

Ordinary Council Meeting

20th February 2018



Papers Relating

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10.1.1

Development Application Ngadju Conservation
Office

1. **Introduction**

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2. **Conclusion**

Ngadju Conservation Aboriginal Corporation

PO BOX 134, BASSENDEAN WA 6934
ICN: 8532 | ABN: 70 877 369 988



Ms Sonya Ellison
Shire of Dundas
88-92 Prinsep Street
Norseman WA 6443

16 January 2018

Dear Sonya,

RE: Potential Purchase 90 and 92 Angove Street Norseman

Thankyou for your assistance with our due diligence into the potential purchase of the above property as a cultural and conservation land management office and training facility.

Council planning consultant Richard Brookes has informed us that our application for a change to property use will go before Council on 15th February 2018. To assist the process, we provide the following overview of Ngadju Conservation Aboriginal Corporation (NCAC) and the Ranger program.

NCAC is endorsed by Ngadju to manage cultural and conservation land management functions within the external boundaries of the Ngadju native title area. The Ranger program was established in 2014 to provide job skills, work experience and ongoing training for Ngadju people in cultural and conservation land management based in Norseman.

The program has been financially supported by Gondwana link since conception and in late 2017 the program was aligned to the Commonwealth Governments Working on Country Program which now provides the ongoing program funding. The program currently employs two ranger coordinators and eleven permanent and part time rangers.

For the past two years the program has been renting a room from the Norseman District High School and while it has served us well it is not adequate for the extended opportunities presented by the new Commonwealth program.

Should you require additional information, please do not hesitate to contact myself, NCAC Chairman Les Schultz or Peter Price at Gondwana Link.

Kind regards

A handwritten signature in black ink, appearing to read "Les O'Neill".

Les O'Neill
Director NCAC

APPENDIX II - FORM OF APPLICATION FOR PLANNING CONSENT

TOWN PLANNING AND DEVELOPMENT ACT 1928 (AS AMENDED)

SHIRE OF DUNDAS

FORM OF APPLICATION FOR PLANNING CONSENT

1. Surname of Applicant . Ngadju Conservation Pty Ltd
Given names . Les O'Neill Director
Address . PO box 2121, ELLENBROOK WA 6069
2. Surname of Landowner (if different from above) . Paul Willoughby
Given names
Address . C/ Gibson Soak Hotel Gidson WA
3. Submitted by . Les O'Neill Ngadju Conservation Pty Ltd
4. Address for correspondence
5. Locality of Development . 90 and 92 Angove Street Norseman WA
6. Title Details of Land
7. Name of road serving Property . Angove Street
8. State Type of Development . Intended Use: Ngadju Conservation land management office
and a ranger base for education and skills training
Nature and size of all Buildings proposed . As current
Materials to be used on external surfaces of Buildings . As current
General treatment of open portions of the site . As current
Details of car parking and landscaping proposals . The site will house approximately four
vehicles
Approximate cost of Proposed Development . N/A
Estimated time for construction . N/A

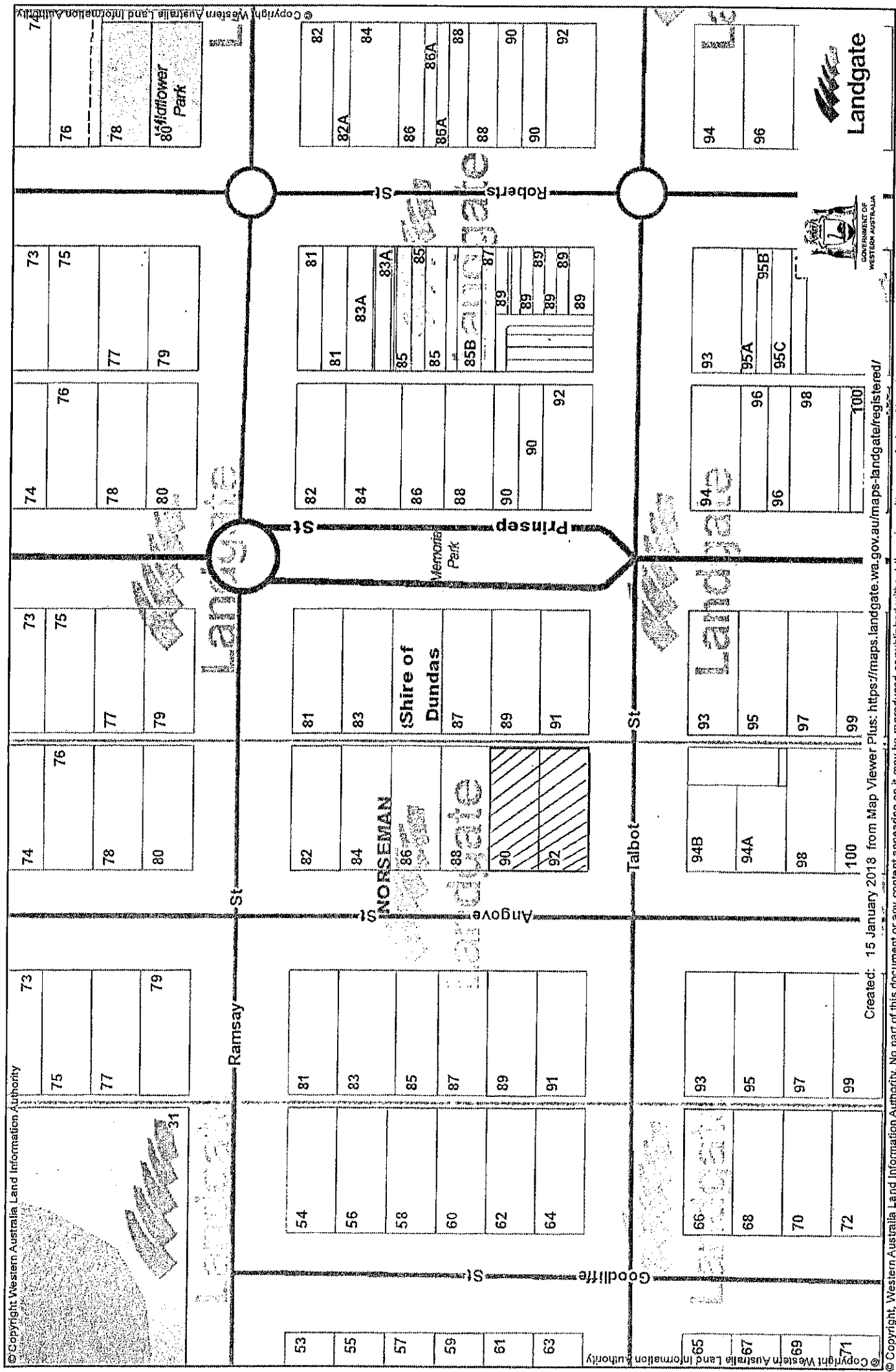
Signature of Owner

Date

Signature of Applicant or Agent

18th December 2017

Date



Created: 15 January 2018 from Map Viewer Plus: <https://maps.landgate.wa.gov.au/maps-landgate/registered/>

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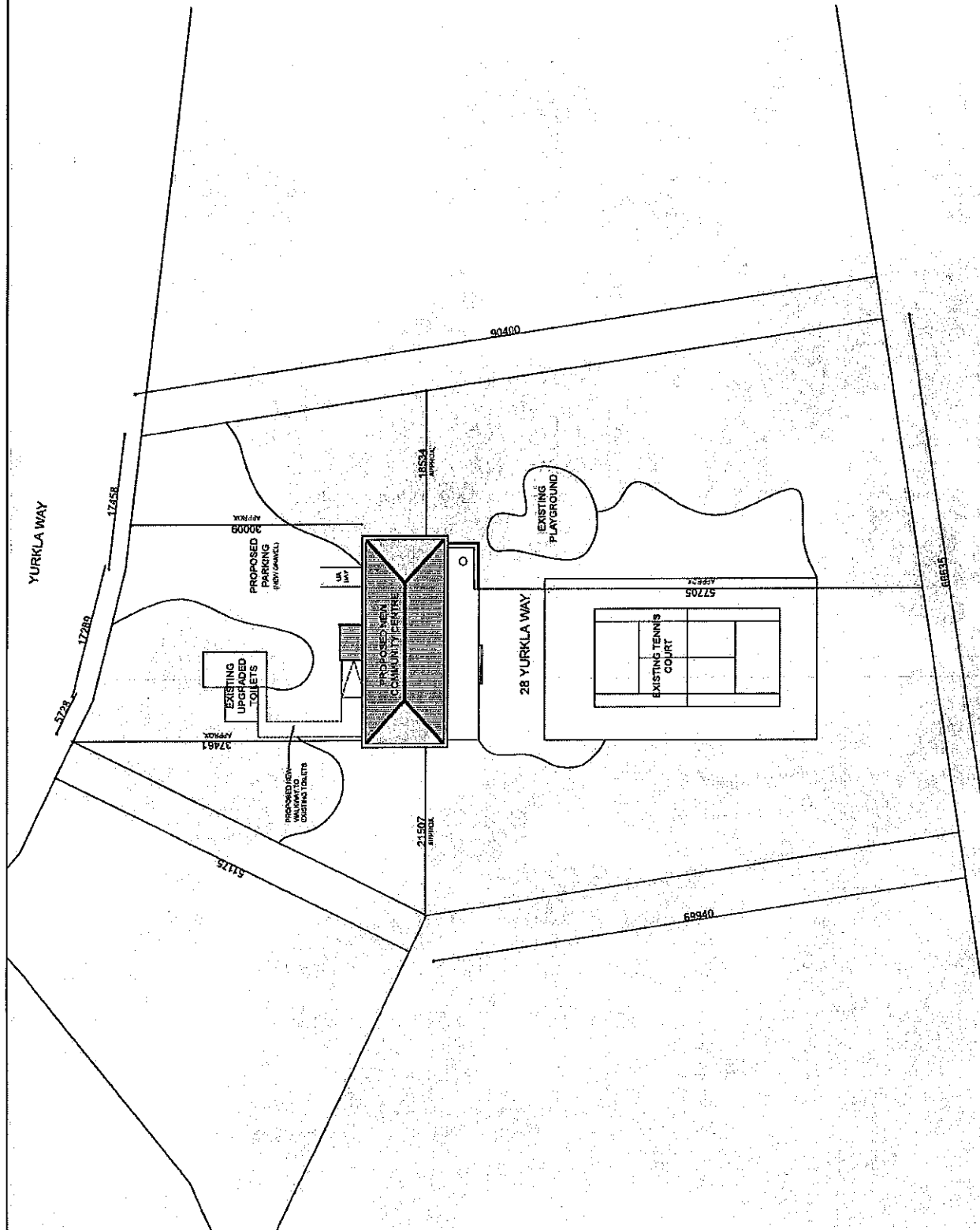
10.1.2

Eucla Community Hall

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It is proposed to have a neutral colour and material palette for the community centre, with a fibre cement weather board cladding to the exterior, louvre screening, feature blade wall and plinth in local limestone as a reference to the Old telegraph Station and colorbond roof.

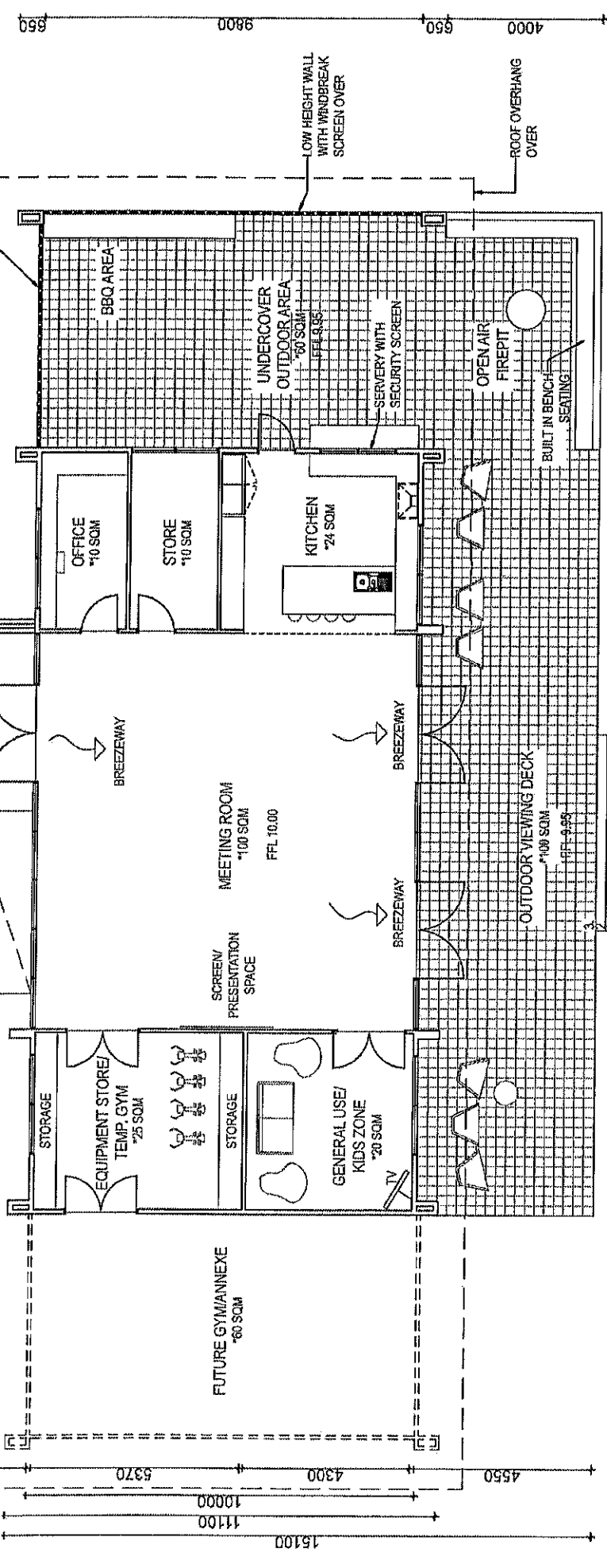


SITE PLAN 1:500



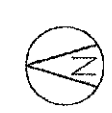
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TO SCALE 1:500 A3 T 0842 5558 F 0842 3536 E eucla@harcitects.com.au		DRAWN LS	CHECKED LS	PROJECT NO. 618017	DATE 06/01/17	SHEET NO. A1.1
architects		H+H	H+H	SHIRE OF DUNDAS	DATE 06/01/17	SHEET NO. A1.1

