the Department of Local Government introduced its Integrated Planning and Reporting Framework to standardise and guide strategic and corporate business planning across the Western Australian local government sector.

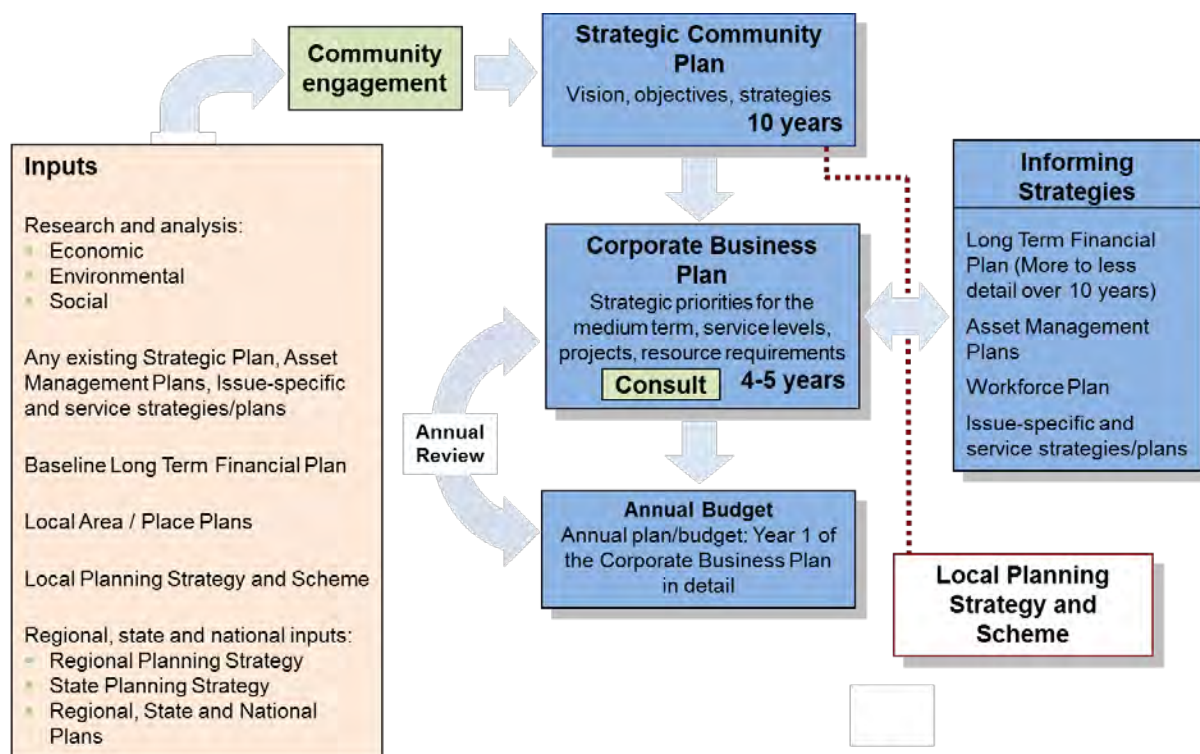
All local governments are legally required to develop a Strategic Community Plan and Corporate Business Plan to fulfil the statutory obligations of section 5.56 of the Local Government Act 1995, which is to effectively “plan for the future”.

Under the Local Government (Administration) Regulations 1996, a Corporate Business Plan is required to:

- (a) Set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and
- (b) Govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and
- (c) Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

The Shire’s Corporate Business Plan 2019–2023 aims to fulfil these obligations, as well as demonstrate leadership and best practice in operational planning within the local government industry.

THE INTEGRATED STRATEGIC PLANNING FRAMEWORK



The framework has the following elements:

- 10-year Strategic Community Plan (SCP) which outlines our vision for the future, our values and our strategic goals. An updated SCP by Council in May 2019. The next minor review is due in 2021.
- A 4-year Corporate Business Plan (CBP) which details what we will do to implement the Strategic Community Plan. This document details the key projects and resources required to deliver on the next four years of the Strategic Community Plan and details the planned project outputs/outcomes, estimated project costs, risks, sources of funds, project schedule and resources required to implement projects.
- An Asset Management Plan (AMP) which enables the Shire to plan and manage the assets so that the community's aspirations can be reached. It is based upon 'whole of life' and 'whole of organisation' approaches and the effective identification and management of risks associated with the use of assets. The Shire of Mingenew's Asset Management Plan was last updated in April 2019.
- 10-year Long-Term Financial Plan (LTFP) which is a high-level document that indicates the Shire's long-term financial sustainability, allows for early identification of financial issues and their longer-term impacts, and shows the financial impacts of plans and strategies. Upon endorsement of this Corporate Business Plan, the LTFP will be updated to reflect any changes.
- A Workforce Plan which analyses the operational capacity of the Shire, contrast that to the strategic needs created by the plans, and identifies the capacity, skills and knowledge gaps and how to address them. The Shire's Workforce Plan (2021-2025) was adopted in 2021.
- An Annual Financial Budget which will record the planned activities and expenditure for each year; and
- An Annual Report which provides the community with a detail account of what has been achieved each year and progress made towards the Performance Targets and achievement of Corporate Business Plan.

THE REVIEW CYCLE

The Integrated Planning Framework should consist of linked documents which evolve to reflect changes in organisation and community. For this reason, each document is subject to a review cycle. The recent major review of the Strategic Community Plan and development of this new Corporate Business Plan will have flow-on impacts on the Shire's other Planning Documents. Over the life of this Corporate Business Plan, it is intended that all documents are reviewed as required, and the Shire's Integrated Planning Framework – which is currently imperfectly aligned – becomes more closely linked.

Our planned review cycle sees that alignment improve over Financial Year 2019/20 and aims to have a fully aligned and updated set of integrated planning documents in place for the 2021 Minor Strategic Review.

Document	Next Review	Nature of Review
Workforce Plan	December 2020	New Plan developed and adopted in Feb 2021
Strategic Community Plan & Corporate Business Plan	By June 2021	Minor strategic review; primarily a desktop exercise and focused on resetting the Corporate Business Plan with consequential amendments to the core informing strategies as required.
Long Term Financial Plan	Aug/Sep 2021	Annual Update
Asset Management Plan	Oct/Nov 2021	Annual Review
Workforce Plan	December 2021	Annual Review
Long Term Financial Plan	Sep 2022	Annual Update
Asset Management Plan	Nov 2022	Annual Review
Corporate Business Plan	By June 2022	Annual Review; Report on outcomes for Year 3, Develop budget for Year 4, minor revisions as necessary. Incorporate any changes from Workforce Plan, LTFP and AMP Reviews
Workforce Plan	December 2022	Annual Review
Long Term Financial Plan	Sep 2023	Annual Update
Asset Management Plan	Nov 2023	Annual Review
Strategic Community Plan and Corporate Business Plan	By June 2023	Major Strategic Review; re-engages with the community on the vision and key choices for the coming ten and four years.
Workforce Plan	December 2023	Annual Review
Long Term Financial Plan	February 2024	Annual Update
Asset Management Plan	April 2024	Annual Review

3. CONTEXT

STRATEGIC DIRECTION

The Strategic Community Planning process undertaken in late 2018 and early 2019 has provided Council with an overall strategic direction for the following decade.

Our strategy is based upon five pillars, which together seek to grow and enhance the economy, population, liveability and attractiveness of Mingenew, as well as improving the operations of the Shire of Mingenew as an organisation. These pillars are outlined in the 4 Year Priorities.

While the Strategic Community Plan provides a 10-year vision, this plan only covers four years. As such, not everything outlined above will be – or can realistically be – delivered within the lifetime of this plan.

As this is the first CBP to deliver upon the new SCP we have selected items which are:

- Already partially or fully planned
- Have been strongly prioritised through the SCP process
- Will deliver internal efficiencies and improvements to the Shire organisation, improving our overall ability to function and deliver projects and services

The next section outlines those Strategies/Actions which will be delivered against in this CBP.

MINOR REVIEW OF THE STRATEGIC COMMUNITY PLAN

The Strategic Community Plan is undergoing a minor review, as it has now reached the 2-year mark. This review has only made small changes to the document, which will filter through to the Corporate Business Plan. Those changes include:

- Updated message from current Shire President and Councillors
- Updated CEO message
- Status and adjustments of Targets/KPIs

FOUR-YEAR PRIORITIES

From that list, the following areas (highlighted) have been identified for focus in the four years of this Corporate Business Plan.

Strategy	Priority Area	Strategy/Action
Leading Mingenew	1.1 Infrastructure	1.1.1 Provide and support cost effective transport networks
		1.1.2 Provide buildings, facilities and services to meet community needs
		1.1.3 Protect and promote the Shire's diverse culture and heritage
	1.2 Capability	1.2.1 Manage the organisation in a financially sustainable manner
		1.2.2 Enhance open and trusting communication between Council and the community, and deliver high quality services in partnership with external stakeholders
		1.2.3 Provide sound corporate governance of the Shire and create an attractive work environment
		1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness
	1.3 Compliance	1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner
		1.3.2 Provide services and processes to enhance public safety
	1.4 Resource Management	1.4.1 Manage and protect water resources and infrastructure
		1.4.2 Manage and reduce waste
		1.4.3 Adapt to and mitigate climate change drivers
Love Living in Mingenew	2.1 Health	2.1.1 Develop healthcare services to enable aging in place for the community
		2.1.2 Develop healthcare and recreation services for all the community to ensure the well-being and health of all age groups within the community
	2.2 Education	2.2.1 Develop childcare service to full time day care model
		2.2.2 Support planning for access to quality education services, including transport planning
	2.3 Culture & Heritage	2.3.1 Develop arts spaces and programs to enliven community spaces and deepen experiences of visitors and community
		2.3.2 Capture more value from tourism – build local experiences and products, tourism infrastructure and connections, build new day trip and tour markets
		2.3.3 Enhance our natural and built environment and promote and protect the history and heritage within Mingenew
	2.4 Sense of Community	2.4.1 Support community volunteers to maximise impact of their contributions
		2.4.2 Continue programs to improve the look and feel of the community public spaces, places and services to support an active and inclusive lifestyle

Strategy	Priority Area	Strategy/Action
Growing Mingenew	3.1 Housing	3.1.1 Ensure pipeline of land available for development
		3.1.2 Develop local housing market (support new business model)
	3.2 Development	3.2.1 Central business/community hub development
		3.2.2 Light Industrial development (incubator) and land development and actively attract light industrial businesses
		3.2.3 Build capacity for global impact agricultural research and development program supported by training & education model
		3.2.4 Value capture/creation for agriculture (build on assets + capabilities)
		3.2.5 Investigate opportunities for renewable energy generation
		3.2.6 Develop space industry opportunities
See You in Mingenew	4.1 Diversity of Accommodation	4.1.1 Development of existing and future diverse accommodation options for business travellers and tourism
	4.2 Events	4.2.1 Facilitate the sustainability and growth of existing community and regional events, and encourage new ones to develop
	4.3 Tourism Assets	4.3.1 Continue and deepen Tourism promotion and development and “see you in Mingenev” campaign
		4.3.2 Support development of Tourism infrastructure to support deepening of local product
		4.3.3 Capture more value from tourism – build local experiences and products, including astrotourism, farm tourism and food tourism
Making Business Easy in Mingenew	5.1 Digital Capacity	5.1.1 Support Digital infrastructure development and capacity in town
		5.1.2 Support digital infrastructure and capacity on farms and rural areas
	5.2 Economic Development	5.2.1 Support sustainable local banking model to develop
		5.2.2 Enable small business support services to assist local businesses to grow
		5.2.3 Ensure pipeline of light industrial land available for development

4. DELIVERY PLAN

KEY ASSUMPTIONS

The Corporate Business Plan operationalises the Strategic Community Plan. It is acknowledged that the achievement of the Corporate Business Plan will in part, be dependent on several key assumptions as follows:

- No significant increases or decreases in income; either through rates or external funding.
- No major personnel changes in first two years. Current CEO is contracted to July 2024.
- Population is expected to remain steady
- Ongoing community engagement and support
- Council approval of projects will be forthcoming
- Ongoing involvement from local and regional partners and stakeholders

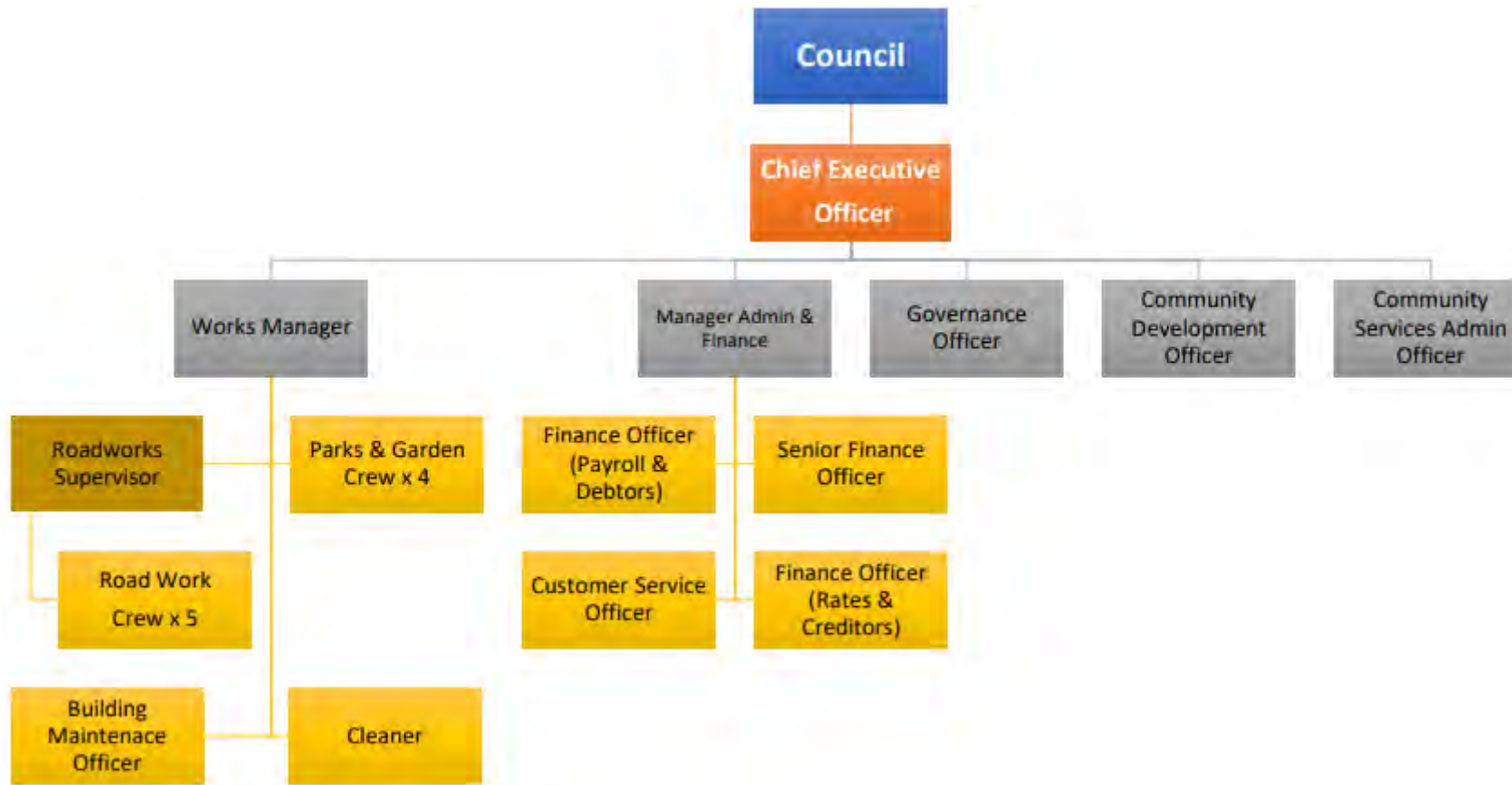
UNFORESEEN IMPACTS

The medium-long-term impact of Tropical Cyclone Seroja, which struck the region in April 2021, is yet to be fully understood and quantified. As Local Government is the agency responsible for disaster recovery, it is likely that previously unplanned projects and initiatives may arise to assist those in our community and region impacted by this event.

FUNCTIONAL RESPONSIBILITIES

Local Government Organisations perform a complex role. The Shire of Mingenew's functional responsibilities are shared through the organisation as follows:

ORGANISATIONAL STRUCTURE:



FUNCTIONAL RESPONSIBILITIES:

Executive

- Civic Functions
- Community Engagement
- Complaints Officer
- Councillor Liaison
- Delegated decision making
- Disaster Management and Recovery
- Economic Development
- Emergency Management
- External stakeholder liaison
- Industrial relations / HRM
- Integrated Planning
- Investigations
- Legal
- Lobbying / seeking funding
- Operational planning and management
- Marketing
- Organisational development
- Policy development / review
- Project development
- Project management
- Recruitment
- Reporting
- Strategic Planning
- Workers' Compensation
- Workforce Planning

Works

- Airstrip maintenance
- Bridges
- Building maintenance
- Campsite / RV site maintenance
- Cemetery Maintenance
- Carparks
- Cleaning
- Drummuster
- Facilities management
- Gardening
- Heavy Vehicles / RAV Network Assessment
- Housing
- Kerb and channel / drainage planning
- Lawn / oval / turf maintenance
- Plant and fleet maintenance
- Plant and fleet replacement
- Private works
- Reticulation and water infrastructure
- Road funding applications
- Road maintenance and upgrades
- Road project planning
- Road signage
- Sporting facilities maintenance
- Town streets maintenance
- Traffic count planning
- Traffic management plans
- Waste management
- Works administration support

Finance & Administration

- Animal registrations
- Acquittal of funding
- Asset management
- Banking
- Bank reconciliations
- BAS
- Budget development
- Catering
- Cemetery records and administration
- Creditors
- Correspondence / mail processing
- Customer receipting
- Customer Service
- Debtors
- Driver and Vehicle Services
- External Audit
- Financial monitoring and reporting
- Hire of facilities and equipment
- Insurance
- Internal financial controls
- IT hardware
- IT security
- Invoicing
- Key management
- Long term financial planning
- Office equipment management
- Payroll
- Petty Cash
- Phones
- Private works – orders
- Procurement
- Rates
- Records management
- Rental bonds
- Taxation

Governance and Community

- Annual Report preparation
- Building Application administration and liaison
- Compliance Calendar
- Contract Management
- Community group liaison
- Council meeting agendas and minutes
- Delegations and authorisations
- Elections
- Emergency Services liaison / assistance
- Environmental Health liaison / administration
- Financial Interests Registers
- Firebreak Inspections
- Freedom of Information Requests
- Funding and grants for community projects
- Human Resource administration
- Infringement Notices
- Internal Audit
- Leases / Licences management
- Legislative compliance and reporting
- Library Services
- Local Laws administration
- Policy and Procedure Manuals
- OSH management
- Public Interest Disclosures
- Ranger liaison and assistance
- Reg 17 Audit administration
- Related Parties Disclosures
- Risk Management
- Social Media
- Tender Register
- Tourism and promotions
- Town planning administration and liaison
- Website content management

KEY PROJECTS

Based upon the Four Year Priorities identified above, the following projects have been selected for delivery within the life of the current Plan (2019-2023)

Strategy/Action	Project
1.1.1 Provide and support cost effective transport networks	1.1.1a 5-year road maintenance/construction program
	1.1.1b Coalseam Bridge upgrade
	1.1.1c Yarragadee Bridge upgrade
	1.1.1d Philip Street Parking Upgrade
	1.1.1e Completion of town street sealing
	1.1.1f Investigation of potential road realignment to support future CBH activity and address stacking distance issues at rail crossings
1.1.2 Provide buildings, facilities and services to meet community needs	1.1.2a Mingenew Railway Station Restoration
	1.1.2b Mingenew Town Hall Redevelopment
	1.1.2c Audit and reseal of town carparks
	1.1.2d Installation of Solar Power system at Shire Office and Rec Centre
	1.1.2e Upgrade of water infrastructure at Rec Centre
	1.1.2f Upgrade of Shire depot shedding
	1.1.2g Public Noticeboard in town centre
1.2.1 Manage organisation in a financially sustainable manner	1.2.1a Long Term Financial Plan Update
	1.2.1b Update Asset Management Plan
	1.2.1c Maintain and Implement Internal Audit Plan
	1.2.1d Review Rural Rating Methodology
1.2.2 Enhance open and trusting communication between Council and the community, and deliver high quality services in partnership with external stakeholders	1.2.2a Engage with public on review of road construction and maintenance plan
	1.2.2b Conduct community satisfaction survey/s
	1.2.2c Manage the recovery process following Tropical Cyclone Seroja
1.2.3 Provide sound corporate governance of Shire and create an attractive work environment	1.2.3a Update and implement Workforce Plan
	1.2.3b Build HR policy and procedure framework
	1.2.3c Continue to remunerate staff competitively
	1.2.3d Investigate corporate membership of LG Professionals to allow reduced cost access to training and networking opportunities for staff
	1.2.3e Partnership with LGIS to receive Regional Risk Coordinator and OSH support
	1.2.3f Update Shire Local Laws
1.2.4 Seek innovative ways to improve organisational efficiency and effectiveness	1.2.4a = 1.2.3a
	1.2.4b Review and upgrade ICT environment
	1.3.2a CCTV monitoring for key areas of town
	1.3.2b Road Safety Audits on emerging key transport routes

Strategy/Action	Project
1.3.2 Provide services and processes to enhance public safety	1.3.2c Upgrade of Mingenew Fire Shed
	1.3.2d Mingenew Addressing Rationalisation
1.4.2 Manage and reduce waste	1.4.2a Transition from landfill to transfer station
	1.4.2b Removal of asbestos from Mingenew Common
	1.4.2c Implementation of Container Deposit Scheme
2.1.1 Develop healthcare services improve to enable aging in place for the community	2.1.1a Installation of exercise equipment at Autumn Centre
	2.1.1b Ongoing lobbying of WACHS for installation of telehealth services in Mingenew
2.1.2 Develop healthcare and recreation services for all the community to ensure the well-being and health of all age groups within the community	2.1.2a = 2.1.1b
	2.1.2b Continue to engage with WACHS, Silver Chain, Mid West Aero Medical and other health providers to support the delivery of quality medical services in the Shire
2.2.1 Develop childcare service to full time full day care model	2.2.1a Continue to support Mingenew CRC in ongoing improvement of local childcare service delivery
2.3.1 Develop arts spaces and programs to enliven community spaces and deepen experiences of visitors and community	2.3.1a = 1.1.2a
	2.3.1b = 1.1.2b
	2.3.1c Engage with arts and cultural organisations to attract regional events held in Geraldton to hold satellite events in Mingenew
	2.3.1d Engage with arts and cultural organisations, such as the North Midlands Project, to encourage establishment of cultural hub in Mingenew
2.3.2 Capture more value from tourism – build local experiences and products, tourism infrastructure and connections, build new day trip and tour markets	2.3.2a Continue to support Tourism and Promotions Committee in delivery of tourist information services
	2.3.2b Engage in Wildflower Country projects designed to enhance regional tourism infrastructure
	2.3.2c Engage with tourism industry to support and encourage development of new local tourism products
2.4.1 Support community volunteers to maximise impact of their contributions	2.4.1a Annual roll-out of Community Assistance Scheme to support community projects
	2.4.1b Provision of grant writing training to assist community groups to source external funding
2.4.2 Continue programs to improve the look and feel of the community public spaces, places and services to support an active and inclusive lifestyle	2.4.2a Upgrade of garden beds with low maintenance plants, in accordance with expert advice
	2.4.2b Audit and upgrade of footpaths
	2.4.2c Upgrade of walking trails on Mingenew Hill
	2.4.2d Investigate and support consolidation of recreational facilities at Mingenew Recreation Centre
	2.4.2e Upgrade Playgrounds, including Shenton Street Skate Park
	2.4.2f Mingenew Spring Improvements

Strategy/Action	Project
3.1.1 Ensure pipeline of land available for development	3.1.1a Audit of local land holdings to determine current supply
	3.1.1b Investigation of promotional opportunities for local land
	3.1.1c Investigation of rural residential land development around Mingenew Hill
3.1.2 Develop local housing market (support new business model)	3.1.2a Engage with stakeholders, including Department of Housing, to support development of local housing market
	3.1.2b Conduct audit of available housing in Shire
3.2.2 Light Industrial development (incubator) and land development and actively attract light industrial businesses	3.2.2a Revise and seek to implement (with appropriate external funding) existing project plan for light industrial incubator project
3.2.6 Develop space industry opportunities	3.2.6a Continue to engage with State and Federal governments and existing operators to improve infrastructure at Yarragadee site
4.3.1 Continue and deepen Tourism promotion and development and “see you in Mingenew” campaign	4.3.1a Maintain funding and support for See You In Mingenew campaign
	4.3.1b Actively seek for local business and relevant community groups to contribute to and share in campaign
4.3.2 Support development of Tourism infrastructure to support deepening of local product	4.3.2a = 2.3.2b, 2.3.2c
	4.3.2b Support community groups in endeavours to improve existing, or create new, tourist attractions
4.3.3 Capture more value from tourism – build local experiences and products, including astrotourism, farm tourism and food tourism	4.3.3a = 2.3.2a, 2.3.2c
	4.3.3b Maintain relationship with Astrotourism WA to assist to grow market in Mingenew
5.1.1 Support Digital infrastructure development and capacity in town	5.1.1a Plan, fund and install public Wi-Fi in Mingenew town centre
5.1.2 Support digital infrastructure and capacity on farms and rural areas	5.1.2a Continue to engage with, and support, Digital Farms project rollout
	5.1.2b = 3.2.6a
	5.1.3b Continue to lobby for improved mobile telephone coverage throughout the Shire
5.2.2 Enable small business support services to assist local businesses to grow	5.2.2a Continue to engage with MWCCI and RSM Business Local to draw services into Mingenew
	5.2.2b Support efforts to establish small business incubator or shared working space in Mingenew
	5.2.2c Audit of local home-based/micro-businesses
5.2.3 Ensure pipeline of light industrial land available for development	5.2.3a Conduct audit of available light industrial land, with view to identifying areas for expansion
	5.2.3b = 3.2.2a

5. RESOURCING AND BUDGETARY FORECASTS

FINANCIAL PROFILE

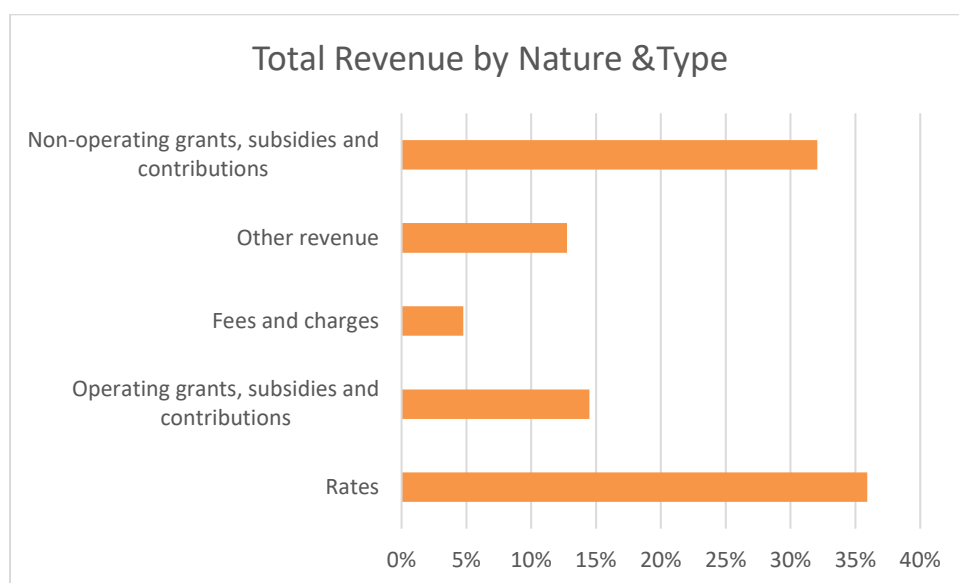
The Shire of Mingenew has developed a long-term financial plan which highlights the financial drivers for the Shire. It is important to understand this background to understand the constraints to achieve the Strategic Vision for the community.

