



MINUTES

ORDINARY COUNCIL MEETING

HELD IN THE COUNCIL CHAMBERS, MEEKATHARRA

ON

SATURDAY 20 APRIL 2024

COMMENCED AT 9.30 AM

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

1.1 DECLARATION OF OPENING

The Shire President Cr HJ Nichols declared the meeting open at 9.30am.

1.2 DISCLAIMER READING

No responsibility whatsoever is implied or accepted by the Shire of Meekatharra for any act, omission or statement or intimation occurring during this Meeting.

It is strongly advised that persons do not act on what is heard at this Meeting and should only rely on written confirmation of council's decision, which will be provided within fourteen (14) days of this Meeting.

The Shire President read the disclaimer out loud.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OR ABSENCE

Members

Cr HJ Nichols	Shire President
Cr MJ Smith	Deputy Shire President
Cr BM Day	
Cr MR Hall	
Cr WJ Ward	
Cr DK Hodder	
Cr JC Holden	

Staff

Kelvin Matthews	Chief Executive Officer
David Schulz	Community Development & Services Manager
Nathan Cain	Deputy Chief Executive Officer

Apologies

Felicity Anderson	Executive Assistant
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Approved Leave of Absence

Nil

Observers

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATION FOR LEAVE OF ABSENCE

Nil

6. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

There will be a presentation from Barry Small from Bravura Design.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 ORDINARY COUNCIL MEETING HELD 16 MARCH 2024

Council Recommendation / Resolution:

Moved: Cr DK Hodder

Seconded: Cr BM Day

That the minutes from the Ordinary Council Meeting held 16 March 2024 be confirmed.

RESOLUTION 2023/24-195

CARRIED 7/0

For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr WJ Ward, Cr DK Hodder, Cr JC Holden

Against: Nil

7.2 HEALTH BUILDING AND TOWN PLANNING MEETING HELD 16 MARCH 2024

Council Recommendation / Resolution:

Moved:

Seconded:

That the minutes from the Health Building and Town Planning Meeting held 16 March 2024 be received.

RESOLUTION 2023/24-196

CARRIED 7/0

For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr WJ Ward, Cr DK Hodder, Cr JC Holden

Against: Nil

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Attended the Community Resource Centre/Visitor Centre official opening.

Attended the WALGA Cue Parliament on 19 April 2024.

Advised that ABRA Mine is under administration – Road Agreement.

9. REPORTS OF COMMITTEES AND OFFICERS

9.1 OFFICERS MONTHLY REPORTS

9.1.1 WORKS & SERVICES MANAGER'S REPORT – MARCH 2024

Shire Construction Crew

- Airport turnaround preparation for sealing completed.
- Mount Clere Road inspection undertaken and floodways completed.
- Sandstone Road maintenance grading first 5kms commenced.
- 135 Darlot street septic tank broken up, compacted and filled with material.
- Rehab Yoothapina pit and cart gravel for Airport turnaround.
- 1000 tonne of screened sand carted from Coodardy Station (Cue) to sandpit at Airport.
- Pick up service truck from Perth and return to Depot.

Rural Roads Supervisor

- Road counters downloaded for the month.
- Woodlands Mount Augustus Road inspection.
- Ashburton Downs Road record and inspection of flood damage.
- General road closure and inspections over the wet period of March.
- Mount Vernon overnight stay. Floodway inspection of Big Pigandy, Little Pigandy, Gorge Creek and Deverell Creek.
- Mount Clere Road flood inspection.
- Mingah Springs Road inspection.
- Wiluna North Road /Paroo Road flood inspections.

Contract and Council operator Maintenance Grading

- Council 12H– Sick leave for one month.
- Council 12H– Ashburton Downs Road.
- Northampton Grader Higher - Wiluna North Road completed. Bulloo Downs Road completed. Turee Creek Road 25 days ongoing.
- Ilgarari Road floodway damage repairs.

Flood Damage

- Nil

Contractor Schedule for Flood Damage

- Nil

Progress on Works

- Construction crew working on Nannine-Polelle Road.
- Continue maintenance grading Sandstone Road to Shire boundary.
- Construction camp generator arrived. Electrician engaged to wire camp and commission.
- Septic tanks and leech drains arrived. Camp in place in the Depot, connect sewerage and commission in depot.
- Water tanks on order expected delivery 4-6 weeks away and then bolt onto trailer.
- Fuel tank trailer safety inspection. Order new parts, and begin assembly ready for commissioning.

Budget and Progress Update

- New Grader delivery 17th April 2024.
- New Generator 137kva and fuel tank arrived.

Town Crew Maintenance-for the Monthly Report

- Smashed glass across roadways, graffiti and damage to town signs – clean up.
- Footpaths swept to remove gravel coming from laneways due to motor bike activity and using blower, brooms and skid steer.
- Mowing of vegetation in laneways.
- Verges and laneways are being maintained and spraying done.
- Removed rubbish Main Street around town and parks and gardens.
- Push up at rubbish tip regularly.
- Cemetery clean-ups and dig infant grave.
- Note one staff member on board with new employee commencing March 21st 2024. One road crew member utilised to help out in town.
- Furniture and ground maintenance work to 107 and 103 Hill Street in preparation for new staff members.
- Ongoing shelving installation to the records room building as shelving is delivered.

Plant, Vehicles and Machinery – Maintenance and Repairs

- P532 – Carry out engine service and mechanical safety inspection.
- P605 – Carry out 22,500 km service and safety inspection.
- P527 – Carry out 35,000 km service and safety inspection.
- P627 – Carry out 20,000 km service and safety inspection.
- P525 – Carry out 50,000 km service and safety inspection.
- P484 – Carry out 500 hr service and repairs to air leak at the park brake.
- P538 – Carry out service on prime mover, grease all points, degrees and wash down, and safety check.
- P605 – Carry out 22,500 km service and safety inspection.
- P517 – Carry out a maintenance check, adjust breaks, repair grease lines, grease all points and a safety inspection.
- P521 – Remove and replace 2 rear front diff airbags, readjust ride height.
- P620 – Grease all grease points, inspect air lines and under carriage, Adjust breaks and repair faults found.
- P621 – Grease all grease points, inspect airlines and under carriage, adjust breaks and repair faults.
- P617 – Grease all grease points, inspect airlines and under carriage, adjust brakes.
- P627 – Remove Engel fridge from old wsm vehicle and install into P627.
- P512 – Travel to gravel pit and repair air system and governor, complete a DPF burn.
- P545 – Carry out service and safety inspection.
- P452 – Inspect clutch fault, order parts, remove batteries for new isolator, and install.
- P539 – Call out to broken down freightliner, Empty main tank, secondary tank full, secondary tank breather blocked.

Staff Movement

- Nil

Project & Maintenance Officers Update

Staff Housing / Shire Buildings / Projects

- 137 Darlot Street - Seeking quotes for repair of verandas.
- 101 Darlot Street - Replacement of leech drains six weeks behind schedule.
- 135 Darlot Street - Old septic tanks have been removed, holes filled and compacted and still waiting for EHO approvals.
- Unit 2 Regan Street - Floors, Painting, Blinds complete. House is ready for occupation.
- 107 Hill Street - Ready for occupation
- 103 Hill Street - Ready for occupation
- Records/Archive - Shelving units all on site. Installation should be completed before month end.
- Squash Court work complete - court operational.
- Airport Fuel Depot - Communication break down with Fuelfix. Reconnected and progressing toward quote being made.

Electrical.

- Youth Centre as per below.

Works Requests

- Airport lost keys found.
- Lloyds Plaza ATU pumps replaced.
- Kids Zone, seeking quotes for retic.
- Youth Centre - Upgrades done to lighting and IT connections, Upgrades to toilet block lighting imminent, attach entrance sign, replace projector lamp, replaced led tube lights, replace south side green exit sign, remove oven in kitchen.
- Lions Park. Waiting on approvals for BBQ cover and seating area. Seeking new quotes for retic works.

Plumbing

- Shire Office – repaired leaking toilet

Officers Recommendation / Council Resolution:

Moved: Cr BM Day

Seconded: Cr MJ Smith

That the Works and Services Manager's report for March 2024 be received.

RESOLUTION 2023/24-197

CARRIED 7/0

For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr WJ Ward, Cr DK Hodder, Cr JC Holden

Against: Nil

9.1.2 COMMUNITY DEVELOPMENT AND SERVICES MANAGER'S REPORT - MARCH 2024

Activity	Girls		Boys		Activity Total	No. of Sessions	Average Attendance
	5-9	10-17	5-9	10-17			
10+ Nights		56		64	120	12	10
Football/SMF sport		29		44	73	3	24
Kidzone	120		105		225	19	11
After school activities		33		26	59	10	6
Indoor/Outdoor Sports		73		90	163	8	20
Pool/Swim		28		32	60	5	12

During March we ran our regular after school and evening sessions which have included a variety of sports, art and other activities with the weather cooling off and there being some rainy days we finished our pool season a little earlier and started movie nights again. We began our NAIDOC 2024

T shirt design competition and began our art pieces for the April Art Exhibition. We ended Term 1 with a very successful easter egg hunt event which was also an awesome way to start the school holidays.

Kidzone has been increasing in attendance with regular cricket matches attracting our younger male participants. They've also been enjoying some new resources and cooking sessions weekly.

Unfortunately, due to various reasons Karalundi couldn't come into Meekatharra for our regular Thursday night basketball competition in March. We are hoping that in Term 2 we can continue our sports competition with a variety of other sports for a change.

Youth Services have stayed consistent and fun during March with a massive Term 2 plan beginning in April.

Community Development Officer Report

Outback Festival 2024 Updates

In regards to the previous updates, the team is happy to report that the Lotterywest and the Horizon Power Grants have been submitted and are waiting for approval. The CDO has not gone ahead with the Festivals Australia grant as upon further research our event didn't have an activation that would be eligible for funding. However, the CDO is currently working on a plan of seeking funding or support from local mining companies, and hopefully will be liaising with them soon to lock it in. Quotes have now started coming in from contacted suppliers. The mechanical rides company have closed up for good and the CDO is now liaising with another supplier to hopefully get all the mechanical rides and the activities from one supplier. Conversations of volunteers has also been successful, there has been discussions between the Shire and Curtin University for volunteers for this festival and the

CDO is liaising with them in terms of logistics, and we are hoping to secure them as soon as we can. University of WA has also expressed interest in discussing more about this.

Kidzone Upgrades

We are happy to report that Kidzone has started to receive new supplies and items, we now have a great range of toys and sporting supplies for their age group. We are currently waiting for other orders to come at this point. The team will continue discussions to have a proposed budget for the next financial year and the ideas surrounding it. For now, the team is happy that this has been actioned.

Events Held since last report:

- **Art Law Workshop – March 13 at Lloyds Plaza**
Art Law Workers and Lawyers came to visit Meekatharra and delivered a crash course on Laws and Regulations about dealing with arts, and rights of artists. They also offered one on one advice for artists that had particular queries and we had a couple of people attend. Despite the low attendance, the people who did come were key people who deal with the artists in town and they all came out with better understanding on how to support the Artists in Meekatharra, most especially around Indigenous Art and Cultural Laws. The community found this helpful as their services is free for Indigenous artists, we are hoping to have them again in the community if they do another remote outreach.
- **Djembe Workshop (All Ages) – March 11 at Town Hall**
Martin came in to deliver an entertaining drumming workshop for all ages. We expected around 30 attendees, but on the night, it was doubled, reaching around 60 people in attendance. It was mostly attended by the youth under the age of 10 with their parents also learning the drums. Martin also had some props for the participants to use, which enabled them to do a dance with the drumming workshop. Overall, it was well received by the community and would be a great workshop again in the future.
- **Easter Festivities – March 28 at the Oval**
This is the second year of the annual Meeka Egg Hunt, there was a small drop in the number of attendees however it was still a very successful event. Westgold and AVL donated Easter Eggs and Hampers. We were able to give out 6 hampers that were worth \$1000 in total to the community and \$1000 worth of chocolates were given out.

Upcoming Events:

- **Youth Week Art Glow – April 12 at Youth Centre**
In celebration of Youth Week, the Youth Centre and Youth Focus has been working with the children to create artworks in preparation for the Youth Art Exhibition, to celebrate the youth and their efforts, we will be hosting a glow light party on this day to end the week nicely.
- **Visitor Centre Opening & Youth Art Exhibition – April 18 at Lloyds**
The CRC/Visitor Centre and the Shire of Meekatharra have been working together to work on delivering the celebration of the relocation of the CRC to the Lloyd's building. This event also will be showcasing the artworks of the Youth that they have been working on for the last couple of weeks as a way to celebrate them and their creative skills.
- **VET Clinic Program – April 15 to 19 at Town Hall**

Murdoch University and their VET team are here in Meeka again for their annual Sterilization program.

- ANZAC Day – April 25 at Paddy’s Flat

National day of remembrance in Australia and New Zealand that commemorates all Australians and New Zealanders who served and died in all wars, conflicts and peacekeeping operations, and the contributions and suffering for all those who have served.

Marlu Football Club:

Season starts 27 April with Wes from Steven Michael Foundation (SMF) supporting in a volunteer capacity. CDSM will also be supporting the entire season as a volunteer with games played in Cue, Mt Magnet, Meekatharra, and Yalgoo. May 11 is the first Meekatharra home game. When CDSM is unable to support on weekends suitable casual or other Youth staff will be employed to support Wes. The community bus from the Shire is also being utilised.

Gymnasium:

The Gymnasium has received its first batch of upgrades and new equipment with very positive feedback from members. A new order of equipment will go in this month. Community continues to build at the Gymnasium which is an important service that many if not most of Police, teachers and medical staff and other service providers utilise.

Tourism Update

Nil

Officers Recommendation / Council Resolution:

Moved: Cr MR Hall

Seconded: Cr BM Day

That the Community Development & Services Manager’s report for March 2024 be received.

RESOLUTION 2023/24-198

CARRIED 7/0

For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr WJ Ward, Cr DK Hodder, Cr JC Holden

Against: Nil

9.1.3 AIRPORT MANAGER'S REPORT – MARCH 2024

Aircraft Movements and Statistics

The airport monthly statistics while reflecting a large downturn/loss in all categories of reporting, is attributed to the aerodrome being closed from Sunday 11th March 2024 to Wednesday 03rd April 2024. The aerodrome was closed for 23 days to allow for the completion of a major resealing project to all pavement areas including the expansion of the RFDS apron seal to accommodate the new PC24 jet aircraft at the Meekatharra RFDS base.

Comparisons of fuel sales and aircraft movements cannot be calculated with any accuracy for March 2023 & March 2024. The reduction in these categories wil have an overall impact of the full 12 month reporting for 2024.

The figures below reflect the differences between March 2023 and March 2024.

	March 2023	March 2024	Variance
General Aircraft Landed	100	33	-67%
RFDS Landed	68	20	-71%
Avgas	5,246	1,675	-68%
Jet A1	38,191	11,125	-71%
Total Fuel Sold	43,437	12,800	-71%

	YTD 2023	YTD 2024	Variance
General Aircraft Landed	257	198	-23%
RFDS Landed	169	120	-29%
Avgas	16,551	19,564	+18%
Jet A1	88,438	51,096	-42%
Total Fuel Sold	104,989	70,660	-33%

Aerodrome Works:

Aerodrome works for the month include:

- General maintenance and upkeep of facilities and equipment.
- Lawns / gardens and terminal plants upkeep.
- Ongoing weed spraying and chipping occurring airside along runway strips to keep weed growth to a minimum and restrict grass height

Aerodrome Maintenance Requiring Completion:

- Gravel Runway re-sheeting surface.

Aerodrome Security:

As previously noted a third party tenant in the airport terminal reported their keys had been misplaced. All locks and padlocks to the terminal are to be replaced at cost to the tenenat. The third party tenant was able to locate the missing keys and replacement of the terminal locks was not required to proceed.

Safety Management System:

Nil

Budget items completed:

Nil

Airport Emergency:

Nil emergencies to report.

Bird/Animal Activity:

Bird & Animal activity around the Meekatharra aerodrome has remained a low risk.

General:

CASA approval of the aerodrome manual review is currently pending notification.

The pavement reseal project & RFDS pavement expansion project at the aerodrome commenced Sunday 11th March 2024. The Shire of Meekatharra on completion of the planning & implementation for the projects awarded the contracts for Supervision to GHD & Works to Bitutek & CATWEST , the works were carried out in the following stages;

Stage 1 (February/March 2024)

- Pre delivery of gravel, sand & equipment stocks for project use – BITUTEK.
- Preparation of the RFDS apron expansion area for sealing. – Shire of Meekatharra (Works Dept)

Stage 2 (March 11th to March 29th 2024)

- Commencement of sealing works to all pavement areas (Runway 09/27, Taxiway A & D, Main Apron, RFDS Apron & RFDS Expansion Apron) – BITUTEK
- Repairs to surface depressions (Asphalt) on Main Apron & Taxiway A – CATWEST.

Stage 3 (March 30th to April 02nd 2024)

- Commencement of Line Marking of all pavement surfaces as per MOS139 standard – Aerodrome Management Services.

The aerodrome is scheduled to reopen on Wednesday 03rd April 2024. The initial timeline had the aerodrome reopening on Monday 01st April 2024. A number of delays were experienced at the commencement of the project and during the project caused by inclement weather. Contractors were able to work additional hours towards the end of the contract to ensure delays to completion were kept to a minimum (2 Days).

Mike Cuthbertson

Airport Manager

01/03/2024

Officers Recommendation / Council Resolution:

Moved: Cr MJ Smith
Seconded: Cr DK Hodder

That the Airport Manager's report for March 2024 be received.

RESOLUTION 2023/24-199

CARRIED 7/0

**For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr WJ Ward, Cr
DK Hodder, Cr JC Holden**

Against: Nil

9.1.4 RANGERS REPORT – MARCH 2024

Prepared by P Smith, Canine Control
Date April 2024

21 – 22 March 2024

Complaints Received:

No complaints had been received since the last visit.

Animals Trapped:

Trapping cages were set at various locations around town including the industrial area and several deserted houses. Cat traps were set at the consultants' quarters. Cages were monitored during the late evening. Two feral cats were caught.

Animals Destroyed:

Two feral cats were destroyed. A dead cat was found during patrols. The cat was removed.

Further Patrols:

Patrols were conducted of Peace Gorge, Town Oval, Rubbish Tip, Railway Dam, recreational facilities and surrounding areas. Patrols were also conducted at the Hot Rod track, airport, cemetery, and racetrack, around the school, school oval and around town. Patrols and security checks were conducted around town at various times. No issues were seen during patrols.

Officers Recommendation / Council Resolution:

Moved: Cr MR Hall

Seconded: Cr WJ Ward

That the Ranger's Report for March 2024 be received.

RESOLUTION 2023/24-200

CARRIED 7/0

For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr WJ Ward, Cr DK Hodder, Cr JC Holden

Against: Nil

9.1.5 STATUS REPORTS

Council Decisions – Status Report

Note: This report lists only those Council decisions which require a specific, non-repetitive action.

Meeting Date	Item No	Title and Resolution Summary	Responsibility	Action	Status
15.07.06	9.3.6	Meekatharra Heritage and Canyon Trails Project	CEO/ CONS	Not proceeding with Canyon Trail until approvals are presented to Council Advise Agencies that provided grants about halt and ask if funds can be transferred to other sections of project. Take steps to secure tenure over historic sites connected to Meeka Heritage Trails Project Determine status of all reserves, vesting orders and roads within the shire.	Complete Complete In Progress
16.07.16	9.4.5	Old Power Station	CDSM/CEO	Contamination report received. with further advice from Horizon Power dated 31-10-23. Horizon Power lodged report with DWER Nov23. DWER assessing report.	In Progress
21.11.20	9.3.1	Murchison Regional Vermin Council Ongoing Contributions	CEO	Letter to MRVC 25/11/20 Emailed Lawyer 30/11/20 New Deed to MRVC 10/12/20 MRVC Returned & signed deed 11/01/21 Awaiting advice from Dept of Local Govt	Complete Complete Complete Complete In Progress
18.09.21	9.4.1	Extension to Boundaries of Reserve 45111	CDSM	Met with Westgold 14/07/23 to discuss objection to extension and potential solutions. Awaiting Westgold test results.	In Progress

19/11/22	9.3.7	Local Planning Scheme No.4 and Local Planning Strategy	CDSM	Sent Scheme and Strategy to DPLH on 07/12/22. Workshop with planning consultant held 08/12/22. DPLH have assessed documents and submitted proposed modifications 17/07/23. CDSM met with Consultant, changes have been made. Final version presented to HBTP Jan24 and sent to DPLH 24/01/24.	In Progress
16/12/22	9.3.2	Town Sports Oval Shared Use Agreement	CDSM	Lease Agreement signed by Council and sent to Department	Complete
19/8/23	9.3.5	Health Local Law 2022 Undertaking	CEO	Advertised for comment	In Progress
16/9/23	9.4.1	Lot 1038 Red Sandbox Lease	CDSM	Lease signed and sent to DPLH	In Progress
16/9/23	9.4.2	Lease – Red Sandbox – Yulella Aboriginal Corporation	CDSM	Lease signed	Complete
18/11/23	13.2	Rates Recovery – sale of properties	DCEO	Forms 1, 2 & 4 signed and returned to Debt Collector early April 2024	In progress
15/12/23	13.3	Request for Quotation 23023/24-1 – Architectural Design Lloyds Building	CEO	Architect to attend April Council meeting	Complete
20/01/24	9.4.1	Gym use by Meekatharra District High School	CDSM	School has collected gym card	Complete
20/01/24	13.1	Bitumen Sealing Works Meekatharra Airport	CEO	Works completed 03/04/24 and airport reopened	Complete
16/03/24	9.3.1	Applications for Mining Tenement, Exploration, Prospecting and Miscellaneous Licences – Various	CEO	Letters sent	Complete

16/03/24	9.3.2	Senior Staff Appointments	CEO	Nil action required	Complete
16/03/24	9.3.3	Murchsion Geo Region Constitution	CEO	Letter sent to MGR Project Officer advising of Council Resolution	Complete
16/03/24	9.3.4	Department of Communities – Government Regional Officer’s Housing Program Request	CEO	Letter sent to DoC Officer advising of Council resolution	Complete
16/03/24	11.1	Donation Request from Meeka Youth Darts	CDSM	Letter sent	Complete
16/03/24	13.1	Lloyds Plaza Café Termination of Lease – Mama Moon’s Bakery	CEO	Advertising undertaken to close 12/4/24	In progress

Officers Recommendation / Council Resolution:

Moved: Cr MR Hall
Seconded: Cr MJ Smith

That the Status Report be received.



RESOLUTION 2023/24-201

CARRIED 7/0

For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr WJ Ward, Cr DK Hodder, Cr JC Holden
Against: Nil

9.2 FINANCE

9.2.1 MONTHLY FINANCIAL REPORT PERIOD ENDED MARCH 2024

File Ref:		
Date of Report:	11 April 2024	
Disclosure of Interest:	Nil	
Author:	Nathan Cain Deputy Chief Executive Officer	 Signature of Author
Senior Officer:	Kelvin Matthews Chief Executive Officer	 Signature Senior Officer

Summary:

Monthly Financial Report

Background:

Financial Activity Statement Report – s.6.4

(1A) *In this regulation — **committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.*

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

(a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*

(b) *budget estimates to the end of the month to which the statement relates; and*

(c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*

(d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*

(e) *the net current assets at the end of the month to which the statement relates.*

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

(a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*

(b) *an explanation of each of the material variances referred to in sub-regulation (1)(d); and*

(c) *such other supporting information as is considered relevant by the local government.*

(3) *The information in a statement of financial activity may be shown —*

(a) *according to nature and type classification; or*

(b) *by program; or*

(c) *by business unit.*

(4) *A statement of financial activity, and the accompanying documents referred to in sub-regulation (2), are to be —*

(a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*

(b) *recorded in the minutes of the meeting at which it is presented.*

(5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

[Regulation 34 inserted in Gazette 31 Mar 2005 p. 1049-50; amended in Gazette 20 Jun 2008 p. 2724.]

[35.Deleted in Gazette 31 Mar 2005 p. 1050.]

Comment:

A monthly financial report is to be presented to Council at the next ordinary meeting following the end of the reporting period.

At the time the report was prepared, the bank reconciliation had not been completed. There is no material effect on the statements.

Consultation:

Megan Shirt – Local Government Consultant

Statutory Environment:

Local Government Act 1995 Section 6.4 Financial Report
Financial Management Regulations 34

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr MJ Smith

Seconded: Cr BM Day

That the financial report for the period ending March 2024 be received.

RESOLUTION 2023/24-202

CARRIED 7/0

For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr WJ Ward, Cr DK Hodder, Cr JC Holden

Against: Nil

SHIRE OF MEEKATHARRA

MONTHLY FINANCIAL REPORT

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

FOR THE PERIOD ENDED 31 MARCH 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**SHIRE OF MEEKATHARRA
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MARCH 2024**

	31 March 2024	30 June 2023
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	33,655,512	32,201,567
Trade and other receivables	1,492,496	1,647,176
Inventories	273,601	299,525
TOTAL CURRENT ASSETS	35,421,609	34,148,268
NON-CURRENT ASSETS		
Other financial assets	61,117	61,117
Property, plant and equipment	27,139,801	26,983,793
Infrastructure	103,529,031	104,253,388
TOTAL NON-CURRENT ASSETS	130,729,949	131,298,298
TOTAL ASSETS	166,151,558	165,446,566
CURRENT LIABILITIES		
Trade and other payables	960,210	628,743
Employee related provisions	375,206	375,206
TOTAL CURRENT LIABILITIES	1,335,416	1,003,949
NON-CURRENT LIABILITIES		
Employee related provisions	30,921	30,921
TOTAL NON-CURRENT LIABILITIES	30,921	30,921
TOTAL LIABILITIES	1,366,337	1,034,870
NET ASSETS	164,785,221	164,411,696
EQUITY		
Retained surplus	72,409,147	72,587,877
Reserve accounts	21,769,968	21,217,713
Revaluation surplus	70,606,106	70,606,106
TOTAL EQUITY	164,785,221	164,411,696

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MARCH 2024

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

Judgements and estimates

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

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

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

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

SIGNIFICANT ACCOUNTING POLICES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 09 April 2024

SHIRE OF MEEKATHARRA
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

Supplementary Information	Adopted Budget Estimates	Current Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.	Explanation of Material Variance
	(a) \$	(b)	(c)	(c) - (b) \$	((c) - (b))/(b) %			
OPERATING ACTIVITIES								
Revenue from operating activities								
General rates	6,019,927	5,899,927	5,907,933	5,857,648	(50,285)	(0.85%)		Within the reporting threshold.
Grants, subsidies and contributions	11 15,618,346	761,798	705,564	785,898	80,334	11.39%	▲	Higher Financial Assistance grants \$50K, Additional Road User Tonnage fees \$34K
Fees and charges	1,223,697	1,562,697	1,198,379	1,281,179	82,800	6.91%		Within the reporting threshold.
Interest revenue	272,000	912,000	684,000	726,514	42,514	6.22%		Within the reporting threshold.
Other revenue	315,632	487,572	379,753	276,583	(103,170)	(27.17%)	▼	School Oval contribution \$65K and Festival Income \$39K lower than YTD budget. These are considered timing variances with income to follow before the end of the year.
Profit on asset disposals	6 24,017	24,017	2,017	93	(1,924)	(95.39%)		Within the reporting threshold.
	23,473,619	9,648,011	8,877,646	8,927,915	50,269	0.57%		
Expenditure from operating activities								
Employee costs	(3,742,210)	(3,387,210)	(2,494,195)	(1,942,521)	551,674	22.12%	▲	Employee costs are lower than YTD budget due to staff turnover and lower number of casuals.
Materials and contracts	(20,847,592)	(6,130,178)	(4,527,647)	(3,028,726)	1,498,921	33.11%	▲	Lower material and contracts expenditure YTD in Economic Services \$107k, Education and Welfare \$134K, Governance \$150K Rec & Culture \$144K, Transport \$521K (including Road Maintenance of \$456K), and Other Property and services \$429K. These are considered timing variances that may even out before year end.
Utility charges	(321,750)	(321,750)	(241,173)	(302,693)	(61,520)	(25.51%)	▼	Overall higher water and electricity consumption on Summer accounts – some timing issues but may be budget over-runs.
Depreciation	(6,593,116)	(6,593,116)	(4,944,735)	(5,023,345)	(78,610)	(1.59%)		Within the reporting threshold.
Insurance	(269,379)	(269,379)	(269,379)	(261,170)	8,209	3.05%		Within the reporting threshold.
Other expenditure	(293,343)	(293,343)	(231,225)	(136,562)	94,663	40.94%	▲	Rates and Sundry Debtor write offs \$58K, Donations \$13K, and Plant Operation costs \$14K lower than YTD budget. These are considered timing variance with expenditure to be accounted for in the next few months.
Loss on asset disposals	6 (19,875)	(19,875)	(9,875)	(15,325)	(5,450)	(55.19%)		Within the reporting threshold.
	(32,087,265)	(17,014,850)	(12,718,229)	(10,710,342)	2,007,887	15.79%		
Non-cash amounts excluded from operating activities	Note 2(b) 6,588,974	6,588,974	4,952,593	5,038,580	85,987	1.74%		Within the reporting threshold.
Amount attributable to operating activities	(2,024,672)	(777,865)	1,112,010	3,256,153	2,144,143	192.82%		

SHIRE OF MEEKATHARRA
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

Supplementary Information	Adopted Budget Estimates	Current Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.	Explanation of Material Variance
	(a) \$		(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %		
CONTINUED								
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	12	3,147,453	3,462,881	2,076,197	2,155,951	79,754	3.84%	Within the reporting threshold.
Proceeds from disposal of assets	6	376,125	376,125	90,000	79,272	(10,728)	(11.92%)	▼ Refer to Note 6 for detail
		3,523,578	3,839,006	2,166,197	2,235,223	69,026	3.19%	
Outflows from investing activities								
Payments for property, plant and equipment	5	(3,166,992)	(3,048,023)	(2,365,401)	(1,377,741)	987,660	41.75%	▲ Refer to Note 5 for detail
Payments for construction of infrastructure	5	(10,283,512)	(10,913,671)	(8,185,014)	(3,171,761)	5,013,253	61.25%	▲ Refer to Note 5 for detail
		(13,450,504)	(13,961,694)	(10,550,415)	(4,549,502)	6,000,913	56.88%	
Amount attributable to investing activities		(9,926,926)	(10,122,688)	(8,384,218)	(2,314,279)	6,069,939	72.40%	
FINANCING ACTIVITIES								
Inflows from financing activities								
Transfer from reserves	4	1,016,480	1,400,791	0	0	0	0.00%	Within the reporting threshold.
		1,016,480	1,400,791	0	0	0	0.00%	
Outflows from financing activities								
Transfer to reserves	4	(1,185,874)	(2,485,185)	(552,255)	(552,255)	0	0.00%	Within the reporting threshold.
		(1,185,874)	(2,485,185)	(552,255)	(552,255)	0	0.00%	
Amount attributable to financing activities		(169,394)	(1,084,394)	(552,255)	(552,255)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		12,120,992	12,301,812	12,120,992	12,301,812	180,820	1.49%	
Amount attributable to operating activities		(2,024,672)	(777,865)	1,112,010	3,256,153	2,144,143	192.82%	
Amount attributable to investing activities		(9,926,926)	(10,122,688)	(8,384,218)	(2,314,279)	6,069,939	72.40%	
Amount attributable to financing activities		(169,394)	(1,084,394)	(552,255)	(552,255)	0	0.00%	
Surplus or deficit after imposition of general rates		0	316,865	4,296,529	12,691,431	8,394,902	195.39%	

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
▲▼ Better than budget (Income is higher, Expenditure is lower)/Worse than budget (Income is lower, expenditure is higher)
This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF MEEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 March 2024
(a) Net current assets used in the Statement of Financial Activity				
		\$	\$	\$
Current assets				
Cash and cash equivalents	3	32,194,272	32,201,567	33,655,512
Trade and other receivables		1,894,424	1,647,176	1,492,496
Inventories	8	299,525	299,525	273,601
		34,388,221	34,148,268	35,421,609
Less: current liabilities				
Trade and other payables	9	(1,049,516)	(628,743)	(960,210)
Employee related provisions	10	(338,524)	(375,206)	(375,206)
		(1,388,040)	(1,003,949)	(1,335,416)
Net current assets		33,000,181	33,144,319	34,086,193
Less: Total adjustments to net current assets	Note 2(c)	(20,879,189)	(20,842,507)	(21,394,762)
Closing funding surplus / (deficit)		12,120,992	12,301,812	12,691,431

(b) Non-cash amounts excluded from operating activities

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

		Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash amounts excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(24,017)	(2,017)	(93)
Add: Loss on asset disposals	6	19,875	9,875	15,325
Add: Depreciation		6,593,116	4,944,735	5,023,345
Add: Movement in other provisions				3
Total non-cash amounts excluded from operating activities		6,588,974	4,952,593	5,038,580

(c) Current assets and liabilities excluded from budgeted deficiency

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

		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 March 2024
		\$	\$	\$
Adjustments to net current assets				
Less: Reserve accounts	4	(21,217,713)	(21,217,713)	(21,769,968)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of employee benefit provisions	4	338,524	375,206	375,206
Total adjustments to net current assets	Note 2(a)	(20,879,189)	(20,842,507)	(21,394,762)

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF MEEKATHARRA

SUPPLEMENTARY INFORMATION

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SHIRE OF MEEKATHARRA
STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM
FOR THE PERIOD ENDED 31 MARCH 2024

	Ref Note	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$
OPERATING ACTIVITIES				
Income excluding grants, subsidies and contributions				
Governance		80	54	0
General purpose funding - other		6,306,227	6,602,643	6,610,134
Law, order and public safety	11	2,950	2,196	2,121
Health		1,120	837	399
Education and welfare		30,473	22,815	8,103
Housing		20,000	14,994	19,403
Community amenities		155,259	133,202	114,369
Recreation and culture	6	141,727	213,890	141,170
Transport		1,095,037	1,067,770	1,148,618
Economic services		46,400	56,693	16,746
Other property and services		56,000	56,988	80,952
		7,855,273	8,172,082	8,142,017
Grants, subsidies and contributions				
Governance		0	0	0
General purpose funding - other		0	102,651	153,977
Law, order and public safety		15,000	12,994	23,764
Health		0	0	0
Education and welfare		130,946	121,218	104,118
Housing		0	0	0
Community amenities		0	0	0
Recreation and culture		215,500	171,000	113,050
Transport		18,404,353	2,373,898	2,546,940
Economic services		0	0	0
Other property and services		0	0	0
		18,765,799	2,781,761	2,941,849
Expenditure from operating activities (including depreciation)				
Governance		(929,217)	(719,742)	(564,663)
General purpose funding		(361,106)	(240,792)	(164,632)
Law, order and public safety		(210,382)	(160,829)	(160,986)
Health		(204,648)	(142,418)	(131,374)
Education and welfare		(1,093,496)	(774,648)	(642,422)
Housing		(78,918)	(148,763)	(131,287)
Community amenities		(871,889)	(665,539)	(564,761)
Recreation and culture		(1,977,869)	(1,585,803)	(1,543,169)
Transport		(25,000,330)	(7,458,092)	(6,635,426)
Economic services	6	(717,078)	(586,320)	(493,638)
Other property and services		(642,332)	(235,283)	322,016
		(32,087,265)	(12,718,229)	(10,710,342)
Net Operating Result		(5,466,193)	(1,764,386)	373,524

**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Cash	Institution	Interest	Maturity
		\$	\$	\$		Rate	Date
Cash on hand							
Municipal Bank Account	Cash and cash equivalents	2,326,173	0	2,326,173	Westpac	0.00%	At Call
Air BP	Cash and cash equivalents	907	0	907	Westpac	0.00%	At Call
Maxi Account	Cash and cash equivalents	9,117,286	0	9,117,286	Westpac	1.10%	At Call
Term Deposits							
698577	Cash and cash equivalents	0	21,769,968	21,769,968	Westpac	3.50%	17/04/2024
636437	Cash and cash equivalents	506,440	0	506,440	Westpac	3.50%	14/05/2024
Total		11,950,807	21,769,968	33,720,775			

KEY INFORMATION

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

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Original Budget Interest Earned	Current Budget Interest Earned	Original Budget Transfers In (+)	Current Budget Transfers In (+)	Original Budget Transfers Out (-)	Current Budget Transfers Out (-)	Original Budget Closing Balance	Current Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$		\$		\$		\$		\$	\$	\$	\$	\$
Restricted by Council														
Leave reserve	408,886	3,855	14,453	0	0	0	0	412,741	412,741	408,886	10,642	0	0	419,528
Plant reserve	847,059	7,984	29,942	0	365,000	0	0	855,043	1,220,043	847,059	22,047	0	0	869,106
Building Reserve	1,642,847	15,486	58,071	460,874	460,874	(336,480)	(336,480)	1,782,727	1,782,727	1,642,847	42,760	0	0	1,685,607
Shire Water Reserve	331,341	3,123	11,712	0	0	0	0	334,464	334,464	331,341	8,625	0	0	339,966
Airport Runway Reserve	3,373,617	31,800	119,250	0	0	(530,000)	(914,311)	2,875,417	2,491,106	3,373,617	87,808	0	0	3,461,425
Airport Reserve	979,085	9,229	34,609	0	384,311	0	0	988,314	1,372,625	979,085	25,484	0	0	1,004,569
Transport Reserve	62,857	592	2,222	0	0	0	0	63,449	63,449	62,857	1,636	0	0	64,493
Infrastructure & Development Reserve	1,044,791	9,848	36,931	0	0	0	0	1,054,639	1,054,639	1,044,791	27,194	0	0	1,071,985
Covid-19 Emergency Response/Cashflow Supplement	219,766	2,072	7,768	0	0	0	0	221,838	221,838	219,766	5,720	0	0	225,486
Reseals & Rejuvenation Reserve	5,930,425	55,901	209,628	300,000	300,000	0	0	6,286,326	6,286,326	5,930,425	154,359	0	0	6,084,784
Interpretive Centre Reserve	1,942,192	18,307	68,652	0	0	0	0	1,960,499	1,960,499	1,942,192	50,551	0	0	1,992,743
Roads -Second / Final Seals Reserve	1,791,765	16,889	63,335	150,000	150,000	0	0	1,958,654	1,958,654	1,791,765	46,636	0	0	1,838,401
Lloyd'S Revitalisation Reserve	1,614,053	15,214	57,053	0	0	0	0	1,629,267	1,629,267	1,614,053	42,010	0	0	1,656,063
Industrial Park Reserve	872,744	8,227	30,850	0	0	0	0	880,971	880,971	872,744	22,716	0	0	895,460
Swimming Pool Reserve	156,285	1,473	5,524	75,000	75,000	(150,000)	(150,000)	82,758	82,758	156,285	4,067	0	0	160,352
	21,217,713	200,000	750,000	985,874	1,735,185	(1,016,480)	(1,400,791)	21,387,107	21,752,107	21,217,713	552,255	0	0	21,769,968