19500 5600 4700 9550 4350 4700 10100



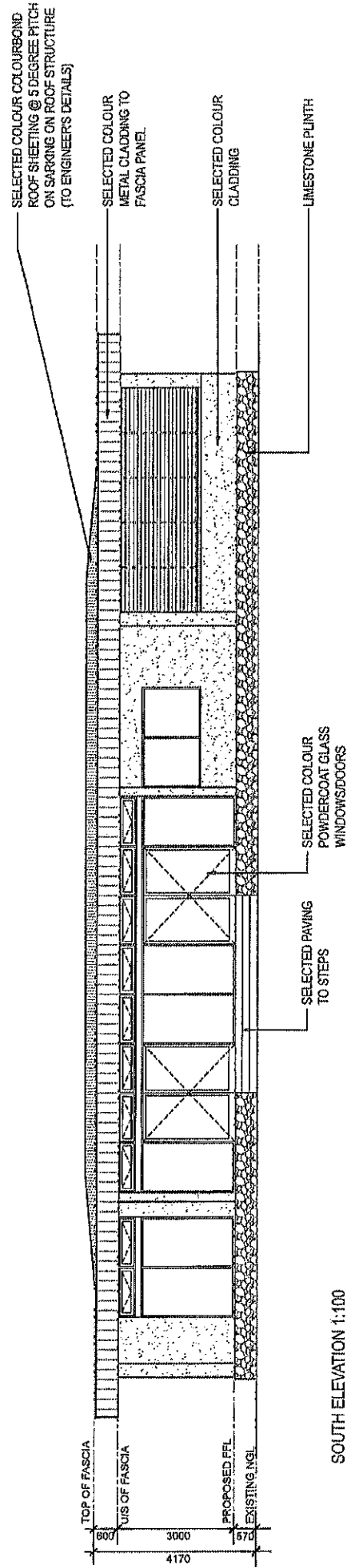
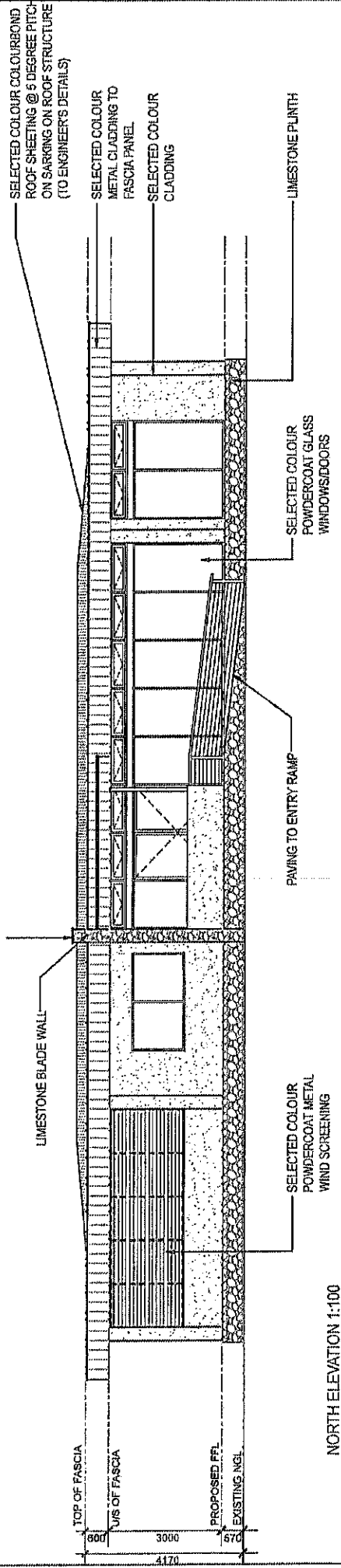
EXISTING NGL 9.43
VIEWS TOWARDS
EXISTING TENNIS
COURT AND OCEAN

VIEWS TOWARDS
EXISTING
PLAYGROUND

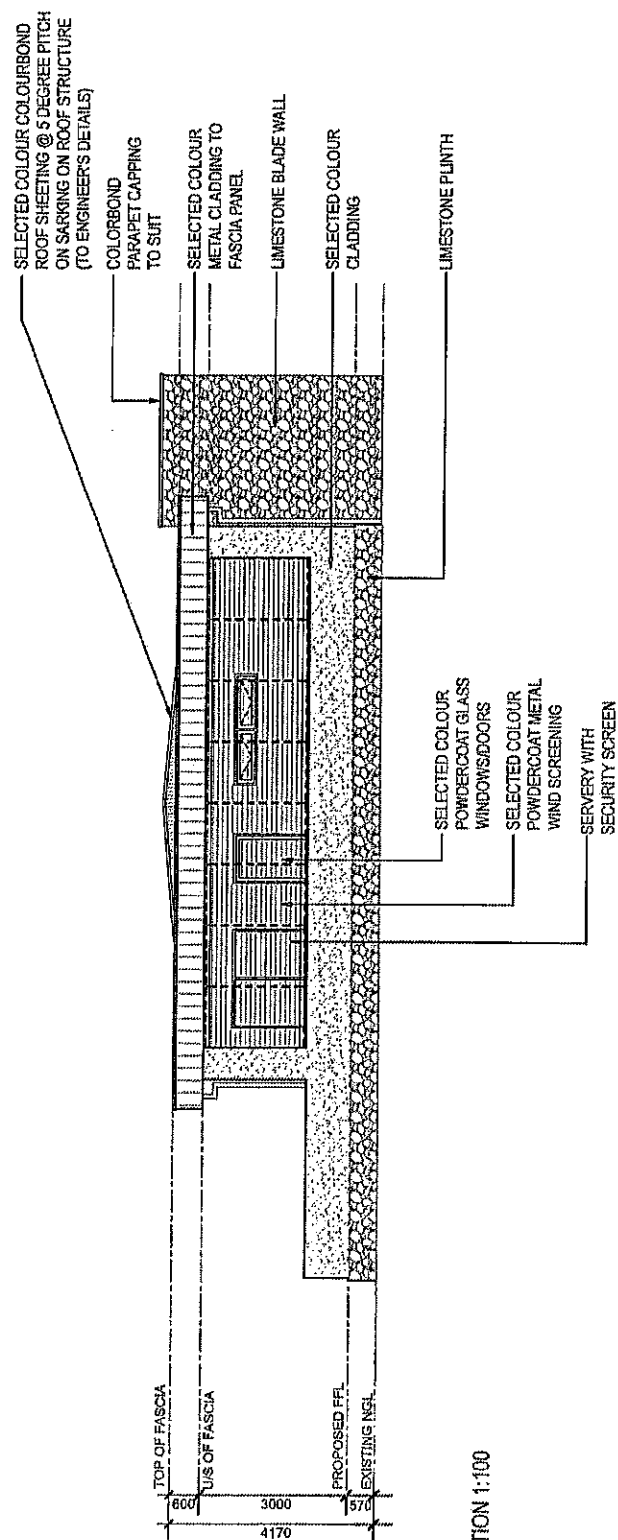
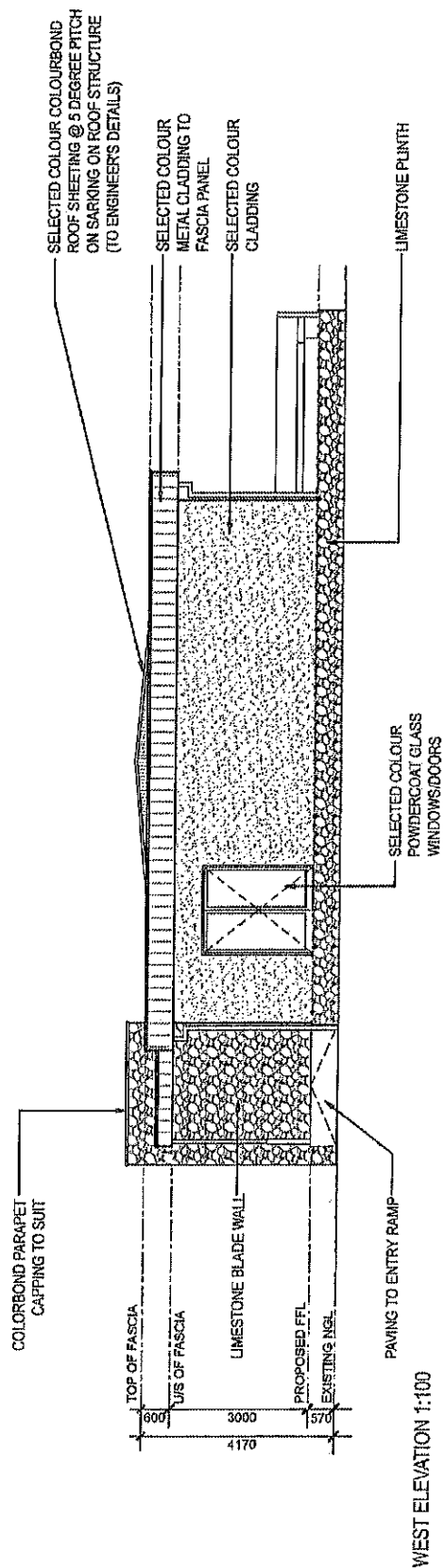


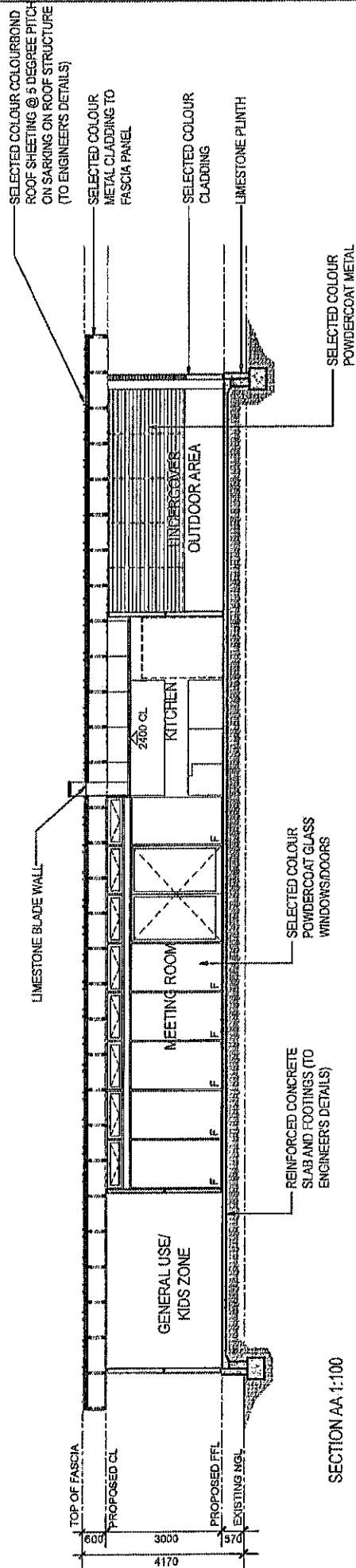
FLOOR PLAN 1:100

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DESIGNER H+H architects				PROJECT NO. 10101547 ALBERTA WA 0002				DATE 06/01/17				date 06/01/17
DEVELOPER SHIRE OF DUNDAS				PROJECT NO. 10101547 ALBERTA WA 0002				DRAWING NO. A2.1				drawing no. A2.1
ARCHITECTS H+H architects				PROJECT NO. 10101547 ALBERTA WA 0002				DRAWING NO. A2.1				drawing no. A2.1
ADDRESS 28 YURKLA WAY EUCLA				PROJECT NO. 10101547 ALBERTA WA 0002				DRAWING NO. A2.1				drawing no. A2.1
CONTACT EUCLA COMMUNITY HALL				PROJECT NO. 10101547 ALBERTA WA 0002				DRAWING NO. A2.1				drawing no. A2.1
PHONE 08 942 5538				PROJECT NO. 10101547 ALBERTA WA 0002				DRAWING NO. A2.1				drawing no. A2.1
FAX 08 942 3726				PROJECT NO. 10101547 ALBERTA WA 0002				DRAWING NO. A2.1				drawing no. A2.1
EMAIL EUCLA@DUNDAS.CITY.GOV.AU				PROJECT NO. 10101547 ALBERTA WA 0002				DRAWING NO. A2.1				drawing no. A2.1

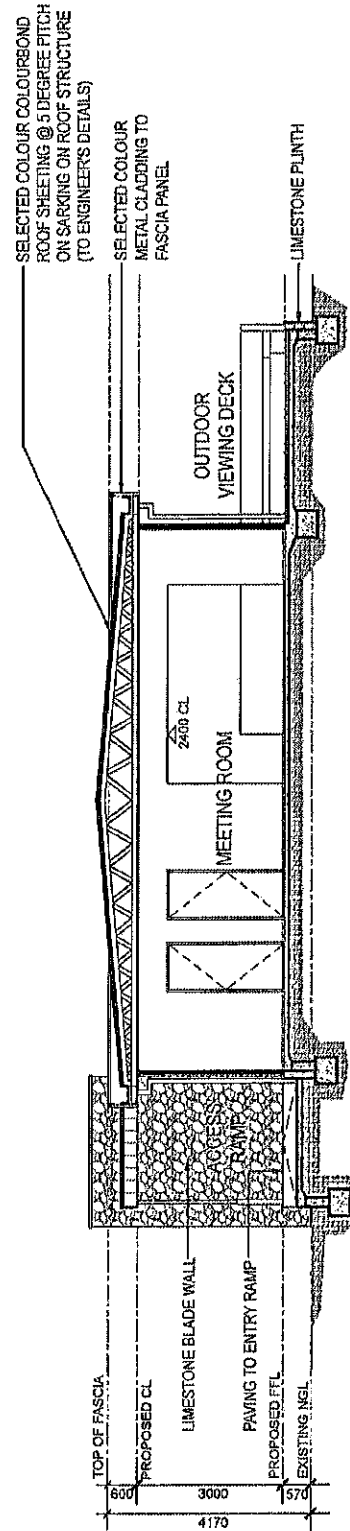


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architects 		T 08 922 3355 F 08 922 3356 E eclair@h3harchitects.com.au			



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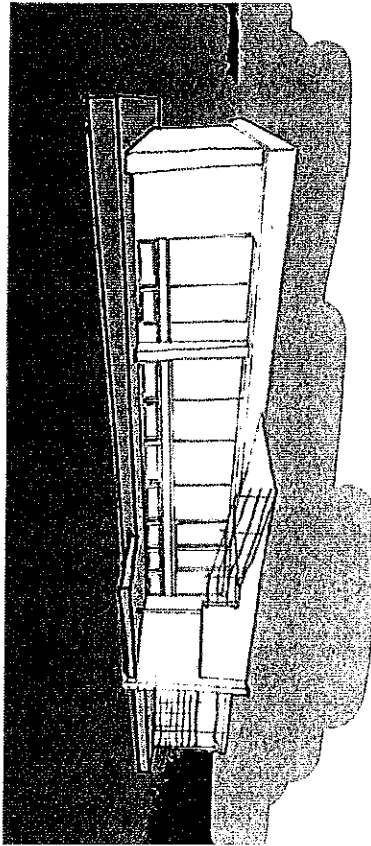