The financial resources of the Council are limited, and financial decisions need to be made annually when the budget is set. The Shire should, and does, seek external funding to leverage its own resources where possible.

This does not preclude the Shire making longer term investments towards Strategic Projects the Shire and community wish to be undertaken. This could be undertaken by making strategic reserve commitments annually or undertaking a program of debt based upon need.

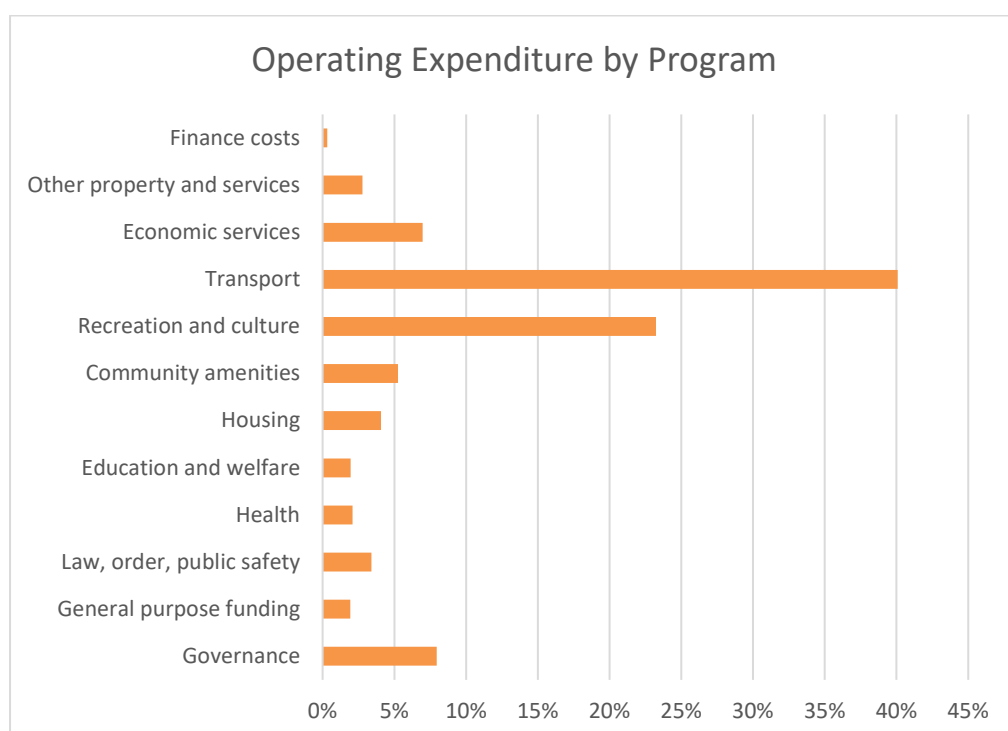
Debt may form a component of the Councils capital structure and utilised to enable key projects to be delivered over the next 10 years. The least preferred option is to raise rates.

REVENUE 2019/20



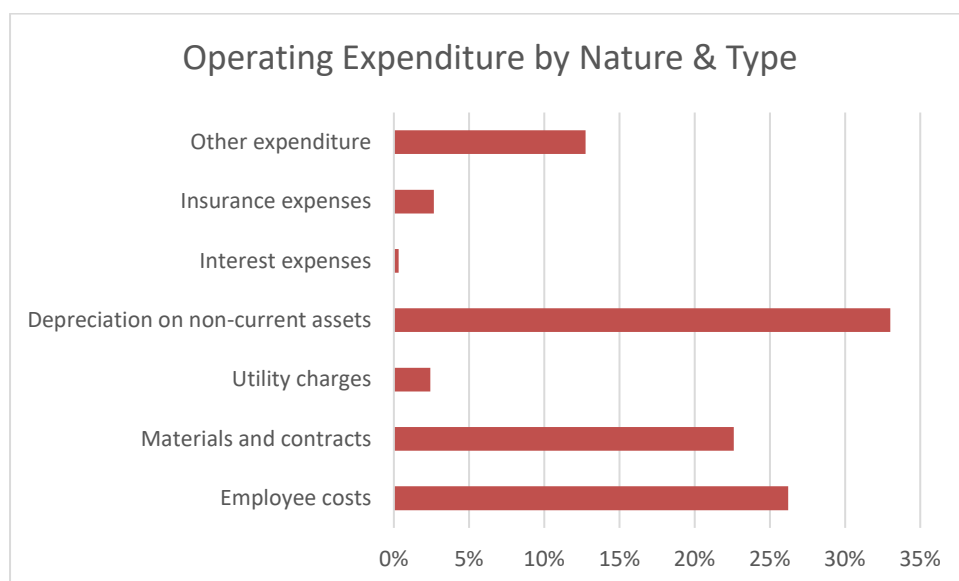
The revenue generated by the Shire is spent providing infrastructure and services for the community. The Shire provides many services including maintaining and improving roads, parks and gardens, leisure services and other community projects. Approximately two-thirds of expenditure was spent on maintaining road infrastructure and the provision of recreation services.

EXPENDITURE BY PROGRAM 2019/20



When comparing the breakdown of these costs by nature and type, a significant 33% of all operating expenditure is attributed to depreciation charges. Depreciation is a noncash item and is attributed to the Shire having in excess of \$50m worth of assets, of which around 75% is attributed to the Shire's road network. Other significant expenditure includes Employee Costs 26%), Materials & Contracts (23%) and Other Expenditure (18%).

OPERATING EXPENDITURE BY NATURE AND TYPE



RESOURCING REQUIREMENTS

The table below outlines the resourcing requirements for the chosen projects over the coming four years, noting the type of activity required, the key people required to deliver the activity and relevant financial considerations.

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2021)
1.1.1b Coalseam Bridge upgrade	Activity	Plan	Deliver	Deliver	Maintain	Shire continues to assist with public communications and hold MRWA funds in restricted funds. Construction will take place in FY20/21-21/22
	Key Parties	MRWA	MRWA	MRWA	Roadworks Crew	
	Financial	MRWA to fund	MRWA to fund	MRWA to fund	Operating budget	
1.1.1c Yarragadee Bridge upgrade	Activity	Plan	Plan	Fund	Deliver	Shire to assist with public communications and hold MRWA funds in restricted funds. May be repair rather than replacement. Delivery more likely in 22/23.
	Key Parties	MRWA	MRWA	MRWA	MRWA	
	Financial	MRWA to fund	MRWA to fund	MRWA to fund	MRWA to fund	
1.1.1d Philip Street Parking Upgrade	Activity	Plan	Deliver	Deliver	Maintain	Project delivery taking place as part of LRCI funding program; expected to be completed by end of 2021 calendar year.
	Key Parties	CEO / WS; Engineering Consultant	Roadworks Crew; seal contractor	Roadworks Crew; seal contractor	Roadworks Crew	
	Financial	Operating budget; GL0502 for any required external design	Town streets budget; LRCI funding	Town streets budget; LRCI funding	Operating budget	
1.1.1e Completion of town street sealing	Activity	Plan	Deliver	Deliver	Deliver	Works to take place with assistance from Roads to Recovery funding, in line with 5-year Road Plan.
	Key Parties	CEO / WS	Roadworks Crew; seal contractor	Roadworks Crew; seal contractor	Roadworks Crew; seal contractor	
	Financial	Operating budget	Town streets budget; Roads to Recovery funding	Town streets budget; Roads to Recovery funding	Town streets budget; Roads to Recovery funding	
	Activity	Plan	Plan/ Fund	Plan/ Fund	Deliver	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2021)
1.1.1f Investigation of potential road realignment to support future CBH activity and address stacking distance issues at rail crossings	Key Parties	CEO, CBH, MRWA	CEO, CBH, MRWA	CEO, CBH, MRWA	CEO, CBH, MRWA	Project will still hinge on future CBH site expansion design. Currently unknown. Site works expected to take place by CBH in 2023.
	Financial	\$30,000 (GL0132)	No funding currently allocated.	TBD	TBD	
1.1.2a Mingenew Railway Station Restoration	Activity	Plan/Fund	Deliver	Deliver	Maintain	Funding achieved through BBRF with co-funding through municipal funds. Tender process to be completed in 20/21 with works to take place in 21/22.
	Key Parties	CEO, CDO, Community Reference Group	CEO, CDO	CEO, CDO	Parks, Gardens & Facilities Team	
	Financial	Operating budget; \$20,000 (GL3054)	BBRF (\$108,000) to be matched with RED, FRRR or Muni	BBRF (\$108,000) to be matched with RED, FRRR or Muni	Operating budget	
1.1.2b Mingenew Town Hall Redevelopment	Activity	Plan	Plan/Fund	Plan	Fund	Project options to be developed and costed before being returned to community for endorsement. Work to take place once current funded project pipeline is on track for completion. Construction works estimated FY24/25
	Key Parties	CEO, CDO, Building consultant	CEO, CDO	CEO, CDO	CEO, CDO,	
	Financial	\$10,000 (GL2434)	TBD; External funding to be sought based upon chosen option	TBD; External funding to be sought based upon chosen option	TBD	
1.1.2c Audit and reseal of town carparks	Activity	Plan	Deliver	Deliver	Maintain	Partially completed in 20/21, remainder or work to be done in 21/22
	Key Parties	WS	Roadworks Crew; seal contractor	Roadworks Crew; seal contractor	Roadworks Crew	
	Financial	Operating budget	LRCI	LRCI	Operating budget	
1.1.2f Upgrade of Shire depot shedding	Activity		Deliver	Deliver	Maintain	LRCI not eligible funding source; works budgeted in FY21/22 through Municipal Funds
	Key Parties		WM, CEO, contractors	WM, CEO, contractors	WM, depot staff	
	Financial		LRCI (\$25,000)	Municipal Funds		

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2021)
1.1.2g Public Noticeboard in town centre	Activity			Plan/Deliver	Maintain	New item for FY21/22
	Key Parties			CDO, Signage contractor	CDO, parks & gardens staff	
	Financial			Municipal Funds	Operational	
1.2.1a Long Term Financial Plan Update	Activity	Commence Update	Deliver	Review	Review	Update will be carried out after the Budget for 2021/22 has been adopted.
	Key Parties	FM	FM, ARC	FM, ARC	FM, ARC	
	Financial	Operating budget, \$2,000 (GL0502)	Operating budget, \$2,000	Operating budget	Operating budget	
1.2.1b Update Asset Management Plan	Activity	Deliver	Review	Review	Review	AMP was updated in FY18/19, minor updates will occur through following years in wake of updated LTFP, valuation data and associated adjustments.
	Key Parties	CEO, FM	FM, ARC	FM, ARC	FM, ARC	
	Financial	Operating budget, \$2,000 (GL0502)	Operating budget	Operating budget	Operating budget	
1.2.1c Maintain and Implement Internal Audit Plan	Activity	Deliver	Deliver	Deliver	Review	3-year Plan adopted in FY18/19; to be updated June 2021. Now an operational item.
	Key Parties	CEO, GO, ARC	CEO, GO, ARC	CEO, GO, ARC	CEO, GO, ARC	
	Financial	Operating budget	Operating budget	Operating budget	Operating budget	
1.2.2a Engage with public on review of road construction and maintenance plan	Activity	Deliver		Deliver		Initial public communications have taken place with regards to access to gravel and water; more work to take place in 21/22.
	Key Parties	CEO, CDO, WS, Community		CEO, CDO, WS, Community		
	Financial	Operating budget		Operating budget		
1.2.2b Conduct community satisfaction survey/s	Activity	Plan	Plan	Deliver	Plan	Municipal funds allocated for survey in 21/22
	Key Parties	CDO	CDO	CDO	CDO	
	Financial	Operating Budget	Operating Budget	Operating Budget; project allocation required - \$10,000	Operating Budget	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2021)
1.2.2c Manage the recovery process following Tropical Cyclone Seroja	Activity			Manage	Manage	New project for FY21/22. Scope and scale remains unquantified at time of preparing report.
	Key Parties			CEO, Recovery Committee, Emergency and Support Services, Community	CEO, Recovery Committee, Emergency and Support Services, Community	
	Financial			Municipal Funds; external funds	Municipal Funds; external funds	
1.2.3e Partnership with LGIS to receive Regional Risk Coordinator and OSH support	Activity	Maintain	Maintain	Maintain	Maintain	Ongoing. Operating item. Focus for 21/22 will be preparation for next OSH audit.
	Key Parties	CEO, GO, WS, LGIS	CEO, GO, WM, LGIS	CEO, GO, WM, LGIS	CEO, GO, WM, LGIS	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
1.2.3f Update Shire Local Laws	Activity			Review	Review	New item; not captured in CBP previously but will involve significant time investment from GO and gazettal will require budget commitment
	Key Parties			GO, CEO	GO, CEO	
	Financial			Operating Budget; gazettal fees	Operating Budget; gazettal fees	
1.3.2b Road Safety Audits on emerging key transport routes	Activity	Plan	Plan	Plan	Deliver	Road Safety Audits undertaken on Yandanooka NE Road in FY19/20, with resulting Black Spot funding applications prepared. Given current pipeline of potential Black Spot projects, push back further RSA to 22/23.
	Key Parties	WS, Engineering consultant	WS, Engineering consultant	WS, Engineering consultant	WS, Engineering consultant, MRWA	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget; project allocation required	
1.3.2c Upgrade of Mingenew Fire Shed	Activity		Plan/Fund	Fund/Deliver	Deliver/Maintain	Funding application submitted in FY20/21 for replacement Fire Shed after initial application in 19/20 was not
	Key Parties		DFES, CDO, Brigades	DFES, CDO, Brigades	DFES, CDO, Brigades, maintenance staff	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2021)
	Financial		DFES Funding (if successful)	DFES Funding (if successful)	Funding, operating budget	successful. No Shire co-contribution is required.
1.3.2d Mingenew Addressing Rationalisation	Activity			Plan	Deliver	New item for FY21/22
	Key Parties			CEO, Main Roads, DPLH, Emergency Services, Utilities, Community	CEO, Main Roads, DPLH, Emergency Services, Utilities, Community	
	Financial			Municipal Funds	Municipal Funds	
1.4.2b Removal of asbestos from Mingenew Common	Activity	Plan		Plan	Deliver	Planning scheduled for FY21/22
	Key Parties	CDO, Asbestos Waste Handler, EHO		CDO, Asbestos Waste Handler EHO	CDO, Asbestos Waste Handler	
	Financial	Operating Budget		Operating Budget	Operating Budget; project allocation required	
2.1.1a Installation of exercise equipment at Autumn Centre	Activity	Deliver	Plan	Postpone	Postpone	Autumn Centre not a suitable venue; alternatives will need to be sought. Outdoor gym a possibility. Project postponed.
	Key Parties	CDO, Physiotherapist	CDO, Physiotherapist			
	Financial	Operating Budget	Operating Budget	Pending alternate venue	Pending alternate venue	
2.1.1b Ongoing lobbying of WACHS for installation of telehealth services in Mingenew	Activity	Lobby	Deliver	Deliver	Maintain	Awaiting delivery by WACHS
	Key Parties	CEO, Council, State Politicians, Community Groups	WACHS	WACHS	WACHS	
	Financial	Operating Budget	Operating Budget	Operating Budget		
2.1.2b Continue to engage with WACHS, Silver Chain, Mid West Aero Medical and other health	Activity	Lobby	Lobby	Lobby	Lobby	COVID and Flu vaccinations to take place with assistance of Mid West Aero for Mingenew residents..
	Key Parties	CEO, CDO, Council, State Politicians, Community Groups	CEO, CDO, Council, State Politicians, Community Groups	CEO, CDO, Council, State Politicians, Community Groups	CEO, CDO, Council, State Politicians, Community Groups	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2021)
providers to support the delivery of quality medical services in the Shire	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
2.2.1a Continue to support Mingenew CRC in ongoing improvement of local childcare service delivery	Activity	Support	Support	Support	Support	Shire has endorsed DCP funding for the relocation of the Child Care centre to a larger facility.
	Key Parties	CDO, CRC	CDO, CRC	CDO, CRC	CDO, CRC	
	Financial	Operating Budget	Drought Communities Program (\$150,000)	Drought Communities Program (\$150,000)	Operating Budget	
2.3.1c Engage with arts and cultural organisations to attract regional events held in Geraldton to hold satellite events in Mingenew	Activity	Plan	Plan	Plan	Deliver	Ongoing; COVID-19 has impacted the ability to deliver on events.
	Key Parties	CEO, CDO, Community Groups, Cultural Organisations	CEO, CDO, Community Groups, Cultural Organisations	CEO, CDO, Community Groups, Cultural Organisations	CEO, CDO, Community Groups, Cultural Organisations	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget, project allocation potentially required	
2.3.1d Engage with arts and cultural organisations, such as the North Midlands Project, to encourage establishment of cultural hub in Mingenew	Activity	Plan	Plan/Deliver/Support	Support	Support	CRC engaging with North Midlands Project on regular basis to assist in delivery of arts program into Mingenew. Shire in supporting role.
	Key Parties	CEO, CDO, Community Groups, Cultural Organisations	CEO, CDO, Community Groups, Cultural Organisations	CEO, CDO, Community Groups, Cultural Organisations	CEO, CDO, Community Groups, Cultural Organisations	
	Financial	Operating Budget	Operating Budget; LRCI for bank building facelift (\$5,000)	Operating Budget, project allocation potentially required	Operating Budget	
2.3.2a Continue to support Tourism and Promotions Committee in delivery of	Activity	Support	Support	Support	Support	Shire reviewing Tourist Centre operations; moving to
	Key Parties	CDO, T&P Committee	CDO, T&P Committee	CDO, T&P Committee	CDO, T&P Committee	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2021)
tourist information services	Financial	Operating Budget	Operating Budget; DCP (\$4,000)	Operating Budget	Operating Budget	outsource through public Expression of Interest process
2.3.2b Engage in Wildflower Country projects designed to enhance regional tourism infrastructure	Activity	Plan	Deliver	Plan	Deliver	WFC delivering Regional Trails Master Plan, to be completed in early FY21/22; Shire can look at developing projects with it from there.
	Key Parties	CEO, Wildflower Country Inc.	CEO, Wildflower Country Inc.	CEO, Wildflower Country Inc.	CEO, Wildflower Country Inc.	
	Financial	Operating Budget,	External Funding (to be sourced), \$5,000 (project contribution)	Operating Budget, project allocation potentially required	External Funding (to be sourced)	
2.3.2c Engage with tourism industry to support and encourage development of new local tourism products	Activity	Lobby	Lobby/Deliver	Lobby/Deliver	Lobby	CEO liaises with local operators, regional and State tourism bodies. A key party has been Astrotourism WA, with new stargazing events taking place. We will also look to install remote cameras as part of DCP in 21/22.
	Key Parties	CEO, Council, Regional Tourism Organisations, Tourism WA, Local tourism businesses	CEO, Council, Regional Tourism Organisations, Tourism WA, Local tourism businesses	CEO, Council, Regional Tourism Organisations, Tourism WA, Local tourism businesses	CEO, Council, Regional Tourism Organisations, Tourism WA, Local tourism businesses	
	Financial	Operating Budget	Operating Budget; DCP (\$7,500) for remote cameras	Operating Budget; DCP (\$7,500) for remote cameras	Operating Budget	
2.4.1a Annual roll-out of Community Assistance Scheme to support community projects	Activity	Deliver	Deliver	Deliver	Deliver	Ongoing
	Key Parties	CEO, CDO, Council	CEO, CDO, Council	CEO, CDO, Council	CEO, CDO, Council	
	Financial	1.5% of Rates Income	1.5% of Rates Income	1.5% of Rates Income	1.5% of Rates Income	
2.4.1b Provision of grant writing training to assist community groups to source External Funding	Activity	Deliver		Deliver		A new round to be delivered in FY21/22
	Key Parties	CDO, Community Groups		CDO, Community Groups		
	Financial	Operating budget		Operating Budget, project allocation potentially required		
	Activity	Plan	Deliver	Deliver	Deliver	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2021)
2.4.2a Upgrade of garden beds with low maintenance plants, in accordance with expert advice	Key Parties	Parks, Gardens & Facilities Crew, Horticulturalist	Parks, Gardens & Facilities Crew, Horticulturalist	Parks, Gardens & Facilities Crew	Parks, Gardens & Facilities Crew	Entry statements have been improved; garden bed at museum replaced with static display. Further mulching and irrigation works taking place as part of operational works.
	Financial	Operating Budget	Operating Budget,	Operating Budget, project allocation potentially required	Operating Budget, project allocation potentially required	
2.4.2b Audit and upgrade of footpaths	Activity	Plan	Plan / Fund	Plan / Fund	Deliver	Funding secured to develop 10-year footpath plan; to be done in FY21/22.
	Key Parties	WS, Infrastructure consultant	WM	WM	Roadworks Crew, footpath contractor	
	Financial	Operating Budget	Capital works budget, potential to seek External Funding	Capital works budget, potential to seek External Funding	Capital works budget and/or External Funding	
2.4.2c Upgrade of walking trails on Mingenew Hill	Activity	Fund	Deliver	Deliver	Maintain	Land tenure matters progressing; project to be progressed with LRCI in FY21/22
	Key Parties	CEO, CDO, Funding bodies	CEO, Construction contractor	CEO, Construction contractor	Parks, Gardens & Facilities Crew	
	Financial	Project funding to be sought	LRCI (\$32,000)	LRCI (\$32,000)	Operating budget	
2.4.2d Investigate and support consolidation of recreational facilities at Mingenew Recreation Centre	Activity	Plan		Plan	Plan	Structural Engineering report to be completed on building to allow for assessment of next steps.
	Key Parties	CEO, Council, Sporting Groups		CEO, Council, Sporting Groups	CEO, Council, Sporting Groups	
	Financial	Operating Budget		Operating Budget; Engineering Repot: \$6,000	Operating Budget, External Funds	
	Activity	Plan	Fund/Deliver	Maintain	Maintain	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2021)
2.4.2e Upgrade Playgrounds, including Shenton Street Skate Park	Key Parties	CEO, CDO, Landscape architect	CEO, CDO, funding bodies, Construction contractor	Parks, Gardens & Facilities Crew	Parks, Gardens & Facilities Crew	Skate Park and Playground project largely completed in FY20/21. Final landscaping works make take place in FY21/22. Review of Samuel Phillips Park to take place.
	Financial	Operating Budget; \$20,000 (GL2642)	LRCI (\$50,000), DCP (\$150,000)	Operating budget	Operating budget	
2.4.2f Mingenew Spring Improvements				Plan	Fund/Deliver	New project for FY21/22 designed to upgrade amenity of Mingenew Spring area
				CEO, CDO, Relevant consultants, Community	CEO, CDO, Relevant consultants, Community	
				Municipal Funds (\$10k)	External funding	
3.1.1a Audit of local land holdings to determine current supply	Activity	Deliver		Review		Survey completed.
	Key Parties	CEO		CEO		
	Financial	Operating Budget		Operating Budget		
3.1.1b Investigation of promotional opportunities for local land	Activity	Plan	Deliver		Deliver	Land sale took place in FY20/21; working with buyers to get development underway.
	Key Parties	CEO	CEO		CEO	
	Financial	Operating Budget	Operating Budget; project allocation potentially required for market research and strategy development		Operating Budget; project allocation potentially required	
3.1.1c Investigation of rural residential land development around Mingenew Hill	Activity			Plan	Plan/Deliver	New project for FY21/22; some initial work has taken place already
	Key Parties			CEO, Council, DPLH, Adjoining landowners	CEO, Council, DPLH, Adjoining landowners	
	Financial			Municipal funds \$5,000	Municipal funds	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2021)
3.1.2a Engage with stakeholders, including Department of Housing, to support development of local housing market	Activity	Lobby	Lobby	Lobby	Lobby	Ongoing; operational item. Given new focus due to TC Seroja-related accommodation issues.
	Key Parties	CEO, Council, Department of Housing, State & Federal Govt	CEO, Council, Department of Housing, State & Federal Govt	CEO, Council, Department of Housing, State & Federal Govt	CEO, Council, Department of Housing, State & Federal Govt	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
3.1.2b Conduct audit of available housing in Shire	Activity	Deliver			Review	No action for 21/22.
	Key Parties	CEO, CDO, Community			CEO, CDO, Community	
	Financial	Operating Budget			Operating Budget	
3.2.2a Revise and seek to implement (with appropriate External Funding) existing project plan for light industrial incubator project	Activity	Plan	Plan	Fund	Deliver	Planning ongoing; awaiting feedback from State Government about potential sale of Eleanor Street land
	Key Parties	CEO, State Govt	CEO, State Govt	CEO, Funding Bodies	CEO, Relevant contractors	
	Financial	Operating Budget	Operating Budget	Operating Budget	Capital Works Budget, External Funds	
3.2.6a Continue to engage with State and Federal governments and existing operators to improve infrastructure at Yarragadee site	Activity	Lobby	Lobby	Business Case Development	Fund Business Case Projects	Leverage Fund application successful; Business Case to be developed in FY21/22
	Key Parties	CEO, MWDC, State & Federal Govt, Space Precinct Users	CEO, MWDC, State & Federal Govt, Space Precinct Users	CEO, MWDC, State & Federal Govt, Space Precinct Users	CEO, MWDC, State & Federal Govt, Space Precinct Users	
	Financial	Operating Budget	Operating Budget	Operating Budget; Leverage Fund (\$80,000)	Operating Budget; External Funding	
4.3.1a Maintain funding and support for See You In Mingenew campaign	Activity	Deliver	Deliver	Deliver	Deliver	Continue to promote the Shire of Mingenew to intra- and inter-State markets. Use campaign
	Key Parties	CEO, CDO, Marketing Consultant	CEO, CDO, Marketing Consultant	CEO, CDO, Marketing Consultant	CEO, CDO, Marketing Consultant	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2021)
	Financial	Operating Budget, (GL3912)	Operating Budget, project allocation required	Operating Budget, project allocation required	Operating Budget, project allocation required	to support local business and liveability, including attraction of new business and investment..
4.3.1b Actively seek for local business and relevant community groups to contribute to and share in campaign	Activity	Lobby	Lobby; seek to reconstitute local Business Alliance	Lobby	Lobby	CRC has taken on Business Alliance in FY20/21
	Key Parties	CEO, CDO, Local Businesses, Community Groups	CEO, CDO, Local Businesses, Community Groups	CEO, CDO, Local Businesses, Community Groups	CEO, CDO, Local Businesses, Community Groups	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
4.3.2b Support community groups in endeavours to improve existing, or create new, tourist attractions	Activity	Support	Support	Support	Support	Ongoing; supported by CAS program.
	Key Parties	CDO, Community Groups	CDO, Community Groups	CDO, Community Groups	CDO, Community Groups	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
4.3.3b Maintain relationship with Astrotourism WA to assist to grow market in Mingenew	Activity	Support	Support	Support	Support	Continue to engage with Astrotourism WA and leverage their work to promote the Shire of Mingenew as an Astrotourism destination.
	Key Parties	CDO, Astrotourism WA	CDO, Astrotourism WA	CDO, Astrotourism WA	CDO, Astrotourism WA	
	Financial	Operating Budget (GL3912)	Operating Budget (GL3912); DCP project (\$18,000)	Operating Budget (GL3912) Funding?	Operating Budget (GL3912)	
5.1.1a Plan, fund and install public Wi-Fi in Mingenew town centre	Activity	Plan/ Fund	Investigate/ Review	Install		Public WiFi funded through LRCI-E program for delivery in FY21/22
	Key Parties	CEO	CEO, ICT Contractor	CEO, ICT Contractor		
	Financial	Operating Budget, \$10,000 (GL3864)	Operating Budget	LRCI-E funding: \$15,000		