5 CAPITAL ACQUISITIONS

	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Capital acquisitions					
Buildings - non-specialised	1,533,977	1,580,008	1,184,192	599,765	(584,427)
Furniture and equipment	87,225	87,225	65,394	17,849	(47,545)
Plant and equipment	1,545,790	1,380,790	1,115,815	760,127	(355,688)
Acquisition of property, plant and equipment	3,166,992	3,048,023	2,365,401	1,377,741	(987,660)
Infrastructure - roads	7,894,677	7,894,677	5,920,857	2,309,614	(3,611,243)
Infrastructure - footpaths	200,000	200,000	149,994	0	(149,994)
Infrastructure - Airport	1,208,000	1,592,311	1,194,219	382,516	382,516
Infrastructure - Other	980,835	1,226,683	919,944	479,631	479,631
Acquisition of infrastructure	10,283,512	10,913,671	8,185,014	3,171,761	(4,874,411)
Total capital acquisitions	13,450,504	13,961,694	10,550,415	4,549,502	(5,862,071)
Capital Acquisitions Funded By:					
Capital grants and contributions	3,147,453	3,462,881	2,076,197	2,155,951	79,754
Other (disposals & C/Fwd)	376,125	0	90,000	79,272	(10,728)
Reserve accounts					
Building Reserve	336,480		336,480	0	(336,480)
Airport Runway Reserve	530,000		530,000	0	(530,000)
Swimming Pool Reserve	150,000		150,000	0	(150,000)
Contribution - operations	8,910,446	10,498,813	7,367,738	2,314,279	(5,053,459)
Capital funding total	13,450,504	13,961,694	10,550,415	4,549,502	(6,000,913)

SIGNIFICANT ACCOUNTING POLICIES

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

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

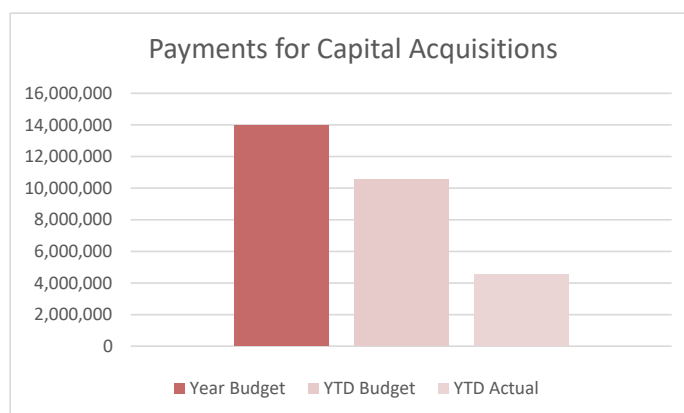
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

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

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

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



**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED

GL Account	Job Number	Job/Account Description	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance	Comments
Buildings - non-specialised								
1328	AC13	Admin Building Capital - Planning And Stage 1 Of Office Reconfiguration	140,000	140,000	104,994	25,750	79,244	
1328	AC9	Admin Building Capital - Roofing Sheets And Flashing And Relocate Split System Units	195,232	195,232	146,421	6,704	139,717	
2026		Ses Buildings - Capital	-	21,000	21,000	-	21,000	
3437	YCC11	Yc - Kitchen Upgrade/Building Improvements	25,000	25,000	18,747	-	18,747	
2704	0921	Lot 303 Capital Improvements	15,740	15,740	11,799	17,314	(5,515)	
2704	0922	Lot 206 Capital Improvements	3,296	3,296	2,466	-	2,466	
2704	0923	Lot 220 Capital Improvements	10,570	10,570	7,920	11,627	(3,707)	
2704	0927	Lot 408 Hill St - Capital Improvements	13,160	13,160	9,864	14,476	(4,612)	
2704	0929	Lot 208 Capital Improvements	15,360	15,360	11,520	16,896	(5,376)	
2704	0933	Lot 207 Hill St - Capital Improvements	12,419	12,419	9,306	-	9,306	
2704	0935	1/16 Regan St - Capital Improvements	14,120	14,120	10,584	15,532	(4,948)	
2704	0936	2/16 Regan St - Capital Improvements	14,120	14,120	10,584	15,532	(4,948)	
2704	0937	3/16 Regan St - Capital Improvements	14,120	14,120	10,584	15,532	(4,948)	
2704	0938	4/16 Regan St - Capital Improvements	14,120	14,120	10,584	15,532	(4,948)	
2704	0980	Lot 927 Mccleary St - Capital Improvements	17,510	17,510	13,131	19,261	(6,130)	
2704	0981	Lot 294 Hill St - Capital Improvements	26,940	26,940	20,205	29,634	(9,429)	
2704	0982	Lot 294 Hill St - Capital Improvements	-	4,321	4,321	4,938	(617)	
2704	0984	28 Connaughton Street - Capital Improvements	44,270	44,270	33,201	213,503	(180,302)	
2715		New Staff Housing	435,000	435,000	326,250	142,583	183,668	
3544	HC03	Hall - Replace Evap With Other Cooling/Heating System & Assoc. Electrical Works	-	9,707	1,003	8,120	(7,117)	
3544	HC14	Hall - Replace Male Urinal With 2 Individual Waterless Urinals	9,675	10,678	7,254	-	7,254	
3666		Pool - Buildings	3,000	3,000	2,250	-	2,250	
3997	SR22	Osr - Picture Gardens - Upgrade Toilets	97,234	97,234	72,918	-	72,918	
3997	SR23	Upgrade Main Building , Inc Air Con, Hws, Lighting And Circuit Board	10,266	10,266	7,695	-	7,695	
4036		Indoor Cricket Centre	107,500	107,500	80,622	-	80,622	
4171		Masonic Lodge - Capital	11,825	11,825	8,865	-	8,865	
5044	DC15	Depot Capital - Relace Front Doors On Town Gardeners Shed	100,000	100,000	74,997	-	74,997	
5344		Airport - Paint Store Building	3,500	3,500	2,619	-	2,619	
5396		Interpretive Centre	-	10,000	7,497	-	7,497	
9651	EC05	Red Sandbox - Replace Shade Structure	10,000	10,000	7,497	-	7,497	
9681		Community Resource Centre - Building	170,000	170,000	127,494	26,832	100,662	
TOTAL Buildings			1,533,977	1,580,008	1,184,192	599,765	584,427	

**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED

1244		Computer Equipment	3,000	3,000	2,250	3,423	(1,173)
1324		Admin Office Equipment	-	-	-	-	-
2438	KZC09	Kz - Outdoor Setting For Under Verandah	1,500	1,500	1,125	-	1,125
2454		C.D.O. Furniture And Equipment	10,750	10,750	8,055	-	8,055
3534	HC06	Hall - Audio-Visual Equipment	25,000	25,000	18,747	-	18,747
3803	SR11	Osr - Picture Gardens - Artificial Turf	3,225	3,225	2,412	-	2,412
			-	-	-	-	-
TOTAL Furniture and Equipment			87,225	87,225	65,394	17,849	47,545

Plant and equipment

1224		Ceo Vehicle	-	-	-	-	-
1331		Cdsm Vehicle	55,000	55,000	41,247	45,327	(4,080)
1355		Dceo Vehicle	-	-	-	-	-
5014		Misc Plant (Small Equipment > \$5000 Ex Gst)	10,000	10,000	7,497	54	7,443
5034		Caravans & Equipment	299,697	299,697	224,766	285,529	(60,763)
5064		Down Hole Bore Pumps And Trailers	120,800	120,800	90,594	-	90,594
5084		Various Utilities	296,969	296,969	222,723	57,835	164,888
5094		Sweeper	365,000	-	-	-	-
5124		Truck	2,000	2,000	1,494	-	1,494
5144		Works Manager Vehicle	-	-	-	64,249	(64,249)
5154		Engines & Pumps (> \$5,000 Otherwise Use GI4810)	50,000	50,000	37,494	-	37,494
5206		Roller	170,000	170,000	170,000	218,900	(48,900)
5264		Trailer	56,324	56,324	-	8,152	(8,152)
5331		Excavator	120,000	120,000	120,000	79,500	40,500
5385		Aerodrome - Plant & Equipment	-	200,000	200,000	582	199,418
TOTAL Plant and Equipment			1,545,790	1,380,790	1,115,815	760,127	355,688

Infrastructure - roads

4200		Road Construction Various	7,394,677	7,394,677	5,545,863	2,309,614	3,236,249
4530		Reseal Town Sts	500,000	500,000	374,994	-	374,994
TOTAL Road Construction			7,894,677	7,894,677	5,920,857	2,309,614	3,611,243

5 CAPITAL ACQUISITIONS - DETAILED

Infrastructure - footpaths							
5046		Footpaths - New And Renewal	200,000	200,000	149,994	-	149,994
		TOTAL Footpath Construction	200,000	200,000	149,994	-	149,994
Infrastructure - Airport							
5104	1210	Runway Construction	1,100,000	1,484,311	1,113,219	382,516	730,703
5104	1218	Fog Seal & Crack Sealing	30,000	30,000	22,500	-	22,500
5104	1220	Aerodrome - Line Marking	78,000	78,000	58,500	-	58,500
		TOTAL Airport Construction	1,208,000	1,592,311	1,194,219	382,516	811,703
Infrastructure - Other							
2436	YCC07	Yc - Water Fountain (Of Toilet Block)	5,000	5,000	3,744	-	3,744
2436	YCC10	Yc - Racks For Sporting Equipment	2,000	2,000	1,494	-	1,494
2440	KZC07	Kz - Paving Of Courtyard (Approx 15X 6M)	27,000	27,000	20,250	-	20,250
2440	KZC08	Kz - Reticulation And Reseeding Of Lawn	5,000	5,000	3,744	-	3,744
2440	KZC10	Kz - Shade Over Playground	40,000	40,000	29,997	-	29,997
2824		Refuse Site - Capital Upgrade And Expansion	56,438	56,438	42,327	-	42,327
3274		Cemetery - Other Infrastructure	69,139	69,139	51,849	14,682	37,167
3286		Town Drinking Fountain	5,375	5,375	4,023	-	4,023
3694		Pool - Main Pool, Wading Pool & Other Infrastructure	305,000	305,000	228,744	302,577	(73,833)
4015	SR13	Lions Park - Landscaping (Includes Removal Of Bmx Track)	150,000	395,848	296,883	66,401	230,482
4015	SR14	Lions Park - Seating And Tables	19,773	19,773	14,823	17,975	(3,152)
4984	MS03	Mainstreet Scaping - Street Sculptures	20,111	20,111	15,075	20,345	(5,270)
5380		Peace Gorge Tourism	140,000	140,000	104,994	-	104,994
5399		Welcome Park & Information Bay Capital Expenditure	66,000	66,000	49,500	177	49,323
5424		Entry Statement & Signs	70,000	70,000	52,497	57,474	(4,977)
		TOTAL Other Infrastructure	980,835	1,226,683	919,944	479,631	440,313
		TOTALS	13,450,504	13,961,694	10,550,415	4,549,502	6,000,913

**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

INVESTING ACTIVITIES

5 CAPITAL ROADWORKS - DETAILED

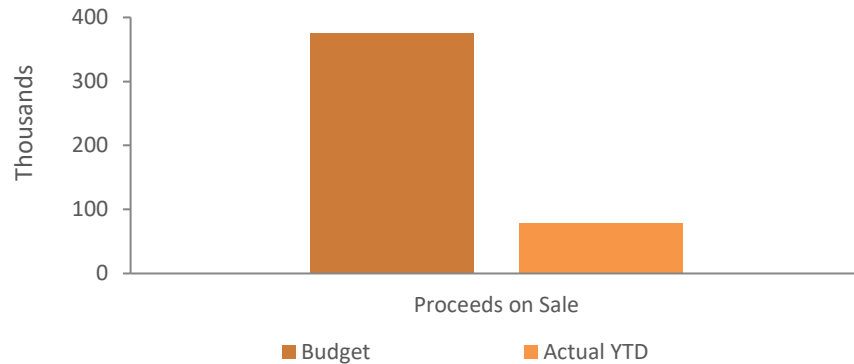
Account	Job - Account	Job/Account Description	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance	Comments
Infrastructure - roads								
4200		Road Construction Various						
	1262	Grids Installation	187,100	187,100	140,319	65,000	75,319	
	1268	Water Bores	60,000	60,000	45,000	-	45,000	
	A66	Landor Rd - Roads To Recovery Funded	795,134	795,134	596,340	1,284,360	(688,020)	
	A68	Sandstone Rd - Roads To Recovery Funded	-	-	-	423	(423)	
	AA66	Landor Road - Roads To Recovery Funded	-	-	-	86,263	(86,263)	
	BB66	Landor Road - Bbrf Funded Business Case	70,539	70,539	52,902	-	52,902	
	C1	Mt Clere Rd - Construction	110,000	110,000	82,494	-	82,494	
	C43	High Street - Construction	200,899	200,899	150,651	58,120	92,531	
	C44	Savage Street - Construction	200,000	200,000	149,985	65,315	84,670	
	C52	Queen Rd - Construction	-	-	-	2,510	(2,510)	
	C54	Douglas Street - Construction	250,000	250,000	187,488	103,493	83,995	
	GC01	Gorge Creek River Crossing	1,600,000	1,600,000	1,199,988	-	1,199,988	
	LR66	Landor Road - Local Roads & Community Infrastructure Program	970,271	970,271	727,677	384,197	343,480	
	MSB01	Mingah Springs By-Pass	400,000	400,000	299,988	-	299,988	
	PRC01	Pingandy River Crossing	1,600,000	1,600,000	1,199,988	-	1,199,988	
	RR67	Ashburton Rd - Regional Road Group Funding	50,734	50,734	38,043	-	38,043	
	RRG24	Sandstone Road (Rrg) Resheeting	600,000	600,000	450,000	259,935	190,066	
	SRR01	Sandstone Road Resheeting (Council)	300,000	300,000	225,000	-	225,000	
TOTAL Road Construction			7,394,677	7,394,677	5,545,863	2,309,614	3,236,249	

**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
88	Bluebird Caravan (EX MRD)	0	0	0	0	0	182	182	0
511	2017 Toyota Prado	40,000	40,000	0	0	40,998	40,909	0	(89)
427	2010 HiAce	26,000	16,125	0	(9,875)	0	0	0	0
610	Ford Ranger	47,983	50,000	2,017	0	0	0	0	0
612	Ford Ranger	50,000	50,000	0	0	53,507	38,181	0	(15,326)
513	2018 CAT Roller	110,000	100,000	0	(10,000)	0	0	0	0
358	2003 12H CAT Grader	98,000	120,000	22,000	0	0	0	0	0
		371,983	376,125	24,017	(19,875)	94,505	79,272	182	(15,415)



Transactions to be reviewed and adjusted to correct Profit/Loss allocations

**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

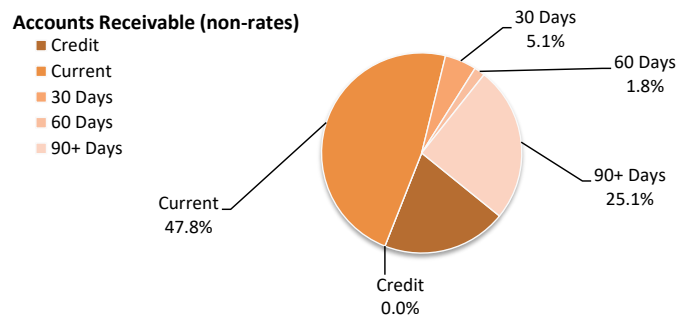
OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 June 2023	31 Mar 2024
	\$	\$
Opening arrears previous years	782,244	1,526,601
Levied this year	5,697,848	5,857,648
Less - collections	<u>(4,953,491)</u>	<u>(5,978,238)</u>
Gross rates collectable	1,526,601	1,406,011
Net rates collectable	1,526,601	1,406,011
% Collected	76.4%	81.0%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(35,708)	84,786	9,070	3,114	44,514	105,775
Percentage	(33.8%)	80.2%	8.6%	2.9%	42.1%	
Balance per trial balance						
Trade receivables						105,775
GST receivable						101,019
Allowance for credit losses of trade receivables						<u>(120,309)</u>
Total receivables general outstanding						86,485

Amounts shown above include GST (where applicable)



KEY INFORMATION

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

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

Classification and subsequent measurement

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

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

**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 March 2024
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel and Oils	299,525	0	(25,924)	273,601
Total other current assets	299,525	0	(25,924)	273,601

KEY INFORMATION

Inventory

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

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

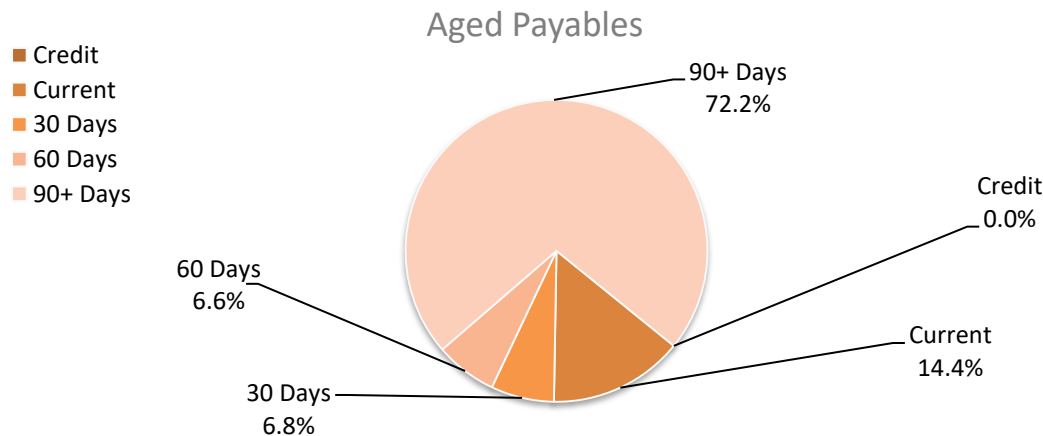
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	1,200	563	550	5,999	8,311
Percentage	0.0%	14.4%	6.8%	6.6%	72.2%	
Balance per trial balance						
Sundry creditors	0	55,170	0	0	0	55,170
ATO liabilities	0	68,836	0	0	0	68,836
Bond Held	0	516,996	0	0	0	516,996
Excess rates	0	303,805	0	0	0	303,805
Other payables [describe]	0	15,403	0	0	0	15,403
Total payables general outstanding						960,210

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



10 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 March 2024
		\$	\$	\$	\$	\$
Employee Related Provisions						
Provision for annual leave		259,309	0	0	0	259,309
Provision for long service leave		115,897	0	0	0	115,897
Total Provisions		375,206	0	0	0	375,206
Total other current liabilities		375,206	0	0	0	375,206

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

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

OPERATING ACTIVITIES

11 GRANTS, SUBSIDIES AND CONTRIBUTIONS

		Grants, subsidies and contributions revenue				
		Provider	Program	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
COA	IE			\$	\$	\$
0181	52	Financial Assistance Grant	General Purpose Funding	0	63,458	95,188
211	52	Local Road Grant	General Purpose Funding	0	39,193	58,789
1563	52	D.F.E.S. Operating Grant	Law, Order, Public Safety	7,000	7,000	18,953
2003	52	S.E.S. Operating Grant	Law, Order, Public Safety	8,000	5,994	0
2024	55	Reimbursements - Law Other	Law, Order, Public Safety	0	0	4,811
2417	52	Misc Youth - Grants Other	Education & Welfare	10,750	8,055	0
2419	52	Youth Grant - O.S.H.C. Program	Education & Welfare	28,131	21,099	28,916
2421	52	Youth Services Grant - D.C.P. - W.A.	Education & Welfare	92,065	92,064	71,839
2460	52	C.D.O. - Misc Income	Education & Welfare	0	0	3,364
3626	52	Miscellaneous Grants - Rec Off	Recreation And Culture	1,000	1,000	0
3713	52	Recreation Grants	Recreation And Culture	64,500	20,000	0
3713	55	Recreation Grants	Recreation And Culture	0	0	20,000
4591	52	Mrwa - Direct Grant	Transport	400,000	440,801	440,801
4601	52	Wandrra - Natural Disaster (Flood Damage)	Transport	15,000,000	0	0
4823	55	Reimbursements - Transport	Transport	0	0	34,588
4843	52	Street - Lighting - Operating Grant	Transport	6,900	6,900	7,296
5063	55	Reimbursements Other	Transport	0	0	1,355
				15,618,346	705,564	785,898

**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

INVESTING ACTIVITIES

12 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

COA	IE	Provider	Program	Capital grants, subsidies and contributions revenue			
				Adopted Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual
				\$	\$	\$	\$
3663	48	Csrff Grant	Recreation And Culture	110,000	110,000	110,000	83,050
3713	48	Recreation Grants	Recreation And Culture	0	265,878	0	0
3873	48	Lotterywest Grant	Recreation And Culture	40,000	40,000	40,000	0
4163	48	Misc Grants	Recreation And Culture	0	0	0	10,000
4571	50	Local Roads & Community Infrastructure Program	Transport	1,006,834	1,006,834	503,417	518,734
4621	50	R2R Grant	Transport	785,619	785,619	785,619	785,617
4691	48	Mrwa Road Project Grant (Rrg)	Transport	600,000	600,000	600,000	709,000
4903	48	Streetscape Grant	Transport	0	49,550	37,161	49,550
5183	48	Aerodrome Grant Income	Transport	605,000	605,000	0	0
				3,147,453	3,462,881	2,076,197	2,155,951



**SHIRE OF MEEKATHARRA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

13 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Classification	Original Budget	Current Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$
Budget adoption closing Surplus/(Deficit)	Surplus/(Deficit)	12,120,992	12,301,812	180,820		180,820
0121 INTERIM RATES	Operating revenue	120,000	-		(120,000)	60,820
0141 INTEREST ON INSTALMENTS	Operating revenue	12,000	27,000	15,000		75,820
0151 INTEREST ON OVERDUE RATES	Operating revenue	50,000	65,000	15,000		90,820
0181 FINANCIAL ASSISTANCE GRANT	Operating revenue	-	63,458	63,458		154,278
0211 LOCAL ROAD GRANT	Operating revenue	-	39,193	39,193		193,471
0352 SALARIES - ADMINISTRATION	Operating expenses	(1,250,000)	(1,150,000)	100,000		293,471
2296 CONSULTANTS - HEALTH ADMIN & INSPECT	Operating expenses	(25,000)	(42,000)		(17,000)	276,471
2422 YOUTH CO-ORDINATORS - SALARIES	Operating expenses	(225,000)	(170,000)	55,000		331,471
2526 SUPERANNUATION - YOUTH	Operating expenses	(28,000)	(16,000)	12,000		343,471
2542 STAFF HOUSING MAINTENANCE	Operating expenses	(276,967)	(451,967)		(175,000)	168,471
2863 REFUSE REMOVAL CHARGES	Operating expenses	111,172	100,172		(11,000)	157,471
3212 CEMETERY MAINTENANCE	Operating expenses	(5,296)	(35,296)		(30,000)	127,471
3713 RECREATION GRANTS	Operating revenue	-	265,878	265,878		393,349
3842 BUILDING MTCE - SQUASH COURTS	Operating expenses	-	(90,125)		(90,125)	303,224
4073 INSURANCE CLAIMS - OTHER RECREATION	Operating revenue	-	90,125	90,125		393,349
4591 MRWA - DIRECT GRANT	Operating revenue	400,000	440,801	40,801		434,150
4601 WANDRRA - NATURAL DISASTER (FLOOD DA	Operating revenue	15,000,000	-		(15,000,000)	(14,565,850)
4752 FLOOD DAMAGE OPERATIONAL	Operating expenses	(15,000,000)	-	15,000,000		434,150
4903 CONTRIBUTIONS AND OTHER GRANTS	Operating revenue	-	49,550	49,550		483,700
5031 STRUCTURAL TESTING ON AIRPORT PAVEM	Operating expenses	(200,000)	-	200,000		683,700
5092 RETAIL DIESEL COGS (ISSUES)	Operating expenses	(235,000)	(385,000)		(150,000)	533,700
5203 LANDING FEES (INCLUDES HEAD TAX)	Operating revenue	592,500	792,500	200,000		733,700
5302 M.R.V.C. VERMIN CONTROL	Operating expenses	-	(20,461)		(20,461)	713,239
5303 RETAIL DIESEL SALES RECEIPTS	Operating revenue	244,400	394,400	150,000		863,239
5393 FESTIVAL INCOME TOURISM	Operating revenue	36,000	97,815	61,815		925,054
8132 INDUSTRY SUPERANNUATION PWO	Operating expenses	(243,000)	(175,000)	68,000		993,054
8303 DIESEL FUEL REBATE	Operating revenue	20,000	40,000	20,000		1,013,054
8530 GROSS SALARIES & WAGES	Operating expenses	(3,675,000)	(3,555,000)	120,000		1,133,054
9223 INTEREST ON MUNICIPAL INVESTMENTS	Operating revenue	10,000	70,000	60,000		1,193,054
9224 INTEREST ON RESERVES	Operating revenue	200,000	750,000	550,000		1,743,054
Buildings - non-specialised	Capital expenses	(1,533,977)	(1,580,008)		(46,031)	1,697,023
Plant and equipment	Capital expenses	(1,545,790)	(1,380,790)	165,000		1,862,023
Infrastructure - Airport	Capital expenses	(1,208,000)	(1,592,311)		(384,311)	1,477,712
Infrastructure - Other	Capital expenses	(980,835)	(1,226,683)		(245,848)	1,231,864
Transfer from reserves	Capital revenue	1,016,480	1,400,791		384,311	1,616,175
Transfer to reserves	Capital expenses	(1,185,874)	(2,485,185)	(1,299,311)		316,865
				16,222,329	(15,905,464)	316,865

9.2.2 OUTSTANDING DEBTORS

File Ref:	Nil	
Disclosure of Interest:	Nil	
Date of Report:	11 April 2024	
Author:	Nathan Cain Deputy Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Kelvin Matthews Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary:

Attached is a copy of the detailed outstanding Sundry Debtors.

Background:

At the end of every month an aged detailed trial balance is performed.

The following applies to all outstanding debtors –

- >30 day Outstanding debtors with an account older than 30 days are sent a statement
- >60 day Outstanding debtors with an account older than 60 days or more are sent a reminder letter and are followed up with a phone call and/or email if possible
- >90 day Outstanding debtors with an account older than 90 days will be sent to a debt collection agent.

Comment:

Council policy 4.11 stipulates sundry debt collection. Some matters with particular circumstances may be referred to Council for consideration.

Consultation:

Kelvin Matthews – Chief Executive Officer

Statutory Environment:

Nil

Policy Implications:

4.11 Sundry Debt Collection

Financial Implications:

Loss of revenue

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr MR Hall
Seconded: Cr MJ Smith

That Council receives the outstanding monthly Debtor Trial Balance for March 2024.

RESOLUTION 2023/24-203

CARRIED 7/0

**For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr WJ Ward, Cr
DK Hodder, Cr JC Holden**

Against: Nil



SHIRE OF MEEKATHARRA
Debtors Trial Balance
As at 31.03.24

Debtor #	Name	Age Of Invoice (90 Days)	01.01.2024 GT 90 Days	31.01.2024 GT 60 Days	01.03.2024 GT 30 days	31.03.2024 Current	Total	Comment
A194	A.C.N. 633941 287 Pty Ltd	118	118.50	0.00	0.00	0.00	118.50	
B043	Adrian Baumgarten	254	415.70	0.00	0.00	0.00	415.70	
A345	Aerodrome Management Services	0	0.00	0.00	0.00	40.83	40.83	
A092	Aerohire Pty Ltd	0	0.00	0.00	0.00	111.70	111.70	
A124	Aerometrex Pty Ltd	0	0.00	0.00	0.00	199.00	199.00	
A169	Albany Aviation	213	61.23	0.00	0.00	61.23	122.46	
A175	All North Helicopters Pty	0	0.00	0.00	0.00	27.20	27.20	
A187	Ashburton Equipment Pty Ltd	0	0.00	0.00	0.00	62.35	62.35	
A099	Ashworth Nominees (WA) Pty Ltd	0	0.00	0.00	0.00	158.76	158.76	
A190	Aurelia and Sovan Pty Ltd	150	81.66	0.00	0.00	81.66	163.32	
A168	Australian Vanadium Limited	0	0.00	0.00	0.00	74.05	74.05	
A189	Avshare Investments Pty Ltd	294	54.40	0.00	0.00	0.00	54.40	
A081	Avwest Pty Ltd	294	56.13	0.00	0.00	0.00	56.13	
A191	Anthony, Jayleen	193	843.95	0.00	0.00	0.00	843.95	
A193	Argyle Cattle Company Pty	118	25.00	0.00	0.00	0.00	25.00	
A182	Armada Aviation Pty Ltd	183	112.50	0.00	0.00	0.00	112.50	
B110	Big Bell Gold Operations	0	0.00	0.00	0.00	1,354.80	1,354.80	
C151	C.A.Helicopters Pty Ltd	213	25.00	0.00	0.00	0.00	25.00	
K043	Chris Clancy & Kadisen King	892	6,344.28	0.00	0.00	0.00	6,344.28	Debt Collection
C011	Commercial Hotel	0	0.00	0.00	5,218.08	0.00	5,218.08	
D129	Dean, Melinda	0	0.00	0.00	0.00	80.10	80.10	
J021	Department of Justice	165	756.40	0.00	0.00	0.00	756.40	
E012	Enesar Pty Ltd	0	0.00	0.00	0.00	99.50	99.50	
E057	Evans, Martin John	213	25.00	0.00	0.00	0.00	25.00	
E058	Ecn Aviation Pty Ltd	150	98.40	0.00	0.00	0.00	98.40	
F065	Flight Standards Pty Ltd	0	0.00	27.20	0.00	0.00	27.20	
F049	Fortescue Helicopters Pty Ltd	0	0.00	0.00	0.00	122.40	122.40	
V028	Frederik Van Beek	118	31.05	0.00	0.00	0.00	31.05	
G120	Gilla, Patina	150	300.00	0.00	0.00	0.00	300.00	
H014	Helibits Pty Ltd (Heliwest)	705	432.63	0.00	0.00	159.55	592.18	
H150	Helicopter Logistics Pty Ltd	213	56.25	0.00	0.00	0.00	56.25	

Debtor #	Name	Age Of Invoice (90 Days)	01.01.2024 GT 90 Days	31.01.2024 GT 60 Days	01.03.2024 GT 30 days	31.03.2024 Current	Total	Comment
H096	Hood, Glenn Neil	0	0.00	0.00	0.00	36.29	36.29	
J064	Jandakot Heli-Co Pty Ltd	0	0.00	0.00	0.00	41.73	41.73	
K003	Karalundi Aboriginal Education	0	0.00	0.00	0.00	750.00	750.00	
K067	Korewha, Clifford	0	0.00	1,146.45	0.00	0.00	1,146.45	
L073	Leahy Aviation Pty Ltd	0	0.00	0.00	0.00	118.50	118.50	
L049	Leanne Sharrock (Meeka Gift n Garden)	0	0.00	0.00	139.98	0.00	139.98	
MV01	Mader Valley Investments Pty Ltd	350	39.29	0.00	0.00	0.00	39.29	
R115	Malcolm Ryder	349	200.00	0.00	0.00	0.00	200.00	
MC1D	Meekatharra Caravan Park	151	136.20	0.00	0.00	179.30	315.50	
M03D	Meekatharra Corner Store	288	26.10	0.00	0.00	130.10	156.20	
M209	Mental Health - Wachs Midwest	565	814.70	0.00	0.00	0.00	814.70	
M161	Mission Australia (Meeka)	0	0.00	0.00	192.40	0.00	192.40	
M173	Mt Augustus Tourist Park	0	0.00	0.00	0.00	73.95	73.95	
M273	My World Assets Pty Ltd	150	67.50	0.00	0.00	0.00	67.50	
M234	Mama Moon's Bakery	277	16,148.72	1,565.62	1,565.62	0.00	19,279.96	Debt Collection
B174	Merome Beard	419	74.05	0.00	0.00	0.00	74.05	
C113	National Jet Express Pty Ltd	0	0.00	0.00	0.00	69,749.98	69,749.98	
O031	Outline Global	0	0.00	0.00	0.00	66.90	66.90	
O042	Outback Aviation Logistics	183	192.76	0.00	0.00	0.00	192.76	
L011	Paul Lyons Aviation Pty Ltd	0	0.00	233.03	0.00	0.00	233.03	
P109	Penjet Pty Ltd	0	0.00	0.00	1,505.92	3,630.06	5,135.98	
P086	Prestige Helicopters Pty Ltd	213	59.25	0.00	0.00	0.00	59.25	
W104	Police Air Wing c/o WA Police	0	0.00	0.00	0.00	221.00	221.00	
M236	RJ & S Mcconachy Pty Ltd	265	22.00	0.00	0.00	0.00	22.00	
R118	Roesner, Mark Jeffrey	118	38.25	0.00	0.00	0.00	38.25	
R009	Royal Aero Club Of WA	226	106.13	0.00	0.00	0.00	106.13	
R013	Royal Entediluvian Order	0	0.00	0.00	0.00	351.08	351.08	
R005	Royal Flying Doctor Service	0	0.00	0.00	0.00	5,629.00	5,629.00	
S157	Seneca 2 Pty Ltd	294	34.19	0.00	0.00	0.00	34.19	
S055	Shine Aviation Services	0	0.00	0.00	0.00	593.05	593.05	
K068	Sirous Kousari	350	22.00	0.00	0.00	0.00	22.00	
T077	Southern Airlines Pty Ltd	265	125.74	0.00	0.00	0.00	125.74	
S158	SRB Concepts Pty Ltd	265	22.00	0.00	0.00	0.00	22.00	

Debtor #	Name	Age Of Invoice (90 Days)	01.01.2024 GT 90 Days	31.01.2024 GT 60 Days	01.03.2024 GT 30 days	31.03.2024 Current	Total	Comment
S078	Star Aviation Pty Ltd	0	0.00	141.75	79.38	0.00	221.13	
T082	Technology Metals Australia	0	0.00	0.00	343.48	343.48	686.96	
T040	Thomson Airborne Pty Ltd	0	0.00	0.00	0.00	56.25	56.25	
J052	Tristan Lachlan Jenkin	294	72.00	0.00	0.00	0.00	72.00	
T041	Twincreek Holdings Pty Ltd	183	38.25	0.00	0.00	0.00	38.25	
S102	Viva Energy Australia Ltd	114	10,450.00	0.00	0.00	0.00	10,450.00	
W122	West Air Investments Pty Ltd	0	0.00	0.00	0.00	79.38	79.38	
W123	Western Sky Aircraft Pty Ltd	213	47.10	0.00	0.00	0.00	47.10	
W159	White6 Pty Ltd	150	25.00	0.00	25.00	0.00	50.00	
X002	Xcalibur Aviation (Australia)	0	0.00	0.00	0.00	102.75	102.75	
Y004	Yarlarweelor Station	174	1,931.82	0.00	0.00	0.00	1,931.82	
Y023	Youth Focus	125	1,610.02	0.00	0.00	0.00	1,610.02	
Y018	Yulella Incorporated	149	2,372.86	0.00	0.00	0.00	2,372.86	
	Totals		44,514.01	3,114.05	9,069.86	84,785.93	141,483.85	

9.2.3 LIST OF ACCOUNTS ENDED MARCH 2024

Applicant:	Nil	
File Ref:		
Disclosure of Interest:	Nil	
Date of Report:	11 April 2024	
Author:	Nathan Cain Deputy Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Kelvin Matthews Chief Executive Officer	 <i>Signature of Author</i>

Summary:

Accounts are to be presented to council for payments.

Background:

Local Government Financial Regulations

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

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
 - (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing -
 - (a) for each account which requires council authorisation in that month -
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction;and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under subregulation (1) or (2) is to be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

[Regulation 13 inserted: Gazette 20 Jun 1997 p. 2838-9; amended: Gazette 31 Mar 2005 p. 1048.]

13A. Payments by employees via purchasing cards

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment;

- (d) sufficient information to identify the payment.
- (2) A list prepared under subregulation (1) must be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

[Regulation 13A inserted: SL 2023/106 r. 6.]

Comment:

The list of accounts paid under Regulation 13 sub-regulation (1) is attached and the totals are as follows:

Municipal	\$1,305,033.20
Air BP	\$0.00
Trust	\$0.00
Total	\$1,305,033.20

The list of purchases made under Regulation 13A sub-regulation (1) are:

Credit Card	\$0.00
Fuel Cards	\$5,884.14

Consultation:

Kelvin Matthews – Chief Executive Officer

Statutory Environment:

Local Government (Financial Management) Regulations 1996.

Policy Implications:

Nil

Financial Implications:

Accounts to be paid

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr MR Hall

Seconded: Cr BM Day

That Council receives the attached list of creditor accounts paid under delegated power.