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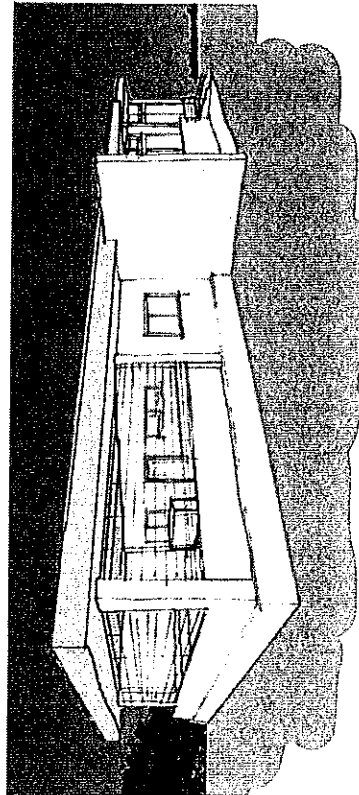


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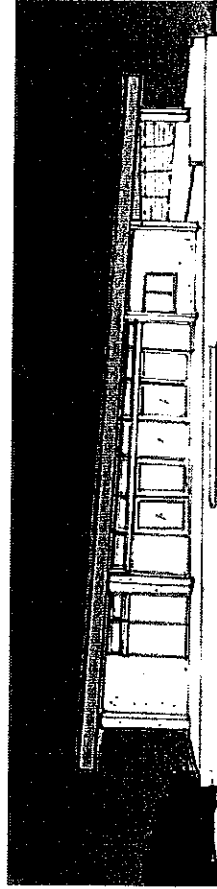
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PO BOX 5407 ALBERT WA 6322 T 0842 55358 F 0842 3725 E edward@harchitect.com.au			
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ENTRY PERSPECTIVE



OUTDOOR AREA PERSPECTIVE



SOUTHERN PERSPECTIVE

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APPENDIX II – FORM OF APPLICATION FOR PLANNING CONSENT

TOWN PLANNING AND DEVELOPMENT ACT 1928 (AS AMENDED)

SHIRE OF DUNDAS

1	Surname of Applicant	LAUREN SULLIVAN
	Given Names	H+H ARCHITECTS
	Address	58 SERPENTINE RD ALBANY
2	Surname of Land owner (if different from above)	SHIRE OF DUNDAS
	Given Names	
	Address	PO Box 163 NORSEMAN WA 6443
3	Submitted By	LAUREN SULLIVAN
4	Address for correspondence	lauren@hharchitects.com.au
		519 Hannan St Kalgoorlie WA 6430
5	Locality of Development	EUCLA
6	Title Details of Land	LOT 227 ON PLAN 220083
7	Name of road serving property	YURKLA WAY
8	State type of development	NEW COMMUNITY CENTRE
	Nature & size of all buildings proposed	NEW COMMUNITY CENTRE 400SQM
		FUTURE GYM/ANNEXE
	Materials to be used on external surfaces of buildings	FIBRE CEMENT CLADDING, METAL CLADDING, LOCAL LIMESTONE
	General treatment of open portions of the site	EXISTING LANDSCAPING TO REMAIN, PAVING TO DECKS, BITUMEN PARKING BAY
	Details of car parking and landscaping proposals	REFER TO DRAWINGS
	Approximate cost of proposed development	\$700,000
	Estimated time for construction	COMPLETED CONSTRUCTION BY SEPT.-DEC.18

Signature of Owner



Signature of Applicant or Agent

(Both signatures are required if applicant is not the owner)

Date

21.01.18

Date

NOTE:

This form should be completed and forwarded to the Shire of Dundas together with two copies of detailed plans showing complete details of the development including a site plan showing the relationship of the land to the area generally. In areas where close development exists, or is in the course of construction, plans shall show the siting of buildings and uses on lots immediately adjoining the subject land.

All applications shall be accompanied by:

- (a) A location plan showing the land the subject of the application and its relationship to surrounding lots and streets; and in the case of an application for the erection of new buildings:
- (b) A site plan or plans showing:
 - (i) The position, type and use of all existing buildings and improvements on the land indicating those to be removed as part of the proposal;
 - (ii) The position, type and use of any new buildings and improvements proposed on the land;
 - (iii) The position of any trees on the site showing those to be removed and those to be retained;
 - (iv) Areas to be landscaped, surfaced for parking or developed for any other purpose within the site;
 - (v) Contours and any earthworks to be undertaken as a part of the development;
 - (vi) The location and description of any existing buildings;
 - (vii) Location of water tanks and their capacity;
 - (viii) Location of effluent disposal system;Or in the case of an application for a change in the use of land and/or buildings;
- (c) A site plan and where applicable, floor plan(s) of the existing building(s) indicating the uses to be made of the land and the respective building(s) or portions of the building(s).

Page 1 of 1

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10.3.1

Review of the Register of Delegations

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REGISTER OF DELEGATIONS

Reviewed by Council 20th February 2018

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**LOCAL GOVERNMENT ACT 1995
DELEGATION OF POWER**

Delegation of some powers and duties to certain committees:

- 5.16 (1) Absolute majority required to delegate; cannot delegate power of delegation.
 - (2) To be in writing and may be general or conditional.
 - (3) Can be for a period of time or indefinite.
 - (4) Doesn't prevent Council acting through another.
- 5.17 Limits on delegations to committees.
- 5.18 Register of delegations to be kept and reviewed annually.

Delegation of some powers and duties to CEO:

- 5.42 (1) Absolute majority required to delegate.
 - (2) To be in writing and may be general or conditional.
- 5.43 Limits on delegations to CEO.
- 5.44 CEO may delegate to others, but not the power of delegation.
- 5.45 (1) (a) Can be for a period of time or indefinite.
 - (b) Absolute majority required to amend or revoke.
 - (2) Doesn't prevent Council or CEO acting through another.
- 5.46 (1) & (2) Register of delegations to be kept and reviewed annually.
 - (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.

Admin Regulations 19.

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

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

FINANCE**F01 Payments from trust and municipal funds**

<i>Function to be performed:</i>	To make payments from the municipal fund bank accounts and the trust fund bank accounts for payment of creditors and payroll.
<i>Delegated to:</i>	Chief Executive Officer / Shire President
<i>On delegated to:</i>	Deputy Chief Executive Officer Senior Administration Officer
<i>Conditions:</i>	<ol style="list-style-type: none">1 Compliance with Regulations 12 and 13 of the Local Government (Financial Management) Regulations 1996.2 Each payment from the Municipal fund bank accounts and the trust fund bank accounts is to be noted on a list compiled each month showing:<ol style="list-style-type: none">1) The payee's name2) The amount of the payment3) The date of the payment4) Sufficient information to identify the transaction3 The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.
<i>Record of Use:</i>	Records are to be kept under the provision of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	S5.42/5.44, S6.10 – Local Government Act 1995 Local Government (Financial Management) Regulations 1996
<i>Council Policy:</i>	N/A.
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended</i>	21 st February 2017

F02 Investments***Function to be performed:***

- 1 To invest money held in the Municipal or Trust Funds that is not required for the time being for any purpose in accordance with Part III of the Trustees Act 1962 or in an investment approved by the Minister.
- 2 To establish and document internal control procedures to be followed to ensure control over the investments.

Delegated to:

Chief Executive Officer

On delegated to:Deputy CEO
Senior Administration Officer***Conditions:***

- 1) The establishing of documental internal control procedures to be followed to ensure control over the investments.
- 2) Compliance with Clause 19(2) Local Government (Financial Management) Regulations 1996
- 3) Council Policy "A.2.1 - Investments"
- 4) Investments in Managed Funds require the approval of Council.

Record of Use:

In accordance with Council Policy A.2.1 – Investments.

Quarterly Investment Report provided to Council.

Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.

Reference:

S5.42/S5.44, S6.14 Local Government Act, 1995 (As Amended)

Council Policy:

F1 – Investments

Date Adopted:5th December 2006***Date Amended:***21st May 2013

F03 Hire fees & charges – recreation centre

Function to be performed:	To adjust/vary recreation centre, halls, and pavilion and oval hire fees and charges as determined in the budget.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	<p>Subject to Regulations 5, 8 and 10 of the Local Government (Financial Management) Regulations 1996; and</p> <ul style="list-style-type: none">• where it is considered that there is the need due to extenuating circumstances, unusual kind of use• The cost of normal hire per participant being prohibitive in relation to the financial resources of the hirer/s.• One-off usage discounts being supported in favour of regular use discounts.• The participation of children/juniors in the program.• The benefits to the Shire, its staff and the community in general.• The costs to the Shire, including any forfeited opportunity costs.• Any other circumstances that warrant consideration to a discount or waiving of fees.
Record of Use:	Electronic copy of receipts to be archived and kept in accordance with records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	S5.42, S6.10 Local Government Act (As Amended).
Council Policy:	C.4 Recreation Facilities
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

F04 Donations

Function to be performed:	To determine requests for donation of monies up to the value of \$1,000
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	<p>Donations may be considered:</p> <ol style="list-style-type: none">1 Where a group or individual can demonstrate:<ul style="list-style-type: none">• Significant direct benefit to the local community• That the group is an incorporated community group or non-profit making organisation.• That the financial status of the group is such as to justify a donation from the Shire.• Special circumstances or needs exist to warrant a donation, e.g. Support of needy groups or individuals who bring credit to the shire by achieving state or national representation or awards, which sees them requiring financial assistance for traveling, accommodation or other incidental expenses.2 Have regard for the budget.3 To give an equal opportunity for community clubs and societies to be considered for funding, the CEO may at his discretion, put in place arrangements so that requests for financial assistance are invited and considered at the same time each year.4 Any Council policy in relation to this matter.
Record of use:	Retention of a file copy of relevant correspondence. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Local Government Act 1995.
Council Policy:	C4 Recreation Facilities
Date Adopted:	5 th December 2006
Date Amended:	20 th February 2018

F05 Budget implementation**Function to be performed:**

To use management discretion in:

- 1) Implementing expenditure programs contained in the budget the detail of which has been finalised;
- 2) the appointment of consultants and contractors to enable the proper administration of the Shire's business;
- 3) prioritising work, unless otherwise directed by the Shire;
- 4) determining whether or not to call tenders or sell by tender or auction where an obligation does not exist to do so under the Local Government Act 1995;
- 5) initiating arrangements for loans subject to referral to Council for adoption;
- 6) authorising overtime; and
- 7) Engaging temporary staff.

Delegated to:

Chief Executive Officer

On delegated to:

N/A

Conditions:

- 1) That costs are contained within budget allocations. Subject to compliance with the Local Government Act 1995 (as amended) and Council's policy statements.
- 2) Quotations to be called for the purchase of items of plant, equipment and machinery having an estimate of up to \$150,000. Tenders to be called for plant, equipment and machinery items being an estimated value in excess of \$150,000 (this is consistent with the Tender Regulations).
- 3) Wherever tenders are called, the tenders be decided by the Council (in most cases Council would consider a recommendation from the relevant officer).
- 4) Quotations are to be obtained on any contract exceeding 10% of the statutory amount above which tenders are to be called (in Functions & General Reg. 11 (2)), (currently \$15,000).
- 5) Where quotations are called, under 5 above, the CEO accept the most advantageous quotation and should the most advantageous quote be in excess of the budget, provisions report details to the next following meeting of the Council (a report to the relevant committee satisfies this requirement).

Record of use:

Retention of file copy of internal control procedures. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.

Reference:

S5.42 Local Government Act 1995 (As Amended).

Council Policy:

F3 Purchasing Policy

Date Adopted:

5th December 2006

Date Amended:

21st February 2017

F06 Conferences, seminars, training courses - expenses of Councilors and staff

Function to be performed:	<p>1 To reimburse all reasonable expenses to members and staff incurred whilst attending authorised conferences, seminars and training courses and during other absences from the district on any business deemed necessary by the Chief Executive Officer. Such expenses may include registration fees, accommodation, meals, refreshments, travel and other appropriate out-of-pocket expenses.</p> <p>2 The payment of expenses of partners when the Council has specifically resolved that it is appropriate for a Councilor or staff member to be accompanied by another person.</p>
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Obtain from the Councilor or staff member receipts or other appropriate proof that the expense was incurred. Obtain a declaration that the expense was incurred wholly whilst on Council business.
Record of Use:	Electronic copy of receipts to be archived and kept in accordance with records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Local Government Act 1995.
Council Policy:	HR 2 Travel & accommodation allowances & representation M 1 Conferences Members attendance & representation
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

F07 Expenditure prior to adoption of budget

<i>Function to be performed:</i>	To incur operating expenditures from the Municipal Fund prior to the adoption of the annual budget.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	This delegation refers to operating expenditure only.
<i>Record of Use:</i>	List of accounts for payment to Council
<i>Reference:</i>	Local Government Act (As Amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21 st May 2013
<i>Date Amended and Amended:</i>	

F08 Insurance

<i>Function to be performed:</i>	To enter into appropriate contracts of insurance.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Insurance policies held by the Council.
<i>Reference:</i>	Part 3 of Local Government Act (As Amended).
<i>Council Policy:</i>	F.5 Insurance
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21 st May 2013
<i>Date Amended and Amended:</i>	

F09 Rate records and recovery of rates and service charges***Function to be performed:***

1. Where appropriate or necessary, to amend the rate record of the local government for the 5 years preceding the current financial year as contemplated by section 6.39 (2)(b).
2. To enter into agreements in accordance with Section 6.49 of the Local Government Act 1995 for the payment of rates and service charges.
3. To determine the dates that a rate or service charge becomes due and payable in accordance with Section 6.50 of the Local Government Act 1995, such that the due payment of a rate or service charge, or the first installment thereof as the case may be, shall become due and payable 35 days after the date noted on the rate notice as the date the rate notice was issued;
4. To take any or all of the actions pursuant to the provisions of the Act as reasonable and proper, to recover rates and service charges due to the local government;
5. Pursuant to section 6.64 (3) of the Act, to lodge caveats on land where the rates or service charges are in arrears, and it is considered that the interests of the Council should be protected; and to subsequently withdraw such caveats once arrears of rates have been settled.
6. To exercise discretion in regard to granting an extension of time for the service of objections to the rate record in accordance with Section 6.76(4) of the Local Government Act 1995;
7. To allow or disallow in accordance with section 6.76 (5) any objection to the rate record lodged under Section 6.76(1) and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection on accordance with Section 6.76(6)
8. To discharge the obligations specified in section 6.39(1) of the Local Government Act 1995 (as amended).
9. The service of notices of valuation and rates referred to in section 6.41(1) of the Local Government Act 1995.
10. The powers conferred on Section 6.40 of the Local Government Act 1995.
11. The recovery of rates by complaint or action pursuant to the provisions of 6.56(1) of the Local Government Act 1995.
12. Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with 6.60(2) of the Local Government Act 1995.