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2021)
5.1.2a Continue to engage with, and support, Digital Farms project rollout	Activity	Support	Deliver	Support	Support	TC Seroja damaged the mast used for the townsite Fixed Wireless Infrastructure. It was only partly insured. Funding to be sought for replacement.
	Key Parties	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	
	Financial	Operating Budget	Operating Budget; Drought Communities Program (\$15,000)	Operating Budget; Insurance claim: \$20,000 Funding to be sought: \$60,000	Operating Budget	
5.1.3b Continue to lobby for improved mobile telephone coverage throughout the Shire	Activity	Lobby	Lobby	Lobby	Lobby	Ongoing;
	Key Parties	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	CEO, Council, MWDC, Telecommunications Contractor	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
5.2.2a Continue to engage with MWCCI and RSM Business Local to draw services into Mingenew	Activity	Lobby	Lobby	Lobby/Support	Lobby/Support	Ongoing; CRC actively engaged in this space.
	Key Parties	CEO, Local Business Support Agencies	CEO, Local Business Support Agencies	CEO, Local Business Support Agencies, CRC	CEO, Local Business Support Agencies, CRC	
	Financial	Operating Budget	Operating Budget	Operating Budget	Operating Budget	
5.2.2b Support efforts to establish small business incubator or shared working space in Mingenew	Activity	Plan	Fund/Plan	Deliver	Support	DCP funded in FY20/21, with delivery to take place in FY21/22 following relocation of toy library.
	Key Parties	CEO, Local Business Support Agencies	CEO, Local Business Support Agencies, Funding Bodies	CEO, Local Business Support Agencies, Funding Bodies	CDO, Local Business Support Agencies	
	Financial	Operating Budget	DCP (\$10,000)	DCP (\$10,000)	Operating Budget	

Project	Resourcing	19/20	20/21	21/22	22/23	Comments (June 2021)
5.2.2c Conduct audit of local home-based/micro-businesses	Activity			Audit		New activity for 21/22.
	Key Parties			CDO, Local micro-businesses		
	Financial			Operating budget		
5.2.3a Conduct audit of available light industrial land, with view to identifying areas for expansion	Activity		Deliver		Review	Completed in FY19/20; limited land currently available.
	Key Parties		CEO, State Govt			
	Financial		Operating Budget			

6. LINKS TO OTHER PLANS

WORKFORCE PLAN

The Shire of Mingenew The Shire of Mingenew adopted a new Workforce Plan (2021-2025) in 2021, focusing on four core areas:

Attraction and Retention – to attract and retain the right people that are passionate about living and working in Mingenew

Culture and Performance – cultivating a positive workplace culture that is drive by our values and community aspirations

Key Projects and Managing Change – support the community to grow and prosper by effectively responding to change and emerging needs

Learning and Development – developing our people capabilities to be passionate and innovative contributors to the success of our organisation

The Corporate Business Plan links in to the strategies and principles outlined in the Workforce Plan, as noted in Section 3.

LONG TERM FINANCIAL PLAN

The Shire of Mingenew's Long-Term Financial Plan (2016-2026) was last reviewed in May 2017. A review in the 2018/19 Financial Year was held off pending completion of the Strategic Community Plan and Corporate Business Plan, which will both have a material impact on the document.

As noted in Section 2 of this document, this document is scheduled for significant review in the first half of the 21/22 Financial Year, incorporating updates from the SCP, CBP and Workforce Plan. These updates will be reflected in this document as part of the 21/22 Review.

The LTFP tracks the progress of several key financial ratios, the impact on which this Plan must consider. These ratios may change in the near future, pending the outcome of a report presented to the WALGA State Council in May 2021.

Ratio	Target
Current Ratio	Greater than or equal to 1:1
Own Source Revenue Coverage Ratio	Greater than or equal to 40%
Debt Service Coverage Ratio	Greater than or equal to 2
Asset Sustainability Ratio	Greater than or equal to 90%
Asset Consumption Ratio	Greater than or equal to 50%
Asset Renewal Funding Ratio	Between 75% and 95%

Operating Surplus Ratio	Between 1% and 15%, currently achieving (-0.39%) (The standard is unachievable for many smaller Local Governments due to the reliance they have on external funding).
-------------------------	---

ASSET MANAGEMENT PLAN

The Shire of Mingenew's Asset Management Plan was updated in April 2019. The update significantly modernised the previous version (adopted February 2012), but contains figures and assumptions from the 2013-17 Corporate Business Plan and 2016-2026 Long Term Financial Plan.

The 2019 Review of the AMP ensures that the Shire possesses a compliant document to guide future Asset Management activities, and to chart a path forward for improvement in this area. The 2021/22 review of the AMP will incorporate updated data from both this CBP and the next iteration of the LTFP, bringing this document into better alignment with the Shire's Integrated Planning Framework.

Several improvements were identified in the 2019 Asset Management Plan, some of which will be delivered through this Corporate Business Plan. Specifically:

- Undertake routine condition inspections;
- Measure and report levels of service for key assets;
- Improve the accuracy of future financial forecasts through improved forecasting of operational, maintenance, renewal, new and upgrade costs;
- Develop 5-year road maintenance and upgrade capital works plan; and
- Maintain formal asset maintenance and renewal programs for all assets.

7. RISK MANAGEMENT

The Shire of Mingenew maintains a Risk Management Register as part of its Enterprise Risk Management system. This Register captures and tracks a range of operational and strategic risks, their treatments, and the Shire's progress in addressing areas of significant residual risk. This document is reviewed regularly by both Shire staff and Council's Audit and Risk Committee.

Our operational risks are broken down across the following areas:

Risk Area	Consequence Categories	Residual Risk Rating	Control Measures
Asset Management	Financial / Property	High	Inadequate
IT & Communications	Service Interruption / Financial	Moderate	Effective
Project/ Change Management	Financial / Service Interruption / Reputation	Moderate	Effective
Safety & Security	Health / Financial / Service Interruption / Compliance	High	Adequate
Business Disruption	Service Interruption / Reputation / Financial	Moderate	Adequate
Community Engagement	Reputation / Compliance	Moderate	Effective
Document Management	Compliance / Service Interruption / Financial	Moderate	Adequate
Employment Practices	Compliance / Service Interruption	Moderate	Adequate
Environment	Financial / Reputation	Moderate	Adequate
Facilities, Venues & Events	Financial / Reputation	Moderate	Adequate
Governance & Compliance	Compliance / Reputation / Financial	Moderate	Effective
Misconduct	Financial / Reputation	Moderate	Effective
Procurement & Contracting	Compliance / Financial	Moderate	Adequate
External Theft & Fraud	Service Interruption / Financial / Reputation	Moderate	Adequate
Errors, Omissions & Delays	Reputation	Low	Adequate

We also have several key strategic risks which some of the projects listed in this Plan will seek to address:

Risk	Risk Description	Risk Trend
Asset Management	Ineffective asset management of Shire owned assets and facilities- risk for long term sustainability if the Shire fails to adequately plan for funding of major projects and asset management replacement	Increasing
Community Expectations	Inability to manage community expectations and increasing demands of community groups	Increasing
Governance Resourcing	Increasing legislative compliance requiring greater resourcing	Increasing
ITC Exploitation	Ineffective Information Security Systems resulting in malicious or accidental loss or manipulation of data	Increasing
Legal	Exposure to litigation as a result of the actions of Council or staff	Increasing
Poor Governance	Failure to govern effectively, transparently and in compliance with legislation	Increasing
Workforce Instability	Failure to meet organisational objectives through effective/efficient use of human resources and effective workforce planning.	Stabilising
Community Safety	Community members feel unsafe and/or are exposed to higher levels of crime than elsewhere in the region	Stable
Emergency Management	Failure to plan for Disaster Recovery	Stable
Financial Decline	Reduction in funding available for local government	Stable
Leadership	Inability to attract executive staff	Stable
Strategic Delivery	Change in organisational direction resulting in failure to follow through on long-term strategic goals	Stable
Economic Development	Ineffective strategies to optimise economic development of the Shire	Decreasing
Reputational Damage	Positive achievements and messaging counteracted by negative social/mainstream media and word of mouth	Decreasing

8. MEASURING OUR PERFORMANCE

As with any plan, it is important that we track the progress and measure the effectiveness of this document to ensure that we are working towards our strategic and operational goals. In addition to delivering the various projects and initiatives listed in Section 5, which will be reviewed and reported on annually, we have a number of ongoing and stretch goals that we are seeking to achieve through this Plan.

Strategy	Goal	Comment/Due Date
Leading Mingenew	Community satisfaction with Council communication > 90% approval	Measure in survey, biennially
	Downward trending staff turnover rate to <10% by 2023	Every year
	Financial ratios within recommended industry guidelines	Every year
	Unqualified audit results	Every year
Love Living in Mingenew	Full day 5 day a week childcare service operating by 2023	December 2023
	Active and well used public open spaces developed and maintained	Ongoing; measure in survey
	Achievement of DAIP outcomes within times allocated to support an accessible community	Ongoing; managed through DAIP
	Effective community volunteering model developed as a pilot by 2021	December 2021
Growing Mingenew	4 x new businesses attracted to set up in Mingenew	1 in 20/21, 1 in 21/22, 2 in 22/23 – The Hinterland Collective and Wildside Coffee have been established
	20 x Houses built (different configurations)	5 in the life of this plan – the Shire has sold 8 vacant lots with provision for residential building to occur within 2 years.
	1 x Community Hub developed or redeveloped	By December 2022 – Railway Station renovations scheduled for 2021 to create a space for a community hub.
	3 x Value adding Agricultural businesses established from Mingenew	1 each in 20/21, 21/22, 22/23
We'll See you in Mingenew	Increase in level of activity for visitors to Mingenew, extend their stays and increase out of season tourism	Commence measurement in 19/20
	1 x Railway precinct development and exchange, hub, arts space development	December 2022 – Railway Station tender currently open
	20 new residents move to Mingenew by 2023	June 2023 – Census data to be reviewed in 21/22
	Increase visitation and overnight stays by 2021	By June 2021

Making Business Easy in Mingenew	Enterprise grade internet services delivered to shire and farms by 2022	December 2022; reliant upon Digital Farms Project
	Community continues to have access to banking facilities and services	Ongoing
	Local businesses sustain current employment numbers in short term, grow by 15% in medium term	Ongoing; 5% growth by end of this Plan – review Census data in 2021/22

9. COMPLETED ITEMS

The following project items have been completed:

Project	Year Completed	Notes
1.1.1a 5-year road maintenance/construction program	19/20	Subject to annual review
1.1.2d Installation of Solar Power system at Shire Office and Rec Centre	20/21	
1.1.2e Upgrade of water infrastructure at Rec Centre	20/21	
1.2.1d Review Rural Rating Methodology	20/21	Will need to be reviewed periodically
1.2.3a Update and implement Workforce Plan	20/21	Will undergo biennial review
1.2.3b Build HR policy and procedure framework	20/21	Will undergoing regular review
1.2.3c Continue to remunerate staff competitively	20/21	Will form part of Workforce Plan implementation and review process
1.2.3d Investigate corporate membership of LG Professionals to allow reduced cost access to training and networking opportunities for staff	20/21	Implemented; operating item
1.2.4b Review and upgrade ICT environment	21/22	Moved to cloud environment; operation item to be reviewed periodically
1.4.2a Transition from landfill to transfer station	21/22	Operating item
1.4.2c Implementation of Container Deposit Scheme	21/22	Taken on by community groups; can also be incorporated to transfer station operations

29th of April 2021

Shire of Minenew
21 Victoria Street
Mingenew WA 6522

Attention: Nils Hay

Planning application for rig site camp associated with Energy Resources Limited Lockyer Deep-1 exploration drilling program

Dear Nils,

Please find attached a planning application for the installation and operation of a rig site camp that will be utilised to support the upcoming Lockyer Deep-1 exploration drilling program for Energy Resources Limited (ERL) within Petroleum Licence EP368 managed under the *Petroleum and Geothermal Energy Resources Act 1967*. The drilling activities are expected to commence in September 2021 although may also be brought forward to as soon as July 2021 based on potential variations to the current rig schedule.

Once the drilling activities have commenced, they will be conducted continuously on 24-hour basis with two crews working back to back on 12 hour shifts. The rig site camp is planned to accommodate no more than 6 critical personnel that are required on-site at the drilling rig for the duration of the drilling activity, with up to 22 additional personnel on site during each 12 hour shift.

The drilling program is temporary in nature and planned to be completed within 60 days, however there may be a requirement (over a period of up to 2 years) for various short-term maintenance or well testing activities to be completed. These activities may require accommodation onsite but would also be temporary in nature.

The rig site location map is provided as Attachment 1, and will be accessed via Watsons Rd (off the Midlands Rd / Strawberry North East Rd intersection) and the subsequent access tracks on private land. The rig site camp will be installed within the first five days of the drilling activity, and will be conducted in conjunction with the installation of the drilling rig. The rig site equipment layout is provided as Attachment 2. The modular camp units will be transported to site utilising semi-trailers or

winch trucks. Nine trailer loads will be required to transport the rig camp and associated equipment to the site.

The rig camp location is not in close proximity to any residential dwellings with the distance to the nearest residential dwelling being greater than 1 kilometre. At the rig site camp, there will be no food preparation facilities (this will be completed off site at the main camp).

The following information has been provided as attachments to the completed Development Application Form:

Attachment 1: Site location showing the exploration well location with regards to the lot boundaries and lot area.

Attachment 2: A site layout that provides an indication of where the accommodation units will be situated with regards to additional key rig infrastructure and wellsite boundaries.

Attachment 3: A compilation of information regarding the rig site camp with plan views, dimensions and images associated with the temporary buildings.

Attachment 4: The completed ATU application, information and manual associated the proposed ATU system.

This information has been collated and submitted for and on behalf of Energy Resources Limited.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'SD', with a stylized flourish extending upwards and to the right.

Sean Daniels

Operations Manager - Energy

Energy Resources Limited



FORM OF APPLICATION FOR PLANNING APPROVAL

(PLEASE COMPLETE ALL BOXES)

OWNER DETAILS:

Name(s): B.F. Kelly & Sons Pty Ltd

Postal Address: PO Box 204 Mingenew, WA, 6522

Postcode: 6522

Contact Person: Paul Kelly

Phone: 0427 275 022

Email: paulsuekelly@westnet.com.au

Signature: _____

Date: 30/04/2021

Signature: _____

Date: 30-04-2021

NOTE: The signatures of ALL the owner(s) is required to process this application.

APPLICANT DETAILS: (if different from owner)

Name: Energy Resources Limited

Postal Address: 1 Sleat Road, Applecross, Western Australia

Postcode: 6153

Contact Person: Sean Daniels

Phone: 9315 8534 (M 0427 120 266)

Email: sean.daniels@enres.com.au

Signature: _____

Date: 29/4/2021

PROPERTY DETAILS:

Lot/Location No: Lot 686 on Deposited Plan P231557

House/Street No: N/A

Street Name: Midlands Rd (nearest major street)

Locality/Suburb: Lockier 6522

Diagram/Plan No: N/A

Volume No: N/A

Folio No: N/A

EXISTING DEVELOPMENT/LAND USE:

Nature of any Existing Development/Land Use: Agricultural / Cropping

PROPOSED DEVELOPMENT/LAND USE:

Description of Proposed Development/Land Use: Establishment of rig site camp (temporary accommodation) to support an exploration drilling program

Approximate Cost: \$10,000

Estimated Time of Completion: 60 days however require the ability to return for short periods over the subsequent two year period where minor site activities may sporadically occur

REQUIRED INFORMATION & FEES:

Please refer over for the information required to be submitted with this application and the schedule of fees. This application will not be processed without all required information including payment of the appropriate fee.

OFFICE USE ONLY:

Date Received: _____ Application No: _____

Accepting Officer's Initials: _____ File Number: _____

Required Fee: \$ _____ Date Paid: _____



Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

DP246737,1281
50.8233 ha

DP246739,1282
39.8345 ha

V.CROWN LAND
2.5460 ha

DP246865,1729
40.5766 ha

P.ROAD
1.3804 ha

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

DP231557,686
49.9892 ha

DP231557,587
34.1025 ha

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

DP46035,100
129.9774 ha

DP248536,2209
40.5025 ha

Landgate

Landgate

Landgate

Landgate

Landgate

Landgate

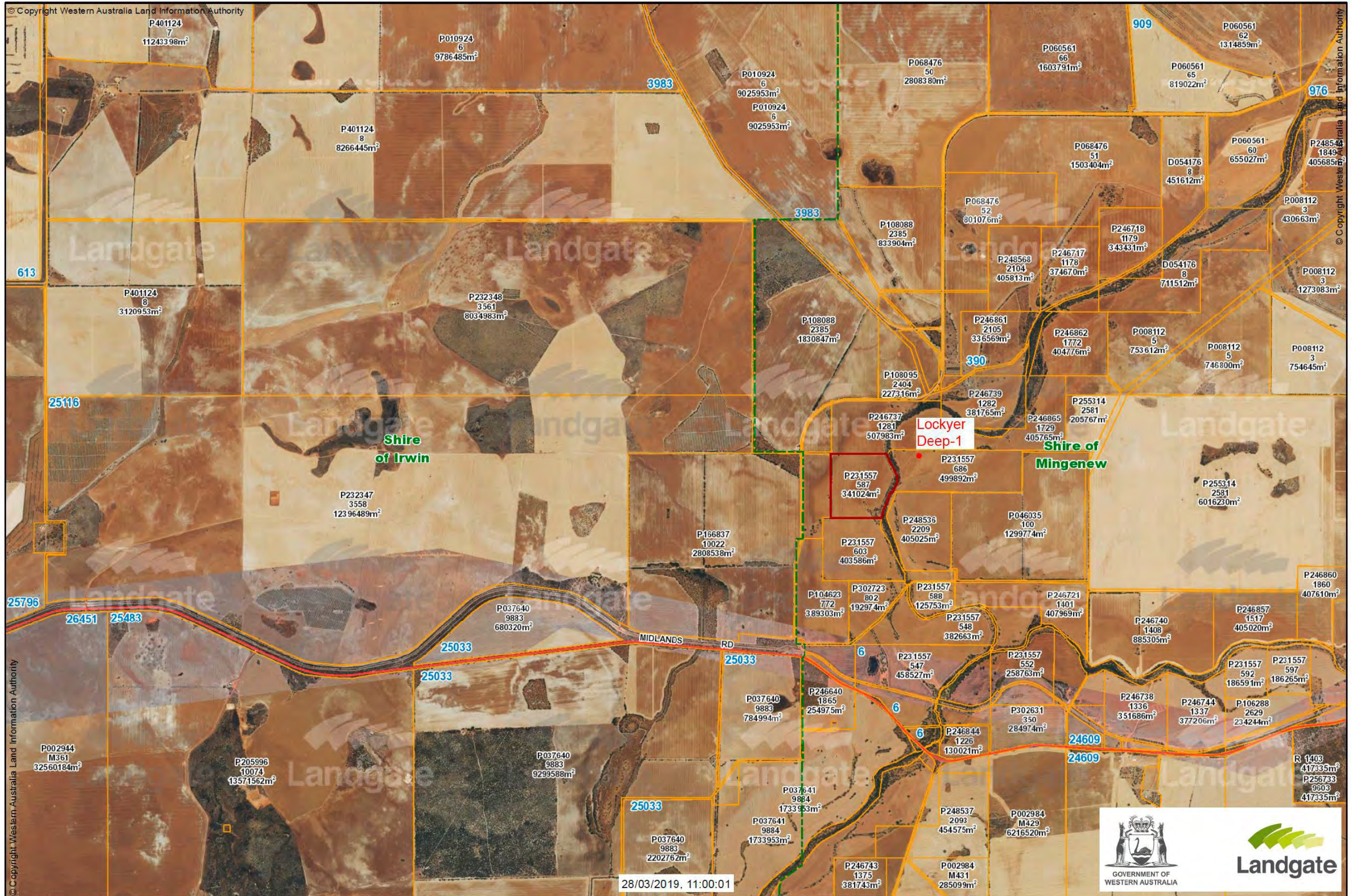
Landgate

Landgate

Landgate

Landgate

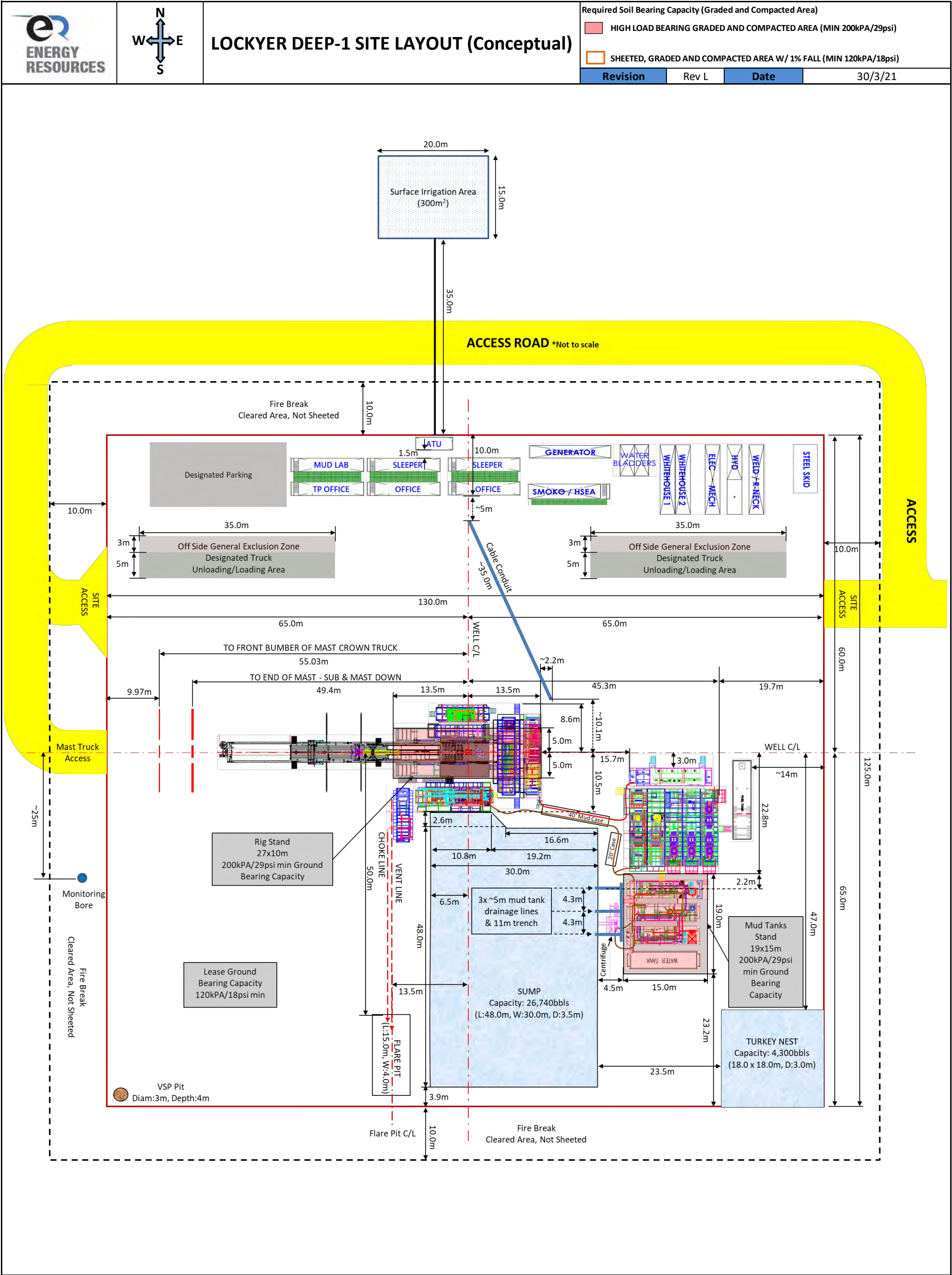
Attachment 1: Site Location



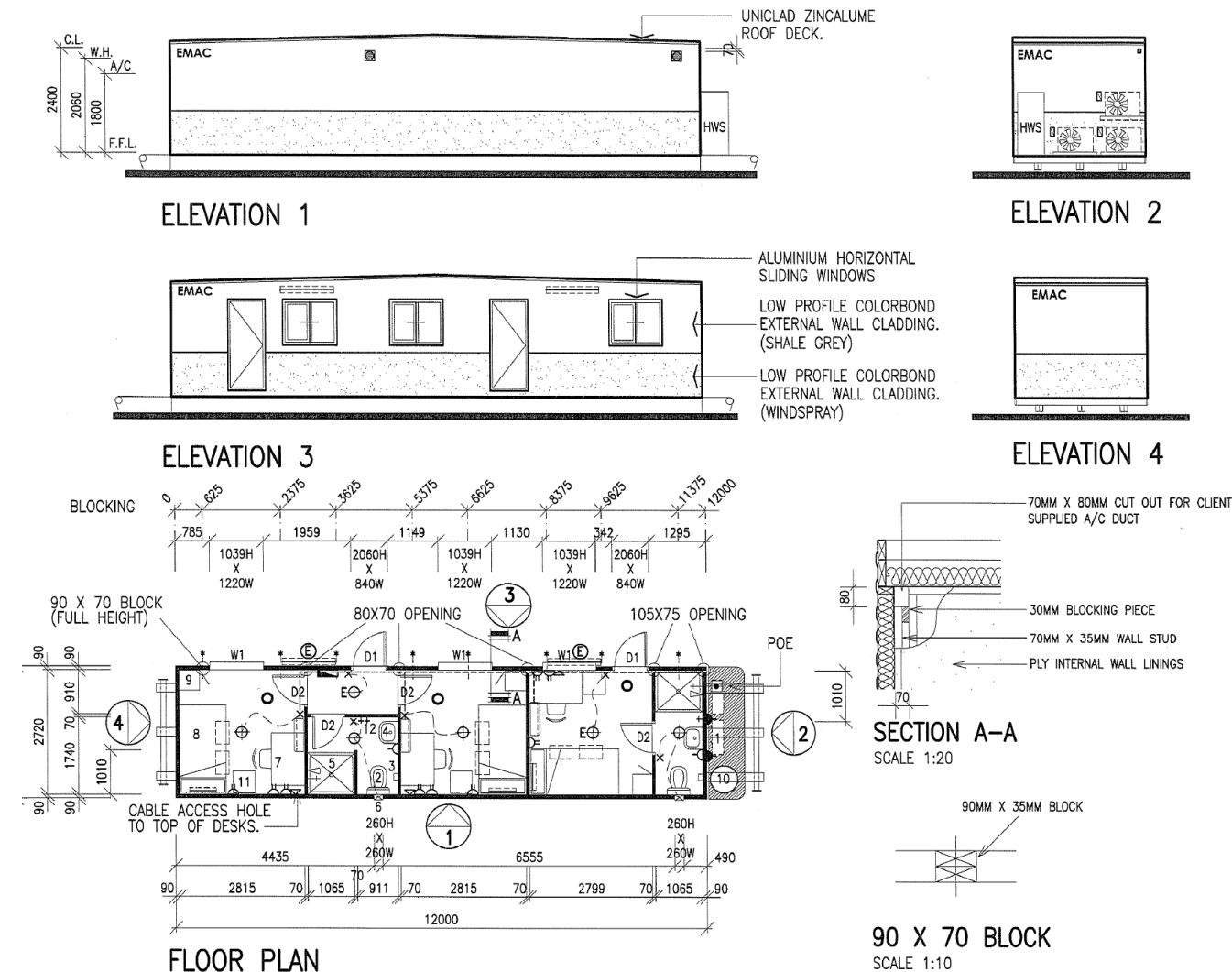
© Copyright, Western Australia Land Information Authority. No part of this document or any content appearing on it may be reproduced or published without the prior written permission of Landgate.

Disclaimer: The accuracy and completeness of the information on this document is not guaranteed and is supplied by Landgate 'as is' with no representation or warranty as to its reliability, accuracy, completeness, or fitness for purpose. Please refer to original documentation for all legal purposes.

Attachment 2: Site Layout



Attachment 3: Building Specifications



ITEM:	DESCRIPTION:	QTY:
W1.	1029H. X 1210W. HORIZONTAL SLIDING WINDOW (6.38 LAMINATED - GREY)	3.
D1.	2040H. X 820W. METAL CLAD REBATE EDGE EXTERNAL DOOR C/W SPRING RESTRAINER & EXIT SIGN.	2.
D2.	2040H. X 720W. S.P.M. HOLLOW CORE INTERNAL DOOR C/W EXIT SIGN AND DOOR CATCHES TOP AND BOTTOM.	4.
1.	SPLIT R/CYCLE A/C.	3.
2.	TOILET SUITE.	2.
3.	TOILET ROLL HOLDER.	2.
4.	500MM X 400MM HAND BASIN C/W MIRROR OVER.	2.
5.	1055MM X 945MM F/GLASS SHOWER CUBICLE C/W SHOWER CURTAIN.	2.
6.	WALL MOUNTED EXHAUST FAN.	2.
7.	1200MM X 750MM DESK C/W PLASTIC STACK CHAIR.	3.
8.	KING SINGLE BED C/W STORAGE DRAWERS.	3.
9.	LOCKER.	3.
10.	250L ELECTRIC HOT WATER SERVICE.	1.
11.	BAR FRIDGE	3.
12.	COAT HOOKS.	3.
▲	15 AMP ISOLATOR.	3.
△	SINGLE GPO.	2.
△	DOUBLE GPO (100 A.F.F.L.)	9.
x	LIGHT SWITCH.	6.
=====	FLUORESCENT BED LIGHT.	3.
▽	DATA POINT.	3.
⊕	BATTEN CEILING LIGHT	4.
⊕	BATTEN CEILING LIGHT C/W BATTERY BACKUP.	2.
⊕	1 X 36W FLOURO. VANDALITE @ 2400 HEIGHT C/W BATTERY BACKUP & PE CELL.	2.
○	SMOKE DETECTOR.	3.
⊕	WILCO 5 PIN MALE PLUG FOR GENERATOR CONNECTION.	1.
⊕	CIRCUIT BREAKER BOARD (3 PHASE).	1.

NOTE:

1. ALL DOORS TO HAVE STICK ON REFLECTIVE EXIT SIGNS ON INSIDE FACE OF DOOR.

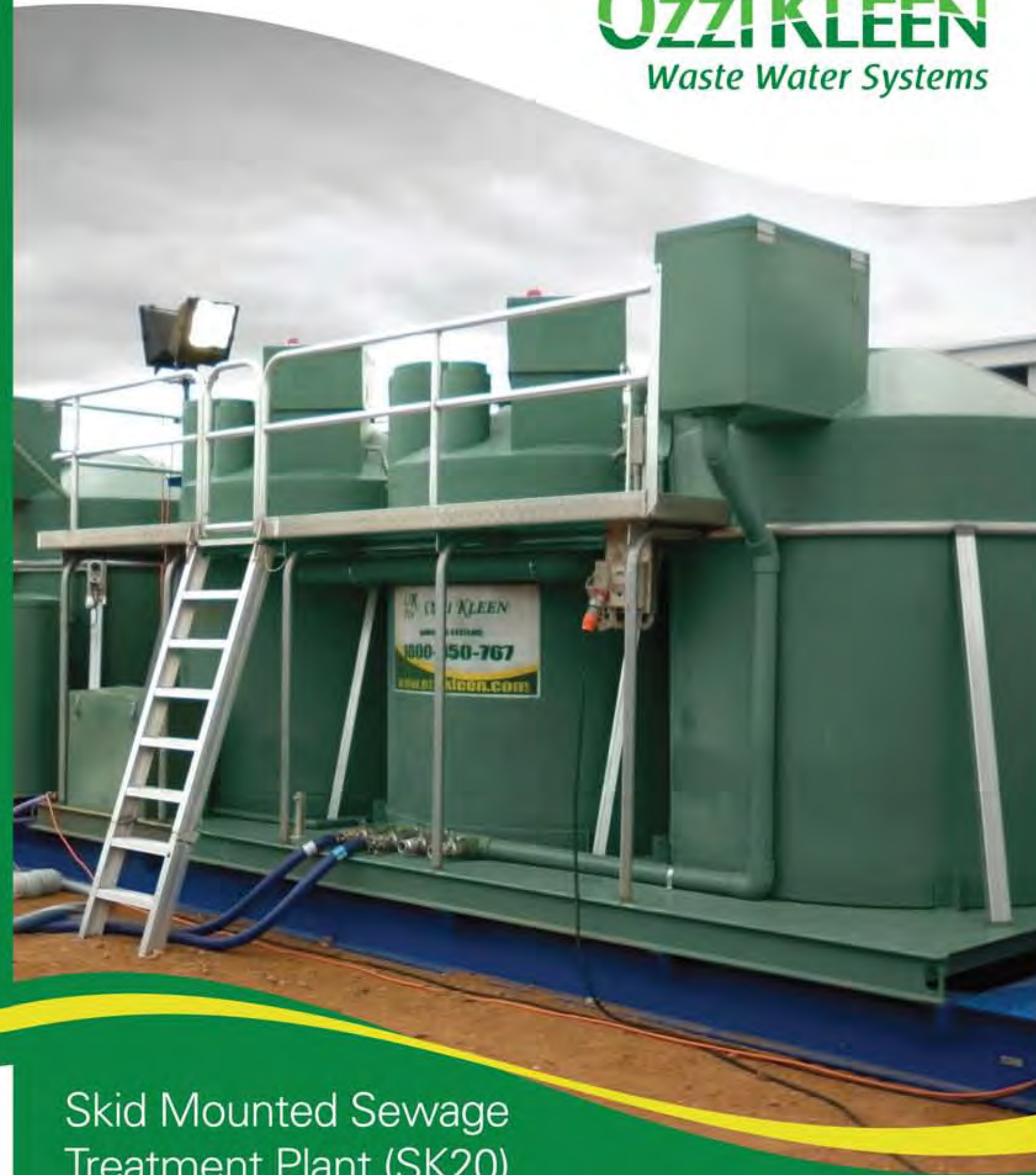
2. ALL EXTERNAL LIGHTS TO BE ON SAME P.E. CELL.

Today OZZI KLEEN treatment systems are operating in more than 16,000 locations in Australia, New Zealand, PNG, Vanuatu, Laos, Guam, Torres Strait Islands, Timor Leste and UAE.

Clients

Bechtel Australia Pty Ltd
Gainsite Pty Ltd
Mining Camps Australia
Repage Pacific
Santos Limited
Saxon Energy Services Australia Pty Ltd
Traymark Industrial Caravans

OZZI KLEEN
Waste Water Systems



OZZI KLEEN products are proudly owned, designed and manufactured in Australia by Suncoast Waste Water Management

Tel: 1800 450 767 (Aust) 59 Industrial Ave
+61 7 5459 4900 Kunda Park QLD 4556
Fax: +61 7 5456 4677 Australia
Email: info@ozzikleen.com

www.ozzikleen.com

OZZI KLEEN
Waste Water Systems

Skid Mounted Sewage
Treatment Plant (SK20)

Efficiency, Reliability, Simplicity

www.ozzikleen.com

OZZI KLEEN SK20

Our expert OZZI KLEEN team can offer you a reliable waste water treatment solution that can be designed and built quickly using innovative and proven technology. Through years of experience with waste water treatment projects, we can provide the advantages of a pre-engineered and modularised design that provides the simplicity of a plug and play waste water treatment system.

The key to OZZI KLEEN's high performance is the cyclic treatment process which has been specifically developed to make waste water treatment more reliable, effective, and energy efficient.

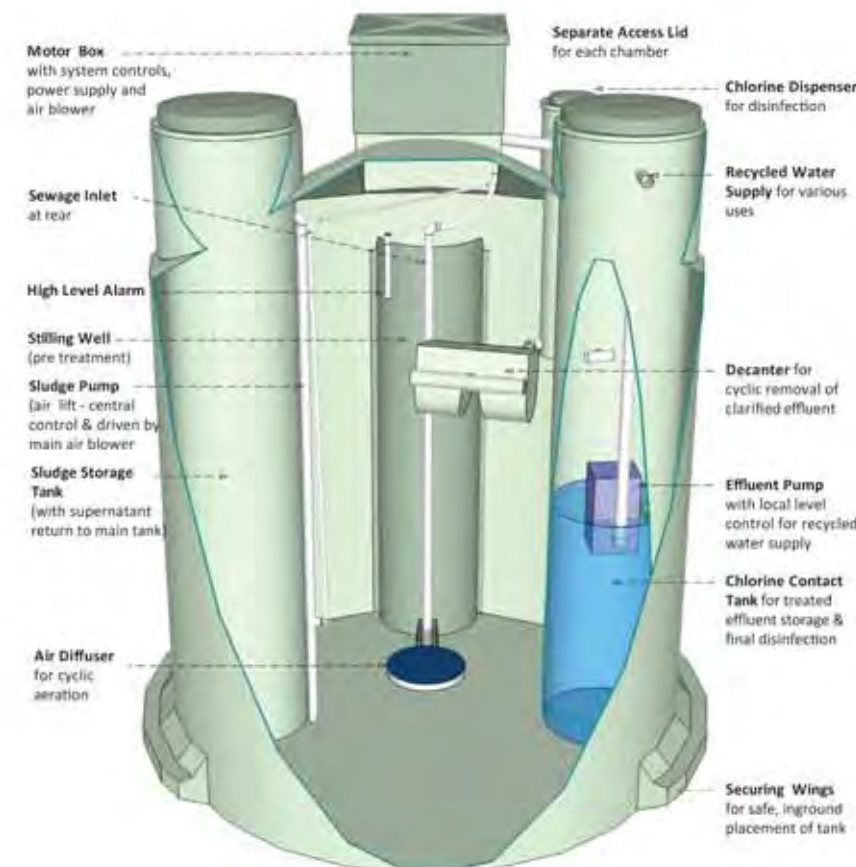
Our complete plug and play sewage treatment plant, the SK20 is manufactured under an annually audited quality assured process in our factory located on the Sunshine Coast, Queensland, Australia. We can deliver everything you need to your site - simply connect it up. The OZZI KLEEN SK20 sewage treatment plant requires only minimal installation and connection works so can be ready to operate within hours.

Australia has one of the world's most highly regulated water and waste water industry standards and our OZZI KLEEN systems maintain certification under Australian standards.



Key Benefits

- ✓ Quick mobilisation and demobilisation
- ✓ Designed and constructed to demanding Australian standards
- ✓ Robust, heavy duty, compact
- ✓ Plug and play solution
- ✓ Equipped with programmable logic controller (PLC)
- ✓ Minimal maintenance requirements
- ✓ Manufacturer's warranty
- ✓ No septic odours
- ✓ Caters to peak periods using SBR technology
- ✓ Skid certified to Australian Standards
- ✓ High quality effluent
- ✓ Ideal for remote locations, temporary accommodation, mining and construction camps



Tank Diameter	1.95m
Tank Wall Height	1.90m
Tank Overall Height	2.70m
Tank Weight	400kg (approx)
Tank Thickness	up to 20mm

How it works

The OZZI KLEEN SK20 works as a cyclic aeration biological treatment process using a sequential batch reactor technology (SBR), designed to treat 4,000 litres per day of sewage and waste water i.e. toilets, bathrooms, kitchens and laundries. Treated effluent is drawn off from the aeration tanks, disinfected and stored in a separate chlorine contact tank ready for disposal.

As this system is totally aerobic (no septic phase) the process eliminates the production of Hydrogen Sulphide Gas which is highly corrosive when mixed with water. Excess sludge is drawn off from the aeration tanks and stored in a separate waste sludge holding tank for further digestion.

The OZZI KLEEN SK20 sewage treatment plant consists of a 5,000 litre balance tank, a manual or automatic bar screen and two individual OZZI KLEEN sewage treatment cells mounted on a certified steel skid. The cells are round, heavy duty polyethylene tanks each with an internal effluent compartment and pumping system. A sewage pump station is provided to lift the sewage into the treatment plant and a grease trap is required to deal with kitchen waste.



Efficiency, Reliability, Simplicity

CERTIFIED
A. PRESCOTT
RP-16092

A. Prescott
REF: 1235



Proudly owned, designed and manufactured
by Suncoast Waste Water Management

Technical Specifications

OZZI KLEEN Sewage Treatment Systems

SK20A-G



Efficiency, Reliability, Simplicity
www.ozzikleen.com

1. DESIGN CAPACITY

The design capacity of the SK20A-G treatment plant is 4,000L per day, producing advanced secondary effluent quality as specified below.

2. DESIGN PARAMETERS

The performance of the OZZI KLEEN SK20A-G Sewage Treatment Plant will achieve advanced effluent quality provided the incoming wastewater parameters meet the following characteristics:

Sewage Inlet

Parameter	Unit	Influent	Advanced
Biological Oxygen Demand (BOD ₅)	mg/L	≤ 350	≤ 10
Total Suspended Solids (TSS)	mg/L	≤ 350	≤ 10
Total Nitrogen	mg/L	≤ 75	≤ 10
Total Phosphorus	mg/L	≤ 15	≤ 5
Faecal Coliforms, FC	cfu/100 mL	-	≤ 10
Chlorine Residual	mg/L	-	0.5 ≤ 2.0
pH		6.0 ≤ 8.5	6.0 ≤ 8.5

3. SERVICE LIFE

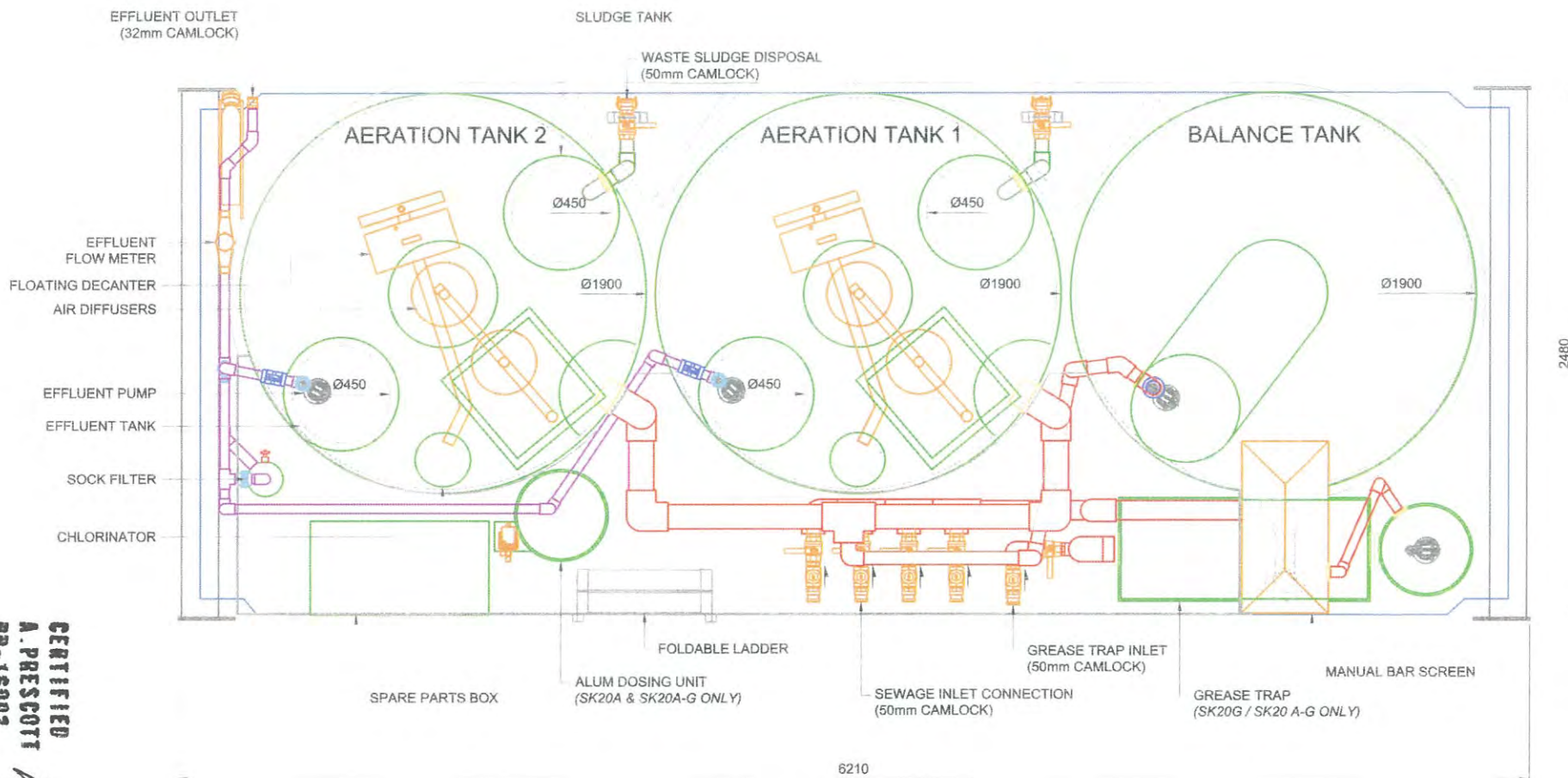
The Ozzi Kleen SK20A-G was designed for a minimum service life of 15 years

4. ENGINEERING CALCULATION AND POE

Description	Document No.	Revision
SK20A-G Design Calculation Sheet	OK-SK20A-G-CS	12/11/2020
SK20A-G Power & Operating Cost Estimate	OK-SK20A-G-POE	12/11/2020
SK20A-G Elevation View Drawing	GD-SK20A-G-H06	17/11/2020
SK20A-G Plan View Drawing	GD-SK20A-G-H05	17/11/2020

CERTIFIED
A. PRESCOTT
RP-16002

AP
REF: 1235



PLAN VIEW



Suncoast Waste Water Management

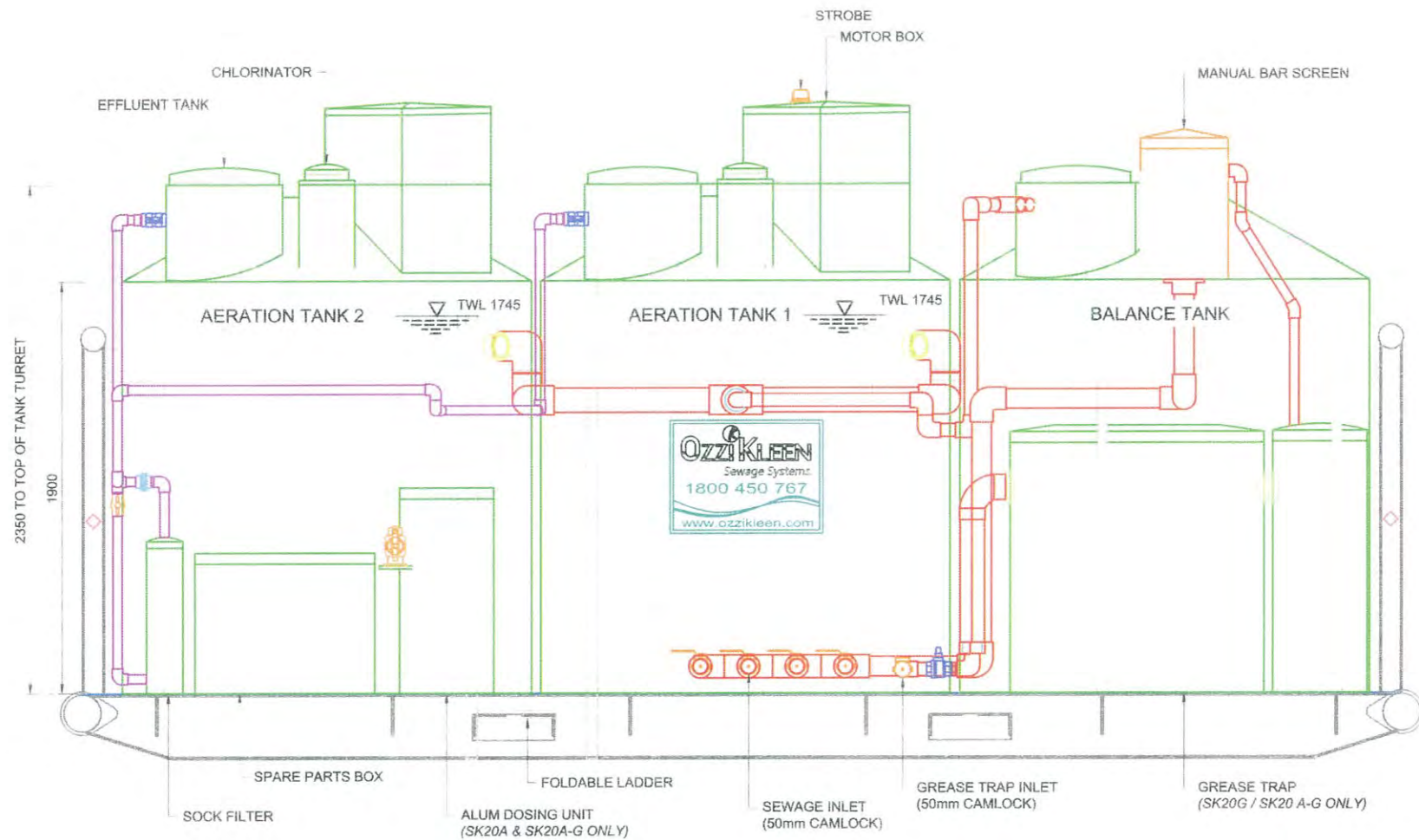
59 INDUSTRIAL AVE
KUNDA PARK
QLD 4556
PH +61 7 5459 4900
FAX +61 7 5456 4677
www.ozzi-kleen.com

CLIENT	GENERAL	DESIGN	AP
PROJECT	OZZI KLEEN SK20A-G AWTS	DRAWN	YH
TITLE	PLAN VIEW	CHKD	SB
DWG NO.	GD-SK20A-G-H05	DATE	17/11/20
		SCALE	NTS

CERTIFIED
A. PRESCOTT
RP-16002

REF: 1235

DATE	DESCRIPTION	REV.	BY
17/11/20	TANK DIMENSIONS ADDED	2	YH
26/10/16	GENERAL REVISION	1	YH



ELEVATION



Suncoast Waste Water Management

59 INDUSTRIAL AVE
KUNDA PARK
QLD 4556
PH +61 7 5459 4900
FAX +61 7 5456 4877
www.ozzikleen.com

CLIENT	GENERAL DRAWING	DESIGN	AP
PROJECT	OZZI KLEEN SK20A-G AWTS	DRAWN	YH
TITLE	ELEVATION VIEW	CHKD	SB
DWG NO.	GD-SK20A-G-H06	DATE	17/11/20
		SCALE	NTS

17/11/20	TANK WATER LEVEL INDICATED	2	YH
26/10/16	GENERAL REVISION	1	YH
DATE	DESCRIPTION	REV.	BY

CERTIFIED
A. PRESCOTT
RP-16002

REF: 1235
AP



Mr Nils Hay
Chief Executive Officer
Shire of Mingenew
Sent by Email — enquiries@mingenew.wa.gov.au

Attention: Mr Nils Hay

Dear Sir

**SHIRE OF MINGENEW - DEVELOPMENT APPLICATION - PROPOSED
WORKFORCE ACCOMMODATION - LOT 686 WATSON ROAD LOCKIER**

Thank you for your letter dated 6 May 2021 inviting comment on the above proposal for temporary workforce accommodation on Lot 686, Watson Road, Lockier.