RESOLUTION 2023/24-204

CARRIED 7/0

For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr WJ Ward, Cr DK Hodder, Cr JC Holden

Against: Nil

List of Accounts Due & Submitted to Committee

Chq/EFT	Date	Name	Description	Municipal	Air BP
EFT21734	05/03/2024	Water Corporation	86-87 Main - 13/12/23 - 13/02/24 - 201KL @ \$4.9090 & 328KL @ \$7.3630	\$24,019.71	
EFT21735	05/03/2024	Water Corporation	107 Hill St - 13/12/23 - 13/02/24 27KL @ \$1.9530	\$99.06	
EFT21736	07/03/2024	Aerodrome Management Services	Meekatharra Aerodrome - Geotechnical investigation for runway construction	\$59,113.45	
EFT21737	07/03/2024	AIT Specialists	Completion of review of records and determination - Fuel tax credits - Road transport & Off road 1/10/23 - 31/12/23	\$1,751.42	
EFT21738	07/03/2024	All Décor	Supply & install Polaris silver hardwood vinyl to records room & corridor	\$13,112.00	
EFT21739	07/03/2024	Archival Survival	Archiving products for delicate materials, library & museum	\$334.83	
EFT21740	07/03/2024	Auris Minerals	Rates refund for assessment A5575 E52/1671 PEAK HILL GOLD FIELD PEAK HILL	\$3,291.63	
EFT21741	07/03/2024	Ausrecord	Tambour door filing cabinets for new records room	\$2,758.80	
EFT21742	07/03/2024	Arts Law Centre of Australia	Arts Law Workshop 12/3/24 - Larra Juab	\$2,750.00	
EFT21743	07/03/2024	Bitutek Pty Ltd	Landor Rd Spray and cover using bituminous products	\$239,785.48	
EFT21744	07/03/2024	Broadcast Australia (BAI Communications)	Power recovery fees for 6FMS and 6SAT 15/12/23 - 14/02/24	\$443.05	
EFT21745	07/03/2024	Brendan Hall Carpentry Pty Ltd	28 Connaughton replace decking boards, bearers, & joists, support posts. Repaint fascia board, Install bird . Paint posts replace post to carport	\$28,063.20	
EFT21746	07/03/2024	Child Support Agency	Payroll deductions	\$259.91	
EFT21747	07/03/2024	Clare Svenja	Reimbursement for relocation fees Meekatharra to Pemberton	\$3,040.62	
EFT21748	07/03/2024	Contract Aquatic Services	Monthly contract fee for February 24	\$27,500.00	
EFT21749	07/03/2024	CRC Minerals Pty Ltd	Rates refund for assessment A8738 E52/4123 MINING TENEMENT MEEKATHARRA WA 6642	\$3,528.63	
EFT21750	07/03/2024	Canine Control	Ranger services for 20 & 21 February 24	\$4,215.75	
EFT21751	07/03/2024	Commercial Hotel	Meals and drinks for new DCEO meet and greet	\$771.00	
EFT21752	07/03/2024	Countrywide Fridgelines Pty Ltd	Freight for water delivery to depot	\$518.19	
EFT21753	07/03/2024	Department Fire and Emergency	2023/24 ESL Quarter 3	\$25,267.45	
EFT21754	07/03/2024	Elite Electrical Contracting	Airport damaged cable feeding fuel farm repairs and associated supplies	\$9,930.80	
EFT21755	07/03/2024	Fleet Network Pty Ltd	Novated lease charge 28/02/24 1IBM773	\$505.51	
EFT21756	07/03/2024	Geraldton Floral Studio	Floral basket with fruit for T Webb delivered to Sir Charles Gardiner	\$115.95	

Chq/EFT	Date	Name	Description	Municipal	Air BP
EFT21757	07/03/2024	GHD Pty Ltd	Connaughton st GNH pavement design	\$7,036.70	
EFT21758	07/03/2024	Great Northern Rural Services	Various reticulation supplies for oval maintenance	\$6,619.59	
EFT21759	07/03/2024	IT Vision	Update content management module to latest general disposal authority DA 2023-005	\$1,108.80	
EFT21760	07/03/2024	JC's Air Conditioning	Airport residence inspect aircon, repaired and re gassed	\$675.40	
EFT21761	07/03/2024	Mitchell & Brown	Upright Fridge 466L Westinghouse & 60cm Beko freestanding dishwasher	\$5,025.00	
EFT21762	07/03/2024	Meekatharra Cleaning and Gardening	Cleaning services Jan & Feb 24	\$4,125.00	
EFT21763	07/03/2024	Meekatharra Corner Store	1 Battery P531, ULP P524, 1 Box No3 tube patches & 1 bottle tube glue	\$413.12	
EFT21764	07/03/2024	Newman OTC	Accommodation in Newman S Hoare 14/2 - 15/02/24	\$240.00	
EFT21765	07/03/2024	Norman Ryan	Rates refund for assessment A71 60,62 HILL STREET MEEKATHARRA 6642	\$1,300.00	
EFT21766	07/03/2024	Perfect Computer Solutions Pty Ltd (PCS)	Various IT service & support requests February 24	\$595.00	
EFT21767	07/03/2024	Peter Moses	Rates refund for assessment A180 47 QUEEN ROAD MEEKATHARRA WA 6642	\$62.90	
EFT21768	07/03/2024	RMH Mechanical Pty Ltd	Repairs and services to P519 Cat Roller & P535 Cat Roller	\$1,534.50	
EFT21769	07/03/2024	Refuel Australia (Geraldton Fuel)	15,000 Ltrs Diesel @ \$1.9489 delivered to Shire depot	\$31,369.59	
EFT21770	07/03/2024	Remote Excavations	Sylvania rd, grading and grader hire including fuel and driver, Semi water cart fuel and driver meals and accommodation	\$25,506.80	
EFT21771	07/03/2024	Shire of Meekatharra	Payroll deductions	\$465.00	
EFT21772	07/03/2024	SKIPPERS AVIATION PTY LTD	Ticket sales 23/2 - 29/02/24 - Nathan Cain	\$726.00	
EFT21773	07/03/2024	Toll Transport (Team Global)	Freight for bulk paper delivered	\$157.82	
EFT21774	07/03/2024	Truckline Specialists	Nylon airbrake tube & Union tee quick connect P480 Mack Superliner	\$49.88	
EFT21775	07/03/2024	Tyreright Geraldton	4 x Falken wildpeak 265/65R17 Tyres, 4 x Ford ranger tyre disposal & Ford ranger wheel alignment - 1HYW451	\$1,461.00	
EFT21776	07/03/2024	Western Communications	101 Darlot, Batteries, Alarm Panel, Cable & Labour	\$2,110.99	
EFT21777	07/03/2024	WINC AUSTRALIA PTY LTD (STAPLES)	Glue tape rollers 1 box of 20	\$99.00	
EFT21778	08/03/2024	BOC Gases	Container holdings 29/01/24 - 26/02/24 - Oxygen, Acetylene & Argoshield	\$48.36	
EFT21779	08/03/2024	Black Raven Mining Pty Ltd	Rates refund for assessment A7724 P51/2950 NANNINE GOLD FIELD MEEKATHARRA WA 6642	\$247.41	
EFT21780	08/03/2024	JC's Air Conditioning	Airport terminal & building full bag clean service 13 x split systems	\$2,145.00	
EFT21781	08/03/2024	Mission Australia	Refunds for Hall bond, Key bond and equipment bond	\$580.00	

Chq/EFT	Date	Name	Description	Municipal	Air BP
EFT21782	08/03/2024	Meekatharra Rangelands Biosecurity Association	Refund for Complex bond, Key bond and Equipment bond - Hire date 12/02/24	\$580.00	
EFT21783	08/03/2024	Netstar Australia	Subscription fee WebAVM GPS tracking on bore boss P608	\$132.00	
EFT21784	08/03/2024	Neuk Port Ad-Hair	Supply bulk diesel for airport plant/equipment. Bore generator (Shire diesel yard offline)	\$122.40	
EFT21785	08/03/2024	RMH Mechanical Pty Ltd	P526 Carry out engine service, change all filters, washer fluid top up, tyre pressure check, light check, engine bay degrease, no faults found on vehicle	\$297.00	
EFT21786	08/03/2024	Rebekah Simone Paponjak	Cleaning to Shire admin office and consultants quarters	\$2,555.00	
EFT21787	08/03/2024	S.A. Hines Contracting	Install signs on Shire north roads, Wiluna north, Llgararie, Jigaling, Bulloo downs, Weelarrana north, Turee creek, Sylvania	\$4,400.00	
EFT21788	08/03/2024	Sandfire Resources	Rates refund for assessment A7413 E52/3047 NANNINE GOLD FIELD MEEKATHARRA WA 6642	\$218.58	
EFT21789	08/03/2024	Sydney Tools	9 piece concrete drill set, Xtorque max platinum chisel spade and chisel point self sharpening xsp	\$186.00	
EFT21790	08/03/2024	TJ Sullivan Crane Hire	Supplied crane to load 4 accommodation units on trailers - road crew camp	\$1,100.00	
EFT21791	08/03/2024	Toll Transport Team Global	Various freight charges February 24	\$555.30	
EFT21792	08/03/2024	Transport Spares & Equipment	Hendrickson Airbags for P521 & P522 Mack Granite	\$1,482.80	
EFT21793	08/03/2024	Westrac Equipment	Filters and air cleaners for P519	\$2,418.79	
EFT21794	08/03/2024	Yugunga-Nya Native Title Aboriginal Corporation	Refund for Hall bond, Equipment bond and Key bond - Hire date 15/02/24	\$1,105.00	
EFT21795	14/03/2024	Accwest	Monthly financial support for the months of December 23 & January 24	\$1,925.00	
EFT21796	14/03/2024	Airport Lighting Specialists	White unserviceability cross 0.9 x 6m	\$1,762.20	
EFT21797	14/03/2024	All Stamps	Goods received stamp & Document registered stamp	\$232.85	
EFT21798	14/03/2024	Andrew David Mann	Housing Bond for Andy Mann	\$400.00	
EFT21799	14/03/2024	Australia Post	Australia post charges for February 24	\$389.18	
EFT21800	14/03/2024	Australian Communications and Media Authority	Licence renewal JH Bee contractor, Aerodrome weather VHF Site, Aerodrome emergency power room	\$138.00	
EFT21801	14/03/2024	Australian Taxation Office	BAS statement for February 24	\$55,847.00	
EFT21802	14/03/2024	Breeze Connect	Subscription charges trunk ID 62205 1/2/24 - 29/2/24	\$117.01	
EFT21803	14/03/2024	Child Support Agency	Payroll deductions	\$321.97	
EFT21804	14/03/2024	Cloud Payment Group (Cloud Debt Collection)	Debt collection fees February 24	\$5,568.75	
EFT21805	14/03/2024	Daimler Trucks Perth	Various filters for P538 prime mover	\$7,137.44	

Chq/EFT	Date	Name	Description	Municipal	Air BP
EFT21806	14/03/2024	David Schulz	Reimbursement for WWC 6/3/24	\$87.00	
EFT21807	14/03/2024	Department of Communities	Bond refund for hire of sports complex 21/12/23	\$525.00	
EFT21808	14/03/2024	FMG Pilbara	Rates refund for assessment A7602 E52/2745 PEAK HILL GOLD FIELD MEEKATHARRA WA 6642	\$303.28	
EFT21809	14/03/2024	Fujifilm Business	Copier and printing charges for February 24	\$632.14	
EFT21810	14/03/2024	Fleet Network Pty Ltd	Novated lease charges 13 March 24 1IBM773	\$505.51	
EFT21811	14/03/2024	Grants Empire	Develop lottery west application - outback festival 2024 payment 2 of 2	\$660.00	
EFT21812	14/03/2024	Hart Sport	1 x Hart kids cricket set - Yellow size 3	\$79.00	
EFT21813	14/03/2024	Hamersley Building & Carpentry Pty Ltd	Repairs to squash courts storm damage, materials & hardware, transport materials from Perth, variation Knuckle boom has to be transported from Newman	\$37,730.00	
EFT21814	14/03/2024	IGA Meekatharra	Food for Community Christmas party Dec 23	\$9,640.63	
EFT21815	14/03/2024	Landgate	Transactions 73543047 23/2/24 / 73575026 29/02/24 Valuation title searches	\$179.75	
EFT21816	14/03/2024	Neuk Port Ad-Hair	Monthly management & operating fees Meekatharra aerodrome March 24	\$23,527.50	
EFT21817	14/03/2024	Neville Raymond Sawtell	Rates refund for assessment A320 64 QUEEN ROAD MEEKATHARRA 6642	\$2,256.59	
EFT21818	14/03/2024	Node1 Pty Ltd	Nodeone internet charges for April 24	\$2,185.00	
EFT21819	14/03/2024	Perfect Computer Solutions Pty Ltd (PCS)	Service and provision support February / March 24	\$680.00	
EFT21820	14/03/2024	RMH Mechanical Pty Ltd	P538 carry out service, P517 carry out maintenance check	\$816.75	
EFT21821	14/03/2024	Shire of East Pilbara	Monthly fee for shared service agreement for the provision of environmental health, building & town planning services for the month of February 24	\$4,583.33	
EFT21822	14/03/2024	Shire of Meekatharra	Payroll deductions	\$465.00	
EFT21823	14/03/2024	Squire Patton Boggs	Native Title Claim Wajarri Yamatji 1/8/23 - 8/8/23	\$1,370.60	
EFT21824	14/03/2024	The Geraldton Club	Venue hire & lunch for MEG Meeting 11/03/24	\$807.50	
EFT21825	14/03/2024	Uniforms At Work	Uniforms for CEO	\$258.61	
EFT21826	14/03/2024	WINC AUSTRALIA PTY LTD (STAPLES)	Various stationary items admin office & youth centre	\$154.37	
EFT21827	14/03/2024	Wynne Mandy (Sole Trader)	Finance consulting for the month of February 24 - Incl. BAS Budget review, bank rec etc.	\$3,010.15	
EFT21828	22/03/2024	ABC Archives	Timecoded digital file - Interview with Shire President Harvey Nichols 30/11/23 Ref CA23-P166	\$85.00	
EFT21829	22/03/2024	ABCO Products	Various cleaning supplies for public toilets, town hall, gym, consultants quarters and youth centre	\$7,521.11	

Chq/EFT	Date	Name	Description	Municipal	Air BP
EFT21830	22/03/2024	Access Electrical Contracting	Disconnected 1 x light south east end of RFDS taxiway and removed associated cables and control	\$616.00	
EFT21831	22/03/2024	Barkley Day	Member fees for OCM & HBTP 16/03/24	\$1,248.36	
EFT21832	22/03/2024	Commercial Hotel	Accommodation 15/03/24 Cr Day Council meeting 16/03/24	\$160.00	
EFT21833	22/03/2024	Contract Property Services	Town Maintenance Contract 1/3/34 - 31/03/24	\$14,323.43	
EFT21834	22/03/2024	Countrywide Fridgelines Pty Ltd	Freight Charges to Shire of Meekatharra - No further detail on invoice	\$526.67	
EFT21835	22/03/2024	Department of Human Services - Centrepay	Centrepay deductions 1/1/24 - 31/1/24	\$59.40	
EFT21836	22/03/2024	Dalwallinu Wheatland Motel	Accommodation Alan Humphries 14/3/24 - 15/03/24	\$189.00	
EFT21837	22/03/2024	David Kenneth Hodder	Member fees for OCM & HBTP 16/03/24	\$585.00	
EFT21838	22/03/2024	Fuelfix Pty Ltd	Meekatharra Airport Complete Inspection of Fuel Facility	\$5,615.72	
EFT21839	22/03/2024	GPC Asia Pacific T/As Napa Parts	LED trailer lamp kit 12V 3 supplied	\$194.70	
EFT21840	22/03/2024	Harvey James Nichols	Meeting fee for OCM & HBTP 16/03/24	\$1,825.00	
EFT21841	22/03/2024	Hersey's Safety Pty Ltd	Fibreglass yellow safety grating and sheet to replace unsafe step platforms	\$598.95	
EFT21842	22/03/2024	Larra Juab	Svenja farewell gift and food for drumming workshop	\$194.25	
EFT21843	22/03/2024	Lock, Stock & Farrell	Replace keys and barrels due to loss of key to airside and airport terminal	\$1,354.80	
EFT21844	22/03/2024	MI Global Construction	Tender 2023/24-1 Staff Housing Wall & Roof Cladding + Windows Progress Payment as Per RFT	\$54,516.00	
EFT21845	22/03/2024	Microcom (Metrocount)	Various items for Ashburton downs Meekatharra road maintenance	\$6,319.50	
EFT21846	22/03/2024	Mark Smith	Member fees for OCM & HBTP 16/03/24	\$585.00	
EFT21847	22/03/2024	Mark Smith Pty Ltd	Repairs to leaking toilet at Kids Zone Replace seized cistern tap	\$259.16	
EFT21848	22/03/2024	Matthew Hall	Member fees for OCM & HBTP 16/03/24	\$1,010.74	
EFT21849	22/03/2024	Meekatharra Cleaning and Gardening	Cleaning to various Shire Properties February & March 2024	\$8,530.50	
EFT21850	22/03/2024	Meekatharra Corner Store	2 x 45kg LPG gas bottles 107 Hill St	\$1,203.51	
EFT21851	22/03/2024	Norris & Hyde Pty Ltd	Cloud hosting for 3CX PBX - Monthly binary lane cloud hosting	\$79.95	
EFT21852	22/03/2024	Northampton Grader Hire	Maintenance Grading Wiluna North Road 157.5 Hours	\$41,615.75	
EFT21853	22/03/2024	Ocean Centre Hotel	Accommodation for Cr Harvey Nichols 10/03/24 - 11/03/2024	\$538.00	
EFT21854	22/03/2024	Perfect Computer Solutions Pty Ltd (PCS)	Annual service and provision support March 2024	\$595.00	
EFT21855	22/03/2024	RMH Mechanical Pty Ltd	Engine services and mechanical inspections P532, P605, P527, P627, P525 P484	\$2,937.00	

Chq/EFT	Date	Name	Description	Municipal	Air BP
EFT21856	22/03/2024	Royal Flying Doctors Service	Landing Fees Refund Invoice 27596 January 24	\$6,577.00	
EFT21857	22/03/2024	Toll Transport (Team Global)	Freight charges for pool chemicals Sigma Chemicals	\$556.74	
EFT21858	22/03/2024	Telstra Limited	Telstra Landline charges for services & equipment rental to 1 March 24	\$1,584.72	
EFT21859	22/03/2024	Truck Centre Western Australia	Parts for P522 Mack Prime Mover Air Spring and Freight	\$2,054.14	
EFT21860	22/03/2024	WA Fuel Supplies	4002.00 ltrs diesel @ \$2.029 delivered to grader camp located at ABRA mine site	\$8,087.72	
EFT21861	22/03/2024	Western Communications	Prepare old CRC building for new sensors to configure around new shelving and remove old equipment and install of fire alarm and security system to meet code	\$13,236.29	
EFT21862	22/03/2024	Winc Australia	Visionchart Whiteboard lx6 Mag 1500 x 900mm Depot	\$605.88	
EFT21863	22/03/2024	Wesley Ward	Council Member fees for OCM & HBTP 16/03/24	\$585.00	
EFT21864	22/03/2024	Westrac Equipment	Parts for P484 Cat grader	\$3,245.62	
EFT21865	22/03/2024	Zenith Minerals Limited	Rates refund for assessment A8777 E52/4028 MINING TENEMENT MEEKATHARRA WA 6642	\$4,131.31	
EFT21866	28/03/2024	Access Electrical Contracting	Youth centre upgrade on lighting and emergency exits	\$2,959.00	
EFT21867	28/03/2024	Catwest Road Services	Mob/Demob Connaughton st new asphalt work including traffic management, airport patch repairs	\$259,966.56	
EFT21868	28/03/2024	Child Support Agency	Payroll deductions	\$328.37	
EFT21869	28/03/2024	Canine Control	Ranger services for 21 & 22 March 24	\$4,215.75	
EFT21870	28/03/2024	City Panelbeaters Truck Repairs Pty Ltd	Insurance Excess for P611 Mitsubishi Canter repairs	\$300.00	
EFT21871	28/03/2024	Elite Electrical Contracting	Repairs to Diesel fuel pump	\$910.83	
EFT21872	28/03/2024	Fleet Network Pty Ltd	Novated lease charges 27 March 24 1IBM773	\$505.51	
EFT21873	28/03/2024	Greenfield Technical Services	Road flood damage inspection and EPAR funding submission for April 23 flood event. Collation of documentation from damage assessment and fund submission preparation for claims to DFES	\$402.33	
EFT21874	28/03/2024	JC's Air Conditioning	91 Hill service 4 air con units	\$660.00	
EFT21875	28/03/2024	Lock, Stock & Farrell	2 locks for YC BBQ, 1 lock U1 back door consultants quarters, 1 lock 101 hill laundry door, 2 locks outdoor cinema	\$705.60	
EFT21876	28/03/2024	Mark Smith Pty Ltd	Sports complex toilet outside gym is running constantly	\$3,063.14	
EFT21877	28/03/2024	Meekatharra Cleaning and Gardening	Cleaning of various Shire properties March 24	\$4,191.00	
EFT21878	28/03/2024	Murchison Rubbish Services	Domestic & Commercial rubbish collection services 29/02/24 - 28/03/24	\$22,635.45	
EFT21879	28/03/2024	Perth Ambassador Hotel	Accommodation David Schulz 3/2/24	\$236.00	

Chq/EFT	Date	Name	Description	Municipal	Air BP
EFT21880	28/03/2024	Perfect Computer Solutions Pty Ltd (PCS)	New edge router with VPN to allow the CDSM to access the server seamlessly and a wireless access point to allow wireless access from to devices to the internet	\$1,342.50	
EFT21881	28/03/2024	RMH Mechanical Pty Ltd	Repairs, Parts P452, P48	\$943.15	
EFT21882	28/03/2024	Shire of Meekatharra	Payroll deductions	\$465.00	
EFT21883	28/03/2024	Skippers Aviation	Flights for Helene Bartleson - Perth - Mka 6 May return 15 May 24	\$726.00	
EFT21884	28/03/2024	Telstra Limited	Telstra Landlines Service & Equipment Rental to 1 April 24	\$1,047.31	
EFT21885	28/03/2024	Western Communications	Supply and install 6 Hikvision cameras to replace old equipment to the depot workshop	\$8,587.05	
EFT21886	28/03/2024	Western Tyre Force	3 x Westlake 13.0/80-20 CS726 smooth set 16PR	\$2,623.50	
EFT21887	28/03/2024	Winc Australia	Carven wall clock, 1200x900mm whiteboard, Logitech wireless keyboard & mouse	\$370.40	
Direct Debit	01/03/2024	Water Corporation	107 Hill - 13/12/23 - 13/02/24 - 27KL @ \$1.9530 - WSM	\$99.06	
Direct Debit	05/03/2024	Horizon Power	U1/66 Grt Northern Hwy - 15/12/23 - 14/2/24 - 337 units @ 27.8978	\$1,784.86	
Direct Debit	06/03/2024	Horizon Power	Lot 852 Darlot st - 15/12/23 - 14/02/24 - 2,028 units @ 27.8978	\$2,887.87	
Direct Debit	08/03/2024	Horizon Power	167 Main st 15/12/23 - 14/02/24 -15,677 units @ 32.8622	\$32,811.67	
Direct Debit	21/03/2024	Horizon Power	273 Streetlights 01/02/24 - 29/02/24	\$5,863.13	
Direct Debit	21/03/2024	Horizon Power	Lot 99991 Aerodrome road 2/2/24 - 1/3/24 580 units @ 29.2624 Cents unit & 13,761.52 units @ 27,5759	\$4,417.57	
Direct Debit	21/03/2024	Air BP	Avgas sales Neds Creek 15/02/24		
Direct Debit	26/03/2024	Horizon Power	Lot 38127 Landor - Meekatharra Road 6/1/24 - 7/3/24 -14,639.12 units @ 27.8978	\$4,614.66	
				\$1,302,673.37	\$2,359.83

P545	RRS	7071 3400 2015 8472		
Fuel Cards	26/03/2024	Ampol Kumarina	54.92 Ltrs Diesel	\$121.81
	27/03/2024	Ampol Kumarina	84.71 Ltrs Diesel	\$187.89
	31/03/2024	Annual Card Fee		\$36.30
				\$346.00

P526	CEO	7071 3400 2015 8506		
Fuel Cards	10/03/2024	Ampol Wonthella	63.73 Ltrs Premium Diesel	\$128.03
	25/03/2024	Ampol Wonthella	61.41 Ltrs Premium Diesel	\$122.76
	30/03/2024	Ampol Falcon Geraldton	98.41 Ltrs Permium Diesel	\$191.80
	31/03/2024	Annual Card Fee		\$36.30

Chq/EFT	Date	Name	Description	Municipal	Air BP
				\$478.89	
P627	WSM	7071 3400 5489 9785			
	28/03/2024	Ampol Leonora	87.83 Ltrs Diesel	\$179.88	
				\$179.88	
P605	DCEO	7071 3400 6134 0542			
	12/03/2024	Independent Meekatharra	84.47 Ltrs Diesel	\$186.59	
	30/03/2024	Ampol Gosnells	90.60 Ltrs Diesel	\$172.05	
				\$358.64	
P645	CDSM	7071 3400 8840 7456			
	28/03/2024	Independent Meekatharra	48.21 Ltrs ULP	\$109.87	
	30/03/2024	Ampol Sunset Beach Geraldton	48.28 Ltrs ULP	\$94.53	
				\$204.40	
P508	YSRO	7071 3400 9713 0255			
	08/03/2024	Independent Meekatharra	118.85 Ltrs Diesel	\$245.54	
	28/03/2024	Independent Meekatharra	99.22 Ltrs Diesel	\$204.99	
	31/03/2024	Annual Card Fee		\$36.30	
				\$486.83	
			Total Fuel Cards	\$2,054.64	
				\$1,305,033.20	
Payments from Muni and Air BP totalling				NIL	
Credit Card Purchases totalling				\$5,884.14	
Fuel Card Purchases totalling					

And was submitted to each member of Council on Saturday 20 April 2024

9.3 ADMINISTRATION

9.3.1 APPLICATIONS FOR MINING TENEMENT, EXPLORATION, PROSPECTING AND MISCELLANEOUS LICENCES - VARIOUS

Applicant:	Nil	
File Ref:	EM.NO.001	
Disclosure of Interest:	Nil	
Date of Report:	10 April 2024	
Author:	Kelvin Matthews Chief Executive Officer	<i>Signature of Author</i>
Senior Officer:	Kelvin Matthews Chief Executive Officer	<i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council to consider comments and approval in regard to the requests from Gum Creek Gold Mines Pty Ltd and the Department of Planning, Lands and Heritage as listed in Comments below.

Attachments:

Copies of Applications listed as follows:

1. Mining Miscellaneous Licence Application 51/136 from Gum Creek Gold Mines Pty Ltd situated at Gum Creek (eastern area of Shire) at border with Wiluna Shire.

Background:

Council will be aware that due to the constant volume of requests being received, the CEO has compiled all such requests into one agenda item report for Councils consideration and approval.

The applications listed above are situated as follows:

1. Mining Prospecting Licence Application 51/136 from Gum Creek Gold Mines Pty Ltd situated at Gum Creek (eastern area of Shire) at border with Wiluna Shire and is accessed from the Meekatharra Sandstone Road.

Comment:

Council is requested to consider the Mining Tenement Miscellaneous and/or Exploration licence applications and Tengraph maps as listed above and appended individually to this report for approval.

Consultation:

- Gum Creek Gold Mines Pty Ltd by correspondence.

Statutory Environment:

Sections 23 to 26 of the Mining Act 1978.

Policy Implications:

Nil

Budget/Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr MR Hall

Seconded: Cr MJ Smith

That Council approve the following Applications from:

- 1. Mining Miscellaneous Licence Application 51/136 from Gum Creek Gold Mines Pty Ltd situated at Gum Creek.**

RESOLUTION 2023/24-205

CARRIED 7/0

For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr WJ Ward, Cr DK Hodder, Cr JC Holden

Against: Nil

SHIRE OF MEEKATHARRA
File No:
21 MAR 2024
Officer:
Action Req'd:
Delegated To:

GUM CREEK GOLD MINES PTY LTD

(Wholly-Owned Subsidiary of Horizon Gold Limited)
ABN 23 148 832 973

Unit 8, 47 Havelock Street
West Perth WA 6005

C/- Horizon Gold Limited
PO Box 39
West Perth WA 6872

Tel: +61-86331 6092

www.horizongold.com.au

Ref: Gum Creek

13 March 2024

Clerk of Council
Shire of Meekatharra
PO Box 129
Meekatharra WA 6642

Registered Post – RPP44 63800 09400 49422 39609

Dear Sir

Application for Miscellaneous Licence 51/136

On 6 March 2024, Gum Creek Gold Mines Pty Ltd (**Gum Creek**)(formerly known as Panoramic Gold Pty Ltd and a wholly owned subsidiary of Horizon Gold Ltd) applied for L51/136 (the **Application**) which is partially located within the Shire of Meekatharra.

Please find enclosed a copy of the Application together with a tenement map showing its location.

If you have any queries please contact me directly on 0416 227 665 or yvonne@mineraltitlesolutions.com.au

Yours faithfully



Yvonne Weissgerber
Consultant Tenement Manager

Form 21

WESTERN AUSTRALIA
 Mining Act 1978
 (Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

APPLICATION FOR MINING TENEMENT

(a) Type of tenement	(a) Miscellaneous Licence		No. L 51/136
(b) Time & Date marked out (where applicable)	(b) a.m./p.m. / /		(c) MURCHISON
(c) Mineral Field			
For each applicant:	(d) and (e)		(f) Shares
(d) Full Name and ACN/ABN	GUM CREEK GOLD MINES PTY LTD (ACN: 148 832 973)		100
(e) Address	C/- MINERAL TITLE SOLUTIONS PTY LTD, 86 FIRST AVE, MT LAWLEY, WA, 6050		
(f) No. of shares			(g) Total 100
(g) Total No. of shares			
DESCRIPTION OF GROUND APPLIED FOR: (For Exploration Licences see Note 1. For other Licences see Note 2. For all Licences see Note 3.)	(h) Gum Creek (i) Datum situated at GDA94 MGA Zone 50 735,581.12mE 7,030,072.56mN (j) Thence to point 2 735580.93 mE 7030032.73 mN 50 Thence to point 3 735369.73 mE 7030031.3 mN 50 Thence to point 4 735319.13 mE 7030041.68 mN 50 Thence to point 5 735244.03 mE 7030087 mN 50 Thence to point 6 735075.73 mE 7030283.26 mN 50 Thence to point 7 734999.97 mE 7030360.84 mN 50 Thence to point 8 734891.3 mE 7030423.36 mN 50 Thence to point 9 734714.68 mE 7030501.38 mN 50 Thence to point 10 734613.93 mE 7030551.75 mN 50 Thence to point 11 734561.29 mE 7030557.41 mN 50 Thence to point 12 734343.98 mE 7030517.79 mN 50 Thence to point 13 734143.87 mE 7030532.35 mN 50 Thence to point 14 734140.81 mE 7030572.77 mN 50 Thence to point 15 734344.31 mE 7030557.69 mN 50 Thence to point 16 734569.21 mE 7030599.86 mN 50 Thence to point 17 734617.33 mE 7030593.64 mN 50 Thence to point 18 734763.92 mE 7030522.32 mN 50 Thence to point 19 734908.93 mE 7030460.69 mN 50 Thence to point 20 735025.56 mE 7030394.02 mN 50 Thence to point 21 735107.71 mE 7030306.81 mN 50 Thence to point 22 735271.42 mE 7030116.31 mN 50 Thence to point 23 735335.71 mE 7030079.1 mN 50 Thence to point 24 735375.41 mE 7030071.99 mN 50 Back to Datum 735581.12 mE 7030072.56 mN 50 Purposes: a bore , a bore field , a communications facility , a drainage channel , a meteorological station , a pipeline , a power generation and transmission facility , a power line , a pump station , a road , a search for groundwater , a water management facility and taking water.		
(h) Locality			
(i) Datum Peg			
(j) Boundaries			
(k) Area (ha or km ²)	(k) 7.00000 HA		

(l) Signature of applicant or agent (if agent state full name and address) *(l) Yvonne Weissgerber* Date: 06/03/2024
 86 FIRST AVENUE, MT LAWLEY, WA, 6050

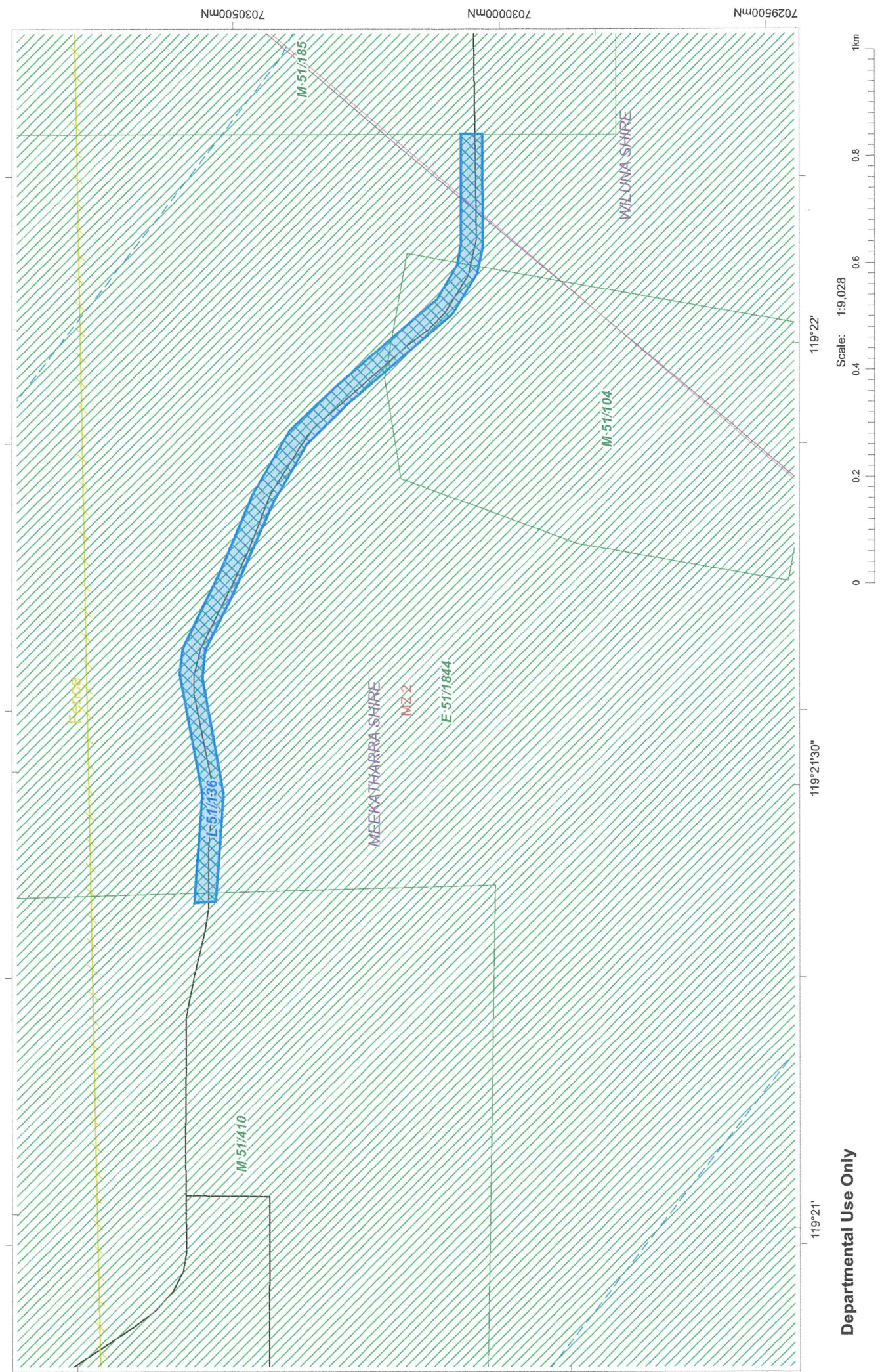
OFFICIAL USE

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 10th day of April 2024 (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at	11:13:27	on	6 March	2024	with fees of
Application	\$638.00				
Rent	\$168.00				
TOTAL	\$806.00				
Receipt No:	41758625791				

Mining Registrar



Scale: 1:9,028



9.3.2 HEALTH AMENDMENT LOCAL LAW 2024

Applicant:	Nil	
File Ref:	LE.LL.001	
Disclosure of Interest:	Nil	
Date of Report:	11 April 2024	
Author:	Kelvin Matthews Chief Executive Officer	<i>Signature of Author</i>
Senior Officer:	Kelvin Matthews Chief Executive Officer	<i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council to consider endorsing the Health Amendment Local Law 2024 as attached.

Attachments:

Draft Health Amendment Local Law 2024.

Background:

Council previously resolved the following at its Ordinary Council Meeting (OCM) dated 19th of August 2023:

That Council formally endorse by resolution the written advice from the Joint Standing Committee on Delegated Legislation dated 9th of August 2023 regarding Councils Health Local 2021 for the procedure of making local laws as prescribed in section 3.12 of the Local Government Act 1995.

The above resolution was in response to the request/instructions from the Joint Standing Committee on Delegated Legislation (JSCDL) for Council to comply with the *Undertakings* from the JSCDL in its correspondence dated 9th of August 2023. The JSCDL *Undertakings* included several amendments to the Shire of Meekatharra Health Local Law including typographical, formatting and change of title date.

The amendments required by the JSCDL have now been compiled into Amendment Legislation (as attached) and ready to begin the process required.

Comment:

The amendments required by the JSCDL were not finalized within the 6 month time frame, although they have now been completed by the CEO and require advertising to comply with the legislation.

This report therefore recommends that Council formally endorse making the Health Amendment Local Law 2024 that will allow the process to be finalized.

Consultation:

CEO with the JSCDL.

Statutory Environment:

Local Government Act 1995 Part 3, Subdivision 2.