Delegated to:

Chief Executive Officer

On delegated to:

N/A

Conditions:	Nil
Record of Use:	List of rate arrears submitted to Council from time to time.
Reference:	Local Government Act (As Amended).
Council Policy:	F 4 Rates Recovery
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

F10 Insurance – public liability claims

Function to be performed:	To consider claims against Council for property damage that do not exceed the insurance policy excess levels, and to accept or deny liability on behalf of Council.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	In cases where liability is accepted, payment may only be made up to the value of Council's relevant insurance excess amount and then only upon receipt of an appropriate release form prepared by Council's solicitors.
Record of Use:	Information on file and advice provided to Council. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Local Government Act (As Amended).
Council Policy:	F 5 Insurance
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

F11 Surplus equipment, materials & tools

Function to be performed:	To sell surplus equipment, materials, tools, etc. with an estimated value of less than \$2,000 which are no longer required, or are out moded, or are no longer serviceable.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	<p>By calling for expressions of interest, holding of a surplus goods sale at Council's depot, or any other fair means.</p> <p>Where it has not been possible to dispose of surplus equipment, materials, tools, and such like as outlined above, dispose of such things by other nominated means, including scrapping, after a listing of such items and the proposed disposal method has been provided to the Council.</p>
Record of Use:	<p>Information on File and advice provided to Council.</p> <p>Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.</p>
Reference:	Local Government Act (As Amended) Sect 3.58 and Financial Management Regulation 5.2
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

F12 Trust fund

Function to be performed:	To manage the Trust Fund as required by Section 6.9 of the Local Government Act.
Delegated to:	Chief Executive Officer
On delegated to:	Deputy Chief Executive Officer Senior Administration Officer
Conditions:	N/A
Record of Use:	Council's Accounting Records. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Local Government Act (As Amended) Sect 6.9 and Financial Management Regulations.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21st February 2017

F13 Loan raising and borrowing on credit

Function to be performed:	(1) Where the annual budget makes provisions for the borrowing of money to enable specified activities or functions to occur, to make arrangements for those borrowings to be obtained in a timely manner, having due regard for any directions given either generally or in particular by the Treasurer (or a person acting in that behalf and authorised by the Treasurer) (2) To arrange with the Local Government's banking institution for a sufficient overdraft facility where the circumstances of the Municipal Fund cash flow dictate such a requirement. (3) To arrange for corporate credit card facilities in accordance with the requirements and limitations imposed by Council policy in this respect.
Delegated to:	Chief Executive Officer
On delegated to:	Deputy Chief Executive Officer
Conditions:	Nil
Record of Use:	Council's Accounting Records. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Local Government Act (As Amended) Sect 6.20, 6.21 and Financial Management Regulations.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

F14 Purchase order authorisation

Function to be performed:	<ol style="list-style-type: none">1 To sign purchase orders for items contained within the current budget.2 This delegation includes authorisation to accept a tender for purchase up to an amount of \$150,000 (Local Government Act 1995 section 5.43 (b)).
Delegated to:	Chief Executive Officer
On delegated to:	Staff members are authorised to sign purchase orders on behalf of the Council with limitations in accordance with Council policy.
Record of use:	SynergySoft, purchase order module to be used in issuing purchase orders. Office copy of the purchase order to be handed over to Account Officer along with details of quotations received. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records Legislation</u> .
Reference:	S5.42 Local Government Act 1995 (As Amended).
Council Policy:	F 3 Purchasing Policy
Date Adopted:	20 th May 2008
Date Amended	20 th February 2018

F15 Recovery of debts

Function to be performed:	The Chief Executive Officer is delegated authority to negotiate with debtors unable to pay debts due to particular hardships. The Chief Executive Officer is delegated authority to initiate legal action for the recovery of debts either through the local court or by Council's solicitors, as the case may warrant, when all other reasonable attempts at collection have been exhausted.
Delegated to:	Chief Executive Officer
On delegated to:	Deputy CEO Senior Administration Officer
Conditions:	<ol style="list-style-type: none">1) The establishing of written records of any action taken.2) Compliance with relevant sections of the Local Government (Financial Management) Regulations 1996 and Local Government Act 1995.
Record of Use:	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
Reference:	S5.42 Local Government Act, 1995 (As Amended)
Council Policy:	N/A
Date Adopted:	21st February, 2017

F16 Land valuations

Function to be performed:	To obtain from the Valuer General or a qualified private Valuer, the value of any land or property that is subject of a report or submission to the Council involving negotiations for the purchase or sale of property.
Delegated to:	Chief Executive Officer
On delegated to:	Deputy CEO Senior Administration Officer
Conditions:	Provisions to be included in budget for land valuation expenses.
Record of Use:	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
Reference:	S5.42 Local Government Act, 1995 (As Amended)
Council Policy:	N/A
Date Adopted:	21st February, 2017

ADMINISTRATION**A01 Use of Shire vehicle**

<i>Function to be performed:</i>	To make appropriate private use arrangements with all staff having use of a Council vehicle.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy Chief Executive Officer
<i>Conditions:</i>	Usage of vehicles is to be in accordance with Council policy
<i>Record of Use:</i>	Vehicle Log Book. (Where applicable)
<i>Reference:</i>	Nil.
<i>Council Policy:</i>	HR 6 Use of Shire vehicles
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21 st May 2013

A02 Staff housing

Function to be performed:	To make all arrangements in regard to occupancy and maintenance of all staff accommodation provided by the Council.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	<ol style="list-style-type: none">1 In exercising this delegation regard shall be given to any Council policy in place from time to time.2 In the event that any Council provided accommodation is at any time not required for Council employees, the Chief Executive Officer is delegated authority to rent or lease the accommodation to persons other than Council employees or organisations3 The rental to other persons or organisations is subject to an appropriate tenancy agreement and period that does not unduly impact on the Shires requirements for the property.
Record of Use:	Employee Files.
Reference:	Nil.
Council Policy:	Nil.
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A03 Staff relocation expenses

Function to be performed:	To determine any application for relocation expenses.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Relocation expenses are to be in accordance with Council Policy.
Record of Use:	Employee Files.
Reference:	Nil.
Council Policy:	ST 3 Removal expenses
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A04 Salaries

<i>Function to be performed:</i>	To review and alter salaries and conditions payable to all staff.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	In exercising this delegated authority, the Chief Executive Officer shall ensure that the variation is the result of a satisfactory performance appraisal and appropriate funding is available in Council's Budget. If any salary change is likely to involve over Budget expenditure, the change will require endorsement of Council.
<i>Record of Use:</i>	Employee Files.
<i>Reference:</i>	Nil.
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21 st May 2013

A05 Liquor – sale & consumption at recreation centre

<i>Function to be performed:</i>	To approve applications for the sale of liquor from the Councils facilities and impose any conditions relating to its sale as considered appropriate.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	In exercising this delegation, the Chief Executive Officer shall have regard to the provisions of the appropriate State Legislation regarding consumption and sale of liquor and shall, when appropriate, consult with local Police.
<i>Record of Use:</i>	Applications and approvals to be kept in Filing System.
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended). Sections 59 and 119 of the Liquor Licensing Act 1988.
<i>Council Policy:</i>	C.4 Recreation facilities
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21 st May 2013

A06 Impounding goods – authorised employee

<i>Function to be performed:</i>	To 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;
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to the express provisions contained in the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996, Part 6.
<i>Record of Use:</i>	Report to Council.
<i>Reference:</i>	Local Government Act, 1995 (As Amended) – S5.42 Local Government Act, 1995 – S3.39
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21 st May 2013

A07 Award - industrial matters

<i>Function to be performed:</i>	To instruct the local government's consultants in workplace relations if considered appropriate to act on the Council's behalf in any general Industrial/Award matter and any industrial dispute involving an employee or employees of the Council.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	File records of authorizations given.
<i>Reference:</i>	Local Government Act, 1995.
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21 st May 2013

A08 Contract variations

<i>Function to be performed:</i>	To approve minor variations to contracts which have been entered into by the Council, subject to the funds required to meet the cost of the variations being contained within the amount set aside in the budget adopted by the Council.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Contract Register
<i>Reference:</i>	Local Government Act, 1995 and Tender Regulations
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21 st May 2013

A09 Legal advice

<i>Function to be performed:</i>	To obtain such legal advice and opinions as considered is necessary in the management of the Local Government.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to existing budgetary provisions for that purpose
<i>Record of Use:</i>	Information on File and advice provided to Council. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Local Government Act, 1995.
<i>Council Policy:</i>	A.3 Legal Representation
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21 st May 2013

A10 Native title

<i>Function to be performed:</i>	To register an interest in any Native Title Claim affecting Council in order for Council to have a sufficient interest to become a party to the Native Title Application.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy Chief Officer
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Records to be kept in native title file. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Local Government Act, 1995.
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21 st May 2013

A11 Telephones – Employees private use & Shire business

Function to be performed:	To make appropriate financial and other arrangements with all employees to have a telephone installed in his/her principal place of residence for use on Council business and to make appropriate arrangements to reimburse any employee with any telephone expense incurred on Council business.
Delegated to:	Chief Executive Officer
On delegated to:	Deputy Chief Officer
Conditions:	Nil
Record of Use:	Records to be kept of business related phone calls. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Local Government Act, 1995.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A12 Enforcements and legal proceedings

Function to be performed:	<ol style="list-style-type: none">1) To appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of local laws.2) To issue to each person authorised to enforce local laws a certificate stating that the person is so authorised and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.3) To appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 and Council's Local Laws.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	<p>Subject to compliance with the following:</p> <ul style="list-style-type: none">• Local Government Act 1995• Dog Act 1976• Bush Fire Act 1954• Health Act 1911• Local Government (Miscellaneous Provisions) Act 1960• Local Laws, Parking and Dogs• Council Policy
Record of Use:	Retention of file copy of relevant correspondence.
Reference:	S5.42/S5.44, S9.10, S9.19, S9.20 and S9.23 Local Government Act, 1995 (As Amended) Section 44.9 Local Government (Miscellaneous Provisions) Act 1960.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A13 Delegation of power

Function to be performed:	Where the Deputy Chief Executive Officer is authorised to act as the Chief Executive Officer, all delegations to the Chief Executive Officer may be performed/undertaken by the Acting Chief Executive Officer.
Delegated to:	N/A
On delegated to:	N/A
Conditions:	In the absence of Chief Executive Officer and when authorised in writing, the Deputy Chief Executive Officer shall act as the Chief Executive Officer.
Record of use:	Retention of file copy of relevant appointment in Personnel File. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	S5.42 Local Government Act 1995 (As Amended).
Council Policy:	A.3.8
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A14 Executive functions

Function to be performed:	<p>To perform the following duties so far as reasonable and practicable in the discharge of executive functions on behalf of the local government –</p> <ol style="list-style-type: none">1 to ensure that the lawful use of any land, thoroughfare or premises is not obstructed and any reasonable request that a person makes to avoid such obstruction is met;2 to ensure that as little harm or inconvenience is caused and as little damage is done as is possible;3 to ensure that danger to any person or property does not arise from anything done on land;4 to ensure that anything belonging to the local government, or to a person who has exercised a power of entry on its behalf, that has been left on any land, premises or thing entered, is removed as soon as practicable unless this Act expressly allows it to be left there;5 to ensure that buildings, fences and other structures are not disturbed or damaged;6 to ensure that when the local government enters land that is fenced, it enters through the existing and usual openings in the fence unless it is expressly authorised to open the fence; and7 to ensure any physical damage done to any land, premises or thing, is immediately made good unless compensation has been paid or is to be paid.
Delegated to:	Chief Executive Officer
On delegated to:	Manager of Works Manager Projects Authorised Officer.
Conditions:	Subject to those officers specified above having responsibility for carrying out, or for supervising or overseeing a function or activity of the local government, delegations 1 to 7 specified above apply (excluding any authorisation to determine the amount or form of compensation referred to in item 7)
Record of use:	Report to Council.
Reference:	Local Government Act Sect. 3.21
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st February 2017

A15 Council members - register of delegations to committees

Function to be performed:	1 To keep a register of the delegations made by the Council to Committees, the Register being required in accordance with the provisions of Section 5.18 of the Act.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	The register is only required if Committees are in existence and have delegated powers of duties. Council acknowledges that this task could be interpreted to be a function of the CEO under Section 5.41 (d) – management of day to day operations.
Record of use:	Register
Reference:	S5.42 and S5.18 Local Government Act 1995 (As Amended).
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A16 Certain things to be done in respect of land

Function to be performed:	1 To give any notice deemed appropriate to require certain things to be done by the owner or occupier of land as the case requires; and 2 where a person has failed to comply with the notice take appropriate action pursuant to section 3.26 of the Act.
Delegated to:	Chief Executive Officer
On delegated to:	The Chief Executive Officer may delegate appropriate officers to give any notice pursuant to section 3.25 of the Act where considered appropriate.
Conditions:	Nil
Record of use:	File of correspondence and actions. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	S3.25, S3.26 etc. Local Government Act 1995 (As Amended).
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A17 Tenders

Function to be performed:	<p>1 To call tenders as required pursuant to the Local Government (Functions and General) Regulations 1996 Part 4 provision of goods and services in relation to the supply of goods and services by tender;</p> <p>2 To determine appropriate criteria for deciding which tender should be accepted;</p> <p>3 To ensure that there is an adequate specification upon which to invite tenders for goods or services and to decide upon the extent of detailed information to be made available to interested tenderers;</p> <p>4 To assess tenders by written evaluation against the assessment criteria;</p> <p>5 When assessing tenders to take into consideration Part 4A of the regulations, regional price preference;</p> <p>6 To make determination about seeking expressions of interest in lieu of public tenders;</p> <p>7 To evaluate expressions of interest to determine which would be capable of satisfactorily supplying the goods or services; and</p> <p>8 Unless otherwise specified by the Council for a particular case, where the consideration involved does not exceed \$150,000 and is acceptable or advantageous to the local government.</p> <p>(a) to accept a tender provided that the appropriate provision has been made in Council's Budget; and</p> <p>(b) to decline to accept a tender where none is deemed acceptable or advantageous to the Local Government.</p>
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	N/A
Record of use:	Report to Council and file of correspondence and actions. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Local Government Tender Regulations and Local Government Act 1995 (As Amended).
Council Policy:	F.3 Purchasing policy
Date Adopted:	5 th December 2006
Date Amended:	20th February 2018

A18 Power of entry

Function to be performed:	1 To exercise all of the powers and duties of the Local Government in respect to the powers of entry upon land as contained in Section 3.28 to 3.36 inclusive of the Local Government Act 1995 in circumstances where it is necessary to do so.
Delegated to:	Chief Executive Officer
On delegated to:	Manager of Works Manager Projects
Conditions:	Except where it is deemed an emergency to exist under section 3.34, every reasonable attempt will be made to obtain the consent of the owner or occupier of the land in question before invoking the powers of this delegation.
Record of use:	Record to be kept on appropriate file.
Reference:	S3.28 to S3.36 Local Government Act 1995 (as amended).
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