The Department of Mines, Industry Regulation and Safety (DMIRS) has determined that this proposal raises no significant issues with respect to mineral and petroleum resources, geothermal energy, and basic raw materials.

Yours sincerely

Joshua Guilliamse
Senior Geologist — Land Use Planning
Minerals and Petroleum Resources Directorate

14/05/2021

From: Moss Wilson <Moss.Wilson@dplh.wa.gov.au>

Sent: Wednesday, 26 May 2021 4:22 PM

To: Enquiries <enquiries@mingenew.wa.gov.au>

Subject: Response, Proposed workforce accommodation - Lot 686 Watson Road Lockier

Attn: Mr Nils Hay

Dear Mr Hay, thanks for sending this through to us.

In regards to your request for comment on the proposed workforce accommodation at Lot 686 Watson Road, a review of the Register of Places and Objects as well as the DPLH Aboriginal Heritage Database concludes that the extractive industry does not intersect with any recorded Aboriginal Heritage place, and no objections are made to the proposed work area.

It is noted that the works are in the vicinity of registered Aboriginal place ID 18907 (Irwin River [SC04]), which includes the bed and banks of the watercourse. Should any future works at this drilling area encroach into the bed and banks of the Irwin River, the proponent will need to consult with the relevant Native Title Group and local Aboriginal knowledge holders in regard to a section 18 application. It is also recommended that the proponent take into consideration the DPLH's Aboriginal Heritage Due Diligence Guidelines as part of any future ground disturbing works, which have been developed to assist proponents to identify any risk. The document is available at:

<https://www.dplh.wa.gov.au/getmedia/74896bd3-4be3-49ed-be75-38ba72f10d72/AH-Due-diligence-guidelines>

I hope this clarifies things, please don't be afraid to email me back or call me on 6552 4056 if you require any further information.

Sincerely,

Moss Wilson | Senior Heritage Officer | Heritage Services

140 William Street, Perth WA 6000

6552 4056 | 0437 502 369

www.dplh.wa.gov.au



The Department acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this land and we pay our respects to their Elders, past and present.

Disclaimer: This email and any attachments are confidential, and may be legally privileged.

If you are not the intended recipient, any use, disclosure, distribution or copying of this material is strictly prohibited.

If you have received this email in error please notify the sender immediately by replying to this email, then delete both emails from your system.

This email and any attachments to it are also subject to copyright and any unauthorised reproduction, adaptation or transmission is prohibited.

There is no warranty that this email is error or virus free.

This notice should not be removed.5.21



Your Ref: Workforce Accom
Our Ref: F-AA-04-07214 D-AA-21/209803
Contact: Franziska Marian 9222 2000

Nils Hay
Chief Executive Officer
Shire of Mingenew
21 Victoria Street
Mingenew WA 6522

Dear Mr Hay

PROPOSED TEMPORARY WORKERS ACCOMODATION - LOT 686 WATSON ROAD MINGENEW

Thank you for your letter of 6 May 2021 requesting comments from the Department of Health (DOH) on the above proposal.

The DOH provides the following comment:

Drinking water

Drinking water provided on any mine site or exploration camp in WA must comply with DOH requirements as set out on:

https://ww2.health.wa.gov.au/Articles/J_M/Mine-sites-and-exploration-camps

Any non-drinking water that is provided in this location should be clearly identified so as to not be mistaken for drinking water.

Any hydraulic fracturing operation in WA also needs to comply with requirements as set out on the DMIRS Hydraulic Fracture Stimulation website, particularly the 'Water use and management for hydraulic fracturing' requirements set out on:

<http://www.dmp.wa.gov.au/Petroleum/Water-use-and-management-for-25627.aspx>

Wastewater

Approval is required for any on-site waste water treatment process (by DOH or local government) with such proposals being in accordance with DOH publications. These may be referenced and downloaded from:

https://ww2.health.wa.gov.au/Articles/A_E/Apply-to-install-a-wastewater-system

https://ww2.health.wa.gov.au/Articles/S_T/Supplement-to-Regulation-29-and-Schedule-9-Wastewater-system-loading-rates

https://ww2.health.wa.gov.au/Articles/A_E/Certification-for-installation-of-wastewater-treatment-systems

Based on the information provided, for the proposed ATU (4000L per day capacity), the maximum number of people that can accommodate the village is 22 persons (22 accommodating x 180L per person = 3960L/day). Irrigation area required for 22 persons would be 1131m².

Enclosed is a scoping tool that highlights public health issues that should be addressed and incorporated into the proposed workers accommodation camps.

Should you have any queries or require further information please contact Vic Andrich on 9222 2000 or eh.eSubmissions@health.wa.gov.au

Yours sincerely



Stan Goodchild
**A/EXECUTIVE DIRECTOR
ENVIRONMENTAL HEALTH DIRECTORATE**

28 May 2021

Aft: Mine sites, exploration camps and construction villages



mainroads
WESTERN AUSTRALIA

Enquiries: Pia Marshall (08) 9956 1210
Our Ref: 20/2580, D21#518394
Your Ref: A753 / OCR215028

2 June 2021

Shire of Mingenew
Nils Hay
Chief Executive Officer

By email: enquiries@mingenew.wa.gov.au

Dear Nils,

Proposed Workforce Accommodation – Lot 686 Watson Road, Lockier

Thank you for consulting Main Roads on the proposed Workforce Accommodation on Lot 686 Plan 231557, Watson Road, Lockier.

The proposed development site is not located within or adjacent to a road reserve under Main Roads jurisdiction and, it is considered that the proposal would not have a detrimental impact on the level of service, amenity or safety of users of the existing Main Roads network.

Notwithstanding, Main Roads provides the following advice note:

Transport routes that are not approved for the proposed heavy vehicle combinations will require consultation with Main Roads Heavy Vehicle Services branch to ascertain any approval requirements.

If you would like any further information please contact Pia Marshall on (08) 9956 1210 or by email pia.marshall@mainroads.wa.gov.au

Yours sincerely,

for Janet Hartley-West
Regional Manager
Mid West-Gascoyne Region

RIG 970 LOAD LISTS

Load #	Item Description	Dimensions			
		Length	Width	Height	Weight
1	PIPE BIN 4-(E117200) - 48 jnts 5 1/2" XT57				
2	PIPE BIN 11-(E63157) - 44 jnts 5 1/2" XT57				
3	PIPE BIN 12-(E62158) - 44 jnts 5 1/2" XT57				
4	PIPE BIN 13-(E62159) - 48 jnts 5 1/2" XT57				
5	PIPE BIN 14-(E62160) - 47 jnts 5 1/2" XT57				
6	PIPE BIN 16-(E62162) - 47 jnts 5 1/2" XT57				
7	PIPE BIN 19-(E62165) - 48 jnts 5 1/2" XT57				
8	PIPE BIN 61-(E62164) - 47 jnts 5 1/2" XT57				
9	PIPE BIN 41 - 64 - 48 x jnts 5 1/2" XT57				
10	PIPE BIN - 45 x jnts 5 1/2" XT57				
11	PIPE BIN - 21 x jnts 5 1/2" XT57 HWDP				
12	PIPE BIN 5 - 44 jnts 5 1/2" XT57				
13	Collar BIN - 71 - combination of HWDP and DC				
14	Collar BIN - 80 -combination of HWDP and DC				
15	Collar Bin 3 - combination of HWDP and DC				
16	Collar Bin 4 - Junk Skid - Handling gear and subs				
17	OCR Sleeper	13.70	3.17	3.25	6,000
18	3 rd Party and OCR office	14.10	3.00	3.20	15,000
19	Trades and RM office	14.10	3.00	3.20	15,000
20	Rig Matting 4 x 40'	12.21	2.43	1.12	18,742
21	2 x CASING RACKS	13.70	2.40	1.50	1,500
22	Rig Matting 4 x 40'	12.21	2.43	1.12	18,742
23	2 x CASING RACKS	13.70	2.40	1.50	1,500
24	Trades and RM Sleeper	14.10	3.17	3.20	15,000
25	Rig Matting 6 x 20' + Oil Skid + Hose Basket				
26	Wheel Loader Attachments + Subs Bin + Hose Basket				
27	Smoko Safety office	14.10	3.00	3.20	15,000
28	ENSIGN BED TRUCK	15.00	3.00	3.50	25,000
29	40' - Whitehouse 2	12.19	2.44	3.17	20,000
30	40' - Whitehouse 1	12.19	2.44	3.17	20,000
31	40' - Trades workshop	12.19	2.44	3.17	19,500
32	Top Drive/Crown Stand/Fuel Pod/Parts Boxes				
33	Mini Camp Gen/Water Skid	13.70	3.10	3.10	15,000
34	Day Tank with Tools/Signs/Rig Up Equipment stowed inside	13.72	3.45	3.20	20,000
35	40' - Skid Roughneck Shack	12.19	2.44	3.17	20,000
36	Mud pump #2 Trailer with Dolly	15.16	3.38	4.47	50,270
37	VFD Trailer with Dolly	15.85	3.45	4.40	44,808
38	Doghouse / Sub Spreaders	8.55	3.05	3.56	9,625
39	20ft Container/Flat Junk Bin	12.00	2.50	2.50	20,000
40	Steel bin	12.19	2.44	2.90	20,000

41	Rig Matting 4 x 40' / Gen Mufflers / Sub Spreaders	12.21	2.43	1.12	18,742
42	Rig Matting 4 x 40' / Hose Basket + Mast Block	12.00	2.50	2.50	20,000
43	Suitcases (2 x 40ft)	12.00	2.50	2.50	20,000
44	SPU unit with Macerator Basket + Sat Dish etc.	13.70	2.40	3.10	9,000
45	DS Pony Sub + Walking Jack	10.82	2.92	1.63	9,802
46	970 Diesel Tank	12.50	2.50	3.00	15,000
47	ODS Pony Sub + Walking Jack	10.82	2.92	1.63	9,802
48	Hydraulic shack/Sub bin	12.19	2.44	2.90	20,000
49	Suction Tank (inbuilt stairway)	13.72	3.61	3.89	30,935
50	Drillers Side Sub incl. Mast Ram	15.29	3.66	3.43	52,616
51	Off Drillers Side Sub incl. Mast Ram	15.36	4.06	4.06	46,276
52	Centre Section Sub Incl. Rotary Table	11.30	3.89	2.80	28,726
53	Drawworks, Accumulator & BOP Spreaders + Drill Line Supply Reel & Spooler	6.30	2.62	2.79	10,000
54	40' - Storage Container on Skid	12.19	2.44	3.36	19,500
55	20ft Caged Junk Bin + Catwalk Dolly + Stiff Bar	7.20	2.50	2.50	20,000
56	Transfer Tank (Shaker Tank)	13.72	3.61	3.89	28,633
57	Premix Tank (bulk hopper)	13.72	3.61	3.89	28,033
58	Settling Tank (no hoppers)	13.72	3.61	3.89	23,000
59	HPU House	9.55	3.22	3.50	23,868
60	Accumulator House	13.74	3.07	3.56	29,320
61	Lower Mast on Mast Dolly/Jinker	20.87	3.63	3.58	17,672
62	Upper Mast on Mast Dolly/Jinker	23.24	4.01	3.20	25,850
63	Mud pump #2 Trailer with Dolly	15.16	4.61	3.14	53,523
64	Cutings Bin	12.00	3.38	4.47	56,160
65	Flare Line Skid + Loose Items	6.63	2.50	3.35	18,000
66	Suitcases (1 x 20ft) + Mud Loggers Shack	12.00	2.50	3.35	18,000
67	Pipe Bin				
68	Pipe Bin				
69	Pipe Bin				
70	Pipe Bin				
71	BOP Skid	8.21	3.61	3.44	33,565
72	Degasser Skid	9.80	3.63	3.58	17,672
73	Catwalk	18.57	3.40	3.71	34,019
74	Ensign Loader & Attachments	9.00	3.10	3.50	15,000
75	Drawworks Shack	13.72	1.10	1.00	2,000

SHIRE OF MINGENEW
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 May 2021

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Monthly Summary Information	2-3
Statement of Financial Activity by Program	4-5
Statement of Financial Activity by Nature or Type	6-7
Note 1 Statement of Financial Activity Information	8
Note 2 Cash and Financial Assets	9
Note 3 Receivables	10
Note 4 Other Current Assets	11
Note 5 Payables	12
Note 6 Rating Revenue	13
Note 7 Disposal of Assets	14
Note 8 Capital Acquisitions	15-17
Note 9 Borrowings	18
Note 10 Leases	19
Note 11 Cash Reserves	20
Note 12 Other Current Liabilities	21
Note 13 Grants and Contributions	22-23
Note 14 Bonds & Deposits	24
Note 15 Budget Amendments	25-27
Note 16 Explanation of Material Variances	28-29

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 MAY 2021

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 May 2021
Prepared by: Helen Sternick, Senior Finance Officer
Reviewed by: Jeremy Clapham, Finance & Administration Manager

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not inconsistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. 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 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 Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 14.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is

not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

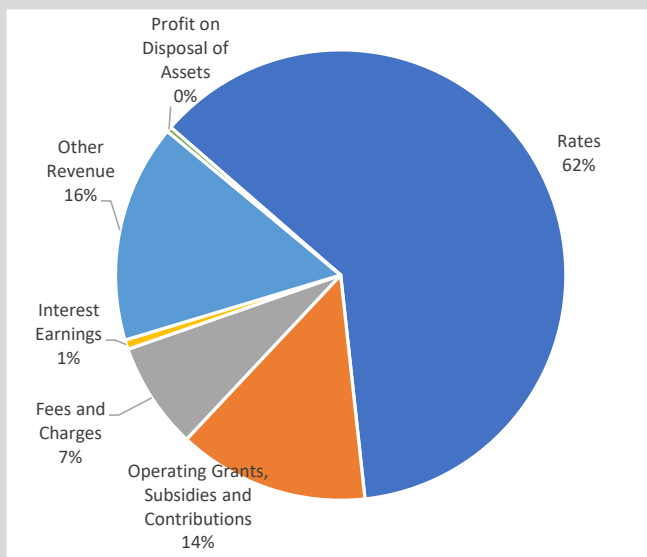
CRITICAL ACCOUNTING ESTIMATES

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 that are 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.

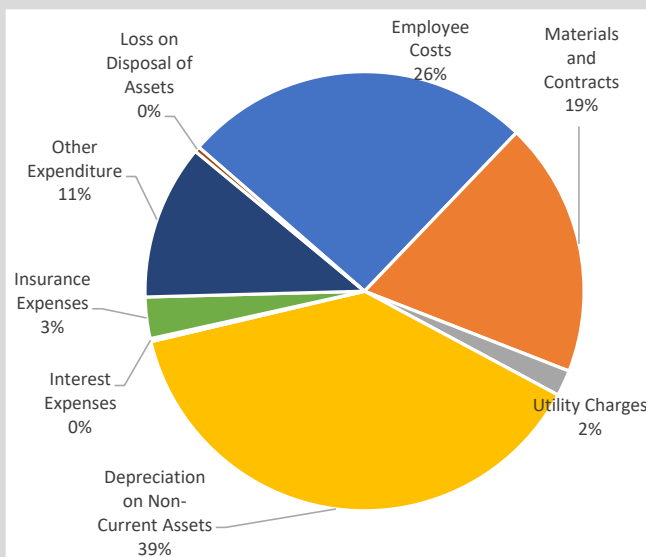
ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

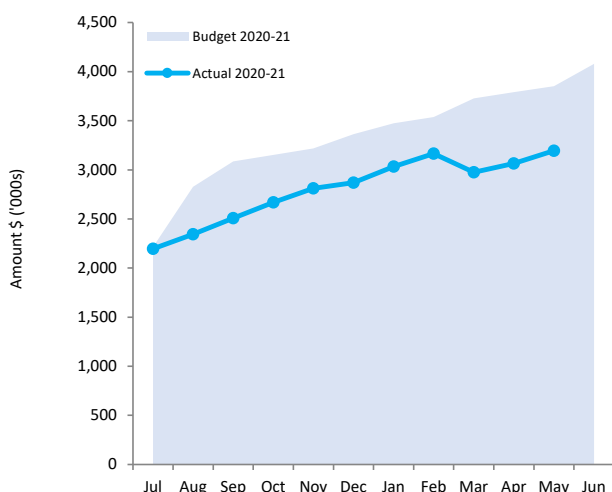
OPERATING REVENUE



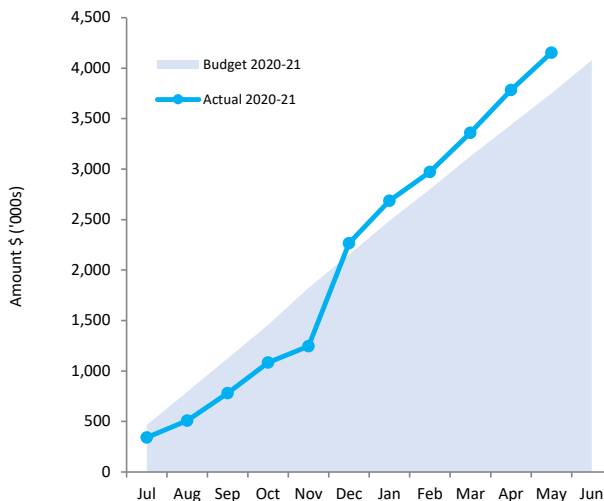
OPERATING EXPENSES



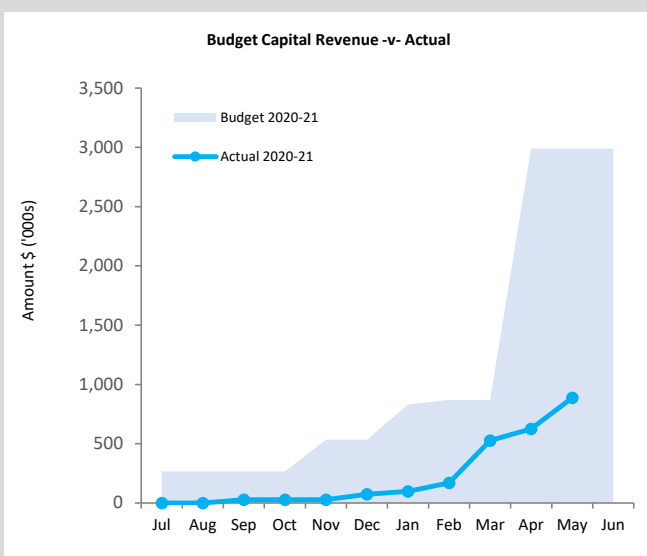
Budget Operating Revenues -v- Actual



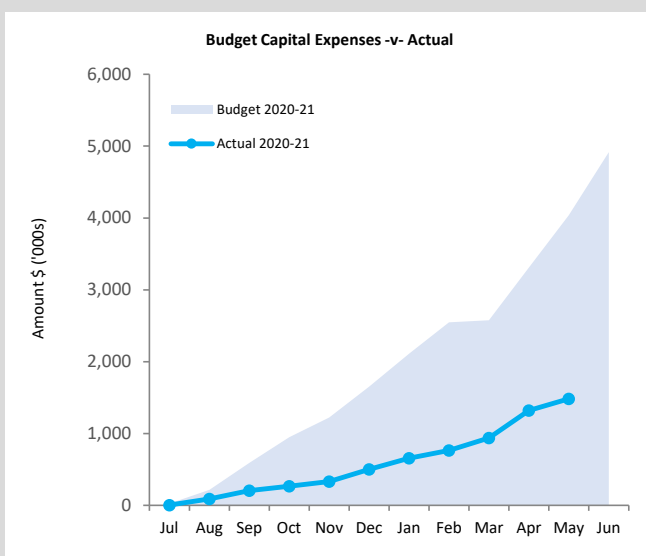
Budget Operating Expenses -v- YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MAY 2021