Local Government (Functions and General) Regulations 1996 Part 2A – Local Laws

Policy Implications:

Nil

Budget/Financial Implications:

Cost of Local Law advertising and gazettal.

Strategic Implications:

In accordance with Councils Strategic Community Plan 2020 - 2030 *Governance Objectives – to manage resources effectively.*

Voting Requirements:

Absolute Majority

Officers Recommendation / Council Resolution:

Moved: Cr DK Hodder

Seconded: Cr BM Day

That Council instruct the CEO to give public notification that Council proposes to make the Shire of Meekatharra Health Amendment Local Law 2024 where the purpose of the proposed local law is to amend the principal local law to remove provisions not permitted by the Undertaking to Council from the Joint Standing Committee on Delegated Legislation.

RESOLUTION 2023/24-205

**CARRIED 7/0
BY AN ABSOLUTE MAJORITY**

For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr WJ Ward, Cr DK Hodder, Cr JC Holden

Against: Nil



HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911

Local Government Act 1995

SHIRE OF MEEKATHARRA

HEALTH AMENDMENT LOCAL LAW 2024

LOCAL GOVERNMENT ACT 1995

SHIRE OF MEEKATHARRA

HEALTH AMENDMENT LOCAL LAW 2024

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Local Government Act 1995

Shire of Meekatharra

HEALTH AMENDMENT LOCAL LAW 2024

Under the powers conferred by the *Local Government Act 1995* and under all powers enabling it, the Council of the Shire of Meekatharra resolved on 20 April 2024 to make the following local law.

PART 1—PRELIMINARY

1.1 Title

This local law may be cited as the *Shire of Meekatharra Health Amendment Local Law 2024*.

1.2 Commencement

This local law commences 14 days after the day on which it is published in the *Government Gazette*.

1.3 Application

This local law applies throughout the entire district.

1.4 Repeal

This local law repeals the Shire of Meekatharra Health Local Law 2021 as published in the *Government Gazette* on 29 August 2022.

1.5 Interpretation

In this local law, unless the context otherwise requires—

Act means the Health (Miscellaneous Provisions) Act 1911;

adequate means satisfactory or fit for purpose or, if there is any doubt, at the discretion of an Authorised Officer;

adequate supply of water means a flow of water of not less than 5 litres per minute;

approved means approved by the local government;

AS or AS/NZS means an Australian Standard or Australian/New Zealand Standard published by Standards Australia, as amended from time to time and accessed by the public free of charge from the Shire of Meekatharra;

AS 3786 means Australian Standard for Smoke alarms using scattered light, transmitted light or ionization;

AS 2293.1 means Australian Standard for Emergency escape lighting and exit signs for buildings – System design, installation and operation;

AS 1530.2 means Australian Standard for Methods for fire tests on building materials, components and structures - Test for flammability of materials;

AS 1530.3 means Australian Standard for Methods for fire tests on building materials, components and structures – Simultaneous determination of ignitability, flame propagation, heat release and smoke release;

AS 4282 means Australian Standard for Control of obtrusive effects of outdoor lighting;

Authorised Officer means a person appointed under

- (a) the provisions of the *Public Health Act 2016*; or
- (b) the *Local Government Act 1995*; and
- (c) includes officers employed or contracted by the local government as an Environmental Health Officer, Acting Environmental Health Officer, Assistant Environmental Health Officer, Community and Development Services Manger and Principal Environmental Health Officer;

bed means a piece of furniture on which to sleep;

bedding includes beds, mattresses, pillows and bed heads as well as bed linen;

bed linen includes sheets, blankets, pillow cases, quilt and doona covers and mattress covers;

Building Code means the latest edition of the Building Code of Australia published from time to time by or on behalf of the Australian Building Codes Board, as amended from time to time, but not including explanatory information published with that Code;

Chief Executive Officer means the Chief Executive Officer of the local government;

Chief Health Officer means a person appointed to this position under the provisions of the *Public Health Act 2016*;

Council means the Council of the local government;

district means—

- (a) the district of the local government under the Local Government Act 1995;
- (b) any area placed under the jurisdiction of the local government under section 22 of the Act; and
- (c) any river, or other water deemed to be within the district of the local government under section 25 of the Act;

drinking water means drinking water as defined in the *Australian Drinking Water Guidelines* developed by the National Health and Medical Research Council;

dwelling house means a place of residence containing at least one sleeping room and includes a room or outbuilding separate from, but ancillary to, the building in which the sleeping room is located;

habitable room means a room used for normal domestic activities, and—

(a) includes a bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, play-room, family room and sun-room or the like; but

(b) excludes a bathroom, laundry, toilet, pantry, walk-in wardrobe, corridor, lobby, photographic dark room, clothes-drying room, and other spaces of a specialised nature occupied neither frequently nor for extended periods;

hot water means water at a temperature of at least 65 degrees Celsius;

local government means the Shire of Meekatharra;

Medical Officer means the Medical Officer appointed by the local government under the Act and includes an Acting Medical Officer so appointed;

morgue means a place for the temporary reception and keeping of the bodies of the dead awaiting burial or cremation;

nuisance has the meaning given to it in section 182 of the Act;

public place includes every place to which the public ordinarily have access, whether by payment of a fee or not;

sanitary convenience includes urinals, toilets, sinks, baths, wash troughs, apparatus for the treatment of sewage, or other receptacle for the deposit of faecal matter, or refuse, and all similar conveniences;

Schedule means a Schedule to this local law;

sewage means any kind of sewage, faecal matter or urine, and any waste composed wholly or in part of liquid;

sewer includes sewers and drains of every description, except drains to which the word "drain" as defined in the Act applies, also water channels constructed of stone, brick, concrete, or any other material, including the property of the local government;

street includes any highway, and any public bridge, and any road, lane, footway, square, court, alley or passage, whether a thoroughfare or not;

toilet means a toilet bowl, or urinal and includes a room or cubicle in which one or more of these are located;

townsite means the townsites within the district which are constituted under section 26(2) of the *Land Administration Act 1997* or referred to in clause 37 of the Schedule 9.3 of the *Local Government Act 1995*; and

urinal may be—

(a) an individual stall or wall-hung urinal;

(b) each 600 millimetres length of a continuous urinal trough; or

(c) a toilet bowl used in place of a urinal.

1. Where in this local law, a duty or liability is imposed on an "owner or occupier" the duty or liability shall be deemed to be imposed jointly and severally on each of the owner or occupier.
2. Where under this local law an act is required to be done or forbidden to be done in relation to any premises, the owner or occupier of those premises has, unless the contrary intention appears, the duty of causing to be done

the act so required to be done, or of preventing from being done the act so forbidden to be done, as the case may be.

PART 2 – SANITATION

Division 1 – Sanitary Conveniences

2.1 Interpretation

In this Part, unless the context otherwise requires—

apparatus for the treatment of sewage has the same meaning as in section 3 of the Act;

event includes a fair, function or festival;

low lying land means land that has a height no more than 2 metres above Australian height datum;

organiser means a person—

(a) to whom approval has been granted by the local government to conduct the event; or

(b) responsible for the conduct of the event;

public sanitary convenience means a sanitary convenience to which the public ordinarily have access;

receptacle for drainage has the same meaning as in the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* and includes the irrigation effluent disposal area of an aerobic treatment system; and

temporary sanitary convenience means a sanitary convenience, temporarily placed for use by—

(a) patrons in conjunction with an event; or

(b) employees at construction sites or the like.

2.2 Dwelling house

1. A person shall not use or occupy, or permit to be used or occupied, a dwelling house unless it has at least one toilet.

2. A room in which a toilet is located shall have adequate electrical lighting.

2.3 Premises other than a dwelling house

1. The owner of premises other than a dwelling house shall not use or occupy, or permit to be used or occupied, premises other than a dwelling house unless—

(a) the premises have sanitary conveniences in accordance with the Building Code and this Part;

(b) the toilets required by this clause are situated within a reasonable distance and are easily accessible to the persons for whom they are provided; and

(c) the premises have hand wash basins—

(i) in accordance with the Building Code;

(ii) for the use of persons employed or engaged on the premises;

- (iii) provided with an adequate supply of water supplied by taps located over each hand wash basin;
 - (iv) separate from any trough, sink or hand wash basin used in connection with any process carried out on the premises; and
 - (v) situated within a reasonable distance of the sanitary conveniences and easily accessible to the person for whom they are provided.
- 2. The occupier of the premises other than a dwelling house shall ensure that—
 - (a) clean toilet paper is available at all times in each cubicle;
 - (b) a sanitary napkin disposal facility is provided in each toilet set aside for the use of females; and
 - (c) each hand wash basin is provided with—
 - (i) an adequate supply of soap or other hand cleaning substances; and
 - (ii) hand drying facilities, situated adjacent to and visible from the hand wash basin.

2.4 Events

The organiser of an outdoor event must provide sanitary conveniences in accordance with the recommendations contained within the Department of Health's "Guidelines for concerts, events and organised gatherings".

2.5 Maintenance of sanitary conveniences and fittings

The occupier of premises shall—

- (a) keep clean, in good condition and repair; and
- (b) whenever required by an Authorised Officer, effectively disinfect and clean all sanitary conveniences including sanitary fittings in or on the premises.

The owner of premises shall—

- (a) keep or cause to be kept in good condition and repair; and
- (b) maintain an adequate supply of water to all sanitary conveniences including sanitary fittings in or on the premises.

2.6 Public sanitary conveniences

1. A person shall not foul, damage or vandalise or write on or otherwise deface a public sanitary convenience or sanitary fixtures or fittings or the premises in or on which the sanitary convenience is located.
2. A person shall not live or sleep in or on the premises in which a public sanitary convenience is located or use it for a purpose other than that for which it was intended.

2.7 Lighting

The owner and occupier of premises in which a sanitary convenience or a public sanitary convenience is located shall provide and maintain adequate electric lighting for persons using the convenience.

Division 2 – Bathrooms, Laundries and Kitchens

2.8 Bathrooms

1. A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a bathroom that is equipped with—
 - (a) a hand wash basin; and
 - (b) either a shower in a shower recess or a bath.
2. All baths, showers, hand wash basins and similar fittings shall be provided with an adequate supply of hot and cold water.
3. The floor of the bathroom must be properly surfaced, with an even fall to a floor waste unless otherwise approved, suitably trapped and discharging to –
 - (a) the sewer of a licensed water service operator; or
 - (b) an apparatus for the treatment of sewage approved by the local government.

2.9 Laundries

1. Where, in any building, a laundry is situated adjacent to a kitchen or a room where food is stored or consumed, the laundry shall be separated from the kitchen by a wall extending from the floor to the roof or ceiling, unless otherwise approved.
2. Where there is an opening between a laundry and a kitchen or other room where food is stored or consumed, the opening shall—
 - (a) not be more than 1,220 millimetres wide; and
 - (b) have a door which when closed shall completely fill the opening.
3. A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a laundry that—
 - (a) is properly enclosed and roofed;
 - (b) is adequately lined with an impervious material;
 - (c) has a floor of concrete or other approved impervious material of an approved thickness;
 - (d) is properly surfaced, with an even fall to a floor waste unless otherwise approved, suitably trapped and discharging to –
 - (i) the sewer of a licensed water service operator; or
 - (ii) an on-site waste water disposal system of a type approved as approved by the local government; and
 - (e) is provided with adequate ventilation.
4. The laundry referred to in subclause (1) must conform to the provisions of the Building Code and the Health Act (Laundries and Bathrooms) Regulations.
5. In the case of a single occupancy dwelling, the laundry referred to in subclause (1) shall have—
 - (a) either—
 - (i) two wash troughs;
 - (ii) a washing machine and either a wash trough or a sink; and

- (b) clothes drying facility comprising either a mechanical clothes dryer or not less than 20 metres of clothes line erected externally.
- 6. All wash troughs, sinks and washing machines shall be—
 - (a) in a laundry and connected to an adequate supply of hot and cold water;
 - (b) installed to manufacturer's specifications, and;
 - (c) shall have a capacity of at least 36 litres.
- 7. Sole or multiple occupancy units, each being a separate dwelling, shall have—
 - (a) laundry facilities, in accordance with the Building Code, for the exclusive use of the occupants of each unit; or
 - (b) a separate laundry, with communal laundry facilities in accordance with the Building Code, for up to 4 sole occupancy units that do not have their own laundry facilities.

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2.10 Washing or keeping of clothes in kitchens

A person shall not in any kitchen or other place where food is kept—

- (a) wash or permit to be washed any clothing or bed linen; or
- (b) keep or permit to be kept any soiled clothing or bed linen.

2.11 Kitchens

1. A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a kitchen which complies with the requirements of the Building Code and which is equipped with—
 - (a) a cooking facility which is adequate in the opinion of an Authorised Officer; and
 - (b) a sink which is adequate in the opinion of an Authorised Officer and which has an adequate supply of hot and cold water.
2. The occupier of a dwelling house shall ensure that the stove, oven and sink are kept clean, in good order and repair and fit for use.
3. A cooking facility shall—
 - (a) be installed in accordance with the requirements of the Department of Mines, Industry Regulation and Safety, and the manufacturer's specifications; and
 - (b) not be installed or used in any room other than a kitchen.
4. Mechanical extraction shall be provided in a kitchen and the exhaust air shall be—
 - (a) carried to the outside air as directly as practicable; and
 - (b) boxed throughout.
5. In this clause, a *cooking facility* includes a stove, oven, facility or appliance used for or in connection with the cooking of food.

PART 3 – HOUSING AND GENERAL

Division 1 – Maintenance of Dwelling Houses

3.1 Dwelling house maintenance

The owner or occupier of a dwelling house and any appurtenant buildings shall maintain the dwelling house and appurtenant buildings in sound condition and fit for use and, in particular, shall—

- (a) maintain all roofs in sound weatherproof condition;
- (b) maintain any footings, foundations and walls, either external or internal, in a sound condition;
- (c) replace any missing, broken, decayed or termite-eaten timber or other deteriorated material in any veranda, roof, walls, steps, handrails, floors or their supports with material of sound quality;
- (d) comply with the directions of an Authorised Officer to treat the premises for the purpose of destroying any termites;

- (e) maintain any brick, stone, mortar or cement work in a sound condition;
- (f) maintain, repair or replace any flashings or ant caps which are missing or defective;
- (g) maintain all floors even in surface and free from cracks;
- (h) maintain all ceilings, internal wall finishes, skirting boards, architraves and other fixtures and fittings complete and with smooth unbroken surfaces;
- (i) maintain all doors and windows in good working order and weatherproof condition;
- (j) retain all-natural lighting free from any obstruction which would reduce the natural lighting, below the ratio of 10% of the floor area;
- (k) maintain all pipes, fittings and fixtures connected with water supply, drainage or sewerage so that they comply in all respects with the provisions of the Water Services Act 2012, the Plumbing Code of Australia and relevant associated standards, and any other legal requirements to which they are subject;
- (l) maintain all electric wiring, gas services and fittings to comply with the requirements of all relevant public authorities; and
- (m) maintain all ventilators in good order and repair.

3.2 Guttering and downpipes

The owner or occupier of a dwelling house which has guttering and downpipes shall—

- (a) maintain all guttering, downpipes and drains on the premises in a good state of repair, clean and free from obstruction; and
- (b) not permit any rainwater from the premises to discharge from the guttering onto or over a footpath, street or other property.

Division 2 – Ventilation of Houses

3.3 Exemption for short term hostels and recreational campsites

This division shall not apply to short term hostels and recreational campsites referred to in Division 2 of Part 8.

3.4 Overcrowding

The owner or occupier of a house shall not permit—

- (a) a room in the house that is not a habitable room to be used for sleeping purposes;
- (b) a habitable room in the house to be used for sleeping purposes unless—
 - (i) for every person over the age of 10 years using the room there is at least 14 cubic metres of air space per person; and
 - (ii) for every person between the ages of 1 and 10 years there is at least 8 cubic metres of air space per person; or
- (c) any garage, shed or area under a veranda or patio to be used for sleeping purposes.

3.5 Calculated sufficient space

For the purpose of clause 3.4, in calculating the space required for each person—

- (a) each room shall be considered separately and sufficient space shall be allowed in each room for the number of persons present in the room at any one time; and
- (b) deduction shall be made for the space occupied by furniture, beds, equipment, fittings and projections of the walls into a room.

Division 3 – Water Supply

3.6 Water supply

1. The owner of every house shall provide a continuous supply of drinking water, reticulated for use and obtained from—
 - (a) a licensed water service operator;
 - (b) an underground bore; or
 - (c) a rainwater storage system with a minimum capacity of 120,000 litres.
2. The water supply shall at all times deliver an adequate supply of drinking water to each tap in the house.
3. The water supply to toilets or for garden use may be from an alternative source that is not necessarily drinking water but must comply with the requirements of relevant legislation, codes of practice or guidelines where applicable.

3.7 Rainwater tanks

The owner or occupier of a house for which the water supply is drawn from a rainwater tank shall ensure that it is managed and maintained so as to meet the relevant standards in the Australian Drinking Water Guidelines developed by the National Health and Medical Research Council and in particular —

- (a) maintain in a clean condition—
 - (i) the roof forming the catchment for the tank; and
 - (ii) the guttering and downpipes appurtenant to the roof;
- (b) ensure that each rainwater tank is fitted with a tight-fitting mosquito proof cover which shall not be removed at any time except for the purpose of inspecting, cleaning, repairing or maintaining the tank;
- (c) if the tank water is breeding mosquitoes, eliminate the point of entry and treat with a small quantity of liquid paraffin at a rate of not more than 5 millilitres per square meter of surface area so as to form a thin even film over the whole surface or otherwise as advised by an Authorised Officer;
- (d) inspect the rainwater tank and associated components at least every 6 months including gutters, catchment roof, tank inlet, debris traps, mosquito cowls, inside of the tank, tank roof and connecting pipework and remove any accumulated debris, leaf material or other contaminants evident and repair any damaged components;

- (e) at least once every two years, inspect the bottom and walls of the tank for accumulated sediments, sludge and slime and where necessary thoroughly clean any tank which contains water used for human consumption;
- (f) when directed by an Authorised Officer, empty, clean and disinfect any tank upon the premises which contains water used for human consumption; and
- (g) dispose of any organic material and water from cleaning and desludging operations around the garden or yard ensuring that it is retained on site and does not cause a health nuisance.

3.8 Pollution

A person shall not deposit on or under any land, any sewage, offensive matter or any other thing which may pollute or render unfit for human consumption, water from a well or other underground source.

Division 4 - Morgues

3.9 Licensing of morgues

1. All non-government morgues shall be licensed pursuant to the provisions of this clause.
2. An application for licence of a morgue shall be in a form as determined by the local government from time to time and shall be—
 - (a) made by the applicant;
 - (b) forwarded to the Chief Executive Officer with the fee as fixed by the local government from time to time under Sections 6.16 to 6.19 of the *Local Government Act 1995*.
3. A Certificate of Licence of a Morgue shall –
 - (a) be in a form as determined by the local government from time to time; and
 - (b) expire on 30 June next after the date of its issue.
4. A Certificate of Licence of a Morgue shall not be granted in respect of any premises unless—
 - (a) provision has been made for the keeping of the bodies of the dead at a temperature not exceeding zero degrees Celsius;
 - (b) the walls are constructed of stone or brickwork or other approved material;
 - (c) the interior surface of all walls is covered with glazed tiles or is rendered impervious so as to be non-absorbent and washable;
 - (d) all floors are constructed of some impervious material, having a fall to an outlet discharging over a trapped gully; and
 - (e) the premises are adequately ventilated by direct communication with the outside air.

PART 4 –LIQUID REFUSE AND LIQUID WASTE

4.1 Interpretation

In this division, unless the context otherwise requires—

apparatus for the treatment of sewage has the same meaning as in section 3 of the Health (Miscellaneous Provisions) Act 1911;

liquid refuse includes all washing from the commercial cleaning of vehicles, overflow, bleed off, condensate and drainage from air conditioning equipment including cooling towers and evaporative coolers and other liquid used for cooling purposes and swimming pool discharges;

liquid waste means wastewater or any other liquid waste from domestic, industrial or commercial activities, other than effluent; and includes bathroom, kitchen, scullery and laundry wastes, all washings from animal and poultry pens and any other domestic or trade wastes that are discharged by means of a drain to a receptacle for drainage;

receptacle for drainage has the same meaning as in the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.

4.2 Deposit of liquid refuse

A person shall not deposit or cause or permit to be deposited liquid refuse—

- (a) on a street;
- (b) in a storm water disposal system; or
- (c) on any land or place other than a place or depot duly authorised for that purpose.

The owner or occupier of land on which a swimming pool is constructed shall ensure that all backwash is not permitted to discharge onto or run-off onto adjacent land so as to cause a nuisance, or cause damage to any structures situated on adjacent land.

Subclause (2) shall not prevent the discharge of swimming pool backwash from a lot into a local government approved stormwater drain or road by a method approved by an authorised officer.

4.3 Disposal of liquid waste

The owner or occupier of premises shall:

- (a) provide, by one of the methods prescribed in this clause, for the disposal of all liquid waste produced on the premises; and
- (b) at all times maintain in good working order and condition any apparatus used for the disposal of liquid waste.

Liquid waste shall be disposed of by one of the following methods—

- (a) discharging it into the sewage system of a licensed water service operator in a manner approved by the licensed water service operator;
- (b) discharging it into an apparatus for the treatment of sewage approved by the Chief Health Officer or the local government; or
- (c) collection and disposal at an approved liquid waste disposal site in a manner approved by the local government.

PART 5 – NUISANCES AND GENERAL

Division 1 – Nuisances

5.1 Interpretation

In this division, unless the context otherwise requires –

car park means premises, or any part of premises, set aside for parking of 3 or more motor vehicles;

dust means any visible granular or particulate material which has or has the potential to become airborne and includes organic and non-organic matter and sand, but does not include smoke;

fertiliser includes manure;

liquid waste means waste from any process or activity, whether useful or useless, that is in liquid form and includes paint, fuel, grease, fat, oil, degreaser, solvent, detergent, chemical, animal waste, food waste, effluent and all discharges of liquid to land, air or water that are not otherwise authorised by a written law but does not include uncontaminated stormwater;

occupier means any person who is in control of any land or part of any land or authorised by the owner, lessee, licensee or any other person empowered to exercise control in relation to land to perform any work in relation to any land and without limiting the generality of the foregoing and for the avoidance of doubt includes a builder or contractor; and

public vehicle includes bus, tram, taxi or any other public transport.

5.2 Escape of smoke etc.

1. An owner or occupier of premises shall take reasonable measures to prevent the escape of smoke, dust, fumes, offensive or foul odours, liquid waste or liquid refuse from the premises in such quantity or of such a nature as to cause or to be a nuisance.
2. A person shall not on any land of an area 0.4 hectares or less, set fire to rubbish, refuse or other materials on rural residential zoned property unless—
 - (a) written approval has first been obtained from the local government;
 - (b) the person demonstrates to the satisfaction of the local government that reasonable alternatives for the disposal of the rubbish, refuse or other material do not exist and the potential for pollution is low;
 - (c) the material does not include any plastic, rubber, food scraps, green garden materials or other material likely to cause the generation of smoke or odour in such quantity as to cause a nuisance to other persons;
 - (d) a haze alert has not been issued by the Bureau of Meteorology for the period during which burning is to take place; and
 - (e) the burning complies with the *Bush Fires Act 1954*, any annual fire hazard reduction notice issued by the local government under that Act and any conditions of approval as determined by the local government.

3. Subclause (2) shall not apply to any barbeque, solid fuel water heater, space heater or ovens fired with dry paper, dry wood, synthetic char or charcoal type fuel.
4. Subclause (2) is subject to any fire danger rating as determined by the Bureau of Meteorology.

5.3 Public vehicles to be kept clean

The owner or person in control of a public vehicle shall take reasonable measures to maintain the vehicle at all times—

- (a) in a clean condition;
- (b) free from vectors of disease; and
- (c) whenever directed to do so by an Authorised Officer, thoroughly clean and disinfect the vehicle.

5.4 Prohibition against spitting

A person shall not spit on a footpath, street or within or on, any public place, building or facility accessible to the public which is within the local government's jurisdiction.

5.5 Dust management

1. If an owner or occupier of land intends to undertake any work involving the clearing of land, from which any sand or dust is likely to be released whether by means of wind, water or any other cause, the owner or occupier shall—
 - (a) submit to an authorised officer a Dust Management Plan in accordance with "A guideline for managing the impacts of dust and associated contaminants from land development sites, remediation and other related activities (2011)" as produced by the Department of Water and Environmental Regulation, and amended from time to time; and
 - (b) obtain written approval of the Dust Management Plan from an authorised officer before commencement of any work.
2. An owner and or occupier of land must take effective measures to –
 - (a) stabilise dust on the land;
 - (b) contain all liquid waste on the land;
 - (c) ensure no dust or liquid waste is released or escapes from the land whether by means of wind, water or any other cause; and
 - (d) notify the owners or occupiers of adjoining land in writing 48 hours prior to the commencement of any activity that has the potential to cause the release or escape from the land of dust or liquid waste giving details of;
 - (i) the nature of the activity;
 - (ii) the proposed commencement time, frequency, duration time and location of the activity; and
 - (iii) the name of the person responsible for carrying out the activity and how and where that person may be contacted.

3. The local government may serve on the owner and or occupier a notice requiring the owner or occupier to undertake one or more of the following –
 - (a) comply with subclause (2)(a) or (2)(b);
 - (b) clean up and properly dispose of any released or escaped dust or liquid waste;
 - (c) clean up and make good any damage resulting from the released or escaped dust or liquid waste; and
 - (d) take effective measures to stop any further release or escape of dust or liquid waste.
 4. The requirements set out in a notice issued under subclause (3) must be complied with –
 - (a) within 48 hours of service of the notice where no other time is specified;
 - (b) within such other period as is specified in the notice; or
 - (c) immediately, if the notice so specifies.
 5. Where the local government forms the opinion that dust or liquid waste has escaped or has been released from an activity undertaken on land or as a consequence of the use of equipment on land, the local government may serve a notice on the owner and or occupier of the land and or the operator of the equipment, as the case may be, requiring that the activity or use of the equipment on the land be ceased immediately, for such period as is specified in such notice.
 6. Where the local government is of the opinion that dust or liquid waste may be released or escape as a result of an activity which is likely to be carried on from any land, the local government may give to the owner and or occupier a notice providing that the activity may only be carried on subject to conditions specified in the notice.
- 5.6 Emission or reflection of light
1. Where artificial light is emitted or reflected from anything on a lot so as to contravene the requirements of Australian Standard AS 4282, then every owner and occupier of the lot commits an offence.
 2. Where natural light is reflected from anything on a lot so as to create or be a nuisance to any –
 - (a) owner or occupier of land; or
 - (b) person using a thoroughfare as a thoroughfare;then every owner and occupier of the lot commits an offence.
 3. All lighting installations as defined within the Australian Standard AS 4282 must be maintained in good working order and repair at all times.
 4. An owner and or occupier of a lot on which floodlights, lighting installations or other exterior lights are erected or used shall not allow the floodlights or other exterior lights to shine directly onto an adjoining lot.
 5. The local government may give a notice to the owner and or occupier of a lot –

- (a) requiring that any reflective surfaces creating a nuisance within clause 5.6(1) be painted or otherwise treated so as to abate the nuisance; and
- (b) on which floodlights, lighting installations or other exterior lights are erected, requiring –
 - (i) the hours of use of the lighting to be limited to the hours specified in the notice; or
 - (ii) the direction in which the lights are shining to be altered as specified in the notice.

5.7 Use or storage of fertiliser

An owner or occupier of premises shall not use or keep for the purpose of use, as fertiliser any –

- (a) pig manure;
- (b) human faeces; or
- (c) urine.

Division 2 – Keeping of Animals

5.8 Cleanliness

An owner or occupier of premises in or on which a dog, cat or other animal or bird is kept shall—

- (a) keep the premises free from excrement, filth, food waste and all other matters which is or is likely to become offensive or injurious to health or to attract rats or other vermin and vectors of disease;
- (b) when so directed by an Authorised Officer, clean and disinfect the premises; and
- (c) keep the premises, so far as possible, free from flies or other vermin and vectors of disease by spraying with a residual insecticide or other effective means.

5.9 Animal enclosures

1. A person shall not keep or cause or permit to be kept any animals or birds on premises which are not effectively drained or of which the drainage flows to the walls or foundations of any building.
2. The owner or occupier of premises where animals or birds are kept shall, when directed by an Authorised Officer, pave, grade and drain floors of all structures and the surface of the ground of all enclosures used for the keeping of animals or birds.
3. The owner or occupier of premises where an animal is kept must ensure that each animal is kept in a suitable enclosure that effectively prevents it from escaping.

4. The owner or person in charge of livestock shall not permit livestock to stray or to be at large in a street, public place or upon private property without the consent of the property owner.

5.10 Disposal of dead animals

1. An owner or occupier of premises on which there is a dead animal shall immediately remove the carcass and arrange for its disposal at an approved disposal site.
2. An owner, or a person having the care of any animal that dies or is killed in a public or private place, shall immediately remove the carcass and arrange for its disposal at an approved disposal site.
3. The requirements of subclauses (1) and (2) shall not apply to farmers, pastoralists and the like who dispose of carcasses on rural land in a manner that is not likely to pollute or be dangerous or injurious to health.
4. An owner or operator of a veterinary practice where dead animals are kept for more than 12 hours shall refrigerate the carcass prior to its removal and disposal, at an approved disposal site.

Division 3 – Keeping of Approved Animals

5.11 Interpretation

In this division, unless the context otherwise requires—

approved animal includes a horse, cow, pig, sheep, camel, alpaca, llama, deer, goat or other large animal;

cow includes an ox, calf or bull;

horse includes an ass, mule, donkey or pony; and

natural shelter means a mature tree or belt of trees.

5.12 Keeping of approved animals and provision of stables

1. An owner or occupier of premises shall not keep an approved animal within a shed in accordance with the requirements of the Building Code, and which—
 - (a) is not situated within 15 metres of a house;
 - (b) has exclusive space for each animal of 0.2 hectares;
 - (c) is constructed of weatherproof materials and of a design which provides adequate protection from the elements;
 - (d) provides adequate natural ventilation;
 - (e) prevents the animal from escaping; and
 - (f) subject to subclauses (6) and (8), has a floor, which —
 - (i) is constructed of a material approved by an Authorised Officer; and
 - (ii) has a fall which effectively drains liquid wastes into a trapped gully situated outside the stable and discharged in a manner approved by an Authorised Officer.

2. An application for approval to keep an approved animal shall include the following information—
 - (a) a plan of the property, at a scale not less than 1:200, with dimensions clearly marked, showing where it is proposed that the animal is to be kept and the distance of that location from any residential building on another lot, or commercial premises;
 - (b) a sketch plan, at a scale of 1:100, indicating the nature of the shelter or housing to be provided for the animal; and
 - (c) a detailed written plan for the management of manure which addresses—
 - (i) control of flies and other vermin;
 - (ii) disease prevention; and
 - (iii) prevention of nuisance odours.
3. The local government may vary the conditions of approval after it has been issued, and shall give notice of such variation to the owner or occupier within 14 days of such variation.
4. The local government may cancel its approval in the event that the owner or occupier —
 - (a) fails to comply with any condition of the approval; or
 - (b) breaches this clause.
5. The owner or occupier of premises on which a stable is located shall—
 - (a) maintain the stable in a clean and hygienic condition at all times;
 - (b) keep all parts of the stable so far as possible free from flies, vermin or other vectors of disease; by spraying with an approved residual insecticide or other effective means; and
 - (c) comply with the relevant requirements of the *Biosecurity and Agriculture Management Act 2007* and the *Biosecurity and Agriculture Management (Stable Fly) Management Plan 2019* (as amended from time to time by the Department of Primary Industries and Regional Development).
6. The owner or occupier of a stable shall comply with any direction or notice of an Authorised Officer in relation to its state of repair, cleanliness, hygiene, control of pests or any other matter which is considered necessary to prevent health nuisances or maintain a satisfactory standard for the keeping of animals therein.
7. The owner or occupier of premises that contains a stable is to ensure a stable shall—
 - (a) have a proper separate stall for each horse or cow;
and
 - (i) with walls measuring not less than 3 metres, both horizontally and vertically, unless it has a sand floor provided in accordance with subclause (8)(f); and
 - (ii) with a floor area of not less than 11 square metres, unless it has a sand floor provided in accordance with subclause (8)(f);
 - (b) have each wall and roof constructed of an approved impervious material;

- (c) have a roof that covers the entire floor area of the stall;
- (d) have on all sides of the building between the wall and the roof a clear opening of at least 150 millimetres in height;
- (e) subject to subclause (8)(f), have a floor, the upper surface of which shall—
 - (i) be at least 75 millimetres above the surface of the ground;
 - (ii) be constructed of cement, concrete or other similar impervious materials; and
 - (iii) have a fall ratio of 1:100 to a drain, which shall empty, into a trapped gully situated outside the stable and shall discharge in a manner approved by the local government; or
- (f) have a sand floor, if permitted by the local government, subject to the following—
 - (i) the site must be well drained with the highest known water table at least 0.6 metres below the sand floor level, which may be achieved artificially;
 - (ii) a 300 millimetres thick bed of aggregate approved by an authorised officer shall be laid under the sand of the stable;
 - (iii) sand, whether natural or imported, must be clean, coarse and free from dust;
 - (iv) footings to each stable shall be a minimum of 450 millimetres below ground level;
 - (v) the stable design must allow for the access of small earth moving machinery, such as a skid steer loader, into each individual stall, to maintain the correct floor height;
 - (vi) the minimum floor area of each stall shall be not less than 28 square metres and walls shall not be less than 3 metres vertically or 4 metres horizontally; and
 - (vii) the roofed area of each stall shall not be less than 50 percent of the floor area of the stall.
- (g) Where an owner had lawful authority to keep an approved animal on their premises prior to this local law coming into operation, they are not required to obtain approval under this clause; however they will not substitute or replace any approved animal once that animal –
 - (i) dies; or
 - (ii) is permanently removed from the premises.

5.13 Proximity of approved animals to a dwelling house

An owner or occupier of premises shall not permit an approved animal to approach within 30 metres of a dwelling house.

5.14 Manure receptacles

An owner or occupier of premises on which a stable is constructed shall—

- (a) provide in a position convenient to the stable a receptacle for manure, constructed of smooth, impervious, durable material that is easily cleanable and provided with a tight fitting hinged cover, and with no part of the floor lower than the surface of the adjoining ground;
- (b) keep the lid of the receptacle closed except when manure is being deposited or removed;
- (c) cause the receptacle to be emptied at least once a week and as often as may be necessary to prevent it coming offensive or a breeding place for flies or other vectors of disease;
- (d) keep the receptacle so far as possible free from flies or other vectors of disease by spraying with a residual insecticide or other effective means; and
- (e) cause all manure produced on the premises to be collected daily and placed in the receptacle, or comply with such other arrangements as approved by an Authorised Officer.

Division 4 – Keeping of Poultry and Pigeons

5.15 Interpretation

In this division, unless the context otherwise requires—

poultry includes fowls, peafowls, turkeys, geese, ducks, chickens, bantams and other domestic fowls;

pigeons are birds that are classified within the family Columbidae and includes doves; and

miscellaneous birds include all birds other than poultry and pigeons.

1. This division applies to the keeping of poultry on residential properties for domestic purposes and not to commercial poultry establishments such as broiler, breeder or egg producing farms.
2. Commercial poultry establishments mentioned in subclause (2) are to manage operations in accordance with the *Environmental Code of Practice for Poultry Farms in Western Australia 2004* produced by the Western Australian Broilers Growers Association and Poultry Farmers Association of Western Australia, in conjunction with state and local authorities to control environmental and health nuisances.

5.16 Limitation on numbers of pigeons, poultry and miscellaneous birds

1. An owner or occupier of premises in a townsite shall not keep a combined total of more than 12 poultry and 12 pigeons on any one lot of land, unless approved by an Authorised Officer.
2. An Authorised Officer may issue a written notice to the owner or occupier of land, whether in a townsite or not, where poultry or pigeons are kept for the number of poultry and pigeons to be reduced to ensure that a health nuisance does not exist.
3. An Authorised Officer may increase the number of poultry or pigeons kept on any one lot of land if satisfied that a health nuisance does not exist.
4. An owner or occupier shall not keep more than 20 miscellaneous birds on any premises within the district unless otherwise approved.
5. An owner or occupier shall not keep pigeons, poultry or miscellaneous birds so as to create a nuisance.
6. An Authorised Officer may apply relevant conditions, or require a reduction of the approved number of poultry, pigeons, or miscellaneous birds on any premises within the district, or alternatively prohibit the keeping of poultry, pigeons, or miscellaneous birds on a particular premises, if the conditions of this Division are not complied with or if unreasonable noise or a nuisance is being caused.
7. An owner or occupier shall comply with a direction of an authorised officer under this clause.
8. Subclause (4) does not apply to premises used for veterinary purposes or as a pet shop.

5.17 Conditions of keeping poultry

1. A person who keeps poultry or permits poultry to be kept shall ensure that—
 - (a) all poultry is kept in a properly constructed and securely fastened structure or enclosure;
 - (b) the structure or enclosure is in a yard having an otherwise unobstructed area of at least 30 square metres; and
 - (c) no poultry is able to approach within 15 metres of a street other than a right of way unless, in the case of land at the junction of two or more streets, an Authorised Officer has approved a lesser distance.
2. A person who keeps poultry or permits poultry to be kept shall ensure no poultry is able to encroach within 9 metres of a dwelling house, public building, or premises where people are employed or premises where food is stored, prepared manufactured or sold.

5.18 Roosters, Geese, Turkeys, Peafowl and Gamebirds

1. An owner or occupier of premises shall not within a townsite or on properties with an area of 2 hectares or less, keep or permit to be kept on those premises, any one or more of the following birds without the written approval of the local government—

- (a) a rooster;
 - (b) a goose or gander;
 - (c) a turkey;
 - (d) a peacock or peahen; and
 - (e) a gamebird (includes emus and ostriches).
2. An Authorised Officer may, upon written application, grant approval with or without conditions to the owner or occupier of premises to keep on the premises a specified number of birds under this clause.
 3. An Authorised Officer may rescind approval for the keeping of birds under this clause if they cause a nuisance.