A19 Copies of information

<i>Function to be performed:</i>	To ensure copies are available to persons inspecting information made available for inspection under Division 7, Part 5 of the Act.)
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy Chief Executive Officer.
<i>Conditions:</i>	Ensure that the price at which the copies are sold does not exceed the cost of providing copies. (Refer to Section 5.96
<i>Record of use:</i>	Record to be kept on appropriate file.
<i>Reference:</i>	S5.94 Local Government Act 1995 (As Amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21 st May 2013

ENGINEERING**E01 Temporary rural road closures**

Function to be performed:	To temporarily close a street or a portion of a street for a period not exceeding 30 days to vehicles in cases of emergency, in connection with Council works, by reason of heavy rain, a street likely to be damaged by the passage of traffic of any particular class.
Delegated to:	Chief Executive Officer
On delegated to:	Manager of Works Manager Projects
Conditions:	Compliance with the Local Government (Functions and General) Regulations 1996.
Record of use:	Retention of file copy of relevant correspondence. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Local Government Act 1995 (As Amended) – S5.42, S3.50, S3.51. Local Government (Function and General) Regulations 1996.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st February 2017

E02 Powers of entry onto land

Function to be performed:	<p>To undertake the functions and duties required under Part 3 – (Power of Entry) of the Local Government Act 1995 in respect of</p> <ul style="list-style-type: none">• Sections 3.28 to 3.36 and 3.39 – Appointment of authorised persons for the purpose of removing and impounding goods that are involved in the contravention which can lead to impounding.• Section 3.40 – Removal of vehicle and impounding of goods by an authorised person.• Section 3.42 – Action required in respect to impounding of non-perishable goods.• Section 3.44 – The issue of notices regarding collection of goods if not confiscated.• Section 3.46 – Withholding of goods pending payment of costs.• Section 3.47 – The disposal of confiscated goods.• Section 3.48 – Recovery of costs incurred in the impounding exercise.
Delegated to:	Chief Executive Officer
On delegated to:	Manager of Works Manager Projects
Conditions:	Compliance with the Local Government (Functions and General) Regulations 1996 and Council Policies.
Record of use:	Retention of file copy of relevant correspondence. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Local Government Act 1995 (As Amended) – S5.42, S3.39, S3.40, S3.44, S3.46, S3.47. Local Government (Function and General) Regulations 1996.
Council Policy:	Nil
Date Adopted:	5th December 2006
Date Amended:	21 st February 2017

E03 Road trains and extra mass permits

<i>Function to be performed:</i>	To determine any application for the use of such roads granting approval with or without conditions and, subject to assessment and approval of the use of the road/s by Main Roads WA.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Manager of Works
<i>Conditions:</i>	Have regard for any policy of the Council in relation to the use of local roads by restricted access vehicles
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
<i>Reference:</i>	Road Traffic Vehicle Standard Regulations
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21 st May 2013

E04 Traffic control signals and road regulatory signs

Function to be performed:	1 To make application to Main Roads WA for approvals to install stop and give-way signs at such places as considered warranted other than in accordance with any urban or rural traffic management plan adopted by Council, 2 Arrange installation of "school bus stop" signs and other appropriate traffic warning, advisory or directional signs at such places on local roads as considered necessary.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	On receipt of the necessary approval to arrange to have the appropriate signs erected in accordance with the provisions of the approval.
Record of Use:	Correspondence on file. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Reference:	Road Traffic Code 2000
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

E05 Temporary closure of thoroughfares to vehicles

Function to be performed:	(1) To give the necessary notice and take all appropriate actions to temporarily close any thoroughfare for any period not exceeding three months; and (2) to partially and temporarily close a thoroughfare for which the local government is responsible without giving public notice.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	The Chief Executive Officer, in exercising this delegated authority, shall observe the requirements of Section 3.50 of the Local Government Act 1995. In relation to delegation (2) where: (a) the closure is for the purpose of carrying out repairs and maintenance; and (b) the closure is unlikely to have a significant adverse effect on users of the thoroughfare.
Record of Use:	Correspondence on file. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Reference:	Section 3.50 Local Government Act 1995
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

E06 Events on roads**Function to be performed:**

To determine whether or not the local government approves of the making of any order for the temporary closure of a road within the district under those provisions of the Road Traffic Act 1974 relating to events on roads and complementary regulations.

Delegated to:

Chief Executive Officer

On delegated to:

N/A

Conditions

Have regard for the following:

- Whether the proponent should be required to publicise the proposal for public comment.
- What inconvenience will the closure create for general road users, and are there satisfactory arrangements which will minimise that inconvenience (e.g. detours via other roads)?
- The views of the landholders who will be affected by any closure and can any genuine concerns be accommodated
- Do the proponents have the resources to properly control the event. Proponents are required to provide sufficient details in writing of their activity and the resources, personnel and experience they will provide to administer and control the event and matters peripheral to it.
- Does approval infer that the road is suitable for the event in question?
- Any approval will be signified in writing, conditional upon the stipulation that approval does not constitute an undertaking or inference that the thoroughfare is suitable or of a condition appropriate for the activities, and that the proponents are required to make their own judgments about such things.
- Whether or not the administration fee to consider the application, or the charge to erect, maintain, or remove barriers, signs and other equipment, as determined by Council in its fees and charges schedule (if any), are imposed on the proponent/s, will be at the discretion of the CEO pursuant to Delegation Number F14.

Record of Use:

Correspondence on file. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation

Reference:

Section 81 of Road Traffic Act 1974.

Council Policy:

Nil

Date Adopted:

5th December 2006

Date Amended:

21st May 2013

E07 Use of contractors

Function to be performed:	To engage private contractors to assist and complement Council's work staff in carrying out any works and services.
Delegated to:	Chief Executive Officer
On delegated to:	Manager of Works Manager Projects
Conditions:	<p>In exercising this delegated authority, the Chief Executive Officer shall have due regard to the following:</p> <ul style="list-style-type: none">• It must be demonstrated that by engaging the private contractors, it will be in the best interests of the Council;• Appropriate funds are provided in the budget.• The engagement of private contractors shall only take place in accordance with the Shires Purchasing policy;• All contracts are to be formalised in writing.
Record of Use:	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Reference:	Section 3.50 Local Government Act 1995
Council Policy:	F 3 Purchasing policy
Date Adopted:	5 th December 2006
Date Amended:	21st February 2017

E08 Light vehicle replacement

<i>Function to be performed:</i>	To call tenders and/or quotations for the changeover of light vehicles and to purchase the appropriate light vehicle or to accept a tender for the light vehicle.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Manager of Works
<i>Conditions:</i>	<p>This delegation shall only be exercised when:</p> <ul style="list-style-type: none">• provision of sufficient funds for the purpose has been made in the Shires budget.• in accordance with the Shires Purchasing policy
<i>Record of Use:</i>	Correspondence on File/ Tender Register. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
<i>Reference:</i>	Local Government Act 1995
<i>Council Policy:</i>	T.8 Plant replacement program F 3 Purchasing policy
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21st February 2017

E09 Land for roads

Function to be performed:	<p>1 To take appropriate action to acquire any privately owned land that is required for the realignment of road reserves to accommodate the implementation of Council's annual road works program or those planned in future programs.</p> <p>2 Offer the landowners, as compensation, the valuation as determined by the Valuer General plus an amount of 10% where appropriate.</p> <p>3 To negotiate arrangements with affected landowners whereby the Shire may carry out works to the value of any compensation payable.</p>
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Have due regard to the provisions made for the resumption of land in Shires budget.
Record of Use:	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Reference:	Section 3.55 of Local Government Act 1995, Section 55 of Land Administration Act, Main Roads Act and Public Works Act.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

E10 Street tree removal

Function to be performed:	To authorize the removal of any trees on any town site street or road reserve where the street or road is under the care, control and maintenance of the Shire.
Delegated to:	Chief Executive Officer
On delegated to:	Manager of Works Manger Projects
Conditions:	This delegation shall only be exercised when the Chief Executive Officer, after obtaining technical advice when appropriate, is of the opinion that the tree is dead, structurally dangerous or is causing a traffic hazard by restricting the vision of motorists.
Record of Use:	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Reference:	Local Government Act 1995.
Council Policy:	T.13 Trees & native vegetation
Date Adopted:	5 th December 2006
Date Amended:	20 th February 2018

E11 Road closures

Function to be performed:	<p>1 To initiate the process for the closure of any road in the district, by seeking comment from affected landowners, services authorities, etc. and advertising the proposal for public comment.</p> <p>2 When all responses are received and the advertising period has expires, submit details to the Council for formal consideration.</p>
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Notices and advertisements are to clearly demonstrate the Council is not committed to the closure proposal but is simply wanting comments to assist in determining whether to proceed further with the closure, or not.
Record of Use:	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Reference:	Local Government Act 1995.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

E12 Gates and other devices across thoroughfares

Function to be performed: To approve or deny applications for motor traffic passes, grids or gates across public thoroughfares where pastoral fence lines are proposed to intersect with such thoroughfares.

Delegated to: Chief Executive Officer

On delegated to: Manager of Works

Conditions: Applications are to be in writing and in considering and deciding on such applications, have regard for any policy of Council in relation to these matters.

Record of Use: Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation

Reference: Local Government Act 1995.

Council Policy: Nil

Date Adopted: 5th December 2006

Date Amended: 21st May 2013

E13 Dangerous excavation in or near public thoroughfares

<i>Function to be performed:</i>	To take all appropriate action in accordance with Local Government (Uniform Local Provisions) Regulation No. 11 to remove, or have removed, any dangerous excavation in a public thoroughfare or upon land adjoining a public thoroughfare.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Manager of Works
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
<i>Reference:</i>	Local Government Act 1995.
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21 st May 2013

E14 Crossovers

<i>Function to be performed:</i>	<p>To determine applications for the construction of a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land and may agree to construct the crossing for the applicant subject to Council policy.</p> <p>To give notice to an owner or occupier of private land requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land.</p> <p>If the person fails to comply with the notice, to construct or repair the crossing and recover 50% of the cost of doing so, as a debt due from the person.</p>
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Manager of Works
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
<i>Reference:</i>	The Local Government (Uniform Local Provisions) Regulations 1996 contain provisions relating to the construction and maintenance of crossings, and, contributions to crossings. Section 5 (1) Road Traffic Act 1974.
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21 st May 2013

E15 Public thoroughfares – fixing levels, alignments or drainage to adjoining land

<i>Function to be performed:</i>	To fix or alter the level of or the alignment of a public thoroughfare and drain water from a public thoroughfare or other public place onto adjoining land.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Manager of Works
<i>Conditions:</i>	To give the required notice as specified in Section 3.51 (1), (3) and (4) and consider any submissions received prior to undertaking the alteration or fixing of levels.
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
<i>Reference:</i>	Section 3.51 of the Act and clause 5 of the Local Government (Functions and General) Regulations 1996.
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21 st May 2013

E16 Pipelines under thoroughfares

Function to be performed:	To approve the construction of pipelines under thoroughfares under the care, control and management of the local government
Delegated to:	Chief Executive Officer
On delegated to:	Manager of Works
Conditions:	<p>The delegation is subject to the following:</p> <ul style="list-style-type: none">• Compliance with the provisions of the Local Government (Uniform Local Provisions) Regulations 1996• The depth of any pipeline is to be no less than a level under the road of 450mm determined at the lowest table drain;• Arrangements are to be made for the installation of the pipeline, which address matters such as the work arrangements, traffic control and public safety, insurance indemnity and proper reinstatement;• A register of approvals to be maintained which includes a record of the currency of indemnity insurance; and• The location of pipelines shall be marked by approved signs, installed and maintained by the pipeline owner whilst the pipeline remains under the roadway.
Record of Use:	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Council Policy:	Nil
Reference:	Local Government (Uniform Local Provisions) regulations 1996
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

E17 Drilling on roadsides

<i>Function to be performed:</i>	To deal with any application to conduct drilling on roadsides which are under the care, control and management of the local government.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Manager of Works
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
<i>Council Policy:</i>	Nil
<i>Reference:</i>	Local Government (Uniform Local Provisions) Regulations 1996
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21 st May 2013

E18 Doing things on land that is not local government property

Function to be performed:	To make determinations about the need of matters contemplated by Schedule 3.2 (and other applicable requirements) in respect of the local government's functions and works, and where necessary to give effect to such determinations either by agreement with landowners where possible, or otherwise by utilising Delegation A12 to obtain access to land for that purpose.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Nil
Record of Use:	Correspondence on File. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation
Council Policy:	Nil
Reference:	Section 3.27 Local Government Act 1995
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

E19 Private works

Function to be performed:	Carry out private works utilising Council employees and plant.
Delegated to:	Chief Executive Officer
On delegated to:	Manger of Works
Conditions:	<ol style="list-style-type: none">1. Private works will only be undertaken when time permits to ensure there is no disruption to Council's works programme.2. Requests for private works for the time other than that suited to the Council shall be completed outside the Council's normal working hours and charged at the appropriate penalty rates.
Record of Use:	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
Council Policy:	Nil
Reference:	Section 5.42 Local Government Act 1995
Date Adopted:	20 th February, 2018

HEALTH**H01 Environmental health**

<i>Function to be performed:</i>	In accordance with the provisions of Section 26 of the Health Act 2016 the Chief Executive Officer is appointed and authorised to exercise and discharge the following powers and functions: <ol style="list-style-type: none">1. Issue such Health Act notices and orders as appropriate;2. Determine applications for license under the Health Act.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To any person appointed by the local authority to the position of Authorised Officer.
<i>Conditions:</i>	Subject to the provisions of the Health Act, Local Laws and Council Policies, the applicant being advised of objections and appeal rights as well as a detailed report to the monthly Council meeting
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Health Act 2016 (As Amended)
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21st February, 2017

H02 Local government septic tank approvals

Function to be performed:	<p>Pursuant to the provisions of Section 26 of the Health Act 2016 (As Amended), the Authorised Officer is hereby appointed and authorized to exercise and discharge powers and functions conferred on local government for the purpose of Regulation 4 of the Health (Treatment of Sewerage and Disposal Effluent and Liquid Waste) Regulations 1974:</p> <ol style="list-style-type: none">1. For the purpose of section 107(2)(a) of the Act, an apparatus is to be approved a local government if it is intended to serve:<ol style="list-style-type: none">a. A single dwellingb. Any other building that produces not more than 540 litres of sewerage per day;2. A person may apply for approval by:<ol style="list-style-type: none">a. Completing an application in a form approved by the Executive Director, Public Healthb. Forwarding application to the Shire of Dundas together with any documents required under Regulation 5 and the fee specified in Item 1, of Schedule 1;3. The Shire of Dundas upon application will as soon as practicable after receiving the application:<ol style="list-style-type: none">a. Grant approval, orb. Refuse to grant approval;4. Where the Shire refuses to grant approval it shall provide to the applicant written notice:<ol style="list-style-type: none">a. Advising the person of the refusal, andb. Setting out the reasons for the refusal;
Delegated to:	To any person appointed by the local authority to the position of Authorised Officer.
On delegated to:	Nil.
Conditions:	<p>Subject to the provisions of the Health Act, Local Laws and Council Policies.</p> <p>The applicant being advised of objections and/or appeal rights.</p>
Record of use:	<p>Retention of file copy of relevant correspondence.</p> <p>Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.</p>
Reference:	Health Act 2016 (As Amended), Health (Treatment of Sewerage and Disposal Effluent and Liquid Waste) Regulations 1974
Council Policy:	Nil
Date Adopted:	21st February, 2017