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.	Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services.
GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer community.	Fire prevention, animal control and safety.
HEALTH To provide services to help ensure a safer community.	Food quality, pest control and inspections.
EDUCATION AND WELFARE To meet the needs of the community in these areas.	Includes education programs, youth based activities, care of families, the aged and disabled.
HOUSING Provide housing services required by the community and for staff.	Maintenance of staff, aged and rental housing.
COMMUNITY AMENITIES Provide services required by the community.	Rubbish collection services, landfill maintenance, townsite storm water drainage control and maintenance, administration of the Town Planning Scheme and maintenance of cemeteries.
RECREATION AND CULTURE To establish and manage efficiently, infrastructure and resources which will help the social well being of the community.	Maintenance of halls, recreation centres and various reserves, operation of library, support of community events and matters relating to heritage.
TRANSPORT To provide effective and efficient transport services to the community.	Construction and maintenance of streets, roads and footpaths, cleaning and lighting of streets, roads and footpaths, traffic signs and depot maintenance.
ECONOMIC SERVICES To help promote the Shire and improve its economic wellbeing.	The regulation and provision of tourism, area promotion, building control and noxious weeds.
OTHER PROPERTY AND SERVICES To provide effective and efficient administration, works operations and plant and fleet services.	Private works operations, plant repairs and operational costs. Administration overheads.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2021**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	
Opening Funding Surplus / (Deficit)	1(c)	568,521	405,934	405,934	405,934	0	0.00%	
Revenue from operating activities								
Governance		13,399	18,399	16,863	18,830	1,967	11.66%	▲
General Purpose Funding - Rates	6	1,975,991	1,975,991	1,975,991	1,977,513	1,522	0.08%	
General Purpose Funding - Other		1,182,941	338,741	260,386	323,701	63,315	24.32%	▲
Law, Order and Public Safety		23,750	23,750	19,182	23,612	4,430	23.09%	▲
Health		150	150	143	801	658	460.14%	▲
Education and Welfare		400	400	363	1,236	873	240.50%	▲
Housing		90,440	107,440	98,483	104,510	6,027	6.12%	
Community Amenities		89,650	74,650	74,284	75,059	775	1.04%	
Recreation and Culture		28,780	31,780	31,417	33,501	2,084	6.63%	
Transport		594,400	594,400	551,726	540,800	(10,926)	(1.98%)	▼
Economic Services		18,582	25,782	23,730	37,064	13,334	56.19%	▲
Other Property and Services		60,500	38,925	35,662	58,707	23,045	64.62%	▲
		4,078,983	3,230,408	3,088,230	3,195,334	107,104		
Expenditure from operating activities								
Governance		(343,694)	(338,832)	(307,291)	(287,164)	20,127	6.55%	▼
General Purpose Funding		(76,332)	(76,332)	(67,873)	(69,189)	(1,316)	(1.94%)	
Law, Order and Public Safety		(66,912)	(73,912)	(67,122)	(239,486)	(172,364)	(256.79%)	▲
Health		(80,167)	(77,167)	(70,686)	(67,918)	2,768	3.92%	
Education and Welfare		(111,669)	(101,294)	(92,714)	(114,989)	(22,275)	(24.03%)	▲
Housing		(159,522)	(138,238)	(128,579)	(145,037)	(16,458)	(12.80%)	▲
Community Amenities		(249,083)	(214,058)	(194,600)	(192,319)	2,281	1.17%	
Recreation and Culture		(992,925)	(967,785)	(888,158)	(947,669)	(59,511)	(6.70%)	▲
Transport		(1,615,122)	(1,601,065)	(1,467,881)	(1,691,419)	(223,538)	(15.23%)	▲
Economic Services		(302,628)	(322,603)	(294,175)	(327,435)	(33,260)	(11.31%)	▲
Other Property and Services		(80,817)	(40,991)	(47,273)	(69,602)	(22,329)	(47.23%)	▲
		(4,078,871)	(3,952,277)	(3,626,352)	(4,152,227)	(525,875)		
Non-cash amounts excluded from operating activities	1(a)	1,527,770	1,512,770	1,387,062	1,599,185	212,123	15.29%	▲
Amount attributable to operating activities		1,527,882	790,901	848,940	642,292	(206,648)		
Investing Activities								
Proceeds from non-operating grants, subsidies and contributions	13(b)	2,990,490	3,891,240	3,348,740	886,912	(2,461,828)	(73.52%)	▼
Proceeds from disposal of assets	7	35,000	50,000	50,000	50,682	682	1.36%	
Purchase of property, plant and equipment	8	(4,915,678)	(4,922,529)	(4,003,431)	(1,483,280)	2,520,151	(62.95%)	▼
Amount attributable to investing activities		(1,890,188)	(981,289)	(604,691)	(545,686)	59,005		
Financing Activities								
Repayment of Debentures	9	(161,995)	(161,995)	(121,479)	(121,131)	348	(0.29%)	
Principal element of finance lease payments	10	0	(9,331)	(8,558)	(8,513)	45	(0.53%)	
Transfer to Reserves	11	(44,221)	(44,221)	(4,015)	(4,691)	(676)	16.83%	▲
Amount attributable to financing activities		(206,216)	(215,547)	(134,052)	(134,335)	(283)		
Closing Funding Surplus / (Deficit)	1(c)	0	0	516,131	368,205	(147,926)		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an threshold. Refer to Note 16 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MAY 2021

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2021**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	
Opening Funding Surplus / (Deficit)	1(c)	568,521	405,934	405,934	405,934	0	0.00%	
Revenue from operating activities								
Rates	6	1,975,991	1,975,991	1,975,991	1,977,513	1,522	0.08%	
Operating grants, subsidies and contributions	13(a)	1,306,100	429,100	346,664	438,451	91,787	26.48%	▲
Fees and charges		239,292	247,292	235,023	244,737	9,714	4.13%	
Interest earnings		24,381	28,381	26,341	21,837	(4,504)	(17.10%)	▼
Other revenue		531,219	547,644	502,211	501,069	(1,142)	(0.23%)	
Profit on disposal of assets	7	2,000	2,000	2,000	11,727	9,727	486.35%	▲
		4,078,983	3,230,408	3,088,230	3,195,334	107,104		
Expenditure from operating activities								
Employee costs		(1,031,488)	(980,722)	(899,684)	(1,070,007)	(170,323)	(18.93%)	▲
Materials and contracts		(708,353)	(652,853)	(599,028)	(779,156)	(180,128)	(30.07%)	▲
Utility charges		(93,002)	(93,002)	(84,978)	(79,467)	5,511	6.49%	
Depreciation on non-current assets		(1,506,670)	(1,506,670)	(1,380,962)	(1,597,425)	(216,463)	(15.67%)	▲
Interest expenses		(10,686)	(10,686)	(8,566)	(9,232)	(666)	(7.77%)	
Insurance expenses		(120,997)	(125,170)	(124,490)	(126,609)	(2,119)	(1.70%)	
Other expenditure		(584,575)	(575,075)	(520,544)	(474,040)	46,504	8.93%	▼
Loss on disposal of assets	7	(23,100)	(8,100)	(8,100)	(16,291)	(8,191)	(101.12%)	▲
		(4,078,871)	(3,952,278)	(3,626,352)	(4,152,227)	(525,875)		
Non-cash amounts excluded from operating activities	1(a)	1,527,770	1,512,770	1,387,062	1,599,185	212,123	15.29%	▲
Amount attributable to operating activities		1,527,882	790,900	848,940	642,292	(206,648)		
Investing activities								
Proceeds from non-operating grants, subsidies and contributions	13(b)	2,990,490	3,891,240	3,348,740	886,912	(2,461,828)	(73.52%)	▼
Proceeds from disposal of assets	7	35,000	50,000	50,000	50,682	682	1.36%	
Payments for property, plant and equipment	8	(4,915,678)	(4,922,528)	(4,003,431)	(1,483,280)	2,520,151	(62.95%)	▼
Amount attributable to investing activities		(1,890,188)	(981,288)	(604,691)	(545,686)	59,005		
Financing Activities								
Repayment of debentures	9	(161,995)	(161,995)	(121,479)	(121,131)	348	(0.29%)	
Principal element of finance lease payments	10	0	(9,331)	(8,558)	(8,513)	45	(0.53%)	
Transfer to reserves	11	(44,221)	(44,221)	(4,015)	(4,691)	(676)	16.83%	▲
Amount attributable to financing activities		(206,216)	(215,547)	(134,052)	(134,335)	(283)		
Closing Funding Surplus / (Deficit)	1(c)	0	0	516,131	368,205	(147,926)		

KEY INFORMATION

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

Refer to Note 16 for an explanation of the reasons for the variance.

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

(a) Non-cash items 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.

	Notes	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$		\$	\$
Adjustments to operating activities					
Less: Profit on asset disposals		(2,000)	(2,000)	(2,000)	(11,727)
Less: Fair value adjustments to financial assets		0	0	0	(2,804)
Add: Loss on asset disposals		23,100	8,100	8,100	16,291
Add: Depreciation on assets		1,506,670	1,506,670	1,380,962	1,597,425
Total non-cash items excluded from operating activities		1,527,770	1,512,770	1,387,062	1,599,185

(b) Adjustments to net current assets in the Statement of Financial Activity

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.

		Last Year Closing 30 Jun 2020	This Year Opening 01 Jul 2020	This Time Last Year 30 May 2020	Year to Date 31 May 2021
Adjustments to net current assets					
Less: Reserves - restricted cash	11	(427,011)	(427,011)	(312,663)	(431,702)
Add: Borrowings	9	161,996	161,996	39,898	40,864
Add: Lease liabilities		9,331	9,331	1,494	818
Add: Provisions - employee	12	136,130	136,130	125,163	136,130
Add: Change in accounting policies - AASB16 Leases		0	0	29,060	0
Total adjustments to net current assets		(119,554)	(119,554)	(117,048)	(253,890)

(c) Net current assets used in the Statement of Financial Activity

Current assets					
Cash and cash equivalents	2	1,088,447	1,088,447	1,016,332	3,570,583
Rates receivables	6	27,369	27,369	36,801	45,673
Receivables	3	18,573	18,573	75,445	34,543
Other current assets	4	0	0	52,551	3,487
Less: Current liabilities					
Payables	5	(130,578)	(130,578)	(22,122)	(243,521)
Borrowings	9	(161,996)	(161,996)	(39,898)	(40,864)
Lease liabilities	10	(9,331)	(9,331)	(1,494)	(818)
Contract liabilities	12	(170,866)	(170,866)	0	(2,610,858)
Provisions	12	(136,130)	(136,130)	(125,163)	(136,130)
Less: Total adjustments to net current assets	1(b)	(119,554)	(119,554)	(117,048)	(253,890)
Closing Funding Surplus / (Deficit)		405,934	405,934	875,404	368,205

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.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash on hand	Cash and cash equivalents	100	0	100				On Hand
At call deposits								
Municipal Funds	Cash and cash equivalents	114,496	2,102,363	2,216,859		NAB	0.25%	Cheque A/C
Municipal Funds	Cash and cash equivalents	173,724	748,197	921,921		NAB	0.85%	On Call
Reserve Funds	Cash and cash equivalents	0	431,703	431,703		NAB	0.85%	On Call
Total		288,320	3,282,263	3,570,583	0			
Comprising								
Cash and cash equivalents		288,320	3,282,263	3,570,583	0			
Financial assets at amortised cost		0	0	0	0			
		288,320	3,282,263	3,570,583	0			

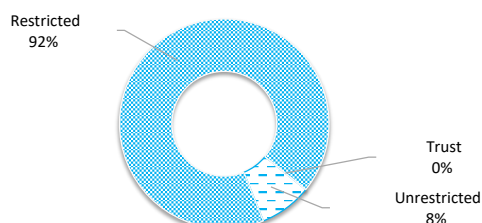
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 and bank overdrafts. 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 assets.



Total Cash	Unrestricted
\$3.57 M	\$.29 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2021

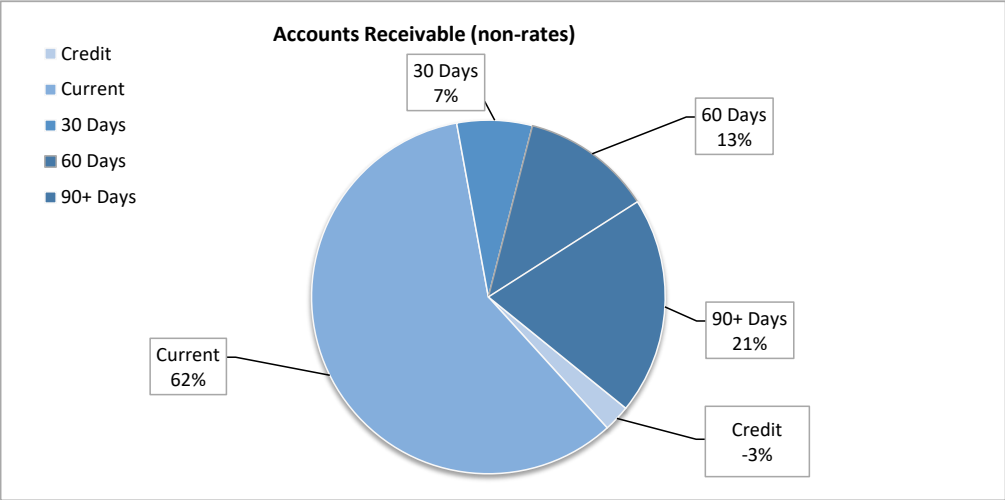
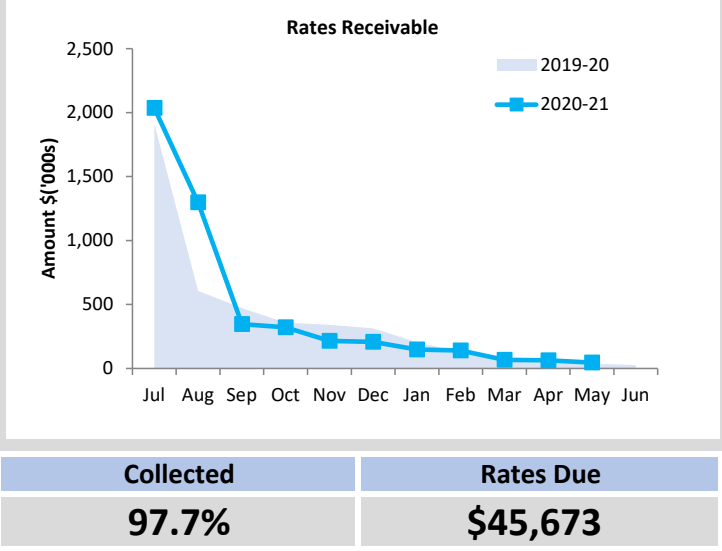
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates Receivable	30 June 2020	31 May 21
	\$	\$
Opening Arrears Previous Years	21,379	27,369
Levied this year	1,885,305	1,977,513
Less - Collections to date	(1,879,315)	(1,959,209)
Equals Current Outstanding	27,369	45,673
Net Rates Collectable	27,369	45,673
% Collected	98.6%	97.7%

Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	(384)	9,259	1,084	1,878	3,127	14,965
Percentage	-2.6%	61.9%	7.2%	12.6%	20.9%	
Balance per Trial Balance						
Sundry receivable						14,964
Rate Pensioner Rebate Claimed						396
GST receivable						19,684
Allowance for impairment of receivables						(500)
Total Receivables General Outstanding						34,543
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. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Instalment schedule: 1st due date 4 September 2020; 2nd due date 6 November 2020; 3rd due date 15 January 2021; 4th due date 19 March 2021.

Other Current Assets		Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 31 May 2021
		\$	\$	\$	\$
Inventory					
*	Fuel	0	(813)	0	(813)
Prepayments					
	Prepayments	0	4,300	0	4,300
Total Other Current assets					3,487
Amounts shown above include GST (where applicable)					

* The invoice for the period 12/5/2021 to 25/5/2021 was processed in June, accounting for this the fuel inventory for May is \$3,337

KEY INFORMATION

Inventory

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

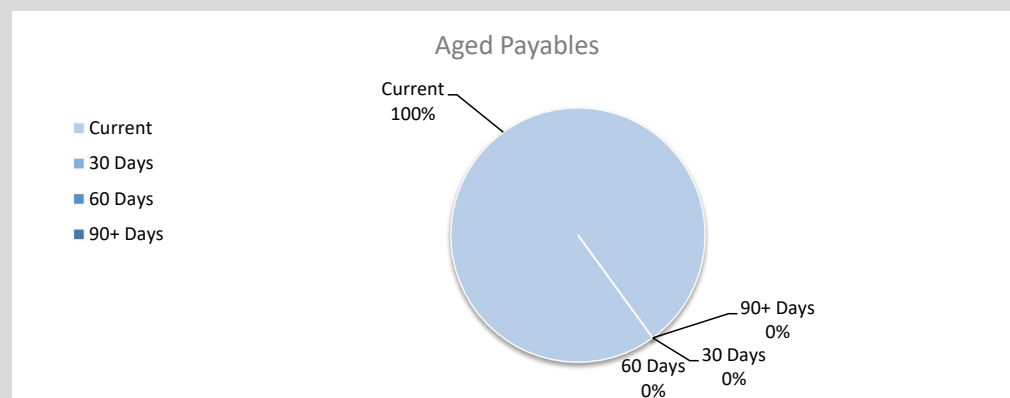
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	181	0	0	0	181
Percentage	0%	100%	0%	0%	0%	
Balance per Trial Balance						
Sundry creditors						181
ATO liabilities						22,278
Receipts in Advance						208,472
Other payables - Bonds Held						15,442
* Other payables						(2,852)
Total Payables General Outstanding						243,521
Amounts shown above include GST (where applicable)						

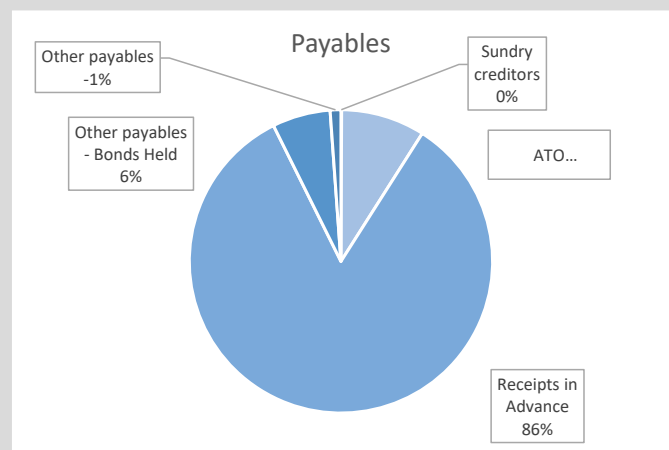
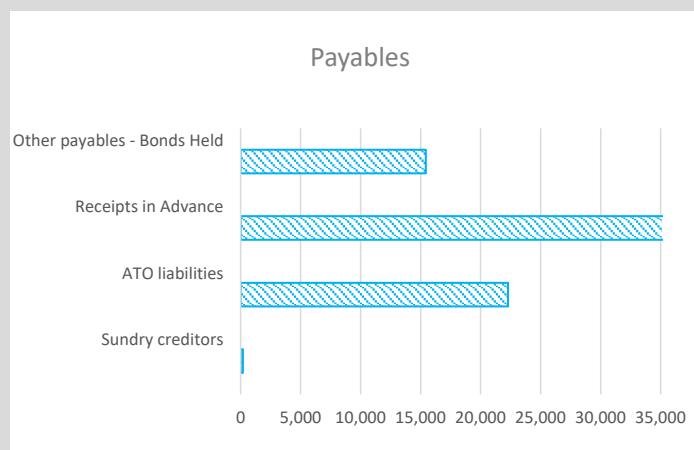
KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire 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.

* Other payables are the adjustments made to ESL through property amalgamations as provided by Landgate and will be recouped from DFES as part of the end of year process.

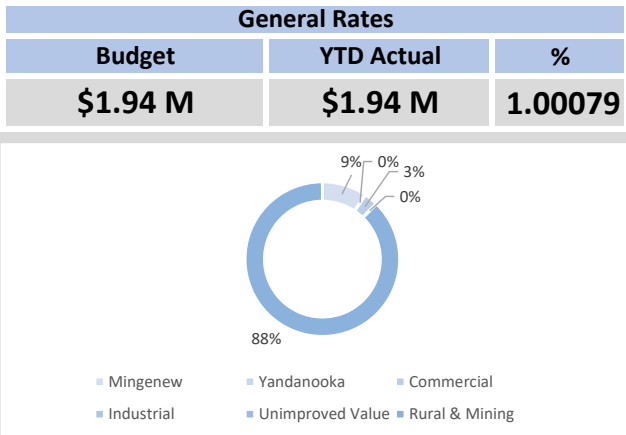
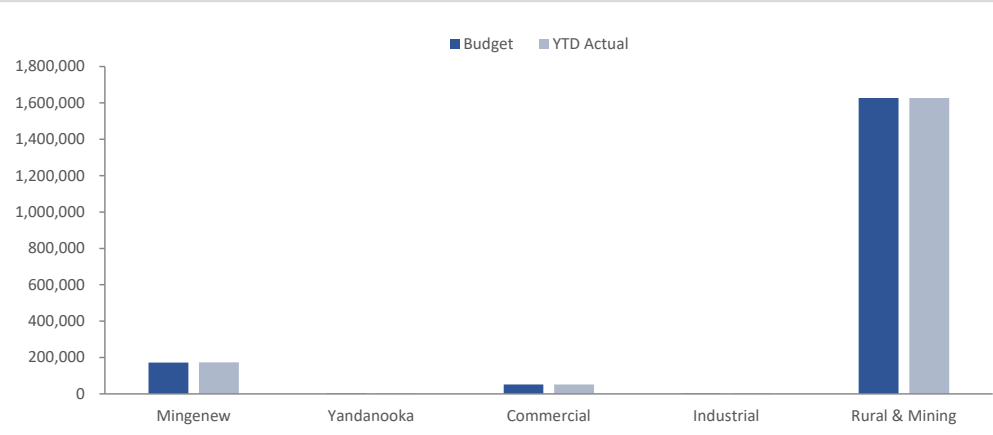


Creditors Due
\$243,521
Over 30 Days
0%
Over 90 Days
0%



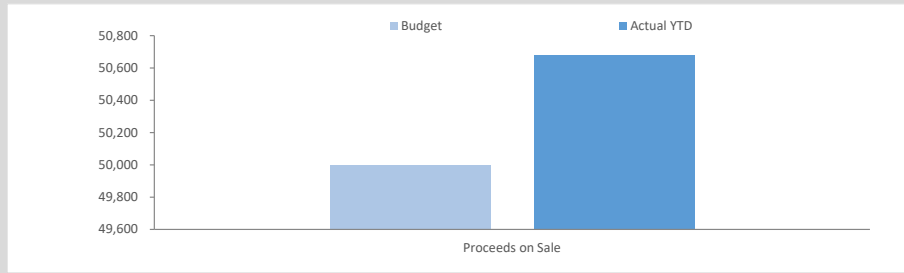
General Rate Revenue				Budget				YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
				\$	\$	\$	\$	\$	\$	\$	\$
RATE TYPE											
Differential General Rate											
Gross Rental Value											
Mingenew	0.150280	129	1,144,624	172,014	750	0	172,764	172,010	1,485	0	173,495
Yandanooka	0.150280	2	13,884	2,086	0	0	2,086	2,086	0	0	2,086
Commercial	0.150280	14	346,632	52,092	0	0	52,092	52,091	0	0	52,091
Industrial	0.150280	3	12,480	1,875	0	0	1,875	1,875	0	0	1,875
Unimproved Value											
Rural & Mining	0.012920	112	125,918,500	1,626,867	0	0	1,626,867	1,626,238	466	309	1,627,013
Sub-Total		260	127,436,120	1,854,934	750	0	1,855,684	1,854,300	1,951	309	1,856,560
Minimum Payment											
Minimum \$											
Gross Rental Value											
Mingenew	707	59	24,721	41,713	0	0	41,713	41,713	0	0	41,713
Yandanooka	707	0	0	0	0	0	0	0	0	0	0
Commercial	707	9	6,209	6,363	0	0	6,363	6,363	0	0	6,363
Industrial	707	3	2,786	2,121	0	0	2,121	2,121	0	0	2,121
Unimproved Value											
Rural & Mining	1,061	31	773,297	32,891	0	0	32,891	31,815	1,897	(177)	33,535
Sub-Total		102	807,013	83,088	0	0	83,088	82,012	1,897	(177)	83,732
Concession							(1,045)	(1,043)			
Amount from General Rates							1,937,727	1,939,249			
Ex-Gratia Rates							38,264	38,264			
Total General Rates							1,975,991	1,977,513			

KEY INFORMATION
Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.



Asset Ref.	Asset Description	Adopted Budget				Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Buildings												
	Housing												
	7 Broad St, Mingenew Lot 163	0	0	0	0	0	0	0	0	1	500	499	0
	38 Oliver St, Mingenew Lot 177	0	0	0	0	0	0	0	0	1	500	499	0
	Plant and equipment												
	Transport												
	Crew cab - MI029	8,000	10,000	2,000	0	8,000	10,000	2,000	0	6,233	15,500	9,267	0
	Water truck*	16,500	10,000	0	(6,500)	0	0	0	0	0	0	0	0
	JCB backhoe	31,600	15,000	0	(16,600)	31,600	30,000	0	(1,600)	27,629	29,091	1,462	0
	Water tanker trailer	0	0	0	0	16,500	10,000	0	(6,500)	21,382	5,091	0	(16,291)
		56,100	35,000	2,000	(23,100)	56,100	50,000	2,000	(8,100)	55,246	50,682	11,727	(16,291)

KEY INFORMATION



Proceeds on Sale		
Annual Budget	YTD Actual	%
\$50,000	\$50,682	101%

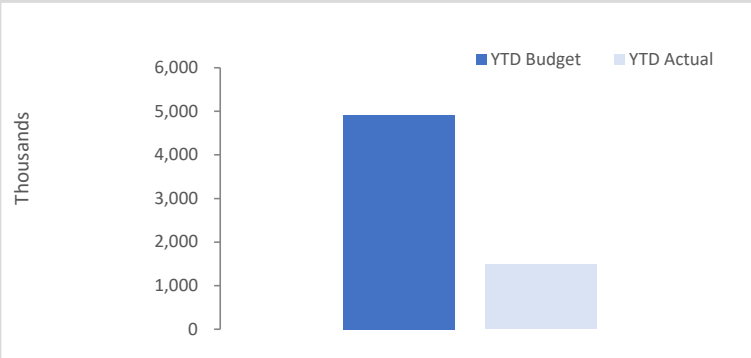
* Note: Incorrect asset used, should have been the Water Tanker (not the Water Truck), will be corrected in the Budget Review in early 2021.