5.19 Conditions of keeping pigeons

A person who keeps, or permits to be kept, pigeons shall ensure that—

- (a) none is able to approach within 9 metres of a dwelling, public building or premises where people are employed or where food is stored, prepared, manufactured or sold; and
- (b) except where homing pigeons are freed for exercise, the pigeons are kept in a properly constructed pigeon loft that is in a yard having an otherwise unobstructed area of at least 30 square metres.

5.20 Removal of nonconforming structures or enclosures

If a structure or enclosure is used for the keeping of poultry or pigeons contrary to the provisions of clauses 5.17 or 5.19, as applicable, an Authorised Officer may direct the owner or occupier to amend it or remove it.

5.21 Restrictions on pigeon nesting or perching

An Authorised Officer may order an owner or occupier of a house or other structure in or on which pigeons are, or are in the habit of, nesting or perching so as to create a health nuisance to take adequate steps to prevent them continuing to do so.

5.22 Restrictions on feeding wild birds

1. A person shall not feed a pigeon, dove, seagull, ibis, raven or other wild bird—
 - (a) so as to cause a nuisance or be injurious or dangerous to health; or
 - (b) with a food or substance that is not a natural food of a bird.
2. Where an authorised officer forms the opinion that a person has not complied with subclause (1) the authorised officer may serve the person a notice requiring the person to clean up and properly dispose of any feed or waste products specified in the notice.

Division 5 – Feedlots

5.23 Interpretation

In this division, unless the context otherwise requires—

feedlot means a confined area with watering and feeding facilities where animals are held and fed for the purpose of weight gain;
animal includes cattle, sheep, goats, deer and the like; and
sensitive land use means land use sensitive to emissions from industry and infrastructure, and includes land uses of residential developments, hospitals, hotels, motels, hostels, caravan parks, schools, nursing homes, child care facilities, shopping centres, playgrounds, public buildings, commercial and industrial land uses which require a high level of amenity or are sensitive to particular emissions.

5.24 Premises to be approved

1. No premises shall be used as a feedlot unless approved by the local government.
2. Notwithstanding subclause (1), cattle feedlots with more than 500 animals are to be licensed under Schedule 1 (Category 1) of the *Environmental Protection Regulations 1987*.

5.25 Management of beef cattle feedlots

Beef cattle feedlots are to be operated and managed in accordance with the *National Guidelines for Beef Cattle Feedlots in Australia (2012)*.

5.26 Compliance with direction or notice of an Authorised Officer

The owner or occupier of a feedlot shall comply with any direction or notice of an Authorised Officer in relation to its state of repair, cleanliness, hygiene, control of pests or any other matter which is considered necessary to prevent health nuisances or maintain a satisfactory standard for the keeping of animals therein.

PART 6 – PEST CONTROL

Division 1 – Flies

6.1 Interpretation

In this division, unless the context otherwise requires, flies means any of the two-winged insects constituting the order *Diptera* commonly known as flies.

6.2 Control of flies

Owners and occupiers of any land within the district that is breeding flies, or that is likely to breed flies, are to comply with the requirements of the Fly Eradication Regulations.

Division 2 – Mosquitoes

6.3 Interpretation

In this division, unless the context otherwise requires *mosquitoes* means any of the two-winged insects constituting the family *Diptera Clcidae* commonly known as mosquitoes.

6.4 Measures to be taken to prevent mosquito breeding

An owner or occupier of premises shall ensure that the premises are kept free from possible mosquito breeding sites and shall—

- (a) follow any direction or notice of an Authorised Officer for the purpose of—
 - (i) controlling the prevalence of mosquitoes;
 - (ii) eradication of mosquitoes; and
 - (iii) effectively preventing the breeding of mosquitoes; and
- (b) assist an Authorised Officer to locate any possible mosquito breeding sites that may be present in or about the premises.

6.5 Measures to be taken by occupier

An occupier of premises where water is kept in a horse trough, poultry drinking vessel or other receptacle shall—

- (a) frequently change the water; and
- (b) keep the water clean and free from vegetable matter and slime. Where it appears to the authorised officer that there is, on any premises, undergrowth or vegetation likely to harbour mosquitoes, the authorised officer may direct the owner or occupier of the premises to cut down and remove within a specified time the undergrowth or vegetation.

6.6 Removal of undergrowth or vegetation

Where it appears to an Authorised Officer that there is, on any premises, undergrowth or vegetation likely to harbour mosquitoes, the officer may direct, orally or in writing, the owner or occupier of the premises to cut down and remove within a specified time the undergrowth or vegetation.

6.7 Filling in excavations etc.

A person who undertakes any activity on any land which creates an excavation likely to hold water and cause mosquito breeding shall as soon as practicable following the completion of the activity, and taking into consideration the purpose of the excavation, ensure that the excavation is filled in with clean material and made level with the surrounding surface or alternatively treated with an approved pesticide to control mosquito breeding.

6.8 Drains, channels and septic tanks

An owner or occupier of land shall—

- (a) cause all drains and channels in or on the land to be kept in good order and free from obstruction; and
- (b) where a septic tank is installed on the land—

- (i) apply an approved larvicide according to the direction on the container, into the septic tank system, whenever directed to do so by an Authorised Officer; and
- (ii) provide, and keep in sound condition at all times, wire mesh having openings no larger than 1.2 millimetres covering any inlet vent to the tank.

6.9 Drainage of land

An owner or occupier of land upon which there is water liable to become a breeding place for mosquitoes shall, when required by the local government, effectively drain the land and, for that purpose, shall—

- (a) make or provide drains on the land;
- (b) remove all irregularities in the surface of the land; and
- (c) if necessary, adjust the surface of the land or raise the level of the surface in such a manner that—
 - (i) the water on the land may flow into the drains without obstruction;
 - (ii) no water shall remain on any portion of the land other than the drains; and
 - (iii) keep all drains in good order and free from obstruction.

Division 3 – Rodents

6.10 Interpretation

In this division rodents means those animals belonging to the order Rodentia and includes rats and mice but does not include native rodents, laboratory bred rats and mice or animals (other than rats) kept as pets in an enclosure designed for the purpose of keeping as pets animals of that kind.

6.11 Measures to be taken to eradicate rodents

- (a) An owner or occupier of premises shall at all times take effective measures to eradicate any rodents in or on the premises.
- (b) A person must not store, or allow to be stored, on any premises, any food, refuse or other waste matter unless it is contained in a rodent proof receptacle or compartment.
- (c) An Authorised Officer may direct, orally or in writing, an owner or occupier of premises to take whatever action, in the opinion of the Authorised Officer, is necessary to prevent the presence of rodents in or on the premises.

Division 4 – Cockroaches

6.12 Interpretation

This this division cockroach means any of the various orthopterous insects commonly known as cockroaches.

6.13 Measures to be taken to eradicate cockroaches

1. An owner or occupier of premises shall take effective measures to eradicate any cockroaches in or on the premises.
2. An Authorised Officer may direct, orally or in writing, an owner or occupier of premises to take whatever action is necessary to prevent or deter the presence of cockroaches in or about the premises.
3. An owner or occupier shall within the time specified comply with any direction given by an Authorised Officer.

Division 5 – Argentine Ants

6.14 Interpretation

In this division Argentine ant means an ant belonging to the species *Linepithema humile* (formerly *Irdomyrmex humilis*).

6.15 Measures to be taken to keep premises free from Argentine ants

An owner or occupier of premises shall comply with the requirements of an Authorised Officer if an infestation of Argentine ants are found on their premises.

Division 6 – European Wasps

6.16 Interpretation

In this division *European wasp* means a wasp belonging to the species *Vespula germanica*.

6.17 Measures to be taken to keep premises free from European wasp nest

An owner or occupier of premises shall ensure that the premises are kept free from European wasp nests and shall—

- (a) immediately notify the local government of any wasp nest in, on or about the premises that is suspected to be a European wasp nest;
- (b) follow any direction of an Authorised Officer for the purpose of destroying the wasps and their nest; and
- (c) assist an Authorised Officer, of his or her representative, to trace any nest that may be present in, on or about the premises.

Division 7 – Bee Keeping

6.18 Interpretation

In this division—

bee means an insect belonging to any of the various *hymenopterous* insects of the super family *Apoidea* and commonly known as bee; and

hive means a moveable or fixed structure, container or object in which a colony of bees is kept.

6.19 Limitation on numbers of hives

1. A person shall not keep or permit the keeping of bees anywhere within the district unless approval to do so has been given by an Authorised Officer.
2. Subject to subclauses (3) and (4), a person shall not keep or permit the keeping of bees in more than 2 hives on a lot.
3. An Authorised Officer may, upon written application, consent, with or without conditions, to a person keeping bees in more than 2 hives on a lot.
4. A person shall comply with any conditions imposed by an Authorised Officer under subclause (3).

6.20 Restrictions on keeping of bees in hives

A person shall not keep or permit the keeping of bees in a hive on a lot unless, at all times—

- (a) an adequate and permanent supply of water is provided on the lot which is readily accessible to bees;
- (b) no more than 2 hives are kept on land of less than 2,000 square metres in area unless otherwise approved;
- (c) the hive is kept—
 - (i) outside, and at least 10 metres from, any building other than a fence;
 - (ii) at least 10 metres from any footpath, street, private street or public place; and
 - (iii) at least 5 metres from the boundary of the lot;
- (d) the hive is enclosed on all sides by a fence, wall or other enclosure to encourage bees to fly at a height over the property boundary; and
- (e) the person is registered as a beekeeper if required by the *Biosecurity and Agriculture Management (Identification and Movement of Stock and Apiaries) Regulations 2013*.

6.21 Bees which cause a nuisance not to be kept

1. A person shall not keep, or permit the keeping of, bees which cause a nuisance.
2. An Authorised Officer may direct any person to remove any bees or beehives which in the opinion of the Authorised Officer are causing a nuisance.

Division 8 – Arthropod Vectors of Disease

6.22 Interpretation

In this division *arthropod vectors of disease* includes—

- (a) fleas (Siphonaptera);
- (b) bedbugs (Cimex lectularious);
- (c) crab lice (Phthirus pubis);

- (d) body lice (*Pediculus humanus var. corporis*); and
- (e) head lice (*Pediculus humanus var. capitis*).

6.23 Responsibility of the owner or occupier

The owner or occupier of the premises shall—

- (a) keep the premises and any person residing in or on the premises free from any arthropod vectors of disease; and
- (b) comply with the direction of an Authorised Officer to treat the premises, or anything on the premises, for the purpose of destroying any vectors of disease.

6.24 Local government may execute work and recover costs

1. Where—

- (a) a person is required under this part or directed by a notice given under this part to execute any work; and
 - (b) that person fails or neglects to comply with the requirement, the local government may execute the work and recover from that person the cost of executing the work, in addition to any penalty for which that person may be liable.
2. The costs and expenses incurred by the local government in the execution of a power under subclause (1) may be recovered in a court of competent jurisdiction from that person.

PART 7 – INFECTIOUS DISEASES

Division 1 – General Provisions

7.1 Purpose of exercise of powers

The powers under this Part are to be exercised for the purpose of preventing or controlling the spread of an infectious disease

7.2 Authorised Officer may visit, inspect and report

An Authorised Officer may visit and inspect any house, its occupants, fixtures and fittings, outbuildings, yards, drains and sewers connected with any house where an infectious disease has been identified or where an infectious disease is suspected in order to check or prevent the spread of any infectious disease.

7.3 Requirements on owner or occupier to clean, disinfect and disinfect

An Authorised Officer may, by notice in writing, direct an owner or occupier of premises, within the time and in the manner specified in the notice, to clean, disinfect and disinfect—

- (a) the premises; or
- (b) such things in or on the premises as are specified in the notice; or both, to the satisfaction of an Authorised Officer.

7.4 Authorised Officer may disinfect or disinfect the premises

1. Where the local government or the Medical Officer is satisfied that any case of infectious disease has occurred on any premises, the local government or the Medical Officer may direct an Authorised Officer, other local government officer or other person to disinfect and disinfect the premises or any part of the premises and anything in or on the premises.
2. An owner or occupier of premises shall permit, and provide access to enable, an Authorised Officer, other local government officer or other person to carry out the direction given under subclause (1).
3. The local government may recover the cost of carrying out the work under this clause from the owner or occupier of the premises in or on which the work was carried out.

7.5 Insanitary houses, premises and things

1. An owner or occupier of any house or premises shall maintain the house or premises free from any insanitary condition or thing.
2. Where the local government considers that a house is insanitary, it may, by notice in writing, direct an owner of the house, within the time and in the manner specified in the notice, to destroy or amend the house.
3. Where an Authorised Officer considers that—
 - (a) a house or premises is not being maintained in a sanitary condition; or
 - (b) anything is insanitary, the officer may, by notice in writing, direct, as the case may be—
 - (i) the owner or occupier of the house or premises to amend any insanitary condition; or
 - (ii) the owner or occupier of the thing to destroy or amend it, within the time and in the manner specified in the notice.
4. A person who is given notice under subclauses (2) or (3) shall comply with the terms of the notice.

7.6 Medical Officer may authorise disinfecting

Where the Medical Officer believes that a person is or may be infected by an infectious disease, the Medical Officer may direct the person to have his or her body, clothing and effects disinfected at a place and in a manner directed by the Medical Officer.

7.7 Persons in contact with an infectious disease sufferer

If a person in any house is, or is suspected of, suffering from an infectious disease, any occupant of the house or any person who enters or leaves the house—

- (a) shall obey such instructions or directions as the local government or the Medical Officer may issue; and

- (b) may be removed, at the direction of the local government or the Medical Officer to isolation in an appropriate place to prevent or minimise the risk of the infection spreading and if so removed, shall remain in that place until the Medical Officer directs otherwise.

7.8 Declaration of infected house or premises

1. To prevent or check the spread of infectious disease, the local government or the Medical Officer may from time to time declare any house or premises to be infected.
2. A person shall not enter or leave any house or premises declared to be infected without the written consent of the Medical Officer or an Authorised Officer.

7.9 Destruction of infected animals

An Authorised Officer, upon being satisfied that an animal is or may be infected or is liable to be infected or to convey infection may, by notice of writing, direct that the animal be examined by a registered veterinary officer and all steps taken to enable the condition to be controlled or eradicated or the animal destroyed and disposed of—

- (a) in the manner and within the time specified in the notice; and
- (b) by the person in whose possession, or upon whose premises, the animal is located.

7.10 Disposal of a body

1. An occupier of premises in or on which is located the body of a person who has died of an infectious disease shall, subject to subclause (2), cause the body to be buried or disposed of in such manner, within such time and with such precautions as may be directed by the Medical Officer.
2. A body shall not be removed from the premises where death occurred except to a cemetery or a morgue.

7.11 Local government may carry out work and recover costs

1. Where—
 - (a) a person is required under this division or by a notice given under this division, to carry out any work; and
 - (b) that person fails or neglects to comply with the requirement, that person commits an offence and the local government may carry out the work or arrange for the work to be carried out by another.
2. The costs and expenses incurred by the local government in the execution of a power under this clause may be recovered from the person referred to in subclause (1).

Division 2 – Disposal of Used Condoms and Needles

7.12 Disposal of used condoms

1. An occupier of premises on or from which used condoms are produced shall ensure that the condoms are—
 - (a) placed in a sealed impervious container and disposed of in a sanitary manner; or
 - (b) disposed of in such a manner as may be directed by an Authorised Officer.
2. A person shall not dispose of a used condom in a public place except in accordance with subclause (1).

7.13 Disposal of used needles

A person shall not dispose of a used hypodermic syringe or needle in a public place unless it is placed in an impenetrable, leak proof container and deposited in a refuse receptacle.

PART 8 – LODGING HOUSES

Division 1 – Registration

8.1 Interpretation

In this part—

accommodation means one or more buildings used for boarding purposes referred to in this part;

bed means a sleeping berth consisting of—

- (a) a single berth; or
- (b) a double berth provided for the use of couples, which shall have the same floor space requirements as two single beds;

bunk means a sleeping berth comprising one of two beds arranged vertically;

dormitory means a building or room utilised for sleeping purposes at a short term hostel or recreational campsite;

Food Standards Code means the Australia New Zealand Food Standards Code as defined in the Commonwealth *Food Standards Australia New Zealand Act 1991*;

keeper means a person whose name appears on the register of keepers, in respect of accommodation, as the keeper of that accommodation;

laundry unit means a facility consisting of—

- (a) a washing machine with a capacity of not less than 4 kilograms of dry clothing;
- (b) either an electric drying cabinet or not less than 30 metres of clothes line;
- (c) one wash trough of not less than 45 litres capacity, connected to both hot and cold water; and
- (d) A hot water system that—
 - (i) is capable of delivering an adequate supply of water at a temperature of at least 65 degrees Celsius for each washing machine and wash trough provided with the communal facilities; and
 - (ii) has a delivery rate of not less than 5 litres per minute for each washing machine or a higher delivery rate according to the manufacturer's specifications;

lodger means a person who obtains, for hire or reward, board or lodging in accommodation;

lodging house includes a recreational campsite, a serviced apartment and a short-term hostel and has the same meaning as defined in Section 3 of the *Health (Miscellaneous Provisions) Act 1911*;

manager means a person duly appointed by the keeper in accordance with this division to reside in, and have the care and management of, accommodation;

manufacturer's specifications means a data sheet describing the technical characteristics of a product which is published by a manufacturer to help consumers use the product;

recreational campsite means a lodging house –

- (a) situated on a campsite principally used for –
 - (i) recreational, sporting, religious, ethnic or educational pursuits, or
 - (ii) conferences or conventions; and
- (b) where the period of occupancy of any lodger is not more than 14 consecutive days, and includes youth camps, youth education camps, church camps and riding schools;
- (c) but does not include a camp or caravan within the meaning of the *Caravan Parks and Camping Grounds Act 1995*;

register of lodgers means the register kept in accordance with this Part;

register of keepers means a register by the local government in which is registered the names and residences of the keepers of all accommodation within its district and the situation of every such accommodation and the number of persons authorised by the local government to be resident therein;

resident means a person, other than a lodger, who resides in accommodation;

serviced apartment means a lodging house in which each sleeping apartment, or group of sleeping apartments in common occupancy, is provided with its own sanitary conveniences and may have its own cooking facilities;

short term hostel means a lodging house where the period of occupancy of any lodger is not more than 14 consecutive days and shall include youth hostels and backpacker hostels;

sleeping apartment means a room used for lodgers to sleep in; and

vector of disease means an arthropod or rodent that transmits, by biological or mechanical means, an infectious agent from a source or reservoir to a person, and includes fleas, bedbugs, crab lice and head lice.

8.2 Accommodation not to be kept unless registered

A person shall not keep or cause, suffer or permit to be kept accommodation unless—

- (a) the accommodation is constructed in accordance with the requirements of this Part;
- (b) the accommodation is registered by the local government under clause 8.4; and
- (c) the name of the person keeping the accommodation is entered in the register of keepers.

8.3 Application for registration

An application for registration of accommodation shall be—

- (a) in the form as determined by the local government from time to time;
- (b) duly completed and signed by the proposed keeper; and
- (c) accompanied by—
 - (i) the fee as fixed from time to time by the local government under Sections 6.16 to 6.19 of the Local Government Act 1995; and
 - (ii) detailed plans and specifications of the accommodation.

8.4 Certificate of Registration of accommodation

The local government may approve, with or without conditions, an application under clause 8.3 by issuing to the applicant a Certificate of Registration of accommodation in a form as determined by the local government from time to time.

8.5 Renewal of registration

A person who keeps accommodation which is registered under this Part shall—

- (a) during the month of June in each year apply to the local government for the renewal of the registration of the accommodation; and

- (b) pay the fee as fixed from time to time by the local government under Sections 6.16 to 6.19 of the *Local Government Act 1995* at the time of making each application for renewal.

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8.6 Notification upon sale or transfer

If the owner of accommodation house sells or transfers or agrees to sell or transfer the accommodation to another person, he or she shall, within 14 days of the date of sale, transfer or agreement, give to the Chief Executive Officer, in a form as determined by the local government from time to time, written notice of the full name, address and occupation of the person to whom the lodging house has been, or is to be, sold or transferred.

8.7 Revocation of registration

1. The local government may revoke a registration upon any one or more of the following grounds—
 - (a) that the accommodation has not, to the satisfaction of an Authorised Officer, been kept free from vectors of disease or in a clean, wholesome and sanitary condition;
 - (b) that the keeper has—
 - (i) been convicted of an offence against these local laws in respect of the lodging house; or
 - (ii) not complied with a requirement of this Part; or
 - (iii) not complied with a condition of registration;
 - (c) that the local government, having regard to a report from the Police Service, is satisfied that the keeper or manager is not a fit and proper person; and
 - (d) that, by reason of alterations or additions or neglect to repair or renovate, the condition of the accommodation is such as to render it, in the opinion of an Authorised Officer, unfit to remain registered.
2. Before revoking the registration of accommodation under this clause, the local government shall give notice to the keeper requiring him or her, within a time specified in the notice, to show cause why the registration should not be revoked.
3. Whenever the local government revokes the registration of accommodation, it shall give the keeper notice of the revocation and the registration shall be revoked as from the date on which the notice is served on the keeper.

Division 2 – Construction and use requirements

8.8 General construction requirements

The general construction requirements of accommodation shall comply with the Building Code.

8.9 Insect screening

The keeper shall provide and maintain in good working order and condition on the premises windows and external doors that are screened with mesh having openings no larger than 1.2 millimetres.

8.10 Sanitary conveniences

1. A keeper shall maintain in good working order and condition and in convenient positions on the premises—
 - (a) toilets; and
 - (b) bathrooms, each fitted with a shower or bath (or both) and hand wash basin, in accordance with the requirements of the Building Code.
2. A bathroom or toilet which is used as a private bathroom or toilet to the exclusion of other lodgers or residents shall not be counted for the purposes of subclause (1).
3. Each bath, shower and hand wash basin shall be provided with an adequate supply of hot and cold water.
4. The walls of each shower and bath shall be of an impervious material to minimum height of 1.8 metres above the floor level.
5. Each toilet and bathroom in a lodging house shall—
6. be so situated, separated and screened so as to ensure privacy; and
7. be provided with adequate electric lighting.

8.11 Laundry unit

1. A keeper of a lodging house shall subject to subclause (2) –
 - (a) provide on the premises a laundry unit for each 15 lodgers;
 - (b) at all times maintain each laundry unit in a proper sanitary condition and in good repair;
 - (c) provide an adequate supply of hot and cold water to each wash trough, sink and washing machine; and
 - (d) ensure that the floor area of each laundry unit is properly surfaced with an even fall to a floor waste.
2. An Authorised Officer may approve the provision of a reduced number of laundry facilities if suitable equipment of a commercial type is installed.

8.12 Kitchen

The keeper of a lodging house shall provide in that lodging house a kitchen which complies with the relevant requirements of the Food Act 2008, Food Regulations 2009 and Standards 3.1.1, 3.2.2, and 3.2.3 of the Food Standards Code as determined by an Authorised Officer.

8.13 Cooking facilities

The keeper of accommodation where meals are prepared shall provide a kitchen with cooking appliances of a number and type approved by an Authorised Officer.

8.14 Dining room

The keeper of a lodging house shall provide in that lodging house a dining room located in close proximity to, or combined with, the kitchen—

- (a) the floor area of which shall be not less than the greater of—
 - (i) 0.5 square metres per person; or
 - (ii) 10 square metres; and
- (b) which shall be—
 - (i) adequately furnished to accommodate, at any one time, half of the number of lodgers; and
 - (ii) provided with a suitable floor covering.

8.15 Lounge room

The keeper of a lodging house shall provide in that lodging house a lounge room—

- (a) with a floor area of—
 - (i) where the lounge is not combined with the dining room – not less than 0.6 square metres per person; or
 - (ii) where the lounge room is combined with a dining room – not less than 1.2 square metres per person;
 - (iii) but in either case having a minimum of 13 square metres; and
 - (iv) which shall be adequately furnished to accommodate, at any one time, half the number of lodgers and provided with a suitable floor covering.

8.16 Fire prevention and control

1. A keeper shall—
 - (a) ensure smoke alarms complying with AS 3786 are installed on or near the ceiling in every bedroom and in every corridor or hallway associated with a bedroom, or if there is no corridor or hallway, in an area between the bedrooms and the remainder of the building as required by the Building Code;
 - (b) ensure that there is installed in each passage or corridor in the lodging house a smoke alarm incorporating evacuation lighting which is activated by the smoke alarm as required by the Building Code;
 - (c) provide evacuation lighting if required by the Building Code to be kept separate from the general lighting system and kept illuminated during the hours of darkness;
 - (d) provide an approved fire blanket positioned within 2 metres of the cooking area in each kitchen;
 - (e) ensure if required by the Building Code that illuminated exit signs are installed above exit doorways which comply with AS 2293.1 and which are maintained in good working order at all times; and
 - (f) provide firefighting equipment in accordance with the requirements of the Building Code and ensure that the equipment is clearly visible, accessible and maintained in good working order at all times.
2. No person shall smoke in any dormitory, kitchen or dining room or other enclosed public place within a lodging house.

3. A keeper shall ensure that any items which are likely to cause a fire hazard are not located within bedrooms or dormitories of a lodging house.
4. The keeper of a lodging house which is a recreational campsite or short term hostel, but not a serviced apartment, shall ensure that materials used in bedrooms and dormitory area comply with AS 1530.2 and AS 1530.3 as updated from time to time.

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8.17 Obstruction of passages and stairways

A keeper shall not cause, suffer or permit furniture, fittings or other things to be placed either temporarily or permanently in or on—

- (a) a stairway, stair landing, fire escape, window or common passageway; or
- (b) part of the lodging house in common use or intended or adapted for common use, in such a manner as to form an obstruction to the free passage of lodgers, residents or persons in or occupying the lodging house.

8.18 Fitting of locks

A person shall not fit, or cause or permit to be fitted, to an exit door a lock or other device that prevents the door being opened from within a lodging house.

8.19 Restriction on use of rooms for sleeping

1. Subject to subclause (3), a keeper shall not use or permit to be used as a sleeping apartment a room in a lodging house—

- (a) which contains food;
- (b) which contains or is fitted with a cooking appliance or kitchen sink;
- (c) which is used as a kitchen, scullery, store room, dining room, general sitting room or lounge room or for the preparation or storage of food;
- (d) which is not reasonably accessible without passing through a sleeping or other room in the private occupation of another person;
- (e) which, except in the case of a short-term hostel or a recreational campsite, contains less than 5 square metres of clear space for each lodger occupying the room;
- (f) which is not naturally illuminated in accordance with the requirements of the Building Code;
- (g) which is not ventilated in accordance with the requirements of the Building Code;
- (h) in which the lighting or ventilation referred to in paragraphs (f) and (g) is obstructed or is not in good and efficient order;
- (i) which is not free from internal dampness;
- (j) of which any part of the floor is below the level of the adjoining ground; or
- (k) the floor of which is not fitted with an approved carpet or vinyl floor covering or other floor treatment approved by an Authorised Officer.

2. For the purposes of this clause, two children under the age of 10 years shall be counted as one lodger.

3. Paragraphs (a), (b) and (c) of subclause (1) shall not apply to a serviced apartment.

8.20 Sleeping accommodation short term hostels and recreational campsites

1. A keeper of a short-term hostel or recreational campsite shall provide clear floor space of not less than—

- (a) 4 square metres per person in each dormitory utilising beds; or

- (b) 2.5 square metres per person in dormitories utilising bunks.
- 2. The calculation of floor space in subclause (1) shall exclude the area occupied by any large items of furniture, such as wardrobes, but may include the area occupied by beds.
- 3. The minimum height of any ceiling in a short-term hostel or recreational campsite shall be 2.4 metres in any dormitory utilising beds and 2.7 metres in any dormitory utilising bunks.
- 4. The minimum floor area requirements in subclause (1) will only apply if there is ventilation, separation distances, fire egress and other safety requirements in accordance with the Building Code.
- 5. The keeper of any short-term hostel or recreational campsite shall provide—
 - (a) fixed outlet ventilation at a ratio of 0.15 square metre to each 10 square metres of floor area of the dormitories;
 - (b) each dormitory with direct ventilation to the open air from a point within 230 millimetres of the ceiling level through a fixed open window or vents, carried as direct to the open air as is practicable; or
 - (c) mechanical ventilation in lieu of fixed ventilation.
- 6. The keeper of any short-term hostel or recreational campsite shall provide—
 - (a) beds with a minimum size of—
 - (i) in short term hostels – 800 millimetres x 1.9 metres;
 - (ii) in recreational campsites – 750 millimetres x 1.85 metres; and
 - (b) storage space for personal effects, including backpacks, so that cleaning operations are not hindered and access spaces are not obstructed.
- 7. The keeper of any short-term hostel or recreational campsite shall—
 - (a) ensure at all times there is a distance of 750 millimetres between beds and a distance of 900 millimetres between bunks;
 - (b) ensure that where bed or bunk heads are placed against the wall on either side of a dormitory, there is a passageway of at least 1.35 metres between each row of beds and a passageway of at least 2 metres between each row of bunks and the passageway is kept clear of obstruction at all times; and
 - (c) ensure all doors, windows and ventilators are kept free from obstruction.

8.21 Furnishing etc. of sleeping apartments

A keeper of a lodging house shall, unless otherwise approved by the local government—

- (a) furnish each sleeping apartment with a sufficient number of beds and sufficient bed linen of good quality;
- (b) ensure that each bed—
 - (i) has a bed head, mattress and pillow;
 - (ii) is provided with a pillowcase, two sheets, a blanket or rug and, in cold weather, not less than one additional blanket or rug; and
 - (iii) has a mattress protector fitted;

- (c) furnish each bedroom so that there are adequate storage facilities for belongings within the room; and
- (d) not cause, suffer or permit any tiered beds or bunks to be used in a sleeping apartment other than in a lodging house used exclusively as a short-term hostel or recreational campsite.

8.22 Ventilation

If, in the opinion of an Authorised Officer, a kitchen, bathroom, toilet, laundry or habitable room is not adequately or properly ventilated, he or she may direct the keeper to provide a different or additional method of ventilation.

8.23 Numbers to be placed on doors

1. A keeper shall number each room available to a lodger in a lodging house or provide an alternative means of identification approved by an Authorised Officer.
2. The numbering system or alternative means of room identification is to be legible and easily identified.

Division 3 – Management and Care

8.24 Keeper or manager to reside in the lodging house

Whenever there are one or more lodgers in a lodging house, a keeper or manager shall—

- (a) reside continuously in the lodging house; and
- (b) not be absent from the lodging house unless he or she arranges for a reputable person to have the care and management of the lodging house.

8.25 Register of lodgers

1. A keeper shall keep a register of lodgers in a form as determined by the local government from time to time.
2. The register of lodgers shall be—
 - (a) kept in the accommodation; and
 - (b) available for inspection at any time on demand by any member of the Police Service or by an Authorised Officer.

8.26 Keeper report

A keeper shall, whenever required by the local government, provide, in a form as determined by the local government from time to time, the name of each lodger who lodges in the accommodation during the preceding day or night.

8.27 Certificate of Sleeping Accommodation

1. An Authorised Officer may issue to a keeper a Certificate of Sleeping Accommodation, in respect of each room, which shall be in a form as

determined by the local government from time to time, or, for lodging houses with more than 20 sleeping apartments, a Certificate of Sleeping Accommodation for a Lodging House with more than 20 Sleeping Apartments, which shall be in a form as determined by the local government from time to time.

2. The certificate issued under subclause (1) shall specify the maximum number of persons who shall be permitted to occupy each room as a sleeping apartment at any one time.
3. When required by an Authorised Officer, a keeper shall exhibit the certificate issued under this clause in a conspicuous place in the room to which the certificate refers.
4. A person shall not allow a greater number of persons than is specified on a certificate issued under this clause to occupy the room to which it refers.

8.28 Duplicate keys and inspection

Each keeper and manager of accommodation shall—

- (a) retain possession of a duplicate key to the door of each room; and
- (b) when required by an Authorised Officer, open the door of any room for the purpose of inspection by the Authorised Officer.

8.29 Room occupancy

1. A keeper shall not—
 - (a) allow more than the maximum number of persons permitted by the Certificate of Registration of accommodation to be lodged at any one time in the accommodation;
 - (b) allow to be placed or kept in any sleeping apartments—
 - (i) a larger number of beds; or
 - (ii) a larger quantity of bed linen than is required to accommodate and provide for the maximum number of persons permitted to occupy the sleeping apartment at any one time; and
 - (c) allow to be used for sleeping purposes, a room that—
 - (i) has not been certified for that purpose; and
 - (ii) the local government or the Medical Officer has forbidden to be used as a sleeping apartment.
2. For the purpose of this clause, two children under 10 years of age shall be counted as one lodger.

8.30 Infectious disease

A keeper shall immediately after becoming aware that a lodger or resident is suffering from a notifiable infectious disease notify an Authorised Officer.

8.31 Maintenance of a room by a lodger or resident

1. A keeper may permit, or contract with, a lodger or resident to service, clean or maintain the room or rooms occupied by the lodger or resident.
2. Where permission is given or a contract entered into under subclause (1), the keeper shall—
 - (a) inspect each room the subject of the permission or agreement at least once a week; and
 - (b) ensure that each room is being maintained in a clean condition.
3. A lodger or resident who contracts with a keeper to service, clean or maintain a room occupied by him or her, shall maintain the room in a clean condition.

8.32 Cleaning and maintenance requirements

A keeper of accommodation shall—

- (a) maintain in a clean, sound and undamaged condition—
 - (i) the floor, walls, ceilings, woodwork and painted surfaces;
 - (ii) the floor coverings and window treatments; and
 - (iii) the toilets, including toilet seats, cisterns and associated plumbing; and
- (b) maintain in a clean and in good working order—
 - (i) all fixtures and fittings; and
 - (ii) all windows, doors and door furniture;
- (c) ensure that the internal walls of each bathroom and toilet have a smooth, impervious washable surface;
- (d) ensure that all floors are kept clean at all times;
- (e) ensure that—
 - (i) all bed linen, towels, and house linen in use is washed at least once a week;
 - (ii) within a reasonable time of a bed having been vacated by a lodger or resident, the bed linen is removed and washed;
 - (iii) a person does not occupy a bed which has been used by another person unless the bed has been provided with clean bed linen;
 - (iv) all beds, bedsteads, blankets, rugs, covers, bed linen, towels and house linen are kept clean, in good repair and free from vectors of disease;
 - (v) when any vectors of disease are found in a bed, furniture, room or sleeping apartment, immediate effective action is taken to eradicate the vectors of disease; and
 - (vi) a room which is not free from vectors of disease is not used as a sleeping apartment;
- (f) when so directed by an Authorised Officer, ensure that—
 - (i) a room, together with its contents, and any other part of the lodging house, is cleaned and disinfected; and
 - (ii) a bed, or other article of furniture that is infested is removed from the lodging house and properly disposed of;
- (g) ensure that the yard is kept clean at all times;
- (h) provide all bedrooms, passages, common areas, toilets, bathrooms and laundries with adequate lighting; and

- (i) comply with any direction, whether orally or in writing, given by an Authorised Officer.

8.33 Responsibilities of lodgers and residents

A lodger or resident shall not—

- (a) use any room available to lodgers—
 - (i) as a shop, store or factory; or
 - (ii) for manufacturing or trading services;
- (b) keep or store in or on the lodging house any goods or materials which are inflammable or offensive;
- (c) use a bath or hand wash basin other than for ablutionary purposes;
- (d) use a bathroom facility or fitting for laundry purposes;
- (e) use a sink installed in a kitchen or scullery for any purpose other than the washing and cleaning of cooking and eating utensils, other kitchenware or culinary purposes;
- (f) deposit rubbish or waste food other than into a proper rubbish receptacle;
- (g) in a kitchen or other place where food is kept—
 - (i) wash or permit the washing of clothing or bed linen; or
 - (ii) keep or permit to be kept any soiled clothing or bed linen;
- (h) subject to clause 8.34—
 - (i) keep, store, prepare or cook food in any sleeping apartment; or
 - (ii) unless sick or invalid and unable to leave a sleeping apartment for that reason, use a sleeping apartment for dining purposes;
- (i) place or keep, in any part of a lodging house, any luggage, clothing, bedding, bed linen or furniture, that is infested with vermin or vectors of disease;
- (j) store or keep such a quantity of furniture, material or goods within the lodging house—
 - (i) in any kitchen, living or sleeping apartment so as to prevent the cleaning of the floors, walls, fittings or fixtures; or
 - (ii) in a sleeping apartment so as to decrease the air space to less than the minimum required by this Part;
- (k) obstruct or prevent the keeper or manager from inspecting or examining the room or rooms occupied by the lodger or resident; and
- (l) fix any fastener or change any lock to a door or room without the written approval of the keeper.

8.34 Approval for storage of food

- (1) An EHO may -
 - (a) upon written application from a keeper, approve the storage of food within a refrigerator or sealed container in a sleeping apartment; and
 - (b) withdraw the approval if a nuisance or vector of disease infestation is found to exist in the lodging house.
- (2) The keeper of a serviced apartment may permit the storage and consumption of food

within that apartment if suitable storage and dining facilities are provided.

PART 9 – OFFENSIVE TRADES

Division 1 – General

9.1 Interpretation

In this part—

Certificate of Registration of Premises for Offensive Trade means a certificate issued under clause 9.5 in a form as determined by the local government from time to time;

occupier in relation to premises includes the person registered as the occupier of the premises in a form as determined by the local government from time to time;

offensive trade means any of the trades listed in Schedule 1; and

premises includes houses.

9.2 Consent to establish an offensive trade

1. A person seeking the consent of the local government under section 187 of the Act to establish an offensive trade shall—

(a) advertise notice of his intention to apply for consent in accordance with clause 9.3; and

(b) lodge with the Chief Executive Officer an application in a form as determined by the local government from time to time.