H03 Dealing with nuisances

<i>Function to be performed:</i>	In accordance with the provisions of Section 184 of the Health Act 2016 the Chief Executive Officer is authorised to deal with nuisances.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To any person appointed by the local authority to the position of Authorised Officer.
<i>Conditions:</i>	Subject to the provisions of the Health Act, Local Laws and Council Policies. The applicant being advised of objections and/or appeal rights.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Health Act 2016 (As Amended)
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	21st February, 2017

H04 Camping other than at a park or a camping ground

Function to be performed:	To grant approval to an applicant wishing to camp on land or a period of up to three (3) months in any twelve month period.
Delegated to:	Chief Executive Officer
On delegated to:	Nil.
Conditions:	Subject to the approval being in accordance with the provisions of Regulation 11(2)(a) of the Caravan Parks and Camping Grounds Regulations 1997.
Record of use:	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
Reference:	Health Act 1911 (As Amended)
Council Policy:	Nil
Date Adopted:	21st February, 2017

H05 Food act 2008 – enforcement action (section 122)

<i>Function to be performed:</i>	In accordance with the provisions of Section 122 of the Food Act 2008, the Chief Executive Officer is appointed and authorized to exercise and carry out enforcement action for the purposes of this act.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To any person appointed by the local authority to the position of Authorised Officer
<i>Conditions:</i>	Subject to the provisions of the Food Act 2008 and Council Policies, the businesses being advised of appeal rights and a detailed report to the monthly Council Meeting.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Food Act 2008
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	21st February, 2017

H06 Appointment of authorised officers – Health Act 2016

<i>Function to be performed:</i>	In accordance with section 17 of the Public Health Act, the Chief Executive Officer is authorised to appoint Authorised Officers to carry out functions under the Public Health Act 2016.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to Section 18 of the Public Health Act 2016.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Public Health Act 2016
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	21st February, 2017

H07 Authorised officers for certificates of authority

<i>Function to be performed:</i>	In accordance with the provisions of Section 24 and Section 30 of the Public Health Act 2016, the Chief Executive Officer is authorised to designate a person or class of persons as an Authorised Officer and issue Certificates of Authority.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to provisions of Section 24, 30 and 312 of the Public Health Act 2016.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Public Health Act 2016
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	21st February, 2017

H08 Appointment of authorised officers – Health (Asbestos) Regulations 1992

Function to be performed:	In accordance with Health (Asbestos) Regulations 1992, Section 15(d) (5) -, the Chief Executive Officer is authorised to appoint persons or classes of persons to be authorised officers or approved officers for purpose of Criminal Procedures Act 2004.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Public Health Act 2016, Section 25 - Certain authorised officers to have qualifications and experience.
Record of use:	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Public Health Act 2016, Health (Miscellaneous Provisions) Act 191, Health (Asbestos) Regulations 1992, Criminal Procedure Regulations 2005
Council Policy:	Nil
Date Adopted:	20th February, 2018.

H09 Dwellings unfit for habitation

Function to be performed:	To declare that a house, or any part thereof is unfit for human habitation in accordance with the provisions of Section 135 of the Health Act 2016 (as amended).
Delegated to:	Chief Executive Officer
On delegated to:	To the person occupying the office of Authorised Officer / Building Surveyor
Conditions:	Subject to the provisions of Section 135 of the Health Act 2016 (as amended).
Record of use:	Certificates issued and correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
Reference:	Section 135 of the Health Act 2016 (as amended).
Council Policy:	Nil
Date Adopted:	21st February, 2017

H10 Dwellings to be repaired

Function to be performed:	Require owner of a house declared unfit for habitation or in a poor state of repair, to make repairs and render clean such a house.
Delegated to:	Chief Executive Officer.
On delegated to:	To the person occupying the office of Authorised Officer / Building Surveyor
Conditions:	The order is accordance with the provisions of Section 139 of the Health Act 2016 (as amended).
Record of use:	Notices and correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
Reference:	Section 139 of the Health Act 2016 (as amended).
Council Policy:	Nil
Date Adopted:	21st February, 2017

BUILDING**B01 Building permit**

Function to be performed:	<p>To fulfill the obligations of the local government under the Building Act 2011 and Building Regulations 2012 in respect of:</p> <ol style="list-style-type: none">Approval or refusal of plans and specifications relating to applications for building licenses and the authority to issue or refuse a building permit, including the authority to impose conditions as appropriate.The authority to extend for a period of time for an applicant who has been issued a permit, to complete construction.The authority to approve or refuse amended plans and/or specifications including the authority to impose conditions as appropriate.
Delegated to:	Chief Executive Officer
On delegated to:	The person holding the office of Building Surveyor.
Conditions:	<ol style="list-style-type: none">Subject to the provisions of the Building Act 2011, Building Regulations 2012, relevant building codes, local laws, Council's policies and specific resolutions of the Council.Prior to issuing a building permit in respect of an application which involves the relocation of a non-transportable dwelling the application shall be submitted to the Council for determination.Applicants being advised of appeal rights.
Record of use:	Licenses and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Building Act 2011 Building Regulations 2012
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

B02 Demolition permit

<i>Function to be performed:</i>	To fulfill the obligations of the local government under the Building Act 2011 and Building Regulations 2012 in relation to a demolition permit.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to the provisions of the Building Act 2011, Building Regulations 2012, relevant Local Laws, Council's Policies and specific Resolutions of Council.
<i>Record of use:</i>	Permits and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Building Act 2011 Building regulations 2012
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	17 th May 2012

B03 Occupancy permit / building approval certificate

Function to be performed:	To fulfill the obligations of the local government under the Building Act 2011 and Building Regulations 2012 in relation to an occupancy permit.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Subject to the provisions of the Building Act 2011 and Building regulations 2012.
Record of use:	Permits issued and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Building Act 2011 Building regulations 2012
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

B04 Building order - unlawful works

Function to be performed:	To issue a building order pursuant to Building Act 2011 and Building regulations 2012 to control unlawful works as considered necessary.
Delegated to:	Chief Executive Officer
On delegated to:	Nil
Conditions:	Subject to the provisions of the Building Act 2011 and Building Regulations 2012, Local Government Act 1995, Council's resolutions and policies.
Record of use:	Notices and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Building Act 2011 Building Regulations 2012.
Council Policy:	N/A
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

B05 Building order - removal of neglected and dilapidated buildings

Function to be performed:	<p>To fulfill the obligations of the local government under the Building Act 2011 and Building Regulations 2012 in relation to the removal of neglected and dilapidated buildings:</p> <ol style="list-style-type: none">1. Where there is reason to suspect that a building within the district is in a dangerous state, to direct that the Building Surveyor or another competent person to carry out a survey of that building.2. Where the Building Surveyor or another competent person certifies that a building is in a dangerous state, to serve written building order upon the owner or the occupier of the building requiring that the building be taken down, secured or repaired.3. Where appropriate or otherwise necessary, to shore up or otherwise secure the building, as well as providing a hoarding or fence around the building to protect the public from danger.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Subject to the provisions of the Building Act 2011, Building regulations 2012, Local Government Act 1995, relevant Local Laws, Council's policies and specific resolutions of Council.
Record of use:	Building orders, notices and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Building Act 2011 Building regulations 2012
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

B06 Strata titles

<i>Function to be performed:</i>	To issue the appropriate certificates in respect to buildings as may be shown on a strata plan to be lodged for registration under the Act
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	On the provision that the building shown on the strata plan are first inspected to ensure compliance with the town planning, health and other Council requirements and that the buildings are of sufficient standard and suitable to be divided into lots pursuant to the Strata Titles Act.
<i>Record of use:</i>	Certificates and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Strata Titles Act 1985 Section 23
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21 st May 2013

B07 Building permit fees – refunds and exemptions

- Function to be performed:**
- 1 To determine applications for the refund of building permit fees where a building project is abandoned after issue of the building license
 - 2 To determine any applications from sporting, charitable and other community groups for exemption from payment of any building license fees.

Delegated to: Chief Executive Officer.

On delegated to: N/A

Conditions: This delegation applies only to that part of the building permit fee retained by Council and not to that part collected for other statutory purposes.
Any refund shall not exceed 50% of the building permit fee paid and no refund is to be made when the building project is abandoned after the expiry of 12 months from the date of issue of the permit.

Record of use: Council records and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.

Reference: Building Act 2011
Building regulations 2012

Council Policy: Nil

Date Adopted: 5th December 2006

Date Amended: 21st May 2013

B08 Depositing materials on streets

Function to be performed: To fulfill the obligations of the local government under the Building Act 2011 and Building Regulations 2012 in

relation to depositing building materials on the verge of streets and ways where appropriate.

Delegated to: Chief Executive Officer

On delegated to: N/A

Conditions: Nil

Record of use: Building licenses issued and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.

Reference: Building Act 2011
Building regulations 2012

Council Policy: Nil

Date Adopted: 5th December 2006

Date Amended: 21st May 2013

B09 Authorised persons – Building Act 2011

Function to be performed: The CEO is Delegated Authority as "Authorised Persons" under the provisions of Sections 96, 100, 102, 103, 106 and 109 of the Building Act 2011.

Delegated to:	Chief Executive Officer.
On delegated to:	The person holding the office of Building Surveyor.
Conditions:	Subject to provisions of Sections 96, 100, 102, 103, 106 and 109 of the Building Act 2011.
Record of use:	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
Reference:	Building Act 2011.
Council Policy:	N/A
Date Adopted:	21st February, 2017

B10 Certificate of design compliance

Function to be performed:	To issue Certificates of Design Compliance pursuant to Section 127 of the Building Act 2011.
Delegated to:	Chief Executive Officer.

On delegated to:	The person holding the office of Building Surveyor.
Conditions:	Subject to provisions of Section 127 of the Building Act 2011.
Record of use:	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
Reference:	Building Act 2011.
Council Policy:	N/A
Date Adopted:	21st February, 2017

TOWN PLANNING

TP01 Development applications - advertising

Function to be performed:	To advertise development applications for public comment in addition to those involving an 'SA' use where such applications should have public comment prior to consideration by the Council, and to make available from Council's file's, information regarding the development application so as the public are in a position to make a proper assessment.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	The delegation powers of the Town Planning Scheme No.2 do not allow the delegate to delegate. As the legislative power is via the planning scheme, the Local Government Act is irrelevant.
Record of use:	Development and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Shire of Dundas Town Planning Scheme No 2.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

TP02 Development applications

Function to be performed:	<p>1 To approve development applications where proposals comply with the Town Planning and Development Act, Council Planning Scheme, Policies, Codes and all other statutory provisions except where:</p> <ul style="list-style-type: none">• An advertised development application has received a submission by way of objection, other than an objection which can be satisfied by conditions of consent;• The proposed development, although not advertised, is considered to be of contentious nature;• Matters requiring concurrence of the Minister for Planning or any other Statutory Authorities. <p>2 To approve development application, where such applications vary only to a minor extent from Council's Planning Scheme, Policies or Codes;</p>
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	<p>The delegation powers of the Town Planning Scheme No.2 do not allow the delegate to delegate. As the legislative power is via the planning scheme, the Local Government Act is irrelevant.</p> <p>Subject to consultation with appropriate managerial and technical staff.</p> <p>All applications to be recommended for refusal are to be determined by Council</p>
Record of use:	<p>Development applications and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.</p>
Reference:	<p>Shire of Dundas Town Planning Scheme No 2 Town Planning and Development Act</p>
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

TP03 Development applications – extension of time

<i>Function to be performed:</i>	To approve application for a reasonable extension of time in respect to development applications previously approved by Council or approved under delegated authority.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	The delegation powers of the Town Planning Scheme No.2 do not allow the delegate to delegate. As the legislative power is via the planning scheme, the Local Government Act is irrelevant.
<i>Record of use:</i>	Development application and correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Shire of Dundas Town Planning Scheme No 2.
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21 st May 2013

TP04 Legal Proceedings – town planning

Function to be performed:	<ol style="list-style-type: none">1 Instigate prosecution proceedings in a court of competent jurisdiction.2 Represent Council where necessary at prosecutions, appeals and enquiries pertaining to the enforcement of the provisions of the Town Planning and Development Act and the implementation of Council's Town Planning Scheme.3 Seek legal advice if considered necessary.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Nil.
Record of use:	Development application and correspondence issued, and legal advice presented to Council. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Shire of Dundas Town Planning Scheme No 2.
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

TP05 Discretion to modify standards – town planning

<i>Function to be performed:</i>	To modify the development standards of the planning scheme as allowed for under the provisions of Clause 5.5 of the Scheme Text
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Provided such modifications are not considered of a controversial nature and sound justification exists for the use of discretion.
<i>Record of use:</i>	Development application and correspondence issued, and legal advice presented to Council. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Shire of Dundas Town Planning Scheme No 2.
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	5 th December 2006
<i>Date Amended:</i>	21 st May 2013

BUSHFIRE CONTROL**BF01 Firebreak order - variation**

Function to be performed:	(1) To approve or refuse application to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on land. (2) Where a landowner or occupier has failed to comply with the requirements imposed by the local government to make and maintain fire breaks, or any approval obtained under part (1) of this delegation, to invoke the powers enabled by section 33 (4), (5) & (8) of the Bush Fires Act 1954.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	Nil.
Record of use:	Copies of correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Bushfires Act 1954
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

BF02 Burning - prohibited and restricted times - variations

Function to be performed:	To varying the prohibited burning times and restricted burning times.
Delegated to:	Chief Executive Officer and Shire President
On delegated to:	N/A
Conditions:	<p>1 The Shire President and the Chief Executive Officer as the Chief Bushfire Control Officer be delegated jointly the local government's powers and duties under Section 17(7) and (8) and Section 18(5) of the Bush Fires Act; and</p> <p>2 Provided that the Officer in Charge of the Department of Environment and Conservation is consulted before the authority under this delegation is exercised</p>
Record of use:	Copies of correspondence issued. Records are to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
Reference:	Bush Fires Act 1954
Council Policy:	Nil
Date Adopted:	5 th December 2006
Date Amended:	21 st May 2013

BF03 Use of council plant

Function to be performed:	To place Shire plant and operators at the disposal of the Bush Fire Control Officer in the event of an emergency for bush fire prevention and/or control measures.
Delegated to:	Chief Executive Officer
On delegated to:	N/A
Conditions:	In situations where shire plant is required, the persons requesting such assistance must first guarantee payment of all costs incurred.
Record of use:	Copies of correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
Reference:	Bushfires Act 1954
Council Policy:	Nil
Date Adopted:	21st February, 2017

REGISTER OF DELEGATIONS**To: Audit Committee****Membership** As determined by the Council's resolution.**Role:** To fulfill Council's statutory requirements pursuant to the Local Government (Audit) Regulations.**Delegated Duties and Responsibilities**

The following duties and responsibilities are delegated to the Audit Committee by the Council at the Ordinary Meeting of the Council held on the 21st October 2014:-

1. Provide guidance and assistance to the Council in carrying out the functions of the Shire in relation to audits which includes risk management, internal controls and legislative compliance.
2. Develop and recommend to the Council an appropriate process for the selection and appointment of a person as the Shires auditor.
3. Develop and recommend to the Council a written format for the proposal to tender for the Shires audit. The proposal is to include –
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid; and
 - the method of communication to be used between the auditor and the Shire.
4. Recommend to the Council the person or persons to be appointed as auditor.
5. Liaise with the CEO to ensure that the Shire does everything in its power to:
 - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously.
6. Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - determine if any matters raised require action to be taken by the Shire; and
 - ensure that appropriate action is taken in respect of those matters.
7. Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and present the report to the Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
8. Review the relevant audit process annually to ensure that it is effective and meets the objectives of the Shires "Internal Audit and Risk Management Policy".
9. Oversee the Shires Risk Management Plan and
 - support the implementation of the risk management and culture development program throughout the Shire;
 - make recommendation of the risk tolerance level for the Council to consider and adopt as appropriate;
 - bring to the attention of the Council the high to extreme identified risks and their recommended treatment;
 - establish the risk management plan which is aligned with the strategic planning process; and
 - actively promote risk management throughout the Shire.
10. To meet with the auditor at least once in every year in accordance with Section 7.12A(2) of the Local Government Act 1995.