Capital Acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Land	0	0	0	5,007	5,007
Buildings - non-specialised	300,500	285,500	285,500	119,307	(166,193)
Buildings - specialised	299,500	299,500	299,500	55,681	(243,819)
Plant and equipment	340,000	281,800	281,800	314,595	32,795
Infrastructure - Roads	1,406,774	1,429,825	1,406,195	625,499	(780,696)
Infrastructure - bridges	2,266,404	2,266,404	1,412,936	0	(1,412,936)
Infrastructure - parks & ovals	200,000	245,000	245,000	268,971	23,971
Infrastructure - other	102,500	114,500	72,500	94,220	21,720
Capital Expenditure Totals	4,915,678	4,922,529	4,003,431	1,483,280	(2,520,151)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	2,990,490	3,891,240	3,348,740	886,912	(2,461,828)
Other (Disposals & C/Fwd)	35,000	50,000	50,000	50,682	682
Contribution - operations	1,890,188	981,289	604,691	545,686	(59,005)
Capital Funding Total	4,915,678	4,922,529	4,003,431	1,483,280	(2,520,151)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION

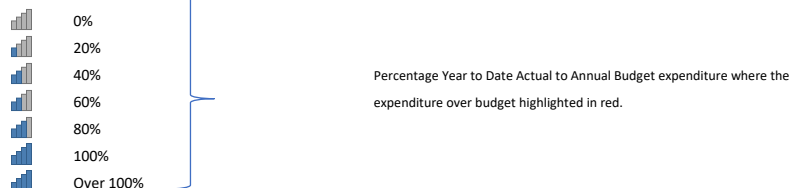


Acquisitions	Annual Budget		YTD Actual	% Spent
	\$4.92 M		\$1.48 M	30%
Capital Grant	Annual Budget		YTD Actual	% Received
	\$2.99 M		\$0.89 M	30%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2021

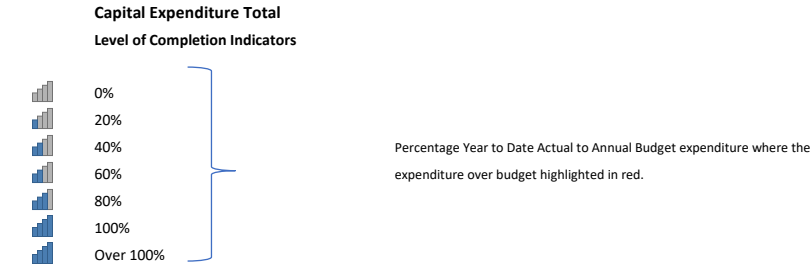
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure Total
Level of Completion Indicators








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

	Account Description	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Land						
	4050109 25 Victoria Road (Lot 85) - Land	0	0	0	5,000	5,000
	Gifted Land	0	0	0	7	7
Land Total		0	0	0	5,007	5,007
Buildings - non-specialised						
	BC083 21 Victoria Road (Lot 83) - Chambers - Building (Capital)	13,000	13,000	13,000	14,241	1,241
	BC076 76 Phillip Street (Lot 106) - Daycare Centre - Building (Capital)	150,000	150,000	150,000	13,917	(136,083)
	BC013 13 Moore Street (Lot 144) - Residence - Building (Capital)	0	0	0	12,397	12,397
	BC033 33 Victoria Road (Lot 89) - Residence - Building (Capital)	40,000	40,000	40,000	37,982	(2,018)
	BC120 12 Victoria Road (Lot 66) - (APU) - Building (Capital)	0	10,000	10,000	9,880	(120)
	BC121 12 Victoria Road (Lot 66) - Unit 1 (APU) - Building (Capital)	3,125	3,125	3,125	0	(3,125)
	BC122 12 Victoria Road (Lot 66) - Unit 2 (APU) - Building (Capital)	3,125	3,125	3,125	0	(3,125)
	BC123 12 Victoria Road (Lot 66) - Unit 3 (APU) - Building (Capital)	3,125	3,125	3,125	0	(3,125)
	BC124 12 Victoria Road (Lot 66) - Unit 4 (APU) - Building (Capital)	3,125	3,125	3,125	0	(3,125)
	BC047 47 Linthorne Street (Lot 114) - Depot - Building (Capital)	25,000	0	0	0	0
	BC054 54 Midlands Road (Lot 71) - MIG Office - Building (Capital)	20,000	30,000	30,000	15,613	(14,388)
	BC050 50 Midlands Road (Lot 73) - Post Office - Building (Capital)	20,000	10,000	10,000	2,994	(7,006)
	BC021 21 Victoria Road (Lot 83) - Administration Office - Building (Capital)	20,000	20,000	20,000	12,285	(7,715)
Buildings - non-specialised Total		300,500	285,500	285,500	119,307	(166,193)
Buildings - specialised						
	BC023 23 Victoria Road (Lot 84) - Toy Library - Building (Capital)	7,000	7,000	7,000	0	(7,000)
	BC098 Recreation Centre - Building (Capital)	25,500	25,500	25,500	26,583	1,083
	BC598 Recreation Centre - Water infrastructure upgrade (capital)	51,000	51,000	51,000	15,980	(35,020)
	BC016 16 Midlands Road - Railway Station - Building (Capital)	216,000	216,000	216,000	13,118	(202,882)
Buildings - specialised Total		299,500	299,500	299,500	55,681	(243,819)
Plant and equipment						
	PE029 Crew Cab Truck - MI029 - Capital	80,000	67,800	67,800	67,730	(70)
	PE255 Water Truck - MI255 - Capital	90,000	0	0	0	0
	PE262 Backhoe - MI262 - Capital	170,000	132,000	132,000	164,865	32,865
	PE3470 Water Tanker - MI3470 - Capital	0	82,000	82,000	82,000	0
Plant and equipment Total		340,000	281,800	281,800	314,595	32,795
Infrastructure - Roads						
	RC045 Phillip Street (Capital)	100,000	123,051	123,051	13,710	(109,341)
	RC087 Parking Bay South of Midland Road (Capital)	30,000	30,000	30,000	6,965	(23,035)
	RC000 Road Construction - Outside BUA - Gravel - Council Funded (Budgeted)	283,273	283,273	259,644	0	(202,270)
	RC013 Enokurra Road (Capital)				52,603	
	RC011 Mooriary Road (Capital)				4,770	
	RRG080 Mingenew - Mullewa Road (RRG)	439,500	439,500	439,500	406,646	(32,854)
	RRG024 Milo Road (RRG)	258,000	258,000	258,000	115,734	(142,266)
	BS002 Yandanooka North East Road (BS)	296,000	296,000	296,000	25,070	(270,930)
	R2R002 Yandanooka North East Road (R2R)	0	0	0	0	0
Infrastructure - roads Total		1,406,774	1,429,825	1,406,195	625,499	(780,696)
Infrastructure - bridges						
	BR0833 Yarragadee - Mingenew - Mullewa Road - Bridge (Capital)	47,000	47,000	0	0	0
	BR3019 Lockier River - Coalseam Road - Bridge (Capital)	2,219,404	2,219,404	1,412,936	0	(1,412,936)
Infrastructure - bridges Total		2,266,404	2,266,404	1,412,936	0	(1,412,936)
Infrastructure - parks & ovals						
	PC008 Little Well - (Capital)	0	10,000	10,000	0	(10,000)
	PC011 Skate Park - (Capital)	200,000	235,000	235,000	268,971	33,971
Infrastructure - parks & ovals Total		200,000	245,000	245,000	268,971	23,971



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

Account Description			Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Infrastructure - other							
	OC006	Transfer Station - Infrastructure - Capital	30,000	42,000	0	59,281	59,281
	OC002	Mingenew Hill Walk Trail - Capital	32,000	32,000	32,000	3,320	(28,680)
	OC007	Astrotourism Project	18,000	18,000	18,000	16,917	(1,083)
	OC008	Remote Tourism Cameras	7,500	7,500	7,500	300	(7,200)
	OC009	Communications tower upgrade	15,000	15,000	15,000	14,402	(598)
Infrastructure - other Total			102,500	114,500	72,500	94,220	21,720
Grand Total			4,915,678	4,922,529	4,003,431	1,483,280	(2,520,151)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2021

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

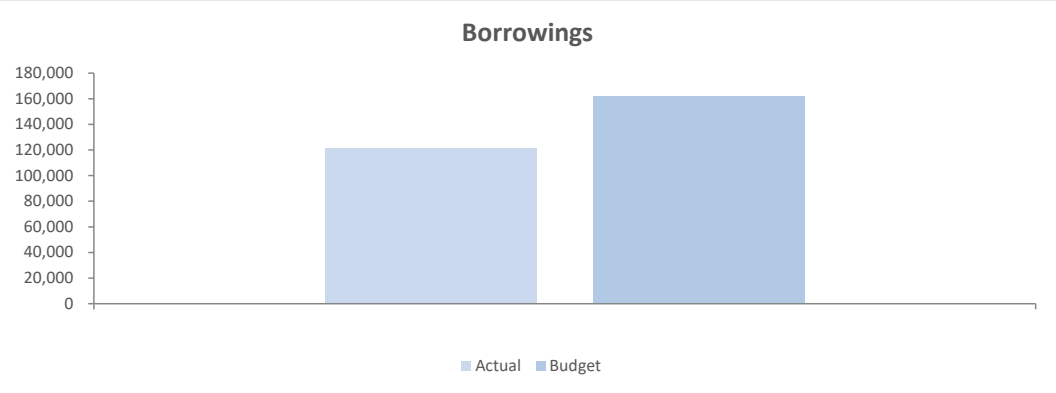
Repayments - Borrowings

Information on Borrowings		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	1 July 2020	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare									
Loan 137 - Senior Citizens Building	44,961	0	0	16,607	22,210	28,354	22,751	1,043	1,136
Housing									
Loan 133 - Triplex	28,647	0	0	10,582	14,151	18,065	14,496	665	724
Loan 134 - Phillip Street	21,823	0	0	8,061	10,780	13,762	11,043	506	551
Loan 136 - Moore Street	54,423	0	0	20,102	26,884	34,321	27,539	1,263	1,375
Loan 142 - Field Street	25,107	0	0	9,283	12,415	15,824	12,692	583	635
Recreation and culture									
Loan 138 - Pavilion Fitout	43,163	0	0	15,943	21,321	27,220	21,842	1,002	1,091
Transport									
Loan 139 - Roller	10,580	0	0	3,908	5,227	6,672	5,353	246	267
Loan 141 - Grader	36,738	0	0	13,570	18,148	23,168	18,590	853	928
Loan 144 - Side Tipper	25,132	0	0	9,283	12,415	15,849	12,717	583	635
Loan 145 - Drum Roller	37,338	0	0	13,792	18,444	23,546	18,894	867	943
	327,912	0	0	121,131	161,995	206,781	165,917	7,611	8,286
Total	327,912	0	0	121,131	161,995	206,781	165,917	7,611	8,286
Current borrowings	161,995					40,864			
Non-current borrowings	165,917					165,917			
	327,912					206,781			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



Principal Repayments	
\$121,131	
Interest Earned	Interest Expense
\$21,837	\$7,611
Reserves Bal	Loans Due
\$.43 M	\$.21 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2021

FINANCING ACTIVITIES
NOTE 10
LEASES

Repayments - Lease

Information on Borrowings		1 July 2020	New Lease		Lease Principal Repayments		Lease Principal Outstanding		Lease Interest Repayments	
Particulars	Institution		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Other property and services										
Photocopier	De Lage Landon	10,400	0	0	2,853	3,732	7,547	6,668	715	960
IT equipment	Finrent	10,318	0	0	5,660	5,599	4,658	4,719	906	1,440
Total		20,718	0	0	8,513	9,331	12,205	11,387	1,621	2,400
Current lease		9,331					818			
Non-current lease		11,387					11,387			
		20,718					12,205			

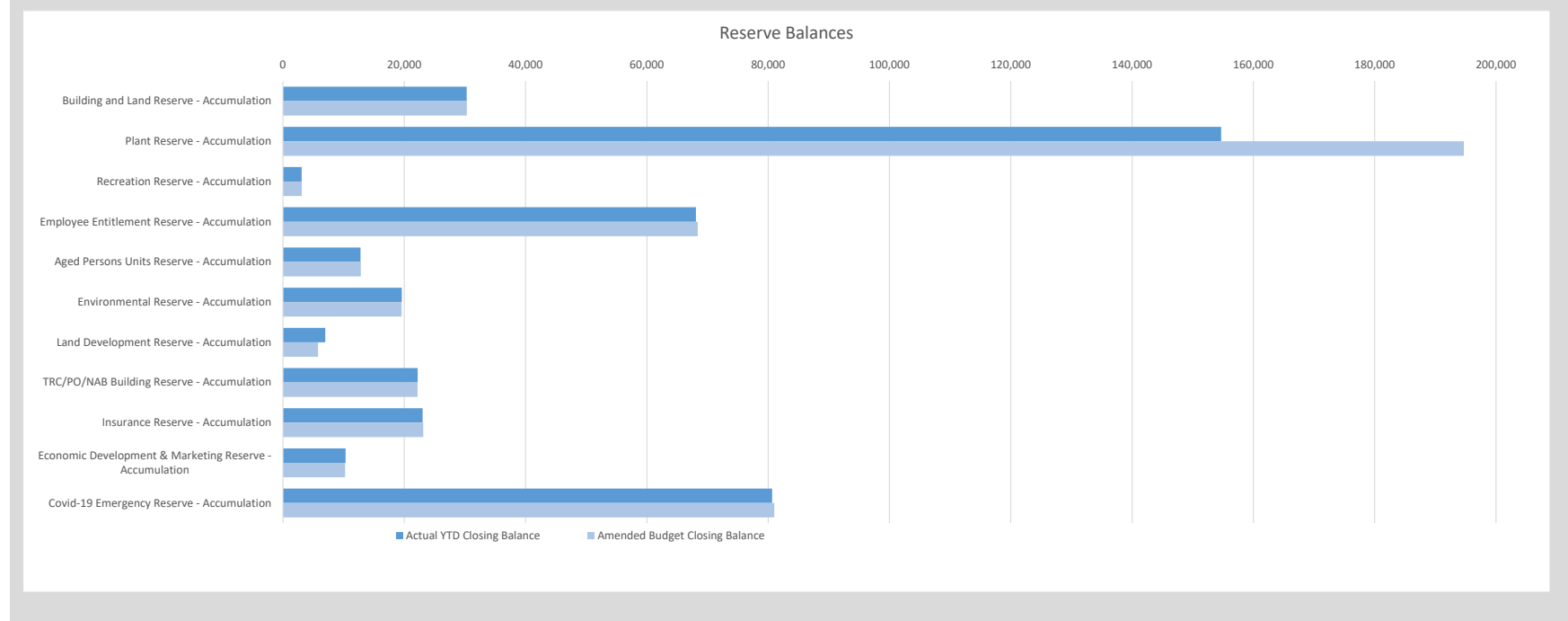
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2021

OPERATING ACTIVITIES
NOTE 11
CASH RESERVES

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Amended Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Amended Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building and Land Reserve - Accumulation	30,035	286	286	245	0	0	0	0	0	0	30,321	30,280
Plant Reserve - Accumulation	153,439	1,425	1,425	1,253	39,840	39,840	0	0	0	0	194,704	154,692
Recreation Reserve - Accumulation	3,068	38	38	25	0	0	0	0	0	0	3,106	3,093
Employee Entitlement Reserve - Accumulation	67,534	844	844	552	0	0	0	0	0	0	68,378	68,086
Aged Persons Units Reserve - Accumulation	12,670	158	158	103	0	0	0	0	0	0	12,828	12,773
Environmental Reserve - Accumulation	19,444	118	118	159	0	0	0	0	0	0	19,562	19,603
Land Development Reserve - Accumulation	5,724	72	72	50	0	0	1,200	0	0	0	5,796	6,974
TRC/PO/NAB Building Reserve - Accumulation	22,023	150	150	180	0	0	0	0	0	0	22,173	22,203
Insurance Reserve - Accumulation	22,842	285	285	187	0	0	0	0	0	0	23,127	23,029
Economic Development & Marketing Reserve	10,232	2	2	84	0	0	0	0	0	0	10,234	10,316
Covid-19 Emergency Reserve - Accumulation	80,000	1,003	1,003	653	0	0	0	0	0	0	81,003	80,653
	427,011	4,381	4,381	3,491	39,840	39,840	1,200	0	0	0	471,232	431,702

KEY INFORMATION



Other Current Liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 May 2021
		\$	\$	\$	\$
Contract Liabilities					
Unspent grants, contributions and reimbursements		170,866	3,351,850	(911,858)	2,610,858
Lease liability		9,331	0	(8,513)	818
Provisions					
Annual leave		91,767	0	0	91,767
Long service leave		44,363	0	0	44,363
Total Provisions					136,130
Total Other Current liabilities					2,747,806
Amounts shown above include GST (where applicable)					

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

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 BENEFITS

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 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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2021

NOTE 13(a)

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 31-May	Current Liability 31-May	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating Grants and Subsidies											
General purpose funding											
Grants Commission - General	0	0	0	0	0	154,000	115,500	154,000	0	154,000	185,892
Grants Commission - Roads	0	0	0	0	0	150,000	112,500	150,000	0	150,000	109,901
DCP, BBRF, LRCI	0	0	0	0	0	851,000	0	0	0	0	0
Law, order, public safety											
DFES - LGGS Operating Grant	0	0	0	0	0	18,200	13,650	18,200	0	18,200	18,139
Recreation and culture											
State Library WA	0	0	0	0	0	0	0	0	0	0	1,971
Transport											
MRWA - Direct Grant	0	0	0	0	0	78,000	78,000	78,000	0	78,000	79,640
	0	0	0	0	0	1,251,200	319,650	400,200	0	400,200	395,543
Operating Contributions											
Governance											
Gifted Land	0	0	0	0	0	0	0	0	0	0	7
Law, order, public safety											
DFES - Administration contribution	0	0	0	0	0	4,000	4,000	4,000	0	4,000	4,000
Education and welfare											
CWA - Contribution to Autumn Centre	0	0	0	0	0	0	0	0	0	0	45
Recreation and culture											
Youth Precinct - Upgrade	0	0	0	0	0	0	0	0	0	0	746
Transport											
Street Lighting Subsidy	0	0	0	0	0	2,400	2,400	2,400	0	2,400	2,523
Other property and services											
Reimbursements - PWO	0	0	0	0	0	3,500	3,201	3,500	0	3,500	14,258
Fuel Tax Credit Scheme	0	0	0	0	0	45,000	17,413	19,000	0	19,000	21,328
	0	0	0	0	0	54,900	27,014	28,900	0	28,900	42,908
TOTALS	0	0	0	0	0	1,306,100	346,664	429,100	0	429,100	438,451

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2021

NOTE 13(b)

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability					Non Operating Grants, Subsidies and Contributions Revenue					
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 31-May	Current Liability 31-May	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-Operating Grants and Subsidies											
Governance											
LRCI - Chambers Upgrade	0	14,241	(14,241)	0	0	0	0	13,000	0	13,000	14,241
General purpose funding											
Grants Commission - Special Purpose Grant	46,666	0	0	46,666	46,666	0	0	0	0	0	0
Grants Commission - Special Purpose Grant	100,000	0	0	100,000	100,000	0	0	0	0	0	0
Education and welfare											
DCP - Childcare Centre Upgrade	0	57,686	(13,917)	43,769	43,769	0	0	150,000	0	150,000	13,917
DCP - Toy Library - exterior works	0	4,900	0	4,900	4,900	0	0	7,000	0	7,000	0
Housing											
DCP - 33 Victoria St Renovations	0	22,481	(22,481)	0	0	0	0	20,000	0	20,000	22,481
Community amenities											
LRCI - Transfer Station upgrade	0	20,000	(20,000)	0	0	0	0	20,000	0	20,000	20,000
Recreation and culture											
DLGSCI - North Midlands Trail Masterplan	24,200	0	(24,200)	0	0	0	0	0	0	0	0
FRRR - Little Well	0	10,000	0	10,000	10,000	0	0	10,000	0	10,000	0
BBR - Railway Station	0	0	0	0	0	0	0	108,000	0	108,000	0
DCP - Rec Centre Solar Power Installation	0	26,583	(26,583)	0	0	0	318,500	25,500	0	25,500	26,583
DCP - Rec Centre Water Upgrade	0	28,051	(13,805)	14,246	14,246	0	318,500	51,000	0	51,000	13,805
DCP - Mingenew Hill Walking Trail	0	17,743	(3,320)	14,423	14,423	0	318,500	32,000	0	32,000	3,320
DCP - Playground & Skatepark	0	140,900	(138,383)	2,517	2,517	0	318,500	150,000	0	150,000	138,383
LRCI - Pump Track & Landscaping	0	24,990	(24,378)	613	613	0	318,500	50,000	0	50,000	24,378
CSRFF - Skatepark	0	0	0	0	0	0	318,500	0	37,939	37,939	0
Transport											
Regional Road Group	0	303,200	(308,912)	(5,712)	(5,712)	465,000	465,000	465,000	0	465,000	303,200
Roads to Recovery	0	2,325,490	(172,205)	2,153,285	2,153,285	2,325,490	2,325,490	2,325,490	0	2,325,490	172,205
Black Spot	0	80,000	(25,070)	54,930	54,930	200,000	200,000	200,000	0	200,000	25,070
LRCI - Phillip St Parking & Reseal	0	44,128	(13,710)	30,418	30,418	0	0	125,000	0	125,000	13,710
LRCI - Midlands Road Carparks	0	14,994	(6,965)	8,029	8,029	0	0	30,000	0	30,000	6,965
LRCI Phase 2 - Roads Resheeting	0	96,712	0	96,712	96,712	0	0	0	138,160	138,160	0
Economic services											
LRCI - Bank Building Facelift	0	3,099	(2,994)	105	105	0	0	5,000	0	5,000	2,994
DCP - Communication Tower Upgrade	0	14,402	(14,402)	0	0	0	0	15,000	0	15,000	14,402
DCP - Remote Tourism Cameras	0	5,250	(300)	4,950	4,950	0	0	7,500	0	7,500	300
DCP - Astrotourism	0	17,100	(16,303)	797	797	0	0	18,000	0	18,000	16,303
DCP - Mingenew Tourist Centre Upgrade	0	2,620	(2,620)	0	0	0	0	4,000	0	4,000	2,620
LRCI Phase 2 - Public WIFI	0	10,500	0	10,500	10,500	0	0	0	15,000	15,000	0
Other property and services											
DCP - Admin Solar Power Installation	0	12,285	(12,285)	0	0	0	0	20,000	0	20,000	12,285
LRCI Phase 2 - Admin Foyer/Library Upgrade	0	14,000	0	14,000	14,000	0	0	0	20,000	20,000	0
	170,866	3,311,354	(877,074)	2,605,146	2,605,146	2,990,490	4,901,490	3,851,490	211,099	4,062,589	847,162
Non-Operating Contributions											
Recreation and culture											
Youth Precinct - Playground Equipment	0	4,750	(4,750)	0	0	0	39,750	39,750	0	39,750	39,750
	0	4,750	(4,750)	0	0	0	39,750	39,750	0	39,750	39,750
Total Non-operating grants, subsidies and contributions	170,866	3,316,104	(881,824)	2,605,146	2,605,146	2,990,490	4,941,240	3,891,240	211,099	4,102,339	886,912

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2021**

**NOTE 14
BONDS & DEPOSITS**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 July 2020	Amount Received	Amount Paid	Closing Balance 31 May 2021
	\$	\$	\$	\$
BCITF Levy	1,339	3,349	(3,595)	1,093
BRB - BS Levy	57	1,758	(511)	1,303
Autumn Committee	974	0	0	974
Bonds - Keys, Facilities, Equipment	1,915	1,089	(1,104)	1,900
ANZAC Day Breakfast Donation	501	0	0	501
Building Relocation Bond	1,200	0	(1,200)	0
Mingenew Cemetery Group	4,314	0	(4,314)	0
Weary Dunlop Memorial	87	0	0	87
Joan Trust	6	0	(6)	0
Youth Advisory Council	746	0	(746)	0
Centenary Committee	897	0	(897)	0
Community Christmas Tree	432	0	(432)	0
NBN Rental	1,240	0	(1,240)	0
Railway Station Project	4,372	5,211	0	9,583
	18,081	11,407	(14,046)	15,442