2. A person who makes a false statement in an application under this clause shall be guilty of an offence.

9.3 Notice of application

A notice required under subclause 9.2(1) (a) shall—

(a) contain the name and address of the person who intends to make the application;

(b) contain a description of the nature of the offensive trade;

(c) contain details of the premises in or upon which it is proposed to carry on the proposed trade; and

(d) be published in accordance with regulation 3A (2) (c) of the *Local Government (Administration) Regulations 1996* at least two weeks but not more than one month before the application under clause 9.2 (1) (b) is lodged with the Chief Executive Officer.

9.4 Registration of premises

An application for the registration of premises pursuant to section 191 of the Act shall be—

(a) in a form as determined by the local government from time to time;

- (b) accompanied by—
 - (i) the fee prescribed in the *Health (Offensive Trades Fees) Regulations 1976* as amended from time to time; and
 - (ii) a comprehensive management plan; and
- (c) lodged with the Chief Executive Officer.

9.5 Certificate of Registration of Premises for Offensive Trade

Upon the registration of premises for the carrying on of an offensive trade, the local government shall issue to the applicant a Certificate of Registration of Premises for Offensive Trade in a form as determined by the local government from time to time.

9.6 Change of occupier

Where there is a change of occupier of the premises registered pursuant to this Division, the new occupier shall forthwith notify the Chief Executive Officer in writing of such change.

9.7 Alterations to premises

While any premises remain registered under this Division, a person shall not, without the written permission of the local government, make or permit any change or alteration to the premises other than minor repairs, installations or interior refurbishment.

Division 2 – General Duties of an Occupier

9.8 Interpretation

In this Division—

occupier means the occupier, or where there is more than one occupier, each of the occupiers of the premises in or upon which an offensive trade is carried on; and *premises* means those premises in or upon which an offensive trade is carried on.

9.9 Cleanliness

The occupier shall—

- (a) keep or cause to be kept in a clean and sanitary condition and in a state of good repair the floors, walls and ceilings and all other portions of the premises;
- (b) keep or cause to be kept in a clean and sanitary condition and in a state of good repair all fittings, fixtures, appliances, machinery, implements, shelves, counters, tables, benches, bins, cabinets, sinks, drain boards, drains, grease traps, tubs, vessels and other things used on or in connection with the premises;
- (c) keep the premises free from any unwholesome or offensive odour arising from the premises;
- (d) keep in a clean and tidy condition all yards, footpaths, passage ways, paved areas, stores or outbuildings used in connection with the premises; and
- (e) clean daily and at all times keep and maintain all sanitary conveniences and all sanitary fittings and grease traps on the premises in a clean and sanitary condition.

9.10 Rats and other vectors of disease

The occupier shall—

- (a) ensure that the premises are kept free from vermin, rodents, cockroaches, flies and other vectors of disease; and
- (b) provide in and on the premises effective means and methods for the eradication and prevention of vermin, rodents, cockroaches, flies and other vectors of disease.

9.11 Sanitary conveniences and hand wash basins

The occupier shall provide on the premises in an approved position sufficient sanitary conveniences and hand wash basins, each with an adequate supply of hot and cold water for use by employees and by all other persons lawfully upon the premises.

9.12 Painting of walls etc.

The occupier shall cause the internal surface of every wall, the underside of every ceiling or roof and all fittings as may be directed in and on the premises to be cleaned and painted when instructed by an Authorised Officer.

9.13 Effluvia, vapours or gases

The occupier shall provide, use and maintain in a state of good repair and working order, appliances capable of effectively destroying or of rendering harmless all offensive effluvia, vapours or gases arising in any process of his or her business or from any material, residue or other substance which may be kept or stored upon the premises.

9.14 Offensive material

The occupier shall—

- (a) provide on the premises impervious receptacles of sufficient capacity to receive all offensive material and trade refuse produced upon the premises in any one day;
- (b) keep airtight covers on the receptacles, except when it is necessary to place something in or remove something from them;
- (c) cause all offensive material and trade refuse to be placed immediately in the receptacles;
- (d) cause the contents of the receptacles to be removed from the premises at least once in every working day or other interval as may be directed by an Authorised Officer; and
- (e) cause all receptacles after being emptied to be cleaned immediately with an efficient disinfectant.

9.15 Storage of materials

The occupier shall cause all material on the premises to be stored so as not to be offensive or injurious to health whether by inhalation or otherwise and so as to prevent the creation of a nuisance.

9.16 Directions

An Authorised Officer may give to the occupier directions to prevent or diminish the offensiveness of a trade or to safeguard the public health.

Division 3 – Fat Rendering Establishments

9.17 Interpretation

In this Division—

fat rendering establishments means a premises where edible fats including suet, dripping or premier jus are rendered down by any heat processing method; and
occupier means the occupier of any premises on which the trade of fat rendering is carried on.

9.18 Ventilation

The occupier shall provide and maintain—

- (a) a hood which shall—
 - (i) be of an approved design and construction;
 - (ii) be situated so as to arrest all effluvia, odours and smoke from the process of fat rendering; and
 - (iii) extend a minimum of 150 millimetres beyond the length of each appliance; and
- (b) an exhaust ventilation system—
 - (i) the point of discharge of which shall be at least 1 metre above the ridge of a pitched roof or 3 metres above a flat roof and shall not be located within 6 metres of an adjoining property or any fresh air intake; and
 - (ii) which shall discharge in such manner and in such a position that no nuisance is created.

9.19 Covering of apparatus

External parts of the fat rendering apparatus shall be constructed or covered with smooth, non- corrosive and impervious material, devoid of holes, cracks and crevices.

9.20 Rendering of walls

The occupier shall cause each wall within a radius of 3 metres of the rendering apparatus or machinery to be rendered with a cement plaster with a steel float finish or other approved finish to a height of 2 metres, devoid of holes, cracks and crevices.

Division 4 – Laundries, Dry Cleaning Establishments and Dye Works

9.21 Interpretation

In this Division—
dry cleaning establishment—

- (a) means premises where clothes or other articles are cleaned by use of solvents without using water; but
- (b) does not include premises in which perchlorethylene or arklone is used as dry-cleaning fluid in a machine operating on a full cycle and fully enclosed basis;

dye works means a place where articles are commercially dyed, but does not include dye works in which provision is made for the discharge of all liquid waste therefrom into a public sewer;

exempt laundromat means a premises in which—

- (a) laundering is carried out by members of the public using, on payment of a fee, machines or equipment provided by the owners or occupiers of those establishments;
- (b) laundering is not carried out by those owners or occupiers for or on behalf of other persons; and

- (c) provision is made for the discharge of all liquid waste therefrom into a public sewer;

laundromat means a public place with coin or card operated washing machines, spin dryers or dry-cleaning machines; and

laundry means any place where articles are laundered by commercial grade machinery but does not include an exempt laundromat.

9.22 Receiving depot

An owner or occupier of premises shall not use or permit the premises to be used as a receiving depot for a laundry, dry cleaning establishment or dye works except with the written permission of the local government, which may at any time by written notice withdraw such permission.

9.23 Reception room

1. The occupier of a laundry, dry cleaning establishment or dye works shall—
 - (a) provide a reception room in which all articles brought to the premises for treatment shall be received and shall not receive or permit to be received any such articles except in that room; and
 - (b) cause such articles as may be directed by an Authorised Officer to be thoroughly disinfected.
2. A person shall not bring or permit food to be brought into the reception room referred to in this clause.

9.24 Walls and floors

The occupier of a laundry, dry cleaning establishment or dye works shall cause—

- (a) the internal surfaces of all walls to be rendered with a cement plaster with a steel float finish or other approved material to a height of 2 metres and to be devoid of holes, cracks and crevices;
- (b) the floor to be impervious, constructed of concrete or other material approved by an Authorised Officer and finished to a smooth surface; and
- (c) every floor and wall of any building on the premises to be kept at all times in good order and repair, so as to prevent the absorption of any liquid which may be splashed or spilled or may fall and be deposited on it.

9.25 Laundry floor

The occupier of a laundry shall provide in front of each washing machine a non-corrosive grating, with a width of at least 910 millimetres, so constructed as to prevent any person from standing in water on the floor.

9.26 Escape of dust

The occupier of a dry-cleaning establishment shall provide effective means to prevent the escape into the open air of all dust or other material from the premises.

9.27 Precautions against combustion

The occupier of a dry-cleaning establishment where volatile liquids are used shall take all proper precautions against combustion and shall comply with all directions given by an Authorised Officer for that purpose.

9.28 Trolleys

The occupier of a dry-cleaning establishment shall—

- (a) provide trolleys for the use of transporting dirty and clean linen; and
- (b) ensure that each trolley is—
 - (i) clearly designated to indicate the use for which it is intended;
 - (ii) lined internally with a smooth impervious non-absorbent material that is easily cleaned; and
 - (iii) thoroughly cleaned and disinfected on a regular basis.

9.29 Sleeping on premises

A person shall not use or permit any room in a laundry, dry cleaning establishment or dye works to be used for sleeping purposes.

Division 5 – Abattoirs

9.30 Construction

An abattoir shall conform to relevant Standards as adopted under the *Food Act 2008* section 144 (6) and the requirements of Part 5 of the *Food Regulations 2009*.

Division 6 – Piggeries

9.31 Interpretation

In this Division, unless the context otherwise requires—

piggery means any building, enclosure or yard, in which one or more pigs are kept, bred, reared or fattened, and shall include any portion of the premises to which pigs have access; and

sensitive land use means land use sensitive to emissions from industry and infrastructure. Sensitive land uses include residential developments, hospitals, hotels, motels, hostels, caravan parks, schools, nursing homes, child care facilities, shopping centres, playgrounds, public buildings, commercial and industrial land uses which require a high level of amenity or are sensitive to particular emissions.

9.32 Limitations to registration

Unless otherwise approved, no premises shall be registered as a piggery unless it has been granted approval under the Local Planning Scheme.

9.33 Conditions of registration

Any person intending to establish a piggery within the district shall ensure an application made in a form as determined by the local government from time to time, is accompanied by plans and specifications in duplicate of the proposed piggery including—

- (a) details of the approximate number of pigs to be kept;
- (b) details of the drainage and effluent disposal system to be installed; and
- (c) details of the method by which cleanliness of the piggery shall be maintained.

9.34 Sties, enclosures or sheds

1. The occupier of every piggery shall provide either—
 - (a) sties and enclosures;
 - (b) enclosures; or
 - (c) sheds; within which pigs shall be kept.
2. Where sties and enclosures are provided—
 - (a) the floor of every sty shall be properly paved with impervious materials, and every such floor shall have sufficient fall to a surface gutter, which shall—
 - (i) be constructed of similar materials;
 - (ii) be not less than 300 millimetres wide and 75 millimetres deep in the centre of its width;
 - (iii) extend the whole length of the sty; and
 - (iv) have sufficient fall so that it shall discharge all liquids falling upon the floor or upon the gutter into an impervious sump of sufficient capacity to receive at least one day's drainage; and
 - (b) the area of every enclosure appurtenant to a sty or group of sties shall be not less than 3 times the area of the sty or group of sties to which it is appurtenant.
3. Where enclosures only are provided, then—
 - (a) the fences of such enclosures shall be movable; and
 - (b) the fences shall be moved and re-erected to enclose a new site whenever—
 - (i) the ground within a site is becoming offensive; or
 - (ii) the occupier is directed to do so by an Authorised Officer.
4. Where one or more sheds are provided, then—
 - (a) the floor of every shed shall comply with subclause 2(a);
 - (b) they shall be maintained in a structurally sound and clean condition free of infestation with flies and other vectors of disease; and
 - (c) they shall be effectively drained and effluent waste removed so as to prevent a nuisance occurring.

9.35 Slaughtering

The occupier of any piggery shall not permit any slaughtering of animals on the premises.

9.36 Feed

The occupier of any piggery shall—

- (a) not receive, or allow to be received on such premises, any carcass or part of a carcass of a diseased animal;
- (b) not feed the pigs upon the flesh or offal of diseased animals;
- (c) not receive or suffer or permit to be received on the premises, putrid matter for any purpose; and
- (d) not receive or suffer or permit to be received on the premises, any kitchen, slaughterhouse or butcher's wastes or other putrescible pig feed.

9.37 Fencing

Every piggery occupier shall securely fence all the enclosures.

9.38 Water supply

Every piggery occupier shall provide a sufficient and constant supply of clean water, which shall be properly protected against pollution and always available for cleansing purposes.

9.39 Feeding troughs

1. Every such occupier shall—
 - (a) where sties and enclosures are provided under the provisions of clause 9.34(2), provide feeding troughs in every sty, situated near to the drainage gutter or positioned to be accessible to the pigs in two or more sties or enclosures;
 - (b) where enclosures are provided under the provisions of clause 9.34(3), provide feeding troughs in every such enclosure;
 - (c) cause all feeding troughs, other than those provided in connection with movable enclosures, to be fixed upon a cement or concrete floor extending 1.2 metres in all directions from such trough, and designed to permit ready drainage; and
 - (d) not permit pigs to be fed other than at the feeding troughs provided in accordance with this clause.
2. Notwithstanding the provisions of subclause (1), where pigs are kept continually confined in fully enclosed pens, floor feeding with pellets or dry meal shall be permitted, in which case feeding troughs are not required to be provided.

PART 10 – OFFENCES AND PENALTIES

10.1 Offences and penalties

1. A person who—

- (a) fails to do anything required or directed to be done under this local law;
or
 - (b) fails to comply with the requirements of a notice issued under this local law by an authorised officer; or
 - (c) does anything which under this local law that person is prohibited from doing; commits an offence.
2. A person who commits an offence under subclause (1) is liable to—
- (a) a penalty which is not more than \$5,000 and not less than—
 - (i) in the case of a first such offence, \$500; and
 - (ii) in the case of a second such offence, \$1000; and
 - (iii) in the case of a third or subsequent such offence, \$2,500 and
 - (b) if the offence is a continuing offence, a daily penalty which is not more than \$500 and not less than \$250.
3. An offence against a clause specified in Schedule 2 is a prescribed offence for the purposes of section 9.16(1) of the *Local Government Act 1995*.
4. The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 2.

10.2 Form of infringement notices

1. Where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the *Local Government Act 1995* is that of Form 1 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*;
2. The form of the infringement notice referred to in section 9.16 of the *Local Government Act 1995* is that of Form 2 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; and
3. The form of the infringement withdrawal given under section 9.20 of the *Local Government Act 1995* is that of Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

10.3 Other enforcement actions

1. In addition to a penalty imposed under clause 10.1, any expense incurred by the local government in consequence of a breach or non-observance of this local law, in the execution of work directed to be executed by any person and not executed by him or her, must be paid by the person committing the breach for failing to execute the work.
2. On a breach, or successive breaches, by a licensee or a person registered under this local law, the local government may suspend or cancel the licence or registration as the case may be.

10.4 Power of entry into private property

1. This local law is subject to sections 3.25, 3.27 and Schedules 3.1 and 3.2 of the *Local Government Act 1995* and any power of entry exercised by the local government under this local law is subject to Part 3, Division 3, Subdivision 3 of the Act.

PART 11 – OBJECTION AND APPEAL

11.1 Objection and appeal rights

Division 1 of Part 9 of the *Local Government Act 1995* applies to a decision under this local law to grant, renew, vary or cancel an approval.

Schedule 1 – Offensive Trades

[clause 9.1]

Offensive trades are any of the trades, businesses or occupations usually carried on, in or connected with the undermentioned works or establishments—

- Abattoirs or slaughter houses;
 - Bone mills or bone manure depots;
 - Bones, hides, hoofs or skins storing, drying, or preserving establishments;
 - Cleaning establishments, dye works;
 - Fat rendering establishments;
 - Fellmongeries, tanneries;
 - Flock factories;
 - Gut scraping, preparation of sausage skins;
 - Knackeries;
 - Laundromats, dry cleaning establishments;
 - Livestock saleyards;
 - Manure works;
 - Piggeries;
 - Poultry processing establishments;
 - Poultry farming employing caged poultry housing;
 - Tripe-boiling establishments; and
 - Works for boiling down meat, bones, blood, or offal.
-

Schedule 2 —Prescribed Offences

[Clause 10.1]

Item No.	Clause No.	Description	Modified Penalty \$
1.	4.2	Deposited or allowed to be deposited liquid refuse from land	\$250
2.	4.3	Released or allowed the escape of liquid waste from land	\$500
3.	5.2	Permitted the escape of smoke, fumes, odours and other emissions so as to cause a nuisance	\$200
4.	5.5(1)	Commenced works involving clearing of land without an approved Dust Management Plan	\$500
5.	5.6(2)	Emitted light so as to create or cause a nuisance	\$250
6.	5.6(4)	Erected or used lighting installations other than in accordance with this local law	\$500
7.	5.8(a)	Failed to keep premises free from matter likely to be offensive or injurious to health or attracts vermin or insects	\$500
8.	5.8(b)	Failed to keep premises clean and disinfected when directed by an Authorised Officer	\$500
9.	5.8(c)	Failed to keep premises free of flies, or when directed by an Authorised Officer, spray premises with means to kill or repel flies	\$500
10.	5.9(1)	Failed to keep enclosures effectively drained	\$200
11.	5.9(3)	Failed to keep property fenced in a manner capable of confining livestock	\$500
12.	5.9(4)	Permitted livestock to stray, or be at large in a street, public place or private property without consent	\$500
13.	5.12(1)	Kept an approved animal without approval	\$200
14.	5.12(6)	Failed to maintain stable	\$200
15.	5.16(1)	Failed to comply with limitations on number of birds	\$200
16.	5.16(5)	Kept birds so as to create a nuisance	\$250
17.	5.17	Kept, or permitted to be kept, any poultry, not in accordance with conditions of this local law	\$200
18.	5.18(1)	Kept, or suffered to remain in a townsite or lot of 2 hectares or less, a rooster, turkey, goose or geese, gamebird or peafowl	\$200
19.	5.21	Failed to prevent pigeons nesting or perching	\$200

20.	5.22(1)(a)	Fed a wild bird so as to create or cause a nuisance	\$200
21.	5.22(1)(b)	Fed a wild bird a food/substance that is not a natural food	\$200
22.	6.19(1)	Kept bees without approval	\$200
23.	6.19(4)	Failed to comply with a condition of approval to keep bees	\$200
24.	6.21(1)	Created a nuisance from keeping of bees or bee hives	\$200
25.	6.21(2)	Failed to comply with a notice to remove bees or bee hives for contravention of local law	\$200
26.	10.1(1)(b)	Failed to comply with notice	\$500
27.		All other offences not specified	\$250

Dated ?????? 2024

The Common Seal of the Shire of Meekatharra was affixed by authority of a resolution of the Council in the presence of

Shire President

Chief Executive Officer

9.3.3 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION 2024 CONVENTION

Applicant:	Nil	
File Ref:	ED.IS.003	
Disclosure of Interest:	Nil	
Date of Report:	10 April 2024	
Author:	Kelvin Matthews Chief Executive Officer	<i>Signature of Author</i>
Senior Officer:	Kelvin Matthews Chief Executive Officer	<i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council to consider approval for the Shire President and CEO to attend the Australian Local Government Association (ALGA) 2024 National Assembly in July 2024 to be held in Canberra.

Attachments:

Convention documentation such as the Trade Exhibition, Program and Registration is attached.

Background:

The 2024 ALGA Local Government Convention will be held at the Canberra National Convention Centre from Tuesday the 2nd of July 2024 to Thursday the 4th of July 2024 inclusive. The theme for this year's Convention is *Best People Fit: Making a Difference* with the program format and registration attached for information.

The Convention and Trade Exhibition will take place during the Convention and the Opening Welcome Reception is scheduled between 5 pm to 6:30 pm on Monday the 1st of July 2024 to be followed by the Regional Forum from circa 9am to 3pm on Tuesday the 2nd of July 2024. A Convention Breakfast session is also usually scheduled during the Convention.

The ALGA requests that every year voting delegates are nominated by each local government to ensure representation at the AGM and throughout the conference when voting on motions occurs. Traditionally, voting delegates would be the Shire President and the Deputy President in addition to nominating a proxy such as the CEO.

ALGA are also requesting any motions that align with the Conference be submitted to ALGA before the 30th of April 2024.

Comment:

The Convention theme this year concentrates on the increasing community participation in determining future directions and programs that directly benefit local governments communities.

Attendance at the Convention provides a good opportunity for Councilors attending to not only network with other councilors but to also visit the Trade Exhibition and increase their awareness in contemporary developments in the local government sector by attending the various workshops and presentations during the Convention.

In 2023 a delegation from the Murchison WALGA Zone of local governments attended the national conference. This included the Shire's of Cue, Meekatharra (CEO) and Yalgoo with the purpose to meet with relevant portfolio (Federal) Minister's, Commonwealth government departments and other Australian local governments to discuss various issues affecting our region. Advice from the Delegate of the Murchison WALGA Zone is to attend the 2024 ALGA conference that provides an opportunity for Meekatharra to again join the Murchison delegation.

The CEO has therefore recommended that the Shire President (or proxy) attend with the CEO so that ample time is allowed to make the necessary arrangements.

Consultation:

ALGA.

Statutory Environment:

Nil

Policy Implications:

Council policy 1.09 and 3.10 provides for attendance at Conferences that includes registration, accommodation and travelling expenses.

Budget/Financial Implications:

Attendance at the ALGA 2024 Local Government Convention would cost circa \$15,000.00 total that includes registrations, accommodation, meals and travel expenses. Councils 2023-24 has budget provision to accommodate this cost. Full registration costs are approximately \$1,420 per attendee for registrations (includes full conference and Regional Forum) with a discount being offered per delegate for 'Early Bird' registration. Partner activities are an additional cost depending on which activities are chosen and not included in Councils policy.

Strategic Implications:

Shire of Meekatharra Strategic Community Plan 2020 – 2030 Vision 5 - *Ensure effective, efficient use of Shire resources and provide leadership for the community.*

Voting Requirements:

Simple Majority

Officers Recommendation:

Moved:

Seconded:

OPTION A

That Council approve the following:

- 1. Attendance by Cr(s) _____ and the Chief Executive Officer at the 2024 National Local Government Convention.**
- 2. 2. Cr(s) _____ be nominated as the Shire of Meekatharra's voting delegates for the 2024 ALGA Annual General Meeting, and**
- 3. 3. The Chief Executive Officer be nominated as the Shire of Meekatharra's proxy voting delegate for the 2024 ALGA Annual General Meeting.**

OR

OPTION B

That Council not attend the 2024 National Local Government Week Convention.

Council Resolution:

Moved: Cr DK Hodder

Seconded: Cr MR Hall

The Chief Executive Officer be nominated as the Shire of Meekatharra's proxy voting delegate for the 2024 ALGA Annual General Meeting.

RESOLUTION 2023/24-207

CARRIED 7/0

For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr WJ Ward, Cr DK Hodder, Cr JC Holden

Against: Nil

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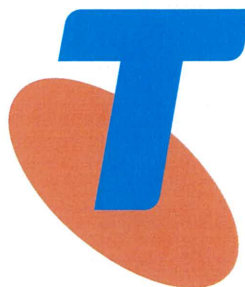
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Communications and the Arts**



PRESIDENT WELCOME



Friends,

I am delighted to invite you to attend our Australian Local Government Association's 30th annual National General Assembly (NGA) of Local Government in Canberra.

Following on from the tremendous success of last year's annual Conference, this year promises to be our best yet.

I'm thrilled that we will once again be partnering with the Federal Government to host the Australian Council of Local Government (ACLG) immediately after our Conference, on Friday 5 July.

Last year's ACLG – secured by ALGA on your behalf – was the first held in more than a decade, and provided us with the opportunity to provide direct feedback to the Prime Minister and key Federal Ministers on what local governments need to thrive for the future.

This will be the last ACLG before the next Federal Election, and is a valuable opportunity for us to speak to the Federal Government with one voice about the policies and funding partnerships our communities need.

The theme of this year's NGA is "Building Community Trust". As the most trusted level of government, we know trust is an incredibly important foundation, and under threat in democracies around the world today.

Sadly, Australia has not been immune to a general decline in public trust over recent years, and many of you have witnessed the effects this has had on our communities firsthand.

We all know that if we are going to continue to deliver in the face of ongoing natural disasters, skills shortages and cost of living pressures, then trust in government, between governments, our institutions and our citizens is fundamentally important.

As the level of government closest to the community we have the best opportunity to bring people together at a grassroots level, and work collaboratively for the public good.

Local government has a crucial part to play in restoring trust in Australian democracy, and without question, investing in local government is an investment in our nation's future.

I look forward to hearing your ideas on the support we need to realise this opportunity, and welcoming you to our annual conference in Canberra this July.

Cr Linda Scott
ALGA President

KEY DATES & EVENT OUTLINE

TUESDAY 30 APRIL 2024

Call for Motions Closes

FRIDAY 7 JUNE 2024

Close of Early Bird Registrations

TUESDAY 2 JULY 2024

Regional Cooperation & Development Forum
National General Assembly | Listening Sessions

TUESDAY 2 - THURSDAY 4 JULY 2024

National General Assembly

FRIDAY 5 JULY 2024

Australian Council of Local Government (ACLG)



FULL PROGRAM

TUESDAY 2 JULY REGIONAL FORUM

8.00am Registrations Open

9.00am - **Regional Forum**
3.00pm (Additional registration required)

NATIONAL GENERAL ASSEMBLY | LISTENING SESSIONS

3.00pm NGA Listening Sessions:
Roads and Transport
Energy Transition
National Housing and Community Infrastructure
Disaster Resilience and Recovery

5.00pm - 7.00pm Welcome Reception & Exhibition Opening

WEDNESDAY 3 JULY NATIONAL GENERAL ASSEMBLY

8.00am Registrations Open

9.00am **Opening Ceremony**
Welcome to Country
Governor-General of the Commonwealth of Australia (invited)

9.40am **Minister Address**
The Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government (invited)

10.00am Leader of the Opposition Address
The Hon Peter Dutton MP, Leader of the Opposition (invited)

10.20am **ALGA President's Address**
Cr Linda Scott, ALGA President

11.00AM MEAL BREAK ONE

12.00pm **Politics and Civic Engagement**
Anabelle Crabb, ABC Writer and Presenter

1.00pm State of the Assets / Local Government Inquiry Update (TBC)

2.00PM MEAL BREAK TWO

3.00pm **Debate on Motions**

7.00pm - 11.00pm **General Assembly Dinner**
EPIC, Canberra

THURSDAY 4 JULY NATIONAL GENERAL ASSEMBLY

9.00am **Intergenerational Equity and Fairness**
Simon Kuestemacher, Director and Co-Founder, Demographics Group

10.00am **PANEL - Addressing Intergenerational Trust**

11.00AM MEAL BREAK ONE

12.00pm **Community Trust in the Built Environment**
Stephen Yarwood, Urbanist and Former Lord Mayor of Adelaide

1.00pm **For the Love of Community Engagement**
Becky Hirst, Author

2.00PM MEAL BREAK TWO

3.00pm **Debate on Motions**

5.00pm **Close**

AUSTRALIAN COUNCIL OF LOCAL GOVERNMENT | DINNER

7.00pm **ACLG Dinner**

FRIDAY 5 JULY AUSTRALIAN COUNCIL OF LOCAL GOVERNMENT

7.30am Registrations Open

8.00am - 3.30pm **Australian Council of Local Government (ACLG)**

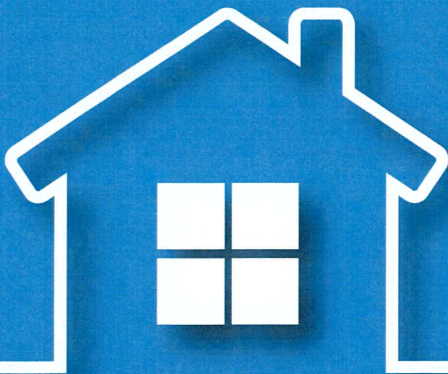


AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

2024 REGIONAL FORUM

National Convention Centre
Canberra

REGIONALFORUM.COM.AU



2 JULY
2024

GENERAL INFORMATION

REGISTRATION FEES

Forum Only Registration
\$475

NGA Delegate Discount Registration
\$275

Register Online Now:
regionalforum.com.au

Dress Code: Smart Casual

PROVISIONAL PROGRAM

- 8.00am REGISTRATIONS OPEN
- 9.00am Welcome to Country
- 9.20am Minister Address
The Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories
- 9.40am Shadow Minister Address
The Hon Darren Chester MP, Shadow Minister for Regional Development, Local Government and Territories
- 10.00am Regional Connectivity and Services
- 10.45am MORNING TEA
- 11.15am Keynote: State of the Regions
Nicki Hutley, Economist
- Panel: State of the Regions
- 12.30pm LUNCH
- ALGA President Press Club Address
live telecast
- 1.30pm Panel: Regional Housing
- 2.30pm AFTERNOON TEA



REGIONAL FORUM SPEAKERS



THE HON KRISTY MCBAIN MP

Minister for Regional Development,
Local Government and Territories

Kristy McBain proudly grew up on the NSW Far South Coast, and she is the first woman to represent Eden-Monaro.

Since being elected in 2020, Kristy has built a formidable reputation as a plain spoken, hard-working local member who advocates with all levels of Government and all sides of politics to get results for her constituents.

A former Mayor of the Bega Shire Council, Kristy advocated day and night for people through the darkest days of the Black Summer Bushfires in 2019-20.

Kristy studied law at the University of Canberra and as the first person in her family to go to university, she is passionate that all kids get the chance to go to university or TAFE and have the opportunity to build their careers and lives in the regions as she has done.



THE HON DARREN CHESTER MP

Shadow Minister for Regional
Development, Local Government
and Territories

Darren Chester was born and educated in Sale.

He was elected to Federal Parliament as the Member for Gippsland on June 26, 2008, in a by-election following the retirement of the Hon Peter McGauran.

During his time in Parliament, Darren has served in multiple executive positions across both Government and Opposition such as Minister for Infrastructure and Transport, Minister for Veterans' Affairs and Defence Personnel, Assistant Minister for Defence and Shadow Parliamentary Secretary for Roads and Regional Transport.

Prior to entering Parliament, Darren worked as a newspaper and television journalist before becoming Chief of Staff to the Leader of The Nationals in Victoria.

Darren is a keen sportsman who enjoys boating, camping and running marathons. He lives in Lakes Entrance with his wife Julie and their four children.



NICKI HUTLEY

Economist

Nicki Hutley is a highly experienced economist, with broad-based expertise in both macroeconomics and microeconomic policy gained over more than three decades in financial and investment markets and in economic consulting. She is particularly interested in the intersection of economy, society and environment.

After many years in the corporate world of banking, investment and consulting, Nicki is now an independent economist and keynote speaker. Nicki helps her clients top measure the impact of policies, programs and projects using triple bottom line Cost Benefit Analysis. Nicki is also the Chief Economic Adviser to the Customer-Owned Banking Association and a member of JANA's sustainability advisory committee.

Nicki is also a highly sought-after keynote speaker on long and short term economic issues, with a lens on social and environmental influences. She is also a frequent commentator in the media, and a regular guest on both The Drum and The Project.

NGA INFORMATION

New NGA Program Format

This year's NGA will feature some changes to the format of conference sessions and breaks. Conference sessions have been extended in length to allow extra time for questions and answers. Break times have been rearranged so there are now two 60 minute breaks on each day of the NGA, rather than two 30 minute and one 60 minute break. These changes are designed to provide delegates greater value through better opportunities to ask questions in presentations, as well as more time to visit the exhibition hall, or conduct meetings during meal breaks.

Listening Sessions

Another change to the format of the NGA this year is the inclusion of four concurrent "Listening Sessions" being held immediately following the Regional Forum on the afternoon of Tuesday 2 July. These sessions have been designed to provide delegates the opportunity to engage directly with representatives from federal government departments about the issues being faced by councils. The sessions will focus on four key topics: Roads and Transport, Energy Transition, Disaster Resilience and Recovery, and National Housing and Community Infrastructure. All NGA delegates are invited to attend one of these sessions and will be asked to nominate which when registering their attendance.

Virtual Registration

If you can't make it to the 2024 National General Assembly take advantage of the Virtual Registration. As a virtual participant you will be able to view ALL National General Assembly Sessions from Tuesday through to Thursday.

The registration fee is \$739.00.

President's Soccer Match

There will once again be a Local Government versus Parliament soccer match in the early morning on Wednesday 3 July

Join ALGA President Linda Scott at the Senate Oval next to Parliament House at 6:45am for a 7:00am start.

Social Functions

Welcome Reception & Exhibition Opening

Tuesday 2 July 2024

Venue: National Convention Centre Canberra

The Welcome Reception will be held in the exhibition hall and foyer.

5:00pm - 7:00pm

\$50.00 per person for day delegates and guests. No charge for full registered delegates. No charge for registered accompanying partners.

Dress Code: Smart casual

General Assembly Dinner

Wednesday 3 July 2024

Venue: EPIC Canberra

The dinner is being held in The Budawang Pavilion.

7:00pm - 11:00pm

\$175.00 per person

Dress Code: Formal/Cocktail

Numbers to this dinner are limited. Tickets are allocated on a first in basis.

General Assembly Business Sessions

Wednesday 3 July 2024 - Thursday 4 July 2024

Venue: National Convention Centre Canberra

All plenary sessions will be held in the Royal Theatre at the National Convention Centre.

Dress Code: Smart casual

Exhibition

Wednesday 3 July 2024 - Friday 5 July 2024

Venue: National Convention Centre

The exhibition is being held in the Exhibition Hall at the National Convention Centre.

Partner Tours

The partners meet at the National Convention Centre Canberra each morning to join the tour guide for their specialised trip around Canberra.

Canberra Cruise & Governor General Garden Tour Wednesday 3 July - 9.45am

We will start the morning with a Canberra Boat Cruise on Lake Burley Griffin, with a special garden tour visiting the Governor General's house.

At the end of the cruise, we will then enjoy a relaxing lunch at Snapper & Co whilst taking in the scenery of the lake.

To complete the day, we will show you the best sightseeing spots in the Canberra region. Your guide will share local knowledge with you and provide an insight into Canberra's culture and history.

Gold Creek Station & Murrumbateman Winery Thursday 4 July - 11:00am

Today we will get to explore Gold Creek station, a 400 hectare property that has been a sheep station since 1861. The tour will include a history of the station with an insight into the industry and a sheep shearing demonstration, followed by a hearty BBQ lunch.

Then on to a wine tasting at Murrumbateman Winery to experience their outstanding and award-winning Riesling and Shiraz.

We will then finish the day with Murrumbateman Chocolate Co, a local shop with handcrafted artisan chocolates.

2024 SPEAKERS



THE HON CATHERINE KING MP
(INVITED)

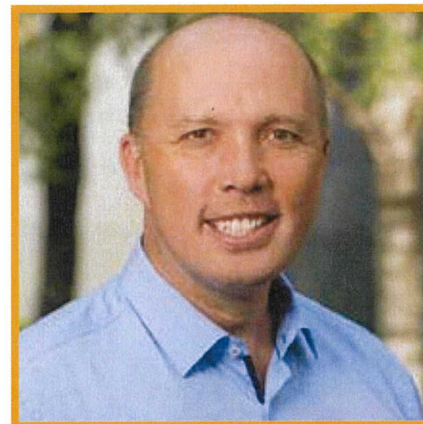
Minister for Infrastructure, Transport,
Regional Development and Local
Government

Catherine King was born in Melbourne. She holds a Degree in Social Work and a Masters in Public Policy from the Australian National University and has recently completed a law degree from Deakin University.

First elected to Federal Parliament in 2001 to represent the electorate of Ballarat, Catherine has been re-elected as member at each subsequent Federal Election.

Following the 2019 election, Catherine was appointed to the role of Shadow Minister for Infrastructure, Transport and Regional Development in the Shadow Cabinet led by the Hon. Anthony Albanese.

Prior to entering Parliament, Catherine worked in the social welfare sector in Ballarat and later in the public sector in Canberra, as a director for the Commonwealth Department of Health and Aged Care and as a senior manager at KPMG's Health Consulting Practice.



THE HON PETER DUTTON MP (INVITED)

Leader of the Opposition

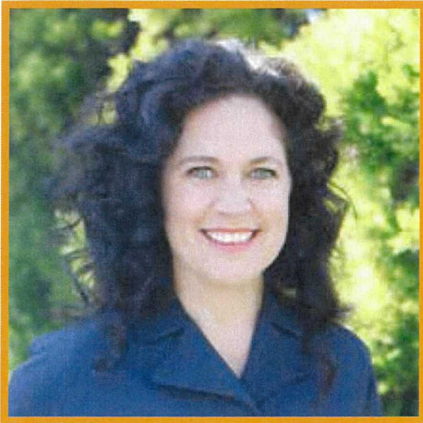
Peter Dutton is the Federal Member for Dickson and Leader of the Liberal Party.

For nine years, Peter served his community as a Police Officer. He worked in the National Crime Authority and Drug and Sex Offenders' Squads, with a focus on protecting women and children.

First elected to Parliament in November 2001, Peter was appointed to the Ministry in 2004. In January 2006, he became Peter Costello's Assistant Treasurer.

Peter is married to Kirilly and is the proud father of Rebecca, Harry and Tom and lives in Dayboro in the Dickson electorate.





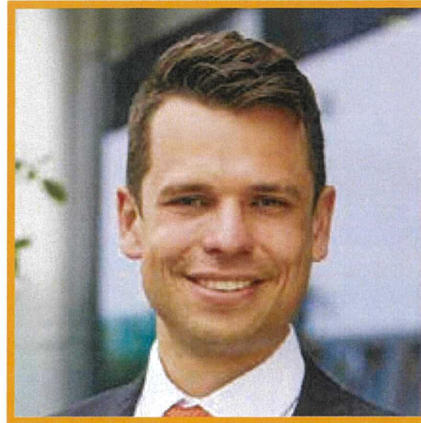
ANNABEL CRABB

ABC Writer and Presenter

Annabel Crabb is an ABC writer and presenter who has covered Australian politics for nearly 25 years as a news reporter and columnist.