Date Amended: 21st October 2014

To: Chief Executive Officer

Delegations

In accordance with Local Government Act Section 5.42(1), I advise that the Council of the Shire of Dundas on 20th May 2014 resolved, by absolute majority, to delegate the following duties and powers to you:

FINANCE

- F01 Payments from trust and municipal funds
- F02 Investments
- F03 Hire fees & charges – recreation centre
- F04 Donations
- F05 Budget implementation
- F06 Conferences, seminars, training – expenses of Councilors and Staff
- F07 Expenditure prior to adoption of budget
- F08 Insurance
- F09 Rate records and recovery of rates and service charges
- F10 Insurance – public liability claims
- F11 Surplus equipment, materials and tools
- F12 Trust fund
- F13 Loan raising and borrowing on credit
- F14 Purchase order authorization
- F15 Recovery of debts
- F16 Land valuation

ADMINISTRATION

- A01 Use of Shire vehicle
- A02 Staff housing
- A03 Staff relocation expenses
- A04 Salaries
- A05 Liquor – sale and consumption at recreation centre
- A06 Impounding goods – authorised employee
- A07 Award - industrial matters
- A08 Contract variations
- A09 Legal advice
- A10 Native title
- A11 Telephone – Employees private use & Shire business
- A12 Enforcements and legal proceedings
- A13 Delegation of power
- A14 Executive functions
- A15 Council members – register of delegations to committees
- A16 Certain things to be done in respect of land
- A17 Tenders
- A18 Power of entry
- A19 Copies of information

ENGINEERING

- E01 Temporary rural road closures
- E02 Powers of entry onto land
- E03 Road trains and extra mass permits
- E04 Traffic control signals and road regulatory signs
- E05 Temporary closure of thoroughfares to vehicles
- E06 Events on roads

- E07 Use of contractors
- E08 Light vehicle replacement
- E09 Land for roads
- E10 Street tree removal
- E11 Road closures
- E12 Gates and other devices across thoroughfares
- E13 Dangerous excavation in or near public thoroughfares
- E14 Crossovers
- E15 Public thoroughfares – fixing levels alignments or drainage to adjoining land
- E16 Pipelines under thoroughfares
- E17 Drilling on roadsides
- E18 Doing things on land that is not local government property
- E19 Private work

HEALTH

- H01 Environmental health
- H02 Local government septic plan approval
- H03 Dealing with nuisances
- H04 Camping other than at a park or a camping ground
- H05 Food Act 2008 – enforcement action (section 122)
- H06 Appointment of authorized officers – Health Act 2016
- H07 Authorised officer for certificate of authority
- H08 Dwellings unfit for habitation
- H09 Dwellings to be repaired

BUILDING

- B01 Building permit
- B02 Demolition permit
- B03 Occupancy permit
- B04 Building order – unlawful works
- B05 Building order - removal of neglected and dilapidated buildings
- B06 Strata titles
- B07 Building permit fees – refunds and exemptions
- B08 Depositing materials on streets

TOWN PLANNING

- TP01 Development applications – advertising
- TP02 Development applications
- TP03 Development applications – extension of time
- TP04 Legal proceedings – town planning
- TP05 Discretion to modify standards

BUSHFIRE CONTROL

- BF01 Firebreak order – variation
- BF02 Burning – prohibited and restricted times – variation
- BF03 Use of council plant

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Shire President

To: Deputy Chief Executive Officer

Delegations

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of this delegation including the scope and conditions of delegation and record of use of the delegation:

FINANCE

- F01 Payments from trust and municipal funds
- F02 Investments
- F12 Trust fund
- F13 Loan raising and borrowing on credit
- F14 Purchase order authorisation

ADMINISTRATION

- A01 Use of Shire vehicle
- A10 Native title
- A11 Telephones - Employees private use & Shire business
- A13 Delegation of power
- A19 Copies of information

.....
Chief Executive Officer

To: Manager of Works

Delegations

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of this delegation including the scope and conditions of delegation and record of use of the delegation:

FINANCE

F14 Purchase order authorisation

ADMINISTRATION

A14 Executive functions

A18 Power of entry

ENGINEERING

E01 Temporary rural road closures

E02 Powers of entry onto land

E03 Road trains and extra mass permits

E07 Use of contractors

E08 Light vehicle replacement

E10 Street tree removal

E12 Gates and other devices across thoroughfares

E13 Dangerous excavation in or near public thoroughfares

E14 Crossovers

E15 Public thoroughfares – fixing levels, alignments, or drainage to adjoining land

E16 Pipelines under thoroughfares

E17 Drilling on roadsides

.....
Chief Executive Officer

To: Manger Projects

Delegations

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of this delegation including the scope and conditions of delegation and record of use of the delegation:

FINANCE

F14 Purchase order authorisation

ADMINISTRATION

A14 Executive functions

A18 Power of entry

ENGINEERING

E01 Temporary rural road closures

E02 Powers of entry onto land

E07 Use of contractors

E10 Street tree removal

E19 Private works

.....
Chief Executive Officer

To: Senior Administration Officer

Delegations

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of this delegation including the scope and conditions of delegation and record of use of the delegation:

FINANCE

- F01 Payments from trust and municipal funds
- F02 Investments
- F12 Trust fund
- F14 Purchase order authorisation

.....
Chief Executive Officer

To: Manger Community Development

Delegations

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of this delegation including the scope and conditions of delegation and record of use of the delegation:

FINANCE

F14 Purchase order authorisation

.....
Chief Executive Officer



10.4.4

Officer's Reports

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REPORT OF CHIEF EXECUTIVE OFFICER

PRESENTED AT WORKSHOP MEETING FEBRUARY 2018.

1. Works Manager

Peter Crawford has commenced duties and has already demonstrated that he will be an enormous asset to the shire. Peter brings many years of local government experience with him.

As was agreed in his interview, Peter is currently on two weeks unpaid leave. His duties are being overseen by Darren Walsh.

2. Progress at Norseman and Eucla Airstrips

The status of the Norseman airstrip upgrade is as follows:

- Placement of Gypsum on the runway sides is complete
- Haulage of rock as a base for the airstrip is complete
- Cartage of gravel to cover the rock is almost complete with the machines now engaged in finishing the spreading, watering and compaction to finished sub base level.

The contractor is in the process of crushing samples of rock from a nearby mine site to present to the Shire consultant for approval. This material will be used as a final base course which will then be watered, compacted and have a two coat hot bitumen seal applied as the final running surface.

The consultant is also in the final process of gathering details of materials for the lighting installation which will commence in about two weeks with the trenching and laying of cables and conduit. The crushed rock base course will then begin to be hauled in immediately the laying of these cables is complete.

Once the crushed rock is laid and sealed, the final installation of the above ground runway and taxiway lighting will be commenced.

The upgrade will be completed when the runway has been line marked and the airstrip will be then ready for operation.

It is anticipated that if all operations go to plan, the runway should be ready for operation by May this year.

EUCLA AIRSTRIP

Progress at the Eucla airstrip:

Aerodrome Management Services have been contracted to take samples of the runway sub soil and test that material to ascertain what properties it contain that would support the in situ upgrade of the airstrip. Those tests were conducted in mid-January but as of today's date, results of that testing are still not available. Until the results of those tests are known, it is impossible to predict what the next step will be as the structure of the soil will determine the future direction.

3. Skateboarding in Roberts Street business area.

We have received a complaint from our senior citizens who are concerned for their safety when going shopping in town. There are a group of young people who have disregard for people's safety by racing up and down the shopfronts on scooters/skateboards etc.

Shire management is proposing to go the "education" route and will hold suitable sessions at the school to explain the pressure and stress that their actions are causing to the elderly. Norseman Police will be invited to assist.

4. Pioneer Resources Ltd

Pioneer Resources Managing Director called on the CEO on Friday 9th February to introduce themselves to the shire and to update us on recent progress.

The company operates some 40 kms to the north of Norseman, inside the shire boundary. They have recently discovered caesium which is a soft, silvery element which readily combines with oxygen and is used as a getter, a material that combines with and removes trace gasses from vacuum tubes. It is used in atomic clocks and as a catalyst in the hydrogenation of certain organic compounds. David Crook, the group managing director pointed out that the main suppliers of cesium were in Canada and Zimbabwe.

5. Woodlands Centre

I have been in contact with Cartman Design in Esperance who are still waiting on the consulting engineer to get back to work after the holiday period.

As of this morning (15.02.2018) – they expect to get the required information today and should be able to present costings to us by this evening.

6. ML 63/78

During January 2018 Shire management lodged an objection to the granting of a Miscellaneous Licence ML 63/78. Discussions were held with Avoca Mining about the practicalities of mining in that area with the result that Avoca undertook to withdraw their application. This withdrawal has been done and will be ratified at the Wardens Court this week.

7. Recent Fires – Acknowledgement of effort by volunteer staff members

Shire management have prepared an award acknowledging the magnificent work done by our staff members in fighting the fires over an extended period during December, January and February. The proposal is that they be presented with their award during the council meeting on 20 February 2018. Their family members will be invited to the ceremony as well. The staff members are:

Peter Ladewig

Sonya Ellison

Stephen Bowyer

Mark Crick

Steve Borsi

Ray Marcon

Matthew Kay

This is the second year that our volunteers have missed the Christmas season with their families.

8. LEMC meeting

Our next LEMC meeting will be held on Wednesday 21st February 2018 at 10:30am. These meetings are held quarterly and our membership includes emergency agencies from the Goldfields Esperance region and representatives from local mines. LEMC management are currently working on a joint activity with Coolgardie.

9. Liquid Waste

The Shire is not achieving the required output from the liquid waste system, installed some 4 years ago. It appears to be a design fault and management are aware of this and will report more fully once our new Works Manager has had an opportunity to investigate the problem.

**REPORT TO COUNCIL
COUNCIL ORDINARY MEETING TUESDAY 19TH December 2017**

AREA: COMMUNITY DEVELOPMENT

OFFICER: Pania Turner

Period of Reporting: December 2017- February 2018

A warm New Year welcome to Council. The Community Development Team look forward to progressing planned projects, engaging community, building community and industry partnerships and finding opportunities that will benefit the Shire of Dundas throughout 2018.

My apologies for this meeting as I will be attending the Melbourne Caravan and Camping Show as part of the Goldfields Tourism Team promoting Dundas as not only the eastern gateway into WA but as a place to enjoy woodlands, investigate mining heritage, learn about culture and as a welcome reprieve to stay a night or two and enjoy a break from the drive. I look forward to reporting more at the March meeting.

Norseman Town Centre Heritage Walk

Council will have seen the heritage images in the Norseman Town Centre start to go up and feedback from the community and business owners has been positive. With this project we will continue to work with community groups to further develop the opportunity the images provide of drawing people into the town centre.

Community groups, business and organisations involved in the project have been:

Iragul Community Arts: Street Banners

Norseman Historical Society

Norseman District High School: School Entry Signage through HOPE Project

Lynn Webb Photography: Graphic Work, Site Assessment and Creative Design

Norseman Men's Shed: Street Planter Boxes

Dundas Fencing: Sign Placement

Doll Museum: Site Location

Norseman Hotel: Site Location

Activity Cave: Site Location

Norseman IGA: Site Location

Funding for this project comes from the Western Australian State Government through the Local Jobs Local Projects initiative.

Norseman Community Health Centre

Community Development met with the WA Country Health Service (WACHS) Goldfields Coordinator of Nursing and Community Health Margaret Cadenhead and Esperance Community Health Nurse Chris Vye to discuss the WACHS future plans and community health services to Norseman.

For Councillors information the following areas were discussed:

- The position of Community Health Nurse is still being advertised however the position is yet to be filled.
- Norseman will be serviced by a community health nurse travelling from Esperance once a week. At this time the day will be a Tuesday, with the Community Health being open in the mornings and any visiting appointments such as immunisation at the school being done in the afternoon.
- A collaborative services mapping exercise to be undertaken during March and April with community health stakeholders to investigate gaps in services and the doubling up of services.
- Discussion regarding Telstra Health which sees Telstra providing a range of technology solutions to connect healthcare providers with patients.



Australia Day Breakfast

Congratulations to the recipients of the Citizenship Awards at the Shire's Australia Day Big Breakfast morning. People such as our recipients really do make communities have heart and soul.

It seems to be human nature at times to be quick to identify what is not going well in our community however there are many who contribute to making Dundas a great place to live. Working in and with Community it is easy for staff and Councillors to recognise that those doing good far out-number those inclined to be negative. There are many local residents across the Shire doing their best to enjoy life and contribute positively to the place they call

home. Publicly acknowledging the good that happens across the Shire is an investment in community wellbeing. Such events as the Australia Day Breakfast where people can come together to celebrate all that we enjoy about our home is always well received by residents and visitors. Thank you to all staff and Councillors who helped on the morning.

Norseman District High School

Norseman District High School has started off the year with a student population of 81. Speaking with the Principal the school has had to adjust some of its classes to cater for the smaller teaching allocation. Currently they have

Administration	1 Full-time Principal	1 Full-time Deputy (will be teaching in high school also)	1 Full-time Business Manager 1 School Officer
Primary	4 Full-time Teaching Staff	1 Part-time	3 Class groups 1 Specialist Class Group (Sports & Art)
High School	2 Full-time Teaching Staff		
3 Education Support Assistants 1 Library Officer			

The last few years have seen the Shire and the School work together on a number of projects and community initiatives. These collaborations enhance the opportunity for positive educational outcomes for the children and youth of Norseman.