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2021**

**NOTE 15
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				405,934
BC054	54 Midlands Road (Lot 71) - MIG Office - Building (Capital)	21102008	Capital Expenses			(10,000)	395,934
2090186	STF HOUSE - Expensed Minor Asset Purchases	21102008	Operating Expenses			(2,000)	393,934
2040285	OTH GOV - Legal Expenses	21102008	Operating Expenses			(3,000)	390,934
2120391	PLANT - Loss on Disposal of Assets	21102008	Operating Expenses		15,000		405,934
3030146	Instalment interest received	08170321	Operating Revenue		4,000		409,934
3030214	Grant funding	08170321	Capital Revenue			(851,000)	(441,066)
3030235	Other income	08170321	Non Cash Item		2,800		(438,266)
2040104	Training & dev	08170321	Operating Expenses			(2,500)	(440,766)
2040109	Members travel & accom	08170321	Operating Expenses		7,500		(433,266)
2040189	BM083 - Council chambers maint	08170321	Operating Expenses		5,863		(427,403)
3040110	Grant funding	08170321	Capital Revenue		13,000		(414,403)
2040240	Advertising & Promotions	08170321	Operating Expenses			(10,000)	(424,403)
2040251	Consultancy - Strategic	08170321	Operating Expenses		5,000		(419,403)
2040252	Other consultancy	08170321	Operating Expenses		2,000		(417,403)
3040235	Other income	08170321	Operating Revenue		5,000		(412,403)
2050216	Relief ranger services	08170321	Operating Expenses		2,000		(410,403)
2050717	Relief community emergency serv	08170321	Operating Expenses			(9,000)	(419,403)
2070553	Pest control programs	08170321	Operating Expenses			(2,000)	(421,403)
2070742	Medical support	08170321	Operating Expenses		5,000		(416,403)
3080310	Grant funding	08170321	Capital Revenue		157,000		(259,403)
2080389	Building maintenance	08170321	Operating Expenses		2,000		(257,403)
2080389	BM076 - Daycare centre	08170321	Operating Expenses		8,375		(249,028)
2090389	CHM013 - 13 Moore St	08170321	Operating Expenses		4,188		(244,840)
2090389	CHM451 - 45 King St	08170321	Operating Expenses		6,365		(238,475)
2090389	CHM452 - 45 King St	08170321	Operating Expenses		6,700		(231,775)
2090389	CHM453 - 45 King St	08170321	Operating Expenses		3,183		(228,592)
3090110	Grant funding	08170321	Capital Revenue		20,000		(208,592)
3090320	Fees & charges	08170321	Operating Revenue		14,000		(194,592)
2090489	BM121 - 12 Victoria Rd - APU	08170321	Operating Expenses		2,848		(191,744)
3090420	Fees & charges	08170321	Operating Revenue		3,000		(188,744)
4090410	BC120 - 12 Victoria Rd - APU	08170321	Capital Expenses			(10,000)	(198,744)
2100117	General tip maintenance	08170321	Operating Expenses		32,500		(166,244)
3100110	Grant funding	08170321	Capital Revenue		20,000		(146,244)
3100135	Other income	08170321	Operating Revenue			(15,000)	(161,244)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
4100190	Infrastructure other - capital	08170321	Capital Expenses			(12,000)	(173,244)
2100685	Legal expenses	08170321	Operating Expenses			(2,500)	(175,744)
2100788	BO500 - Public conv. - build. Ops.	08170321	Operating Expenses			(8,375)	(184,119)
2100788	BM500 - Public conv. - build. Ops.	08170321	Operating Expenses		13,400		(170,719)
2110188	BO019 - Hall	08170321	Operating Expenses			(2,910)	(173,629)
2110188	BO099 - Yandanooka Hall	08170321	Operating Expenses			(1,263)	(174,892)
2110365	W0005 - Entry statements	08170321	Operating Expenses		11,725		(163,167)
2110365	W0010 - Parks & gardens	08170321	Operating Expenses			(16,750)	(179,917)
2110365	W0021 - Rec centre parks & gardens	08170321	Operating Expenses		6,700		(173,217)
2110366	W0014 - Hockey field	08170321	Operating Expenses		5,025		(168,192)
2110366	W0016 - Race track	08170321	Operating Expenses		3,350		(164,842)
2110366	W0017 - tennis courts	08170321	Operating Expenses		5,025		(159,817)
2110366	W0018 - golf course	08170321	Operating Expenses			(8,375)	(168,192)
2110389	BM097 - Turf club pavilion	08170321	Operating Expenses		1,675		(166,517)
2110389	BM098 - Rec centre	08170321	Operating Expenses		16,750		(149,767)
3110300	Cont & donations	08170321	Capital Revenue		39,750		(110,017)
3110301	Other recreation	08170321	Operating Revenue		3,000		(107,017)
3110310	Grant funding	08170321	Capital Revenue		318,500		211,483
4110370	PC008 - Little well	08170321	Capital Expenses			(10,000)	201,483
4110370	PC011 - Skate Park	08170321	Capital Expenses			(35,000)	166,483
2110689	BM100 - Enanty barn build maint	08170321	Operating Expenses		4,188		170,671
3110610	Grant funding	08170321	Capital Revenue		108,000		278,671
3120113	Grant funding	08170321	Capital Revenue		155,000		433,671
4120110	BC047 - Depot capital	08170321	Capital Expenses		25,000		458,671
4120130	PE029 - Crew cab	08170321	Capital Expenses		12,200		470,871
4120130	PE3470 - Water tanker	08170321	Capital Expenses			(82,000)	388,871
4120130	PE262 - Backhoe	08170321	Capital Expenses		38,000		426,871
4120130	PE255 - Water truck	08170321	Capital Expenses		90,000		516,871
4120140	RC045 - Phillip St parking	08170321	Capital Expenses			(23,051)	493,820
2120211	DM000 - Drainage maintenance	08170321	Operating Expenses		3,350		497,170
2120211	RM999 - Road maint general BUA	08170321	Operating Expenses		36,850		534,020
2120211	RM998 - Road maint general OBUA	08170321	Operating Expenses			(25,125)	508,895
2120213	RM000 - Road maint gravel OBUA	08170321	Operating Expenses			(25,125)	483,770
2120216	MB000 - Bridge maint	08170321	Operating Expenses		3,350		487,120
2120217	FM000 - Footpath maint	08170321	Operating Expenses		15,075		502,195
2120252	Consultants	08170321	Operating Expenses			(5,000)	497,195
2120286	Minor assets	08170321	Operating Expenses			(5,000)	492,195
2120289	BM047 - 47 Linthorne St Build Maint	08170321	Operating Expenses		682		492,877
2130186	Minor assets	08170321	Operating Expenses			(5,000)	487,877

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
2130240	Public relations & area promotion	08170321	Operating Expenses			(20,000)	467,877
2130240	W0049 - Marketing & Promotion	08170321	Operating Expenses		3,350		471,227
3130210	Grant funding	08170321	Capital Revenue		29,500		500,727
3130320	Fees & charges	08170321	Operating Revenue		2,000		502,727
3130620	Fees & charges	08170321	Operating Revenue		4,000		506,727
3130635	Other income	08170321	Operating Revenue		1,200		507,927
2130889	BM050 - 50 Midlands Rd Build Maint	08170321	Operating Expenses		1,675		509,602
3130810	Grant funding	08170321	Capital Revenue		20,000		529,602
4130810	Building capital	08170321	Capital Expenses		10,000		539,602
2140286	Minor assets	08170321	Operating Expenses		8,000		547,602
2140289	BM021 - 21 Victoria Rd Build Maint	08170321	Operating Expenses		6,700		554,302
3140210	Grant funding	08170321	Capital Revenue		20,000		574,302
2140324	PWO - annual leave	08170321	Operating Expenses		14,000		588,302
2140325	PWO - public holidays	08170321	Operating Expenses			(14,000)	574,302
2140400	Internal plant repairs - wages	08170321	Operating Expenses			(41,875)	532,427
2140411	External parts & repairs	08170321	Operating Expenses		30,000		562,427
2140412	Fuels & Oils	08170321	Operating Expenses		40,000		602,427
2140413	Tyres & tubes	08170321	Operating Expenses			(10,000)	592,427
2140416	Licences/registrations	08170321	Operating Expenses		5,000		597,427
3140401	Reimbursements	08170321	Operating Revenue		2,425		599,852
3140410	Fuel tax credits	08170321	Operating Revenue			(24,000)	575,852
2140500	Gross salaries	08170321	Operating Expenses		26,134		601,986
2140501	Gross salaries allocated	08170321	Operating Expenses			(26,134)	575,852
3140501	Workers Comp - reimbursement	08170321	Operating Revenue		7,000		582,852
2140760	Unclassified expenditure	08170321	Operating Expenses		2,000		584,852
3140735	Unclassified income	08170321	Operating Revenue			(5,000)	579,852
4140907	Stock control account	08170321	Operating Expenses			(2,000)	577,852
9342302	Lease liability - current	08170321	Capital Expenses			(9,331)	568,521
Adjusted Opening Surplus after Auditors entries			Opening Surplus(Deficit)				568,521
				0	1,496,901	(1,334,314)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2021**

**NOTE 16
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 2020-21 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %		Timing/ Permanent	Explanation of Variance
	\$	%			
Opening Funding Surplus / (Deficit)	0	0.00%			
Revenue from operating activities					
Governance	1,967	11.66%	▲	Permanent	Received insurance rebate in full
General Purpose Funding - Other	63,315	24.32%	▲	Timing	Additional interim rates; Received more than budgeted for the Financial Assistance Grants; Received less interest than budgeted
Law, Order and Public Safety	4,430	23.09%	▲	Timing	Received more ESL operating grant funds than budgeted;
Health	658	460.14%	▲	Permanent	Additional health licences; Annual Food Premises Inspection fee more than budgeted
Education and Welfare	873	240.50%	▲	Permanent	Additional Autumn Centre hire than budgeted; As per lease agreement reimbursement of water at Daycare
Transport	(10,926)	(1.98%)	▼	Timing	Received additional funds from MRWA Direct Grant; Reimbursed for staff DOT training; Received less DOT licensing than anticipated; Additional profit on sale of asset
Economic Services	13,334	56.19%	▲	Timing	Timing of commercial property lease and community bus hire; Less revenue from standpipe than budgeted; Agri Tourism Workshop reimbursement;
Other Property and Services	23,045	64.62%	▲	Permanent Timing	Additional building permit applications than budgeted Additional private works completed than budgeted; Reimbursement of Velpic online training platform earlier than anticipated; Reimbursement of fleet insurance adjustment; Anticipated more fuel rebate than received; Successful insurance claim
Expenditure from operating activities					
Governance	20,127	6.55%	▼	Timing	Less training and development for Councillors than anticipated; Timing of the use of consultants; Less building maintenance on Council Chambers than anticipated; Timing of legal expenses; Audit fees YTD budget includes 20/21 interim expense; Members' communication expenses less than anticipated; Anticipated local laws to be advertised
Law, Order and Public Safety	(172,364)	(256.79%)	▲	Permanent	Community emergency services budget allocation; Additional maintenance of fire vehicles and depreciation; Additional ranger services received; TC Seroja clean up and repair expenses
Education and Welfare	(22,275)	(24.03%)	▲	Timing	Allocation of depreciation
Housing	(16,458)	(12.80%)	▲	Timing	More maintenance than anticipated for residences; Anticipated minor assets to be purchased
Recreation and Culture	(59,511)	(6.70%)	▲	Timing	Anticipated Community Grants Scheme payment; Timing of employee, contracts and materials at parks, gardens and ovals and buildings; Purchase of public computer for the library from a successful library grant application; Allocation of operating salaries higher than budget, but offset by allocation of capital salaries lower than budget; Additional depreciation

Reporting Program	Var. \$	Var. %	Timing/ Permanent		Explanation of Variance
	\$	%			
Transport	(223,538)	(15.23%)	▲	Timing	Less DOT payments than anticipated; Loss on sale of asset was more than expected; Additional road maintenance than anticipated; Less bridge maintenance than anticipated; Airstrip was fully depreciated last financial year; Additional depreciation on roads than budgeted due to additions from last financial year; Allocation of operating salaries higher than budget, but offset by allocation of capital salaries lower than budget.
Economic Services	(33,260)	(11.31%)	▲	Timing	More building maintenance than anticipated; Wildflower promotion; Additional expenditure at the unmanned fuel site; Correction of Community Bus allocation from Other Property & Services
Other Property and Services	(22,329)	(47.23%)	▲	Timing	Less private works than budgeted; Additional internal plant repairs than budgeted; Additional training for outside staff; Anticipated more leave to been taken; Payout of accrued leave on resignation; Allocation of Works Manager's salary; Workers compensation not anticipated; Purchased less fuel than budgeted; Purchased additional tyres than budgeted; Administration employee costs less than budgeted; Workers compensation insurance paid in full; Administration vehicles expenses less than anticipated
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(2,461,828)	(73.52%)	▼	Timing	Regulation changes, revenue will be allocated once projects are completed (including bridge funding, which is filtered through the Shire).
Capital Acquisitions	2,520,151	(62.95%)	▼	Timing	Timing of capital projects including roadworks, building and other infrastructure
Financing Activities					
Transfer to Reserves	(676)	16.83%	▲	Timing	Received less interest on reserves than anticipated; Transferred funds from Bonds Held to Industrial Area Development Reserve

Shire of Mingenew - List of Payments for May 2021

Chq/EFT	Date	Name	Description	Amount	Totals
B1300MAY21	17/05/2021	BUSINESS 1300	Live Answering Services: May 2021	-\$100.93	
BPAY0521	31/05/2021	NAB	NAB BPAY charge - May 2021	-\$10.76	
FEE0521	31/05/2021	NAB	NAB Fees - May 2021	-\$13.80	
FEES0521	31/05/2021	NAB	NAB Account Fees - May 2021	-\$50.00	
ITMAY21	27/05/2021	FINRENT PTY LTD	IT Equipment Lease - May 2021	-\$656.57	
NABMAY21	28/05/2021	NAB	NAB Connect Fee - May 2021	-\$43.54	
PRINT0521	07/05/2021	DE LAGE LANDEN	Copier Lease May 2021	-\$356.80	-\$1,232.40
EFT14425	06/05/2021	AUSTRALIA POST	Postage for April 2021	-\$21.13	
EFT14426	06/05/2021	ABCO PRODUCTS	Paper towels for handwashing	-\$599.92	
EFT14427	06/05/2021	ATOM SUPPLY	Respirator Cannisters	-\$243.61	
EFT14428	06/05/2021	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Inserts for MI572	-\$1,595.48	
EFT14429	06/05/2021	MOORE AUSTRALIA (WA)	2020/21 Local Government Rates Comparison Report	-\$385.00	
EFT14430	06/05/2021	Construction Training Fund	BCITF Levy - March 2021	-\$728.38	
EFT14431	06/05/2021	BREEZE CONNECT PTY LTD	Phone services April 2021	-\$260.00	
EFT14432	06/05/2021	Toll Transport Pty Ltd	Freight	-\$182.11	
EFT14433	06/05/2021	LANDGATE	Gross rental valuations chargeable Schedule No. G 2021/1 dated 31/10/2020 to 19/03/2021, Schedule No. M 2021/2 dated 25/3/2021 to 15/04/2021	-\$69.20	
EFT14434	06/05/2021	DONGARA DRILLING & ELECTRICAL	Reinstate 2 lights, safety check at 13 Moore St	-\$296.95	
EFT14435	06/05/2021	DONGARA BUILDING & TRADE SUPPLIES	Gyprock Sanding Mesh	-\$57.33	
EFT14436	06/05/2021	D'ANGELO LEGAL PTY LTD	Legal costs and fees for Sale of 38 Oliver Street	-\$598.30	
EFT14437	06/05/2021	ELDERS LIMITED	Rapid Set Concrete	-\$178.20	
EFT14438	06/05/2021	GH COUNTRY COURIER	Freight for air filter for MI461	-\$29.34	
EFT14439	06/05/2021	GERALDTON MOWER & REPAIR SPECIALIST	1 x 72 tooth chainsaw chain	-\$72.00	
EFT14440	06/05/2021	GERALDTON HYDRAULICS	1 x new hydraulic pump for MI255	-\$1,375.00	
EFT14441	06/05/2021	HOWLETTS TREE SERVICE	Cyclone Seroja clean up	-\$15,785.00	
EFT14442	06/05/2021	IT Vision	Advanced Rates Training 21-22 April 2021	-\$3,410.00	
EFT14443	06/05/2021	IRWIN PLUMBING SERVICES	33 Victoria Street refurbishment of plumbing	-\$13,411.60	
EFT14444	06/05/2021	INFINITUM TECHNOLOGIES	Managed IT Services - April 2021	-\$5,082.44	
EFT14445	06/05/2021	Clifford Micheal Jones	Reimbursement for Building Fees	-\$166.65	
EFT14446	06/05/2021	State Library Of Western Australia	Freight Recoup 2020-21	-\$318.91	
EFT14447	06/05/2021	LATERAL ASPECT	Service Fee April 2021	-\$5,280.97	
EFT14448	06/05/2021	LGRCEU	Payroll deductions	-\$20.50	
EFT14449	06/05/2021	SHIRE OF MINGENEW	Payroll deductions	-\$310.00	
EFT14450	06/05/2021	MINGENEW COMMUNITY RESOURCE CENTRE	8 x 170gsm colour printed A3 Mingenew Prospectus	-\$24.00	
EFT14451	06/05/2021	MIDWEST TURF SUPPLIES	Lowara Variable speed 46SV3G110T 11 kw with gen 5 Hydrovar; Fertiliser and application	-\$16,255.80	

Chq/EFT	Date	Name	Description	Amount	Totals
EFT14452	06/05/2021	MINGENEW SPRING CARAVAN PARK	Accommodation for new employee	-\$381.00	
EFT14453	06/05/2021	MARKETFORCE	Advert Tender 3 2020/21 - Mingenew Railway Station	-\$1,300.19	
EFT14454	06/05/2021	MINGENEW BAKERY	Catering for Wildflower meeting	-\$59.60	
EFT14455	06/05/2021	MINGENEW TYRE SERVICES PTY LTD	Supply and fit drive tyres for MI028 and 108MI; Grease Cartridges	-\$5,596.00	
EFT14456	06/05/2021	MINGENEW ROADHOUSE	Catering for Tourism Seminar	-\$807.60	
EFT14458	06/05/2021	CORLARNI	Cleaning of Rec Centre, Public Ablution Block, Depot Toilets, Autumn Centre	-\$840.00	
EFT14459	06/05/2021	OILTECH FUEL	Fuel usage April 2021	-\$6,178.64	
EFT14460	06/05/2021	Purcher International	Repairs to MI029	-\$170.24	
EFT14461	06/05/2021	PUT THE LID ON: METAL ROOFING SPECIALISTS	Reroof MIG Building	-\$16,431.25	
EFT14462	06/05/2021	Staff	Reimbursement for cups for Autumn Centre	-\$15.00	
EFT14463	06/05/2021	SKATE SCULPTURE	Upgrade to Mingenew Skate Park	-\$44,000.00	
EFT14464	06/05/2021	SPECIALIST WHOLESALERS PTY LTD T/AS TRUCKLINE	1 x 20l truckwash	-\$146.81	
EFT14466	06/05/2021	Aj & Se Thurkle Family Trust	57 hours Dozer hire to push gravel	-\$16,929.00	
EFT14467	06/05/2021	TOTAL UNIFORMS	Bisley Work Shirts and Pants	-\$2,172.39	
EFT14468	06/05/2021	WESTRAC PTY LTD	12v Solenoid Bank for MI027; 2 x Tube assy for MI4650	-\$606.84	
EFT14469	06/05/2021	MINGENEW FABRICATORS	Replace air bag on MI027; Replace valve block on MI028	-\$404.25	
EFT14470	06/05/2021	WA CONTRACT RANGER SERVICES PTY LTD	Ranger visits - animal services	-\$495.00	
EFT14471	20/05/2021	Five Star Business & Communications	Kyocera billing for May 2021	-\$227.88	
EFT14472	20/05/2021	ABCO PRODUCTS	Henry Bags, spray trigger, spray bottle, gloves and freight	-\$204.73	
EFT14473	20/05/2021	AIT SPECIALISTS PTY LTD	Determination of fuel tax credits for April 2021	-\$134.86	
EFT14474	20/05/2021	BUNNINGS Group Limited	Cleaning supplies	-\$256.32	
EFT14475	20/05/2021	Construction Training Fund	BCITF Levy - May 2021	-\$2,866.91	
EFT14476	20/05/2021	Toll Transport Pty Ltd	Freight charges	-\$21.45	
EFT14477	20/05/2021	CLEANAWAY	Waste collection for townsite/external townsite April 2021	-\$5,137.16	
EFT14478	20/05/2021	CATWEST	Patch Phillips Street	-\$1,581.25	
EFT14479	20/05/2021	LANDGATE	Rural UV General Revaluation 2020/2021	-\$2,606.80	
EFT14480	20/05/2021	DONGARA DRILLING & ELECTRICAL	Solar panel supply and install inc labour, parts and travel Transfer Station; Repairs to pump at 42 Victoria Rd	-\$12,801.09	
EFT14481	20/05/2021	Dongara IGA	April 2021 - food for volunteers (TC Seroja)	-\$323.93	
EFT14482	20/05/2021	ELDERS LIMITED	Steel Cap work boots	-\$172.00	
EFT14483	20/05/2021	GERALDTON MOWER & REPAIR SPECIALIST	Front leg chaps and hard hat	-\$311.00	
EFT14484	20/05/2021	GARRARDS PTY LTD	20L of Pyrethrin Drift x2	-\$742.36	
EFT14485	20/05/2021	Stephen Geoffrey Hill	Trailer Adapter for MI 283	-\$27.50	
EFT14486	20/05/2021	HTD	Survey scope of works for Mingenew Hill lookout	-\$1,672.00	
EFT14487	20/05/2021	IT Vision	End of Year Rates and Billing Training - 12 May 2021	-\$770.00	
EFT14488	20/05/2021	IRWIN PLUMBING SERVICES	Clear blockage at caravan dump point	-\$506.00	
EFT14489	20/05/2021	INFINITUM TECHNOLOGIES	Lenovo 11GDPAR1AU monitor & Lenovo Computer	-\$1,925.00	

Chq/EFT	Date	Name	Description	Amount	Totals
EFT14490	20/05/2021	INTERFIRE AGENCIES PTY LTD	Bushfire Volunteer Gloves, jackets & trousers	-\$4,968.86	
EFT14491	20/05/2021	KLEENHEAT GAS	Supply of 45kg VAP Cylinder	-\$42.90	
EFT14492	20/05/2021	LGRCEU	Payroll deductions	-\$20.50	
EFT14493	20/05/2021	SHIRE OF MINGENEW	Payroll deductions	-\$336.36	
EFT14494	20/05/2021	MINGENEW SPRING CARAVAN PARK	3 workers in ensuite rooms for 17 nights for Skatepark construction	-\$5,979.00	
EFT14495	20/05/2021	MINGENEW BAKERY	Catering for Council Function 28 April 2021	-\$72.90	
EFT14496	20/05/2021	MINGENEW IGA X-PRESS & LIQUOR	IGA Account for April 2021	-\$83.44	
EFT14497	20/05/2021	McIntosh & Son	Service filter set for MI473	-\$415.75	
EFT14498	20/05/2021	MCLEODS	Legal Advice on Easement	-\$770.61	
EFT14499	20/05/2021	NGANGGANAWILI ABORIGINAL HEALTH & MEDICAL SERVICES	Pre-placement Medical	-\$200.00	
EFT14500	20/05/2021	Officeworks	Diaries and stationery	-\$298.40	
EFT14501	20/05/2021	OILTECH FUEL	Fuel usage 28/04 to 11/05/2021	-\$4,055.36	
EFT14502	20/05/2021	NUTRIEN AG SOLUTIONS LIMITED	2 x 45 kg gas bottles	-\$334.22	
EFT14503	20/05/2021	SEASIDE SIGNS	Transfer Station Signage	-\$3,993.00	
EFT14504	20/05/2021	Telstra Corporation	Phone Account for April 2021	-\$1,056.95	
EFT14505	20/05/2021	SPECIALIST WHOLESALERS PTY LTD T/AS TRUCKLINE	Air bag for MI028	-\$175.90	
EFT14506	20/05/2021	TUTT BRYANT EQUIPMENT	2 x switches for MI112	-\$82.32	
EFT14507	20/05/2021	WESTRAC PTY LTD	4 x 6' cutting edges and nuts and bolts for MI541; Hydraulic Hoses for MI4650	-\$774.85	
EFT14508	20/05/2021	WILLIAMS MUFFLERS BRAKES TYRES	Replace exhaust system on MI372	-\$1,337.60	
EFT14509	20/05/2021	George Vernon Whitecross	Cyclone Seroja Cleanup	-\$780.00	
EFT14510	20/05/2021	WILDFLOWER COUNTRY INC.	Master Trails Plan	-\$24,200.00	-\$245,558.79
DOT030521	05/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 03/05/2021	-\$1,287.40	
DOT040521	06/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 04/05/2021	-\$177.50	
DOT050521	07/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 05/05/2021	-\$153.40	
DOT060521	10/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 06/05/2021	-\$2,489.05	
DOT070521	11/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 07/05/2021	-\$423.65	
DOT100521	12/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 10/05/2021	-\$625.70	
DOT110521	13/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 11/05/2021	-\$197.15	
DOT120521	14/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 12/05/2021	-\$933.20	
DOT130521	17/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 13/05/2021	-\$1,119.95	
DOT140521	18/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 14/05/2021	-\$323.20	
DOT170521	19/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 17/05/2021	-\$921.70	
DOT180521	20/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 18/05/2021	-\$470.15	
DOT190521	21/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 19/05/2021	-\$259.10	
DOT200521	24/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 20/05/2021	-\$29.75	
DOT210521	25/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 21/05/2021	-\$1,826.10	
DOT240521	26/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 24/05/2021	-\$1,124.80	

Chq/EFT	Date	Name	Description	Amount	Totals
DOT250521	27/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 25/05/2021	-\$3,558.15	
DOT260521	28/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 26/05/2021	-\$1,966.20	
DOT270521	31/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 27/05/2021	-\$118.80	
DOT290421	03/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 29/04/2021	-\$1,944.20	
DOT300421	04/05/2021	DEPARTMENT OF TRANSPORT	DOT Licensing Transactions: 30/04/2021	-\$1,790.25	-\$21,739.40
DD9631.1	09/05/2021	Aware Super	Superannuation contributions	-\$3,720.59	
DD9631.2	09/05/2021	Australian Super	Superannuation contributions	-\$1,232.17	
DD9631.3	09/05/2021	CBUS	Superannuation contributions	-\$628.92	
DD9631.4	09/05/2021	Sun Super	Superannuation contributions	-\$1,058.72	
DD9631.5	09/05/2021	ANZ Smart Choice Super	Superannuation contributions	-\$81.09	
DD9631.6	09/05/2021	loof Portfolio Service Superannuation Fund	Superannuation contributions	-\$242.43	
DD9631.7	09/05/2021	AMP Flexible Super	Superannuation contributions	-\$212.18	
DD9631.8	09/05/2021	REST Super Fund	Superannuation contributions	-\$59.68	
DD9631.9	09/05/2021	Host Plus Superannuation Fund	Superannuation contributions	-\$215.58	
DD9635.1	17/05/2021	SYNERGY	Various Electricity charges for the period 10/3/2021 to 11/5/2021	-\$8,689.24	
DD9640.1	23/05/2021	Aware Super	Superannuation contributions	-\$3,491.34	
DD9640.2	23/05/2021	Australian Super	Superannuation contributions	-\$1,183.08	
DD9640.3	23/05/2021	CBUS	Superannuation contributions	-\$630.61	
DD9640.4	23/05/2021	Sun Super	Superannuation contributions	-\$1,079.40	
DD9640.5	23/05/2021	ANZ Smart Choice Super	Superannuation contributions	-\$45.95	
DD9640.6	23/05/2021	loof Portfolio Service Superannuation Fund	Superannuation contributions	-\$242.43	
DD9640.7	23/05/2021	AMP Flexible Super	Superannuation contributions	-\$212.83	
DD9640.8	23/05/2021	REST Super Fund	Superannuation contributions	-\$84.80	
DD9640.9	23/05/2021	Host Plus Superannuation Fund	Superannuation contributions	-\$211.43	
DD9643.1	21/05/2021	BP Australia Pty Ltd	Fuel consumption for April 2021	-\$248.18	
DD9647.1	31/05/2021	NAB BUSINESS VISA	Credit card transactions for May 2021: Card Fees and charges May 2021, Nutrien - Bain Rain guage 250mm, Anaconda - 3 x Energizer Torches for Fire Wardens, Officeworks - Samsung F350 23.5 inch Monitor, Officeworks - Printer ink, Zoom Monthly subscription, WALGA - Breakfast with Minister Carey 20.05.2021, Bunnings - Wheelbarrow, Bunnings - Screws, Plugs & Tap Timer	-\$794.17	-\$24,364.82
			Net Salaries	-\$78,441.28	-\$78,441.28
				-\$371,336.69	-\$371,336.69