She is the creator and presenter of Ms Represented, presenter and writer for the ABC-wide Australia Talks project, and co-host of the initial and 2021 return series of Tomorrow Tonight. She has written and presented the documentary series on life inside parliament, The House, With Annabel Crabb. She created the political interview series Kitchen Cabinet, which she has presented for seven seasons on ABC TV, and for which she received two Logie nominations in 2013 including the Graham Kennedy Award For Most Outstanding New Talent and Most Popular New Female Talent.

Annabel is a regular face on ABC TV's election night and Budget broadcasts and has a long history of appearances on ABC's Insiders program, including a stint as acting host in 2019.



SIMON KUESTENMACHER

Co-Founder, Demographics Group

Simon Kuestenmacher is a Director and Co-founder of The Demographics Group based in Melbourne, Australia. He holds degrees in geography from leading universities in Berlin and Melbourne and worked for several years as a business consultant with KPMG Australia.

In 2017 Simon, with Bernard Salt, co-founded The Demographics Group. The group provides specialist advice on demographic, consumer and social trends for business. He has presented to numerous corporate and industry audiences across Australia and overseas on demographic trends, consumer insights and cultural change in Australia.

Simon's presentations and quirky observations are enjoyed by groups from the financial services, property, government, education, technology, retail and professional services industries, among others.

He is a columnist for The New Daily newspaper and a contributor to The Australian newspaper and he is a media commentator on demographic and data matters.



STEPHEN YARWOOD

Urbanist

Stephen Yarwood is a renowned Futurist, highly respected Urbanist, former Lord Mayor of Adelaide and an award-winning member of the Planning Institute of Australia. Serving as a catalyst for change for both corporate and community organisations, his passion extends beyond envisioning the future; he actively educates, motivates and empowers people to shape it.

With a strong skill set in cross-disciplinary strategic foresight, he is deeply fascinated by the dynamic interplay between people, places, technology, and change. Recognised as an international thought leader on “the future citizen,” Stephen is committed to collaborative leadership that aids corporate and community leaders in navigating the rapidly changing and complex social, environmental, and economic landscape, allowing them to explore possible futures and create preferred outcomes.



BECKY HIRST

Author

Becky Hirst is a well-respected leader in community engagement across the world. Beginning her career in the late nineties during the early-Blair years of social inclusion and community development, over two decades, Becky has worked with multiple communities, on multiple topics, across two continents. Her clients include countless local, state and federal Government agencies, as well as non-government organisations and private enterprise.

Becky is an energetic consultant, author, public speaker, trainer and mentor for those keen to develop their skills in engaging with people, groups and communities. In October 2021, Becky was awarded a Fellowship of the Royal Society for Arts, Manufactures and Commerce (FRSA), in recognition of her exhaustive work on social inclusion and development in the UK and Australia, her best-selling book on community and participation, and her empowering services toward engagement and bringing people together.



CAMERON SULLINGS

Master of Ceremonies

Cam Sullings is a long-time radio, video and online presenter in Canberra. He's been behind the mic, in front of a lens or presenting on stage for more than 30 years. He currently presents two hours of content driven radio on Mix106.3 each Saturday.

Cam hosts many of Canberra's top corporate events, gala evenings, awards nights and community gatherings. He is the on-screen presenter and ground announcer at Canberra Raiders home matches. He's presented at other venues outside of Canberra including Sydney's Olympic Stadium and the SCG.

Through the day Cam manages his business, Present with Impact. He combines his presenting roles with public speaking and media tuition.



Australian Council of
Local Government

ABOUT THE ACLG

The Australian Government will hold the sixth Australian Council of Local Government (ACLG) in Canberra on 5 July 2024 at the National Convention Centre. The ACLG showcases the important partnership the Australian Government has with local governments across Australia, and puts local government priorities front and centre.

As a trusted partner, local governments are fundamental to the development and delivery of policies and programs for all Australians. The ACLG provides an important opportunity for councils to engage with Ministers on opportunities and challenges in their areas.

The ACLG was first established as a formal meeting between senior leaders of local government and the Australian Government in 2008. The establishment of the ACLG in 2023 builds on the Australian Government's commitment to work with local governments to build liveable and socially equitable communities in Australia's cities and regions.

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts is working with the Australian Local Government Association (ALGA) to deliver this important event. The ACLG will coincide with ALGA's National General Assembly (NGA) from 2 to 4 July 2024.

PROGRAM OUTLINE

Climate Change and Renewable Energy

An opportunity to explore with local governments the practicalities of securing social license and community engagement around renewable energy projects.

Disaster Recovery and Resilience

A panel session designed to explore current support available for disaster events, resilience during and after disasters, telecommunications and future disaster mitigation challenges.

Service Delivery Housing, Communications, Skills and Capacity

An opportunity to discuss service delivery including skills shortages across the local government sector, the Housing Accord and national homelessness plan and managing an ageing population.

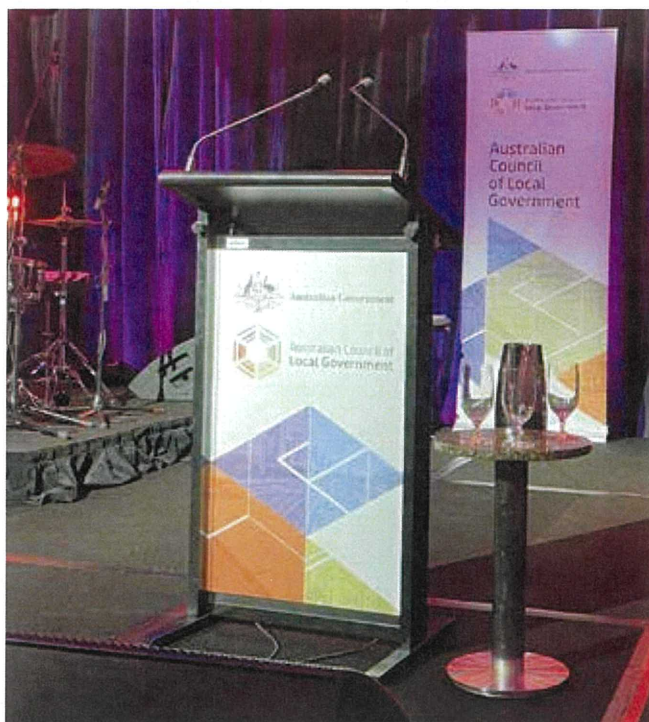
Peri-Urban Councils and Regional Cities

An opportunity for a more open discussion to ascertain the experience and challenges of peri-urban councils and regional cities.

THE ACLG DINNER

The ACLG Gala Dinner will be held on the evening of Thursday 4 July 2024 in the Great Hall of Australian Parliament House, Canberra.

At the Gala Dinner the Minister for Regional Development, Local Government and Territories, the Hon Kristy McBain will announce the winners of the National Awards for Local Government, and present each winning category with an award.



GENERAL INFORMATION

All Australian local governments are invited to send elected members and staff, and state and territory association representatives to attend the ACLG Forum, and ONE council-endorsed delegate to the ACLG Gala Dinner. There is limited seating at the dinner, however there is a waitlist available for non-council-endorsed delegates who wish to attend.

There is no cost to attend the ACLG Forum and the ACLG Gala Dinner.

There are no limits to the number of online attendees.

Detailed timings and other arrangements will be provided closer to the date.

REGISTRATION INFORMATION

Registration form available at NGA24.COM.AU

GENERAL ASSEMBLY REGISTRATION FEES		INCLUSIONS
Registration Fees — Early Bird Payment received by Friday 7 June 2024	\$945.00	— Attendance at all General Assembly sessions — Morning tea, lunch and afternoon tea as per the General Assembly program
Registration Fees — Late Payment received after Friday 7 June 2024	\$1045.00	— One ticket to the Welcome Reception & Exhibition Opening — General Assembly satchel and materials

VIRTUAL REGISTRATION FEES		INCLUSIONS
Full Virtual Registration	\$739.00	— Virtual access to all General Assembly sessions for day(s) selected
Virtual Day Registration (Wednesday or Thursday)	\$539.00	— Meeting hub to connect with other virtual attendees

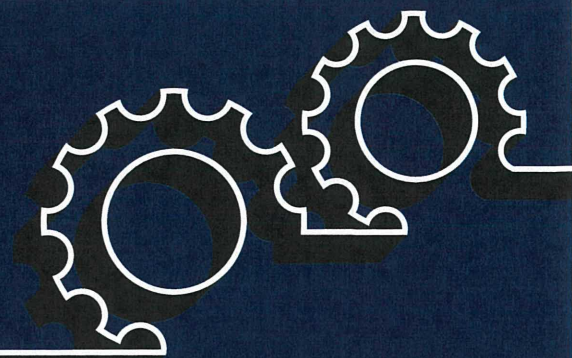
DAY REGISTRATION FEES		INCLUSIONS
Wednesday 3 July 2024	\$525.00	— Attendance at all General Assembly sessions on the day of registration
Thursday 4 July 2024	\$525.00	— Morning tea, lunch and afternoon tea as per the General Assembly program on that day — General Assembly satchel and materials

TUESDAY REGIONAL FORUM REGISTRATION FEES	
Forum Only Tuesday 2 July 2024	\$475.00
NGA Delegate Delegates attending the Regional Forum and the NGA are entitled to this discount	\$275.00

ACCOMPANYING PARTNERS REGISTRATION FEES		INCLUSIONS
Accompanying Partners Registration Fee	\$330.00	— 1 ticket to the Welcome Reception, Tuesday 2 July — Day tour Wednesday 3 July — Day tour Thursday 4 July

All amounts include GST

ACCOMMODATION OPTIONS



A by Adina

1 Constitution Avenue, Canberra

A by Adina Canberra is the newest hotel to Canberra which is located on Constitution Avenue only a 5-minute walk from the National Convention Centre.

The hotel combines spacious apartment living with 24-hour reception, room service, service provided by knowledgeable concierges and a well-equipped gym.

A new dining district is also newly constructed in the immediate area.

All rooms have a king bed and the studios offer a twin option of two singles beds.

Studio Rooms: \$255 per night
— Single/twin/double

1 Bedroom Apartments: \$285 per night
— Single/double

2 Bedroom Apartments: \$475 per night
— Single/twin/double

Avenue Hotel

80 Northbourne Avenue, Canberra

The Avenue Hotel is one of the only 5 star options in the Canberra city and offers guests both studio and apartment style rooms. The hotel is a 15-20 minute walk from the Convention Centre.

The apartments have a fully functioning kitchen. Twin option at the hotel consists of two king singles.

Superior King Rooms \$305 per night
— Single/twin/double

1 Bedroom Apartments \$335 per night
— Single/double

Crowne Plaza

1 Binara Street, Canberra

The Crowne Plaza is adjacent to the Convention Centre and only a short walk from restaurants, bars and the main shopping district.

Twin option at the hotel consists of two double beds.

City View Room \$360 per night
— Single/twin/double

Park View Room \$405 per night
— Single/twin/double

Mantra on Northbourne

84 Northbourne Avenue, Canberra

Mantra on Northbourne is centrally located within the CBD and approximately a 15-20 minute walk from the National Convention Centre. The hotel features underground parking (for a fee), a 24 hour reception, a heated indoor pool, sauna and a fully-equipped gymnasium.

All apartments offer one king bed, individually controlled air-conditioning, WiFi (for a fee), pay per view movies, mini bar, tea/coffee making facilities, a separate lounge and dining area, kitchen and a fully equipped laundry.

1 Bedroom Apartments: \$219 per night
— Single/double

Nesuto Apartments

2 Akuna Street, Canberra

Located in the heart of Canberra's CBD, the Nesuto Apartments is only a five-minute walk from the National Convention Centre. The one-bedroom apartments also offer a separate lounge/dining area.

Twin option at the hotel consists of two single beds. Additional costs will apply if more than 2 guests are within the one room.

Studio Apartment \$275 per night
— Single/twin/double

1 Bedroom Apartments \$295 per night
— Single/twin/double

Qt Hotel

1 London Circuit, Canberra

The Qt Hotel is a modern hotel with boutique style furnishings, central to the city and a 10-minute walk to the National Convention Centre.

Twin option at the hotel consists of two single beds.

King Room \$239 per night
— Single/twin/double

Superior King Room \$259 per night
— Single/twin/double

The Sebel Canberra Civic

197 London Circuit, Canberra

The Sebel Canberra Civic is one of Canberra's newest hotels which opened in June 2019 and is just a 7-minute walk from the National Convention Centre.

This property offers free WiFi throughout the hotel, a fully equipped gym, and an onsite restaurant and bar lounge.

All rooms come with a fully equipped kitchenette with Nespresso machine and dining table. Every bathroom is accessibility friendly with walk in showers.

Superior rooms come with a queen bed, Executives are fitted with king beds.

Superior Room \$235 per night
— Single/double

Executive Room \$265 per night
— Single/double

CANCELLATION POLICY

STANDARD REGISTRATION TERMS

An administration charge of \$110.00 will be made to any participant cancelling before Friday 7 June 2024. Cancellations received after Friday 7 June 2024 will be required to pay full registration fees. However, if you are unable to attend, substitutes are welcome at no additional cost

By submitting your registration you agree to the terms of the cancellation policy.

Substitutions

As with all ALGA events, substitutions are allowed for delegates. Please notify the conference organisers in writing if substitutions are required.

No refund will be available to no shows.

ACCOMMODATION TERMS

All cancellations or amendments must be made in writing to Conference Co-ordinators and will be acknowledged by email.

All rooms cancelled 30 day prior to check-in will be charged the full amount unless the room can be resold.

You are required to pay for your full accommodation account and any incidental expenses incurred during your stay when checking in to the hotel.

No refund will be available to no shows.

GENERAL INFORMATION

Privacy Disclosure

ALGA collects your personal contact information in its role as a peak body for local government. ALGA may disclose your personal contact information to the sponsors of the event for the purposes of commercial business opportunities.

If you do not consent to ALGA using and disclosing your personal contact information in this way, please tick the appropriate box on the registration form.

Importantly, your name can also be included in the General Assembly List of Participants. You must tick the appropriate box on the registration form if you wish your name to appear in this list.

Photographs

During the General Assembly there will be a contracted photographer taking photographs during the sessions and social functions. If you have your picture taken it is assumed that you are giving consent for ALGA to use the image. Images may be used for print and electronic publications.

Car Parking

Parking for delegates is available underneath the National Convention Centre for a cost of approximately \$22.00 per day. Alternatively, voucher public parking is available 300m from the Centre at a cost of approximately \$19.00 per day. The voucher machines accept either cash or cards (Visa or MasterCard).

Coach Transfers

Welcome Reception and Exhibition Opening - Tuesday 2 July 2024
National Convention Centre

Coaches will collect delegates from all General Assembly hotels (except Crowne Plaza Canberra) at approximately 4:45pm. The return coaches will depart at 7:00pm.

Daily Shuttles to and from the National Convention Centre

A shuttle service between all General Assembly hotels (except Crowne Plaza Canberra) and the National Convention Centre will operate between 8:00am and 8:30am. Return shuttles will depart the National Convention Centre at 5:30pm.

General Assembly Dinner- Wednesday 3 July 2024
EPIC, Canberra

Coaches will collect delegates from all General Assembly hotels at approximately 6:30pm. A return shuttle service will operate between 10:30pm and 11:45pm.

ACLG Dinner- Thursday 4 July 2024
Parliament House, Canberra

Coaches will collect delegates from all General Assembly hotels at approximately 6:15pm. A return shuttle service will operate between 10:30pm and 11:00pm.

Payment Procedures

Payment can be made by:

Credit card

MasterCard and Visa

Cheque

Made payable to ALGA

Electronic Funds Transfer

Bank: Commonwealth Bank

Branch: Woden

BSB No: 062905

Account No: 10097760

ALGA ABN

31 008 613 876

Contact Details

Conference Co-ordinators

PO Box 905

Woden ACT 2606

Phone: 02 6292 9000

Email: nga@confco.com.au

All amounts include GST. Invoices are sent once a registration has been completed.

Canberra Weather in July

Winter days in Canberra are characterised by clear sunny skies but the days are cool at around 11-15C and temperatures do drop to 0C on average in the evenings, so be sure to bring a warm jacket.

Mornings can be foggy so keep this in mind when booking flights. It is best to avoid early arrivals or departures in case of delays due to fog.

9.3.4 ANNUAL REVIEW OF COUNCIL 2024 DELEGATION REGISTER

Applicant:	Nil	
File Ref:		
Disclosure of Interest:	Nil	
Date of Report:	11 April 2024	
Author:	Kelvin Matthews Chief Executive Officer	<i>Signature of Author</i>
Senior Officer:	Kelvin Matthews Chief Executive Officer	<i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council to consider the annual review of the 2024 Register of Delegations as attached.

Attachments:

- Draft Shire of Meekatharra Delegations Register 2024 provided under separate cover.

Background:

A *local government* may delegate (by absolute majority) to the CEO the exercise of any of its powers or the discharge of any of its duties under the Local Government Act 1995 (The Act), other than those referred to in section 5.43 of The Act. In turn the CEO may also delegate powers or duties to employees.

An annual review of the Register of Delegations is required under the Local Government Act 1995 pursuant to Part 5, Division 4, section 5.46 (2) which states:

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

Council last reviewed its Delegation Register in May 2023 that was endorsed by Council at its May 2023 ordinary meeting (refer item 9.3.5). The attached 2024 Draft Delegation Register is presented for Councils review.

Comment:

The CEO has reviewed the previous Delegations Register 2023 and amended the format and layout in an analytical table style that also includes additional delegations to those previously provided. The CEO and DCEO have undertaken a similar process this year to ensure legislative compliance that has also included the Community Development & Services Manager (CDSM). As noted, the CEO has taken the opportunity of the required review to include additional delegations for Councils consideration that are noted under the ‘Delegation Administration’ box section of each delegation.

Any future amendments to local government legislation will be reviewed by the CEO and DCEO for Councils consideration that may require further amendments to existing delegations.

Importantly any decision to amend or revoke a delegation by a local government under this Division is to be by an *Absolute Majority* of Council.

Consultation:

Darren Friend – A/Deputy Chief Executive Officer.
David Schulz – Community Development & Services Manager, and
Alistair Finlayson – A/Works and Services Manager.

Statutory Environment:

- Local Government Act (1995).
- Local Government Regulations.
- Various instruments of legislation as referred to by each delegation.

Policy Implications:

Nil.

Budget/Financial Implications:

Nil

Strategic Implications:

Shire of Meekatharra Strategic Community Plan 2020 – 2030 *Governance - Ensure effective, efficient use of Shire resources and provide leadership for the community.*

Voting Requirements:

Absolute Majority

Officers Recommendation / Council Resolution:

Moved: Cr WJ Ward

Seconded: Cr MJ Smith

That Council adopt the attached amended Register of Delegations 2024 Register and authorize the delegations contained within for use.

RESOLUTION 2023/24-208

**CARRIED 7/0
BY AN ABSOLUTE MAJORITY**

For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr WJ Ward, Cr DK Hodder, Cr JC Holden

Against: Nil



DELEGATED AUTHORITY REGISTER
2024

Council to Chief Executive Officer &
Authorised Persons

INTRODUCTION

The Delegations of Authority contained in this register are made to the Chief Executive Officer pursuant to section 5.42 of the *Local Government Act 1995* (the Act). Some functions are delegated by the Chief Executive Officer to Shire of Meekatharra employees pursuant to section 5.44 of the Act. These are detailed in the Delegated Authority Register – Council to Authorised Officers. All delegations made by Council must be by **Absolute Majority** decision.

Limitations

The following are decisions that **cannot** be delegated to the Chief Executive Officer as per s5.43 of the Act:

- (a) *any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;*
- (b) *accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) *appointing an auditor;*
- (d) *acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) *any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- (f) *borrowing money on behalf of the local government;*
- (g) *hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) *the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) *any power or duty that requires the approval of the Minister or the Governor;*
- (i) *such other powers or duties as may be prescribed.*

Further to the above limitations the following cannot be delegated to the Chief Executive Officer as per r.18G of the *Local Government (Administration) Regulations 1996*:

*Powers and duties of a local government exercised under the following provisions are prescribed under section 5.43(i) as powers and duties that a local government **cannot** delegate to a CEO —*

- (a) *section 7.12A(2), (3)(a) or (4); and*
- (b) *regulations 18C and 18D.*

Record Keeping

If a person is exercising a delegated power or duty, r.19 of the *Local Government (Administration) Regulations 1996* requires records be kept relating to the exercise of the power or discharge of the duty. The written record is to contain:

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

Reading this Register

The aim of the Delegated Authority Register is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire of Meekatharra's commitment to a strong customer service focus.

This Delegated Authority Register is reviewed annually in accordance with the Act.

EXAMPLE DELEGATION

Delegation Number & Title	
Function Performed	Description of authority being delegated. This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions listed in legislation and the delegation.
Power being Delegated	The express power or duty that is being delegated - The Legislation and Section <i>Head of Power (Act or Regulation)</i> s.# – Section Title
Power originally assigned to	Local Government (Local Government may be referred to as <i>Enforcement Agency or Permit Issuing Body</i> in some Legislation.)
Power to Delegate	The express power that allows a delegation to be made - The Legislation and Section <i>Head of Power (Act or Regulation)</i> s.# – Section Title
Power Delegated to	Chief Executive Officer or in some delegation's staff titles or a class of staff (eg. Ranger)
Council Conditions	Conditions placed on the delegation that are not already specified in Legislation, Regulation or Council Policy
Power to Sub-Delegate	The express power to sub-delegate the delegation to staff - The Legislation and Section <i>Head of Power (Act or Regulation)</i> s.# – Section Title In some cases, the Legislation expressly prohibits sub-delegation Not applicable – Sub-delegation is prohibited by s.# – Section Title The CEO can also choose to not sub-delegate authority that could be sub-delegated, in which case the following should be below the legislation. CEO has elected to not sub-delegate this role
Compliance Links	Documents relevant to the delegation should be listed here that provide further included but not limited to, other Acts, Regulations, Local Laws, Council Policy and Standard Operating Procedures.
DELEGATION ADMINISTRATION	
Decision Reference	Decision Reference
1. Date adopted, reviewed or amended and Council Resolution	6.
2.	7.
3.	8.
4.	9.
5.	

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PART 1 LOCAL GOVERNMENT ACT 1995

1.1 Expressions of Interest, Tenders and Pre-qualified Suppliers (s.3.57)	
Function Performed	Authority to undertake tendering, expressions of interest and prequalified supplier panels
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government Act 1995</i> s.3.57(1) – Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> Division 2 - Tenders for providing goods or services Division 3 - Panels of pre-qualified suppliers
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 – Delegation of some powers or duties to the CEO s.5.43 – Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	<ol style="list-style-type: none"> 1) Unique supplier exemption may only be approved where a record is retained that evidences rationale for why the supply is unique and cannot be sourced through other suppliers 2) Tenders may only be called where there is a budget allocation for the proposed goods or services 3) Subject to goods and services included in the Annual Budget as revised from time to time, the delegation is limited to: <ol style="list-style-type: none"> a) Quotes utilising a pre-qualified supplier who is part of a panel of pre-qualified suppliers, not exceeding a value of \$250,000 b) Tenders not exceeding a value as per the Regulations 4) Council consider a minor variation before entering into a contract to be 10% of the contract sum 5) In accordance with Division 3 - Panels of pre-qualified suppliers, applicants may only be appointed to a panel by Council Decision
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 – N/A
Compliance Links	<i>Local Government Act 1995</i> s.5.43 - Limitations on delegations to the CEO <i>Local Government (Functions and General) Regulations 1996</i> Part 4 — Provision of goods and services <i>Council Policy 4.02 and 4.03</i>

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended –27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

1.2 Purchase Order Delegation (s. 5.42, 5.43 & 5.44)	
Function Performed	Officers are authorized to expend by Purchase Order to the prescribed limit in this delegation for items contained within the current budget.
Power being Delegated	<i>Local Government Act 1995</i> Chief Executive Officer
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> Chief Executive Officer (Level 1) Corporate Credit Card – The CEO and DCEO are the only authorised cardholder(s) in accordance with Council Policy 4.12 – Corporate Credit Card (as amended)
Power Delegated to	The Chief Executive Officer in exercising authority, under s5.44 of the Local Government Act, 1995, has delegated this power/duty to the following Officers. <ul style="list-style-type: none"> ▪ Level 2 Deputy Chief Executive Officer ▪ Level 2 Works and Services Manager ▪ Level 2 Community Development & Services Manager ▪ Level 3 Project & Maintenance Officer ▪ Level 4 Community Development Officer ▪ Level 5 Finance Officer(s)
Council Conditions	Limits on amounts: <ul style="list-style-type: none"> • Level 1 (CEO) - \$250,000 excluding the purchase of freehold land and real estate. When authorised by Council resolution, and subject to compliance with the relevant tender legislation, the CEO can issue Purchase Orders for amounts in excess of \$250,000. This includes purchases under pre-qualified shire panel tenders and other shire tenders where the contract/s provide for flexibility in terms of the volume and/or value of goods and services. This also includes the purchase of bitumen and aggregate goods and services when the purchase is conducted through the WALGA Preferred Supplier system and in accordance with Council Policy 04.02. • Level 2 – up to \$20,000 excluding the purchase of freehold land and real estate. • Level 3 – Within area of responsibility up to a maximum of \$2,000 excluding Capital items. • Level 4 – Groceries and consumables within area of responsibility up to a maximum of \$300 excluding Capital items. • Level 5 – in the absence of all other authorized officers when the requirement is urgent and with approval from the Chief Executive Officer or a Level 2 officer – CEO to countersign approval when available.
Power to Sub-Delegate	As above
Compliance Links	Shire Meekatharra Policy 4.02 and 4.12
DELEGATION ADMINISTRATION	
Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended –27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

1.3

Agreement as to payment of rates and service charges (s.6.49)

Function Performed	Authority to accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government Act 1995</i> s.6.49 – Agreement as to payment of rates and service charges
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 – Delegation of some powers and duties to the CEO s.5.43 – Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	Nil
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 – CEO can delegate powers and duties to Deputy Chief Executive Officer
Compliance Links	Nil

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended – 27 June 2020, Resolution # 9.3.1	
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4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

1.4 Powers of entry (s3.28 & s3.34)

Function Performed	<p>Authority to</p> <ol style="list-style-type: none"> 1. Confer powers of entry to allow staff performing the functions of the <i>Local Government Act 1995</i> to enter property following a notice being given under s.3.32. and; 2. Allow, in an emergency, entry to any land, premises or thing immediately and without notice to perform any Local Government function as considered appropriate to deal with the emergency.
<p><i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i></p>	
Power being Delegated	<p><i>Local Government Act 1995</i> s.3.28 - When this Subdivision applies (Subdivision 3 — Powers of entry) s.3.34 - Entry in emergency</p>
Power originally assigned to	Local Government
Power of Delegation	<p><i>Local Government Act 1995</i> s.5.42 – Delegation of some powers and duties to the CEO s.5.43 – Limitations on delegations to the CEO</p>
Power Delegated to	Chief Executive Officer
Council's Conditions on Delegation	Nil
Power to Sub-Delegate	<p><i>Local Government Act 1995</i> s.5.44 – CEO can delegate powers and duties to the Deputy Chief Executive Officer, Works and Services Manager, Environmental Health Officer and the Ranger</p>
Compliance Links	<p><i>Local Government Act 1995</i> s.3.32 - Notice of entry</p>

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended – 27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

1.5 Certain provisions about land (s.3.25, s3.26 & s.3.27)

Function Performed	<p>Authority to give an owner or occupier of land notice requiring them to do anything as prescribed in Schedule 3.1, Division 1 of the <i>Local Government Act 1995</i>.</p> <p>Following a failure to comply with the above notice, authority to take action that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given.</p> <p>Authority to recover cost of the above action as a debt due from the person who failed to comply.</p> <p>Authority to do any of the things prescribed in Schedule 3.2 to non-local government property, without consent, in the Local Government's capacity to undertake its general functions as outlined in s.3.27.</p>
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<p><i>Local Government Act 1995</i></p> <p>s.3.25 – Notices requiring certain things to be done by owner or occupier of land</p> <p>s.3.26 – Additional powers when notices given</p> <p>s.3.27 – Particular things local governments can do on land that is not local government property</p>
Power originally assigned to	Local Government
Power of Delegation	<p><i>Local Government Act 1995</i></p> <p>s.3.24 – Authorising persons under this Subdivision (Subdivision 2 — Certain provisions about land)</p> <p>s.5.42 – Delegation of some powers and duties to the CEO</p> <p>s.5.43 – Limitations on delegations to the CEO</p>
Power Delegated to	Chief Executive Officer
Council's Conditions on Delegation	Nil
Power to Sub-Delegate	<p><i>Local Government Act 1995</i></p> <p>s.5.44 – CEO can delegate powers and duties to the Deputy Chief Executive Officer</p>
Compliance Links	<p><i>Local Government Act 1995</i></p> <p>Schedule 3.1 - Powers under notices to owners or occupiers of land</p> <p>Schedule 3.2 - Particular things local governments can do on land even though it is not local government property</p>

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended – 27 June 2020, Resolution # 9.3.1	
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4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

1.6 Enforcement and legal proceedings (s.9.10, 9.11, 9.13, 9.16, 9.19, 9.20 & 9.24)	
Function Performed	Authority to exercise the powers and duties of a local government to administer and enforce the provisions of the Act.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government Act 1995</i> s.9.11 – Persons found committing breach of Act to give name on demand s.9.13 – Onus of proof in vehicle offences may be shifted s.9.16 – Notice, giving of to alleged offender s.9.19 – Extension of time s.9.20 – Withdrawal of notice s.9.24 – Prosecutions, commencing
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 – Delegation of some powers and duties to the CEO s.5.43 – Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	Retention of Confidential File copy of relevant correspondence in safe or where confidentiality is not an issue, filing of all relevant documents in the Council filing system. Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 – N/A
Compliance Links	Nil

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended – 27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

1.7

Closing certain thoroughfares to vehicles (s.3.50)

Function Performed	Authority to close a thoroughfare to vehicles wholly or partially, for a period not exceeding four weeks.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government Act 1995</i> s.3.50 – Closing certain thoroughfares to vehicles
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 – Delegation of some powers or duties to the CEO s.5.43 – Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	Nil
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 – CEO can delegate powers and duties to the Works and Services Manager
Compliance Links	Nil

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended – 27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

1.8

Declaring a vehicle as an abandoned vehicle wreck (s.3.40A)

Function Performed	Authority to declare an impounded vehicle as an abandoned wreck.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government Act 1995</i> s.3.40A - Abandoned vehicle wreck may be taken
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 – Delegation of some powers or duties to the CEO s.5.43 – Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	Nil
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 – CEO can delegate powers and duties to the Deputy Chief Executive Officer and the Works and Services Manager
Compliance Links	<i>Local Government Act 1995</i> s3.39 - Power to remove and impound

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended – 27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

1.9 Disposing of confiscated or uncollected goods (s.3.47)

Function Performed	Authority to sell or otherwise dispose of confiscated or uncollected goods.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government Act 1995</i> s.3.47 – Confiscated or uncollected goods - disposal
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 – Delegation of some powers or duties to the CEO s.5.43 - Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	<ul style="list-style-type: none"> The Chief Executive Officer may dispose of the above only after calling public tenders in accordance with Part 4 of the Local Government (Functions and General) Regulations. The Chief Executive Officer is authorised pursuant to Section 5.43(B) of the Local Government Act 1995 to accept any tender up to the value of \$5000 Tenders for amounts exceeding \$5000 shall be referred to the Council for consideration in accordance with legislation.
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 – CEO can delegate powers and duties to the Deputy Chief Executive Officer
Compliance Links	<i>Local Government Act 1995</i> s.3.58 - Disposing of Property

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended – 27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

1.10 Disposing of property (s.3.58)	
Function Performed	Authority to dispose of property surplus to the Shire's operational needs.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government Act 1995</i> s.3.58 - Disposing of Property
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 – Delegation of some powers or duties to the CEO s.5.43 – Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	<ol style="list-style-type: none"> 1. Authority for the disposal of land and/or building assets is limited to matters specified in the Annual Budget or Corporate Business Plan and in any other case, requires a specific resolution of Council. 2. The Chief Executive Officer is limited to determining disposals of property (including land assets) for any single project, or where not part of a project a single event, to an aggregated maximum material value of \$200k 3. Authority to determine the method of disposal: <ol style="list-style-type: none"> a. Where a public auction is determined as the method of disposal: <ol style="list-style-type: none"> i. a reserve price has been confirmed by Council in accordance with any valuation recommended amount; ii. where the reserve price is not achieved at auction negotiation may be undertaken to achieve the sale of the property at up to a 10% variation on the valuation price. b. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. c. Where a direct negotiation is determined [s.3.58(3)] as the method of disposal, authority to: <ol style="list-style-type: none"> i. negotiate the sale of the property up to a 10% variance below the valuation; and ii. consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a determination are recorded.
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 – CEO can delegate powers and duties to the Deputy Chief Executive Officer.
Compliance Links	<i>Local Government Function and General Regulations 1996</i> r.30 - Dispositions of property excluded from Act s. 3.58

1.10 Disposing of property (s.3.58)

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended – 27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

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1.11 Investment of funds (s.6.14)

Function Performed	Authority to invest money in the municipal fund or the trust fund that is not for the time being, required.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government Act 1995</i> s.6.14 – Power to invest
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 – Delegation of some powers or duties to the CEO s.5.43 - Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	Established documental internal control procedures to be followed to ensure control over the investments. Compliance with Clause 19(2) Local Government (Financial Management) Regulations 1996 Council Policy No 4.1 (Investments Policy).
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 – CEO can delegate powers and duties to the Deputy Chief Executive Officer regarding renewals and reinvestments in the same type of investments already approved by the Chief Executive Officer
Compliance Links	<i>Local Government (Financial Management) Regulations 1996</i> s19 - Investments, control procedures for Council Policy 4.01 COR 002: Financial Management

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended – 27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
1. Reviewed – 20 May 2023: Resolution # 9.3. 4	

1.12 Local government may require lessee to pay rent (s.6.60)

Function Performed	Authority to require a lessee to pay rent to the Local Government in satisfaction of rates or service charges due and payable.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government Act 1995</i> s.6.60 – Local Government may require lessee to pay rent
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 - Delegation of some powers or duties to the CEO s.5.43 - Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	Subject to Council approval
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 CEO can delegate powers and duties to the Deputy Chief Executive Officer
Compliance Links	Nil

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended – 27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

1.13 Local laws administration (s.3.18)

Function Performed	Authority to exercise the powers and duties and to administer and do all things necessary to enact the Shire of Meekatharra Local Laws.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government Act 1995</i> s.3.18 – Performing executive functions
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 - Delegation of some powers or duties to the CEO s.5.43 - Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	Pursuant to the relevant and particular Local Law as prescribed

1.14 Local laws administration (s.3.18)

Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 – CEO may delegate some powers & duties to other employees relevant to particular Local Law as prescribed
Compliance Links	Shire of Meekatharra Local Laws

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended – 27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

1.14 Objection to the rate record (s.6.76)

Function Performed	<p>Authority to</p> <ol style="list-style-type: none"> 1) Extend the period of time for making the objection for such period as seen fit upon application by a person proposing to make an objection to the rate record. 2) Promptly consider any objection to the rate record and either disallow it or allow it, wholly or in part. 3) Serve upon the person by whom the objection was made written notice of its decision on the objection and a statement of its reason for that decision.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government Act 1995</i> s.6.76 – Grounds of objection
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 - Delegation of some powers or duties to the CEO s.5.43 - Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	Nil
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 – CEO can delegate powers and duties to the Deputy Chief Executive Officer
Compliance Links	Nil

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended – 27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

1.15 Partial closure of thoroughfare for repairs and maintenance (s.3.50A.)

Function Performed	Authority to partially and temporarily close a thoroughfare, without giving local public notice, if the closure is: (a) for the purpose of carrying out repairs or maintenance; and (b) unlikely to have a significant adverse effect on users of the thoroughfare.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government Act 1995</i> s.3.50A. – Partial closure of thoroughfare for repairs or maintenance
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 - Delegation of some powers or duties to the CEO s.5.43 - Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	Report to Council at the next Ordinary Meeting.
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 – CEO can delegate powers and duties to the Works and Services Manager
Compliance Links	<i>Local Government Act 1995</i> s.3.50 - Closing certain thoroughfares to vehicles

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended – 27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

1.16 Power to remove, impound goods and recover expenses (s.3.39 & s.3.48)

Function Performed	<p>Authority to</p> <ol style="list-style-type: none"> 1) Remove and impound any goods as per s.3.39 of the Act. 2) Recover from the convicted offender the expenses incurred by removing and impounding the goods and disposing of them, if goods were removed and impounded under s.3.39.
<p><i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i></p>	
Power being Delegated	<p><i>Local Government Act 1995</i> s.3.39 – Power to remove and impound s.3.48 – Impounding expenses, recovery of</p>
Power originally assigned to	Local Government
Power to Delegate	<p><i>Local Government Act 1995</i> s.5.42 - Delegation of some powers or duties to the CEO s.5.43 - Limitations on delegations to the CEO</p>
Power Delegated to	Chief Executive Officer
Council Conditions	Nil
Power to Sub-Delegate	<p><i>Local Government Act 1995</i> s.5.44 – CEO can delegate powers and duties to the Deputy Chief Executive Officer and the Works and Services Manager</p>
Compliance Links	Nil

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended – 27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

1.17 Power to write off debts (s.6.12)

Function Performed	Authority to write off money which is owed to the local government.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government Act 1995</i> s 6.12 – Power to defer, grant discounts, waive or write off debts
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 - Delegation of some powers or duties to the CEO s.5.43 - Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	Debts up to a value of \$500.00 may be written off, conditional upon all avenues of debt recovery action having been exhausted. Report to Council at the next Ordinary Meeting.
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 – CEO can delegate powers and duties to the Deputy Chief Executive Officer
Compliance Links	Council Policy 4.06 – Write Off Debt Requests