It is increasingly evident that essential services for residents of small communities such as education and health require innovative approaches to provide quality outcomes. Recent cuts to public education saw regional families protest strongly over what was perceived as a lack of support for good education for children living rural and remote areas. Communities are directly impacted by the quality of school services that are available to residents, with local government being placed in the position of filling *service gaps*. Whilst it is pleasing to see a reversal of cuts to School of the Air communities must continue to seek from government adequate resourcing of local schools and training services for our youth.

Cashless Debit Card Goldfields Trial

There has been some discussion on social media regarding the start of the Goldfields Trail of the Cashless Debit Card, and in turn this has led to questions from the community regarding Norseman participation in the trial.

Council will remember that in the October 2017 meeting a resolution was passed to make a submission to join this trial. With a newly elected Council the position was reviewed and discussion around wanting more

robust community consultation and to gauge how the trial went in other communities was raised. As the submission date has passed Council may want to consider clarifying the position to the local community as there seems to be some confusion.

Goldfields Tourism Association

Goldfields Tourism will be in the Shire of Dundas mid-March. The visit will include the quarterly GT Board Meeting as well as separate meetings with Councillors and the Norseman Visitor Centre. Council's sitting representatives are Councillor Sharon Warner and the Manager of Community Development, both of whom take to the board the priorities of the Shire in relation to all things tourism. The workshop with the GTN CEO and a guest tourism presenter will offer elected members opportunity:

- to understand the current trends and climate of tourism in Western Australia and how we can as a Shire support the development of product to meet the demands of informed travelling public
- to ask questions of return of investment being a member of Goldfields Tourism Network
- to identify key areas the Shire of Dundas would like to see coming from Goldfields Tourism Network

Goldfields Tourism will also be conducting the second stage of the video and content creation road trip visiting areas of interest and significance to include in the suite of marketing imagery to be used, the trip will include the Eyre Highway and Eucla.

Norseman Visitor Centre

The Norseman Visitor Centre is in the first stages of developing its Strategic Plan. This is an exciting time for the Visitor Centre as the committee looks to:

- conducting an audit of the Tourism product available across the Shire
- identifying key priorities and projects they will be taking on
- build industry partnerships
- develop tourism product
- market our heritage, environmental and cultural assets
- increase membership

The Norseman Visitor Centre committee is a diverse group of people and skills with members having backgrounds in community services, education, local business, the historical society and tourism. The VC offers visitors to the Shire professional and friendly service with Visitor Centre volunteers a vital resource to the operation of the centre.

Disability Access and Inclusion Plan

Councillors will see in their papers relating the Draft Shire of Dundas Disability Access and Inclusion Plan. The DAIP is now being presented to Council for adoption at the meeting as it has been reviewed and approved by the Disability Commission.

The DAIP was developed through community consultation, review of the 2012-2017 DAIP and in consideration of the Shire of Dundas Strategic Community Plan.

Achieving the 7 Outcomes contained within the DAIP is done through an Implementation Plan which is available as Appendix 1 of the DAIP for Councillors to view.

Norseman Aquatic Centre

For Council's information the Norseman Pool and Shire have been receiving very good feedback from visitors to our community as they stop for a cooling reprieve at the pool. Tourists staying in town have touted the pool as an oasis in the heat with friendly service. Families have mentioned the lovely lawned areas and shade *stating you just wouldn't get this in the city*. These often overlooked positive interactions with our town are important marketing tools as word travels fast in the caravanning community. Well done to all who work to make our pool an oasis in the bush.

**REPORT TO COUNCIL
COUNCIL ORDINARY MEETING TUESDAY 20th February 2018**

AREA: Youth
Period of Reporting: January – February 2018

OFFICER: Margaret McEwan

Youth Report

Youth Services and the Community Resource Centre have been working together to provide fun, exciting and new activities for the youth of Norseman. Drumbeat Quest (Discovering Relationships Using Music, Beliefs, Emotions, Attitudes & Thoughts) provided by the CRC this is for ages 8-16yrs It is an interactive computer game that aims to develop children's social and emotional learning, It helps to identify skills to promote a strong sense of personal identity and wellbeing. Angie and myself have done training on how to use the game so we can show the kids how to play, this is a free program for the youth of Norseman and hope to have it up and running by next month.

Basketball has started for 2018 with only two games left for the season, sadly we have lost 3 kids that played in different teams as they have now left Norseman for school, the last game will be on the 9th March 2018.

Sports night is now twice a week Friday night and Saturday afternoons this is to encourage kids to stay active and to have fun while doing it, this activity is for all ages and for the whole community. Registration for football is now open a notice will go up on Facebook and notice boards to let parents know they will need to register their children if they are interested to play. Netball will be starting soon waiting for registrations to open.

Currently looking into different school holiday camp for the kids of Norseman. Camp Quararup is popular for school holidays this is located in Albany with loads of programs for the kids such as teambuilding, swimming, raft making, bush walks and many more. Looking at the second week of July or the first week of September.

Norseman youth service will be helping the Kalgoorlie triathlon club on the 17th February as they hold their annual triathlon event here in Norseman as they do every year this year they will be having a movie night after for the community and the athletes to encourage them to stay the night in Norseman. I look forward to this event and hope it is a great day.

Youth centre computers are available for students to use after school for homework and research if any kids would like help with homework or school assignments they are available and I am here to help where I can 😊.

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2017-18 Budget Review

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Budget Review - Mgt format

2017/18

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SHIRE OF DUNDAS
BUDGET REVIEW - MGT FORMAT
FOR THE PERIOD ENDED

31 JANUARY 2018

	2017/18 BUDGET	BUDGET YTD	ACTUAL YTD	2017/18 BUDGET REVIEW	VARIANCE
In \$					
OPERATING EXPENDITURE					
General Purpose Funding	374,556	174,629	175,820	405,682	31,127
Governance	647,223	428,991	404,639	661,374	14,152
Law, Order, Public Safety	138,292	81,389	180,618	248,992	110,699
Health	162,135	96,682	87,869	199,814	37,679
Education and Welfare	233,470	137,934	144,529	241,261	7,791
Housing	85,419	51,718	71,670	107,034	21,614
Community Amenities	588,170	343,289	263,714	564,018	-24,153
Recreation and Culture	1,193,101	706,493	700,579	1,297,306	104,205
Transport	1,904,545	1,111,335	1,078,959	1,968,511	63,966
Economic Services	383,968	249,195	219,585	435,494	51,526
Other Property and Services	5,408	26,274	137,541	82,749	77,341
Sub Total	5,716,286	3,407,929	3,465,523	6,212,233	495,947
OPERATING REVENUE					
General Purpose Funding	-2,754,118	-2,421,963	-2,507,972	-741,150	2,012,968
Governance	-41,500	-24,178	-36,027	-41,705	-205
Law, Order, Public Safety	-19,500	-11,016	-4,805	-156,200	-136,700
Health	-4,500	-2,618	-3,741	-4,500	0
Education and Welfare	-85,000	-65,000	-61,314	-81,019	3,981
Housing	-17,740	-10,332	-10,707	-15,240	2,500
Community Amenities	-159,000	-146,898	-168,119	-173,070	-14,070
Recreation & Culture	-120,150	-61,203	-1,721	-106,450	13,700
Transport	-239,996	-153,667	-159,104	-250,183	-10,187
Economic Services	-150,985	-88,025	-96,842	-192,105	-41,120
Other Property and Services	-30,875	-17,997	-40,778	-51,705	-20,830
Sub Total	-3,623,364	-3,002,897	-3,091,131	-1,813,327	1,810,037
NET RESULT	2,092,922	405,032	374,393	4,398,906	2,305,984

	2017/18 BUDGET	BUDGET YTD	ACTUAL YTD	2017/18 BUDGET REVIEW	VARIANCE
In \$					
CAPITAL EXPENDITURE					
General Purpose Funding	125,000	72,884	114,974	140,000	15,000
Governance	253,716	7,000	3,620	15,000	-238,716
Law, Order, Public Safety	22,000	0	0	32,000	10,000
Health	44,762	22,381	22,230	44,762	0
Education and Welfare	0	0	0	0	0
Housing	73,000	72,998	13,584	73,000	0
Community Amenities	75,000	51,658	7,326	85,000	10,000
Recreation and Culture	804,000	249,452	170,642	934,900	130,900
Transport	3,788,707	2,922,229	1,416,477	4,230,957	442,250
Economic Services	1,000,000	166,600	29,938	1,000,000	0
Other Property and Services	0	0	0	0	0
	6,186,185	3,565,202	1,778,791	6,555,619	369,434
CAPITAL INCOME					
Governance	0	0	0	0	0
Law, Order, Public Safety	0	0	0	0	0
Health	0	0	0	0	0
Recreation & Culture	-623,000	0	0	-813,000	-190,000
Transport	-3,453,350	-2,744,189	-973,955	-3,530,059	-76,709
Economic Services	-1,000,000	-1,000,000	0	-1,000,000	0
Other Property and Services	0	0	0	0	0
Transfers from Reserves	0	0	0	0	0
	-5,076,350	-3,744,189	-973,955	-5,343,059	-266,709
Budget (Suplus)/Deficit	3,202,757	226,045	1,179,228	5,611,466	2,408,709
Asset Register Depreciation	-2,092,190	-1,219,883	-1,397,937	-2,384,544	-292,355
Plus Profit/(Loss)	24,131	24,523	25,416	25,416	1,285
Movement in Non Current LSL Provision	0	0	0	0	0
Movement in Deferred Rates	0	0	0	0	0
Proceeds On Disposal Of Assets	-40,000	-40,000	-39,086	-39,086	914
Previous Year (Surplus)/Deficit	-1,094,699	-1,094,699	-1,094,699	-1,094,699	0
Budget (Surplus)/Deficit	-0	-2,104,014	1,327,079	2,118,553	2,118,553

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RECREATION & CULTURE		2017/18 BUDGET	BUDGET YTD	ACTUAL YTD	2017/18 BUDGET REVIEW	VARIANCE	COMMENTARY
3086	Community Engagement Projects	22,500	13,104	2,810	17,500	-5,000	
OC15	Community Engagement Projects - Community Consultation	10,000	5,831	755	5,000	-5,000	
OC16	Community Engagement Projects - Ngadju Engagement	5,000	2,912	254	5,000	0	
OC17	Community Engagement Projects - Youth Council	2,500	1,456	167	2,500	0	
OC18	Community Engagement Projects - Others	5,000	2,905	1,634	5,000	0	
3087	Community Events	50,400	29,330	15,498	32,500	-17,900	
OC19	Community Events - ANZAC	1,000	574	0	1,000	0	
OC20	Community Events - Australia Day	1,400	805	500	1,400	0	
OC21	Community Events - Blessing of the Roads	500	287	0	500	0	
OC22	Community Events - Christmas Events	7,000	4,081	9,067	9,100	2,100	
OC24	Community Events - Community Gold Fever Festival	20,000	11,648	0	0	-20,000	Not taking place before June 30th
OC25	Community Events - Remembrance Day	500	287	12	500	0	
OC26	Community Events - NAIDOC	2,000	1,162	909	2,000	0	
OC27	Community Events - Jungkajungka Woodlands	18,000	10,486	5,010	18,000	0	C/F from Jungkajungka 2016/17
3088	Community Development - Professional Development	5,000	2,912	5,621	7,500	2,500	
3089	Community Development - Salaries	87,099	50,785	53,764	87,099	0	
3090	Community Development - Superannuation	13,432	7,826	7,555	13,432	0	
4022	Community Grants Program	30,000	17,493	800	15,000	-15,000	
3972	Other Culture - Depreciation	8,684	5,061	11,915	20,500	11,816	
		361,715	211,856	156,819	318,631	-43,084	
Operating Income							
3015	Other Culture - Grants	-106,350	-53,174	3,600	-96,350	10,000	Lotterywest Street Murals & Woodland Events \$ 33.5k / Lotterywest Heritage Photos \$20k / GEDC \$ 43k
3103	Other Culture - Contribution	-6,200	-3,612	-1,577	-2,500	3,700	Sponsorships \$2.5k
		-112,550	-56,786	2,023	-98,850	13,700	
Capital Expenditure							
3084	Museum Building Renovations	30,000	29,993	450	30,000	0	
OC13	Museum Gazebo Seating	30,000	29,993	450	30,000	0	Improvements suggested by the engineer
		30,000	29,993	450	30,000	0	
		1,253,951	894,742	869,500	1,312,756	58,805	

ECONOMIC SERVICES		2017/18 BUDGET	BUDGET YTD	ACTUAL YTD	2017/18 BUDGET REVIEW	VARIANCE	COMMENTARY
8102	DCP (Old Shire) Building Maintenance	3,000	1,750	520	3,000	0	
OP03 80 Prinsep Street Building Maintenance		3,000	1,750	520	3,000	0	
3313	Camel cafe Building Maintenance	0	0	44	500	500	
HP60 Camel cafe Building Maintenance		0	0	44	500	500	
8122	80 Prinsep Street Utilities	1,000	581	354	1,000	0	Water - DCP (Old Shire) Building
OP07 80 Prinsep Street (Utilities)		1,000	581	354	1,000	0	
8142	DCP (Old Shire) Building Insurance	1,000	1,000	1,272	1,272	272	
5292	Admin Alloc - Other Economic Services	3,396	1,974	1,934	3,496	100	
		151,881	88,899	101,737	191,268	39,387	
Operating Income							
7273	Water Sales	-20,000	-11,662	-19,868	-35,000	-15,000	
7293	Reimbursement Telecentre Expenses	-121,985	-71,127	-68,260	-145,000	-23,015	
7283	Proceeds- Sale Of Scrap	0	0	-2,605	-2,605	-2,605	
8113	Rent from DCD Building	-6,000	-3,493	-4,364	-6,000	0	
		-147,985	-86,282	-95,096	-188,605	-40,620	
Capital Expenditure							
3386	Woodland Cultural and Visitor Centre	1,000,000	166,600	29,938	1,000,000	0	R2R (Gold Field and Esperance Revitalisation) \$1.6m / Lotterywest \$430k / BBR \$450k
HP63 Woodland Cultural and Visitor Centre - Upgrade Phase 1							
		1,000,000	166,600	29,938	1,000,000	0	
		1,000,000	166,600	29,938	1,000,000	0	
Capital Income							
3395	Grants - Woodland Cultural and Visitor Centre	-1,000,000	-1,000,000	0	-1,000,000	0	R2R \$1.6m / LW \$430k / BBR \$450k
		-1,000,000	-1,000,000	0	-1,000,000	0	
		232,983	-672,230	152,681	243,389	10,406	