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended – 27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

1.18 Rates or service charges recoverable in court (s.6.56)

Function Performed	Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government Act 1995</i> s.6.56. Rates or service charges recoverable in court
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 - Delegation of some powers or duties to the CEO s.5.43 - Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	Report to Council at the next Ordinary Meeting.
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 - CEO can delegate powers and duties to the Deputy Chief Executive Officer
Compliance Links	Council Policy 4.06 – Write Off Debt Requests

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended – 27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

1.19 Disposal of sick or injured animals(s.3.47A)

Function Performed	Authority to humanely destroy the animal and dispose of the carcass, if an impounded animal is ill or injured to such an extent that treating it is not practicable.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government Act 1995</i> s.3.47A – Sick or injured animals, disposal of
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 - Delegation of some powers or duties to the CEO s.5.43 - Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	Nil
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 – CEO can delegate powers and duties to the Works and Services Manager and Ranger
Compliance Links	Nil

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

1.20 Contract Variations (s. 5.42, 5.43 & 5.44)

Function Performed	Council delegates its authority and power to the Chief Executive Officer to approve minor variations to contracts entered into by resolution of Council (for example Tenders).
Power being Delegated	Chief Executive Officer
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i>
Power Delegated to	The Chief Executive Officer, in exercising authority under s5.44 of the Local Government Act, 1995 and may delegate this function to the Deputy Chief Executive Officer in the absence of the Chief Executive Officer
Council Conditions	Monetary variations to contracts are not to exceed the amount set aside in the budget adopted by Council. Report to Council at next Meeting.
Power to Sub-Delegate	As above
Compliance Links	Local Government (Financial Management) Regulations 1996

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended –27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

1.21 Mining Tenements (s. 5.46)

Function Performed	Council delegates its authority and power to the Chief Executive Officer to lodge objections to the granting of mining tenements that may affect Shire property. The Chief Executive Officer is further delegated authority to negotiate/impose appropriate conditions to be applied to the granting of any mining tenement in order to protect the Shires interest in that property
Power being Delegated	Chief Executive Officer
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i>
Power Delegated to	The Chief Executive Officer has elected to not sub-delegate this role.
Council Conditions	Compliance with Council Policy 5.4
Power to Sub-Delegate	As above
Compliance Links	Council Policy 5.04

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended –27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

PART 2 BUILDING ACT 2011

2.1 Appointment of Authorised Persons (s.96 & s.99)	
Function Performed	<p>Authority to</p> <ol style="list-style-type: none"> 1) Designate an employee as an authorised person under the Building Act 2011; and 2) Revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<p><i>Building Act 2011</i> s.96 - Authorised Person s.99 - Limitation on powers of authorised person</p>
Power originally assigned to	Local Government
Power to Delegate	<p><i>Building Act 2011</i> s.96 – Authorised Person s.127 – Delegation: Special Permit Authorities and Local Governments</p>
Power Delegated to	Chief Executive Officer
Council Conditions	Building License Grant - Subject to the provisions of s 3.74 of the Local Government (Miscellaneous Provisions) Act 1960 and subject to the relevant building codes, Local Laws, Council's Policies and specific Resolutions of Council. Prior to issuing a building licence in respect of an outbuilding which exceeds 75m ² in area or 3m in height, the application shall be submitted to Council for consideration.
Power to Sub-Delegate	<p><i>Local Government Act 1995</i> s.5.44 – CEO can delegate some powers and duties to the Community Development and Services Manager and the Building Officer.</p>
Compliance Links	<p><i>Building Act 2011</i> s.97 - Identity cards <i>Council Policy</i> 6.03</p>

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended – 27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

2.2 Powers pursuant to the Building Act 2011

Function Performed	To undertake the powers of the Local Government for the following sections of the <i>Building Act 2011</i> .
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> s.18 Further Information s.19 Certificate of design compliance s.20 Grant of building permit s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.24 Notice of decision not to grant building or demolition permit s.27 Conditions imposed by permit authority s.32 Duration of building or demolition permit (consider application to extend time) s.55 Further information s.56 Certificate of construction compliance s.57 Certificate of building compliance s.58 Grant of occupancy permit, building approval certificate s.60 Notice of decision not grant occupancy permit or grant building approval certificate s.62 Conditions imposed by permit authority s.65 Extension of period of duration s.88 Finishes of walls close to boundaries s.100 Entry powers s.101 Powers after entry for compliance purposes s.102 Obtaining information and documents s.103 User of force and assistance s.104 Directions generally s.110 Building Orders s.111 Notice of proposed building order other than a building order (emergency) s.117 Revocation of building order s.118 Permit authority may give effect to building order if non-compliance s.131 Inspection, copies of building records
Power originally assigned to	Local Government
Power to Delegate	<p><i>Building Act 2011</i></p> <ul style="list-style-type: none"> s.127 – Delegation: Special Permit Authorities and Local Governments
Power Delegated to	Chief Executive Officer
Council Conditions	Nil

2.2 Powers pursuant to the Building Act 2011

Power to Sub-Delegate	<p><i>Building Act 2011</i> s.127 – Delegation: Special Permit Authorities and Local Governments</p> <p><i>Local Government Act 1995</i> s.5.44 – CEO can delegate some powers and duties to the Community Development and Services Manager and the Building Officer.</p>
Compliance Links	<i>Building Regulations 2012</i>

DELEGATION ADMINISTRATION:

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended –27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

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PART 3 PUBLIC HEALTH ACT 2016

3.1 Appointment of Environmental Health Officer (s.17)	
Function Performed	Authority to appoint suitably qualified employees as Environmental Health Officer(s)
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Public Health Act 2016</i> s.17 – Appointment of Environmental Health Officer(s)
Power is originally assigned to	Local Government
Power to Delegate	<i>Public Health Act 2016</i> s.21 – Enforcement agency may delegate
Power Delegated to	Chief Executive Officer
Council Conditions	Nil
Power to Sub-Delegate	<i>Public Health Act 2016</i> s.21 – Enforcement agency may delegate CEO has elected to not sub-delegate this role
Compliance Links	<i>Public Health Act 2016</i> s.18 - Chief Health Officer to approve qualifications and experience required by Environmental Health Officer(s)
DELEGATION ADMINISTRATION:	
Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

3.2 Designation of Authorised Officers (s.24)	
Function Performed	Authority to designate a person or class of persons as authorised officers under the <i>Public Health Act 2016</i> .
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Public Health Act 2016</i> s.24 – Designation of authorised officers
Power is originally assigned to	Local Government
Power to Delegate	<i>Public Health Act 2016</i> s.21 – Enforcement agency may delegate
Power Delegated to	Chief Executive Officer
Council Conditions	Nil
Power to Sub-Delegate	<i>Public Health Act 2016</i> s.21 – Enforcement agency may delegate CEO has elected to not sub-delegate this role
Compliance Links	<i>Public Health Act 2016</i> s.25 - Certain authorised officers required to have qualifications and experience. s.26 - Further provisions relating to designations s.27 - Lists of authorised officers to be maintained s.28 - When designation as authorised officer ceases s.29 - Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 - Certificates of authority s.31 - Issuing and production of certificate of authority for purposes of other written laws s.32 - Certificate of authority to be returned. s.136 - Authorised officer to produce evidence of authority
DELEGATION ADMINISTRATION:	
Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

4.1 General administration powers

<p>Function Performed</p>	<p>Unless the specific power may only be exercised by the Council itself (or is not permitted to be delegated under the provisions of the <i>Local Government Act 1995</i>), the Council hereby delegates authority under Clause 82 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> to the Chief Executive Officer¹ to administer the Scheme and exercise discretionary powers to conditionally or unconditionally approve (or recommend approval for) the following subject to the delegate/s actions being in accordance with the <i>Planning and Development Act 2005</i>, the Shire of Meekatharra Local Planning Scheme, the Acceptable Development requirements of the Residential Design Codes and variations that satisfy the Objectives and Performance Criteria of the Codes, State Planning Policies, relevant Local Laws and adopted Planning Strategies or Policies:</p> <p>a) Except for new buildings in the Commercial zone unless under a value of \$2,000,000 development² and land use applications:</p> <ul style="list-style-type: none"> • where advertising is not necessary; • for which advertising is necessary and there are no objections; • for which advertising is necessary and any comments can be resolved through negotiation with the applicant or appropriately conditioned on the planning consent; • for which advertising is necessary and objections are received which are determined to be frivolous or vexatious by the Chief Executive Officer; • for which comments have been sought from any Government instrumentalities and those recommendations have been satisfactorily addressed or appropriately conditioned on the planning consent. <p>b) Unless the specific power may only be exercised by the Council itself (or is not permitted to be delegated under the provisions of the <i>Local Government Act 1995</i>), the Council hereby delegates authority under Clause 82 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> to the Chief Executive Officer³ to administer the Scheme and exercise discretionary powers to refuse (or recommend refusal for) the following subject to the delegate/s actions being in accordance with the <i>Planning and Development Act 2005</i>, the Local Planning Scheme, the Acceptable Development requirements of the Residential Design Codes, State Planning Policies and variations that satisfy the Objectives and Performance Criteria of the Codes, relevant Local Laws and adopted Planning Strategies or Policies:</p> <ul style="list-style-type: none"> • Where a planning application is received that is classified as “X” or non-permitted under the provisions of the Local Planning Scheme.
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¹ A list of delegated authority approvals for development and subdivision applications is to be included in each monthly agenda of the Ordinary Council Meeting.

² The *Planning and Development Act 2005* (as amended) defines 'development' as follows:

'development' means the development or use of any land, including—

- (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;
- (b) the carrying out on the land of any excavation or other works;
- (c) in the case of a place to which a Conservation Order made under section 59 of the *Heritage of Western Australia Act 1990* applies, any act or thing that—
 - (i) is likely to change the character of that place or the external appearance of any building; or
 - (ii) would constitute an irreversible alteration of the fabric of any building;

³ A list of delegated authority approvals for development and subdivision applications is to be included in each monthly agenda of the Ordinary Council Meeting.

4.1 General administration powers

- Where a planning application is received that is not mentioned in the Zoning and Land Use Table and is not consistent with the objectives of the particular zone.
 - Where a planning application is received that is not consistent with an adopted Local Planning Policy.
- c) Commence advertising of any proposal where so required by the Local Planning Scheme or other related legislation and inform or consult with any affected person or statutory authority prior to the application being determined by or on behalf of Council.
- d) Development on reserved land that is consistent with the gazetted purpose of the reserve, the Local Planning Scheme and leasing arrangements subject to prior consultation with the reserve manager or the Crown if not under Council control.
- e) Concurrently advertise and subsequently approve or renew planning applications for:
- kennels under the Local Planning Scheme No. 24 and Dogs Local Law⁴.
- f) Make recommendations to the Western Australian Planning Commission (WAPC) for:
- approval of subdivisions, amalgamations, strata and survey-strata plans, and variations to such applications that comply with the Local Planning Scheme any adopted Structure Plan and the adopted Local Planning Strategy;
 - refusal of subdivisions, amalgamations, strata and survey strata plans, and variations to such applications that do not comply with the Local Planning Scheme, any adopted Structure Plan and the adopted Local Planning Strategy; and
 - clearance of subdivision conditions that comply with the WAPC preliminary approval and Council's applicable development standards including authorization of receipt or refund of bonds, cash (includes cleared cheque) or bank guarantees for associated works.
- g) Administer the State Planning Policies that are referenced into the Local Planning Scheme.
- h) Determine that a revised plan is considered to contain modifications that are minor and do not amount to a significantly different proposal, do not breach any of the conditions of the approval and do not materially affect the decision given by, or on behalf of, Council or the WAPC.
- i) Determine whether there is compelling evidence to warrant reconsideration of a Council decision whether the decision was made by, or on behalf of Council.
- j) Amend or cancel development approval at the request of the owner.
- k) Respond, defend and otherwise deal with legal proceedings arising from planning decisions made by, or on behalf of, Council.⁵

⁴ Development Approval would normally be issued subject to a condition that a kennel licence be obtained under the Dogs Local Law and renewed annually. Therefore, if the use is substantially commenced during the term of the initial planning consent, the use could be continued subject to annual renewal in accordance with the Local Laws.

⁵ Council to be kept informed of any actions that may entail legal representation in Court or in an insurance claim being made against Council.

4.1 General administration powers

- l) Exercise discretion on behalf of Council to reach determination, where appropriate, of Appeals processed by mediation under the State Administrative Tribunal.
- m) Exercise discretion on behalf of Council in relation to the Arbitration provisions of the Scheme.
- n) Make modifications to Scheme Amendments in accordance with directions from the Minister for Transport and Planning providing that any such modification:
 - does not substantially alter the intent of the Council in adopting the amendment; or
 - is required because the proposed text is not lawful.
- o) Agree to accept management orders for reserves provided they have been created under Section 152 of the *Planning and Development Act 2005*.
- p) Extend time for a planning consent when there has been no proposed change to the Local Planning Scheme or supporting planning strategies and policies that would affect the previous approval and any change to the proposed plans is relatively minor.
- q) Comment on mineral exploration licenses.
- r) Issue Liquor Licensing Act Section 40 Certificates regarding compliance with relevant planning laws.
- s) Enter land or buildings for the purposes of administering the Local Planning Scheme in accordance with Schedule 2, section 79 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- t) Allow appropriate selection of road names by developers from the Council/Geographic Names Committee approved reserved name list subject to developers being given the opportunity to submit alternative selections to Council
- u) Determine that a use is consistent or not consistent with the objectives of a zone and determine an application under Section 18 (4) of the Local Planning Scheme.
- v) Determine a cash-in-lieu payment for parking spaces in accordance with the Local Planning Scheme.
- w) Issue a written direction under Section 214(2) of the *Planning and Development Act 2005* to any person undertaking a development that contravenes a Planning Scheme or planning Control Area requirements, to stop and not recommence, the development or part of the development that is undertaken in contravention of the planning scheme or planning control area requirements.
- x) Issue a written direction under Section 214(3) of the *Planning and Development Act 2005* if a development has been undertaken in contravention of a planning scheme or interim development order or in contravention of planning control area requirements;
 - to remove, pull down, take up, or alter the development; and
 - to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.

This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.

4.1 General administration powers

Power being Delegated	<p><i>Local Government Act 1995</i> <i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Shire of Meekatharra Local Planning Scheme Shire of Meekatharra Property and Public Places Local Law 2021 Shire of Meekatharra Health Local Law 2021 Shire of Meekatharra Dogs Local Law 2021 Shire of Meekatharra Cemeteries Local Law 2021</p>
Power originally assigned to	Local Government
Power to Delegate	<p><i>Local Government Act 1995</i> s.5.42 – Delegation of some powers or duties to the CEO <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> Schedule.2, Part 10, cl.82</p>
Power Delegated to	Chief Executive Officer
Council Conditions	Nil
Power to Sub-Delegate	<p><i>Local Government Act 1995</i> s.5.44 – CEO may delegate some powers and duties to other employees such as Community Development and Services Manager and Town Planning Officer in accordance with the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> Schedule.2, Part 10, cl.83</p>
Compliance Links	Part 10 of Schedule 2, <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

PART 5 BUSH FIRES ACT 1954

5.1 Appointment of Bush Fire Control Officers (s.38)

Function Performed	<p>Authority to</p> <ol style="list-style-type: none"> 1) Appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and <ol style="list-style-type: none"> a) Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and b) Determine the respective seniority of the other Bush Fire Officers so appointed. 2) Issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire.
<p><i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i></p>	
Power being Delegated	<p><i>Bush Fires Act 1954</i> s.38 - Local government may appoint bush fire control officers.</p>
Power originally assigned to	Local Government
Power to Delegate	<p><i>Bush Fires Act 1954</i> s.48 - Delegation by local governments</p>
Power Delegated to	Chief Executive Officer
Council Conditions	Any appointment is subject to the CEO being satisfied that the person to be authorised as a Bush Fire Control Officer has the appropriate qualifications and experience to perform the functions under the <i>Bush Fires Act 1954</i> .
Power to Sub-Delegate	Not applicable – Sub-delegation is prohibited by s.48 - Delegation by local governments
Compliance Links	<p><i>Bush Fire Brigades Local Law 2021</i> Council Policy 5.02: Bushfire Control</p>

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

5.2 Fire break maintenance (s.33)

Function Performed	<p>Authority to</p> <ol style="list-style-type: none"> 1) Give written notice to an owner or occupier of land or all owners or occupiers of land within the District and/or townsite requiring, to the satisfaction of the Shire: <ol style="list-style-type: none"> a) clearing of firebreaks as determined necessary and specified in the notice; and b) act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c) as a separate or coordinated action with any other person carry out similar actions. 2) Direct a Bush Fire Control Officer or any other Officer to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with, with such servants, workmen, or contractors, and with such vehicles, machinery, appliances as he deems fit, and may do such acts, matters and things as may be necessary to carry out the requisitions of the notice.. 3) Recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Bush Fires Act 1954</i> s.33 – Local Government may require occupier of land to plough or clear fire-break
Power originally assigned to	Local Government
Power to Delegate	<i>Bush Fires Act 1954</i> s.48 - Delegation by local governments
Power Delegated to	Chief Executive Officer
Council Conditions	<ol style="list-style-type: none"> 1. Written direction is to be given to a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with. 2. The Bush Fire Control Officer or other Officer may, in pursuance of the direction, enter upon the land of the owner or occupier with such servants, workmen or contractors, and with such vehicles, machinery, and appliances as he deems fit, and may do such acts, matter and things as may be necessary to carry out the requisitions of the notice.
Power to Sub-Delegate	Not applicable – Sub-delegation is prohibited by s.48 - Delegation by local governments
Compliance Links	<i>Bush Fire Brigades Local Law 2021</i> Council Policy 5.02: Bushfire Control

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

5.3 Offences and infringements (s.59 & s.59A)

Function Performed	<p>Authority to:</p> <ol style="list-style-type: none"> 1) Institute and carry on proceedings against a person for an offence alleged to be committed against this Act. 2) Serve an infringement notice for an offence against this Act.
<p><i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i></p>	
Power being Delegated	<p><i>Bush Fires Act 1954</i> s.59 - Prosecution of offences s.59A - Alternative procedure – infringement notices</p>
Power originally assigned to	Local Government
Power to Delegate	<p><i>Bush Fires Act 1954</i> s.48 - Delegation by local governments s.59 - Prosecution of offences</p>
Power Delegated to	Chief Executive Officer
Council Conditions	Nil
Power to Sub-Delegate	Not applicable – Sub-delegation is prohibited by s.48 - Delegation by local governments
Compliance Links	<p><i>Bush Fires (Infringements) Regulations 1978</i> <i>Bush Fire Brigades Local Law 2021</i> Council Policy 5.02: Bushfire Control</p>

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

5.4 Withdrawal of infringements (s.59A)

Function Performed	Authority to withdraw an infringement notice for an offence against this Act.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Bush Fires Act 1954</i> s.59A - Alternative procedure – infringement notices
Power originally assigned to	Local Government
Power to Delegate	<i>Bush Fires Act 1954</i> s.48 - Delegation by local governments
Power Delegated to	Chief Executive Officer
Council Conditions	Nil
Power to Sub-Delegate	Not applicable – Sub-delegation is prohibited by s.48 - Delegation by local governments
Compliance Links	<i>Bush Fires (Infringements) Regulations 1978</i> <i>Bush Fires Act 1954:</i> s.65 - Proof of certain matters s.66 - Proof of ownership or occupancy

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

5.5 Varying prohibited burning times (s.17)

Function Delegated	Joint authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Bush Fires Act 1954:</i> s.17 - Prohibited burning times may be declared by Minister
Power originally assigned to	Local Government
Power to Delegate	<i>Bush Fires Act 1954</i> s.48 - Delegation by local governments s.17(10) – Prohibited burning times may be declared by Minister
Power Delegated to	Shire President and Chief Bush Fire Control Officer (jointly)
Council Conditions	1. Decisions under s.17(7) must be undertaken jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Power to Sub-Delegate	Not applicable – Sub-delegation is prohibited by s.48 - Delegation by local governments
Compliance Links	<i>Bush Fire Regulations 1954</i> <i>Bush Fire Brigades Local Law 2021</i> Council Policy 5.02 Bushfire Control

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

PART 6 FOOD ACT 2008

6.1 Appoint Authorised Officers (s.122 & s.126)	
Function Performed	<p>Authority to</p> <ol style="list-style-type: none"> 1) Appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i>. 2) Appoint an Authorised Officer appointed under s.122 (1) and (2) of this Act or s.24(1) of the <i>Public Health Act 2016</i> to be a Designated Officer for the purposes of issuing Infringement Notices under <i>Food Act 2008</i>. 3) Appoint an Authorised Officer to be a Designated Officer for the purpose of extending the time for payment of modified penalties [s.126 (6)] and determining withdrawal of an infringement notice [s.126(7).]
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<p><i>Food Act 2008</i> s.122 Appointment of Authorised Officers s.126 Infringement Notices</p>
Power originally assigned to	Local Government
Power to Delegate	<p><i>Food Act 2008</i> s.118 - Functions of enforcement agencies and delegation</p>
Power Delegated to	Chief Executive Officer
Council Conditions	Nil
Power to Sub-Delegate	Nil - <i>Food Regulations 2009</i> do not provide for sub-delegation.
Compliance Links	<p><i>Food Act 2008</i> s.122 - Appointment of authorised officers s.123 - Certificates of authority</p> <p>Department of Health Guidelines: Appointment of Authorised Officers as Meat Inspectors Appointment of Authorised Officers Appointment of Authorised Officers - Designated Officers only (section 126) Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an authorised officer.</p> <p><i>Health Local Law 2021</i></p>
DELEGATION ADMINISTRATION	
Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

6.2 Prohibition orders (s.65, s.66 & s.67)

Function Performed	<p>Authority to</p> <ol style="list-style-type: none"> 1) Serve a Prohibition order on the proprietor of a food business in accordance with s65 of the <i>Food Act 2008</i>. 2) Give a Certificate of clearance, where inspection demonstrates compliance with a Prohibition order and any Improvement Notices. 3) Give written notice to proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection.
<p><i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i></p>	
Power being Delegated	<p><i>Food Act 2008</i> s.65 - Prohibition order s.66 - Certificate of clearance to be given in certain circumstances s.67 - Request for re-inspection</p>
Power originally assigned to	Local Government
Power to Delegate	<p><i>Food Act 2008</i> s.118 - Functions of enforcement agencies and delegation</p>
Power Delegated to	<p>Chief Executive Officer Environmental Health Officer</p>
Council Conditions	Nil
Power to Sub-Delegate	Nil - <i>Food Regulations 2009</i> do not provide for sub-delegation.
Compliance Links	<p><i>Food Act 2008</i> <i>Food Regulations 2009</i> Department of Health <i>Food Act 2008</i> Regulatory Guideline No.1: Introduction of Regulatory Food Safety Auditing in WA Food Unit Fact Sheet 8: Guide to Regulatory Guideline No.1: WA Priority Classification System <i>Food Act 2008</i> Verification of Food Safety Program Guideline <i>Health Local Law 2021</i></p>
DELEGATION ADMINISTRATION	
Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

6.3 Registration of food business (s.110 & s.112)

Function Performed	<p>Authority to</p> <ol style="list-style-type: none"> 1) Consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration. 2) Vary the conditions or cancel the registration of a food business.
<p><i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i></p>	
Power being Delegated	<p><i>Food Act 2008</i> s.110 - Registration of food business s.112 - Variation of conditions or cancellation of registration of food businesses</p>
Power originally assigned to	<p>Local Government</p>
Power to Delegate	<p><i>Food Act 2008</i> s.118 - Functions of enforcement agencies and delegation</p>
Power Delegated to	<p>Chief Executive Officer Community Development & Services Manager Environmental Health Officer</p>
Council Conditions	<p>Nil</p>
Power to Sub-Delegate	<p>Nil - <i>Food Regulations 2009</i> do not provide for sub-delegation.</p>
Compliance Links	<p><i>Food Act 2008</i> <i>Food Regulations 2009</i> Department of Health <i>Food Act 2008</i> Regulatory Guideline No.1: Introduction of Regulatory Food Safety Auditing in WA Food Unit Fact Sheet 8: Guide to Regulatory Guideline No.1: WA Priority Classification System <i>Food Act 2008</i> Verification of Food Safety Program Guideline <i>Health Local Law 2021</i></p>

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

6.4 Prosecutions (s.125)

Function Performed	Authority to institute proceedings for an offence under the <i>Food Act 2008</i> .
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Food Act 2008</i> s.125 - Institution of proceedings
Power originally assigned to	Local Government
Power to Delegate	<i>Food Act 2008</i> s.118 - Functions of enforcement agencies and delegation
Power Delegated to	Chief Executive Officer
Council Conditions	Nil
Power to Sub-Delegate	Nil - <i>Food Regulations 2009</i> do not provide for sub-delegation.
Compliance Links	<i>Food Act 2008</i> <i>Food Regulations 2009</i> Department of Health Compliance and Enforcement Policy

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

PART 7 DOG ACT 1976

7.1 Appoint Registration Officers (s.3)	
Function Performed	Authority to Appoint Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Dog Act 1976</i> s.3 - Terms Used
Power originally assigned to	Local Government
Power to Delegate	<i>Do Act 1976</i> s.10AA - Delegation of local government powers and duties
Power Delegated to	Chief Executive Officer
Council Conditions	Nil
Power to Sub-Delegate	<i>Dog Act 1976</i> s.10AA - Delegation of local government powers and duties s.5.44 – CEO can delegate some powers and duties to the Community Development and Services Manager
Compliance Links	<i>Dog Act 1976</i> s.3 - Terms used <i>Dogs Local Law 2021</i>
DELEGATION ADMINISTRATION	
Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

7.2 Keeping of dogs (number of) (s.26)	
Function Performed	Authority to grant exemptions to the number of dogs that may be kept in or on premises.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Dog Act 1976</i> s.26 – Limitation as to numbers
Power originally assigned to	Local Government
Power to Delegate	<i>Dog Act 1976</i> s.10AA – Delegation of local government powers and duties
Power Delegated to	Chief Executive Officer
Council Conditions	Report to Council at the next Ordinary Meeting.
Power to Sub-Delegate	<i>Dog Act 1976</i> s.10AA – Delegation of local government powers and duties s.5.44 – CEO can delegate some powers and duties to the Community Development and Services Manager
Compliance Links	<i>Dogs Local Law 2021</i>

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

PART 8 CAT ACT 2011

8.1 Delegation to Authorized Officers (s.44 & 45)

Function Performed	The CEO may delegate to any employee of the local government the exercise of any of the CEO’s powers or the discharge of any of the CEO’s duties under another provision of this Act.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	Cat Act 2011 s.3 - Terms Used
Power originally assigned to	Local Government
Power to Delegate	Cat Act 2011 s.44, 45 & 46 - Delegation of local government powers and duties
Power Delegated to	Chief Executive Officer
Council Conditions	Nil
Power to Sub-Delegate	Cat Act 2011 s.45 & 46 - Delegation of local government powers and duties - CEO can delegate some powers and duties to the Community Development and Services Manager and Ranger
Compliance Links	Cat Act 2011 s.3 - Terms used

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

PART 9 LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1960

9.1 Establishing pounds and appointing pound-keepers and Rangers (s.449)	
Function Performed	Authority to 1) Establish pounds 2) Appoint fit and proper persons to be pound keepers and Rangers
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government (Miscellaneous Provisions) Act 1960</i> s.449 - Pounds, establishing; pound-keepers and rangers, appointing
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 - Delegation of some powers or duties to the CEO s.5.43 - Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	Nil
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 -CEO can delegate some powers and duties to the Community Development and Services Manager
Compliance Links	<i>Local Government Act 1995</i>

DELEGATION ADMINISTRATION	
Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

PART 10 LAND ADMINISTRATION ACT 1997

10.1 Care, control and management of Reserves (s.46(2))	
Function Performed	To allow requests to be made regarding the care, control and management of the Shire of Meekatharra managed reserve in accordance with Section 46.(2) <i>Land Administration Act 1997</i>
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Statutory Power being Delegated:	<i>Land Administration Act 1997</i> s.46.(2) – Care, control and management of reserves
Power is Originally assigned to:	Local Government
Statutory Power of Delegation	<i>Local Government Act 1995</i> s.5.42 – Delegation of some powers or duties to the CEO s.5.43 – Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Conditions on Delegation:	Limited to giving consent of the management body of reserve (being limited to the Shire of Meekatharra).
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 - CEO can delegate some powers and duties to the Community Development and Services Manager
Compliance Links	<i>Local Government Act 1995</i> <i>Land Administration Act 1997</i>
DELEGATION ADMINISTRATION	
Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

**PART 11 LOCAL GOVERNMENT (FINANCIAL MANAGEMENT)
REGULATIONS 1996**

11.1 Donations (r.12)	
Function Performed	Authority to allocate amounts to applicants for donations, sponsorship, trophies and other such minor requests which promote community development.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government (Financial Management) Regulations 1996</i> r.12(1a) - Payments from municipal fund or trust fund, restrictions on making
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 – Delegation of some powers or duties to the CEO s.5.43 – Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	<ol style="list-style-type: none"> 1) CEO may approve donations of up to \$500 in accordance with section 02.09 Council Policy 2019. 2) Application approvals and rejections must be co-signed by the Chief Executive Officer and Shire President. 3) Applications for donations can be received at any time. 4) The amount that can be approved will be assessed per application. 5) If the Chief Executive Officer has a declarable interest, the Deputy Chief Executive Officer will assess the application. 6) If the Shire President has a declarable interest, the Deputy Shire President will co- sign the application 7) All donations to be by cheque or bank transfer only, and 8) Report to Council next ordinary meeting.
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 – CEO has elected to not sub-delegate this role, with the exception of meeting the Council Conditions.
Compliance Links	Council Policy 2.09
DELEGATION ADMINISTRATION	
Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended –27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

11.2 Payment of accounts (r.12)

Function Performed	Payments from the Municipal or Trust Funds.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government (Financial Management) Regulations 1996</i> r.12 Payments from municipal fund or trust fund, restrictions on making
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 - Delegation of some powers or duties to the CEO s.5.43 - Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	Compliance with Regulations 11, 12 and 13 of the Local Government (Financial Management) Regulations 1996 and Council policies. 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 name 2) The amount of the payment 3) The date of the payment 4) Sufficient information to identify the transaction
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 – CEO can delegate some powers and duties to the Deputy Chief Executive Officer Community Development and Services Manager
Compliance Links	<i>Local Government (Financial Management) Regulations 1996</i> r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. <i>Local Government Act 1995</i> s.6.5 – Accounts and records Shire Meekatharra Policy Manual 2019

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. Adopted – 22 June 2019: Resolution # 9.4.7	
2. Amended – 27 June 2020, Resolution # 9.3.1	
3. Reviewed – 17 April 2021, Resolution # 9.3.4	
4. Reviewed – 13 May 2022. Resolution # 9.3.6	
5. Reviewed – 20 May 2023: Resolution # 9.3. 4	

PART 12 LOCAL GOVERNMENT (UNIFORM LOCAL PROVISIONS) REGULATIONS 1996

12.1 Permission to have gate across public thoroughfare (r.9)	
Function Performed	Authority to assess and approve applications to construct a gate or other device across a public thoroughfare managed by the Local Government, that enables motor traffic to pass across the public thoroughfare and prevents livestock from straying.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.9 - Permission to have gate across public thoroughfare — Sch. 9.1 cl. 5(1)
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 - Delegation of some powers or duties to the CEO s.5.43 - Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	The Officer shall have regard to s3.50 and 3.51 of the Local Government Act 1995
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 – CEO can delegate some powers and duties to the Works and Services Manager
Compliance Links	<i>Local Government Act 1995</i> s.9.60 & Sch.9.1 cl.5(1)
DELEGATION ADMINISTRATION	
Decision Reference	Decision Reference
1. New delegation – amended from previous Delegation 5.05	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

12.2 Private works on, over, or under public places (r.17)

Function Performed	Authority to grant permission to construct anything on, over or under a public thoroughfare or other public place that is local government property.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.17 - Private works on, over, or under public places — Sch. 9.1 cl.8
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 - Delegation of some powers or duties to the CEO s.5.43 - Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	The Officer shall have regard to s3.50 and 3.51 of the Local Government Act 1995
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 – CEO can delegate some powers and duties to the Works and Services Manager
Compliance Links	<i>Local Government Act 1995</i> s.9.60 - Regulations that operate as local laws Sch 9.1 Cl.8 Private works on, over, or under public places

DELEGATION ADMINISTRATION

Decision Reference	Decision Reference
1. New delegation – amended from previous Delegation 5.05	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

12.3 Requirement to construct and repair crossing (r.13)	
Function Performed	<p>Authority to</p> <ol style="list-style-type: none"> 1. Give notice to an owner or occupier of land requiring the person to construct or repair a crossing. 2. Construct or repair the crossing if the person fails to comply with the notice, and recover 50% of the cost as a debt due from the person.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<p><i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.13 - Requirement to construct or repair crossing — Sch. 9.1 cl. 7(3)</p>
Power originally assigned to	Local Government
Power to Delegate	<p><i>Local Government Act 1995</i> s.5.42 - Delegation of some powers or duties to the CEO s.5.43 - Limitations on delegations to the CEO</p>
Power Delegated to	Chief Executive Officer
Council Conditions	In accordance with Council Policy 5.07 - Crossovers
Power to Sub-Delegate	<p><i>Local Government Act 1995</i> s.5.44 CEO has elected to not sub-delegate this role, with the exception of meeting the Council Conditions.</p>
Compliance Links	<p><i>Local Government Act 1995</i> s.9.60(4) – Regulations that operate as local laws Schedule 9.1 cl 7 Council Policy 5.07: Crossovers</p>
DELEGATION ADMINISTRATION	
Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

12.4 Dangerous excavation in or near public thoroughfare (r.11)	
Function Performed	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [r.11(4)]. 3. Authority to impose conditions on granting permission [r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [r.11(8)].
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> r.11 – Dangerous excavation in or near public thoroughfare Sch. 9.1 cl. 6
Power originally assigned to	Local Government
Power to Delegate	<i>Local Government Act 1995</i> s.5.42 - Delegation of some powers or duties to the CEO s.5.43 - Limitations on delegations to the CEO
Power Delegated to	Chief Executive Officer
Council Conditions	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 – CEO can delegate some powers and duties to the Works and Services Manager
Compliance Links	Local Government (Uniform Local Provisions) Regulations 1996
DELEGATION ADMINISTRATION	
Decision Reference	Decision Reference

12.4

Dangerous excavation in or near public thoroughfare (r.11)

1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

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12.5

Obstruction of footpaths and thoroughfares (r.5, r.6, r.7A & r.7)

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

12.5 Obstruction of footpaths and thoroughfares (r.5, r.6, r.7A & r.7)	
Power to Sub-Delegate	<i>Local Government Act 1995</i> s.5.44 – CEO can delegate some powers and duties to the Deputy Chief Executive Officer
Compliance Links	Determination of Bond Value and Conditions are specified in Delegation 12.6 of the Delegated Authority Manual: Obstruction of public thoroughfare by things placed and left. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i> .
DELEGATION ADMINISTRATION	
Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

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PART 13 CARAVAN PARKS AND CAMPING GROUNDS ACT 1995

13.1 Managing infringement notices (s.23)			
Function Delegated	Authority to 1) Issue an infringement notice for an offence against this Act. 2) Vary or withdraw an Infringement notice for an offence against this Act.		
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>			
Power being Delegated	Caravan Parks and Camping Grounds Act 1995 s.23 – Infringement notices		
Power originally assigned to	Local Government		
Power to Delegate	Caravan Parks and Camping Grounds Act 1995 s.23 - Infringement notices		
Power Delegated to	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Issue Infringements (Subsection (2)) Deputy Chief Executive Officer Community Development & Services Manager Officer Environmental Health Officer Shire Ranger </td> <td style="width: 50%; vertical-align: top;"> Withdraw Infringements (Subsection, (5) & (7)) Chief Executive </td> </tr> </table>	Issue Infringements (Subsection (2)) Deputy Chief Executive Officer Community Development & Services Manager Officer Environmental Health Officer Shire Ranger	Withdraw Infringements (Subsection, (5) & (7)) Chief Executive
Issue Infringements (Subsection (2)) Deputy Chief Executive Officer Community Development & Services Manager Officer Environmental Health Officer Shire Ranger	Withdraw Infringements (Subsection, (5) & (7)) Chief Executive		
Council Conditions	Nil		
Power to Sub-Delegate	As above		
Compliance Links	Nil		
DELEGATION ADMINISTRATION			
Decision Reference	Decision Reference		
1. New delegation			
2. Reviewed – 13 May 2022. Resolution # 9.3.6			
3. Reviewed – 20 May 2023: Resolution # 9.3. 4			

PART 14 HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911

14.1 Appointment of Deputies (s.26)	
Function Delegated	Officers are appointed as Deputies to carry out the powers and functions of the Local Government under the <i>Health (Miscellaneous Provisions) Act 1911</i> .
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Health (Miscellaneous Provisions) Act 1911</i> s.26 - Powers of local government
Power originally assigned to	Local Government
Power to Delegate	<i>Health (Miscellaneous Provisions) Act 1911</i> s.26 - Powers of local government
Power Delegated to	Chief Executive Officer
Council Conditions	Nil
Power to Sub-Delegate	Chief Executive Officer can delegate some powers and duties to the Deputy Chief Executive Officer, Community Development & Services Manager and the Environmental Health Officer
Compliance Links	Nil
DELEGATION ADMINISTRATION	
Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

PART 15 HEALTH (ASBESTOS) REGULATIONS 1992

15.1 Appoint Authorised and Approved Officers (r.15D)	
Function Delegated	Authority to: <ol style="list-style-type: none"> 1) Appoint Officers as Authorised Officers for the purpose of the <i>Criminal Procedure Act 2004</i> to issue infringements under the <i>Health (Asbestos) Regulations 1992</i>. 2) Manage infringements issued under the <i>Health (Asbestos) Regulations 1992</i> as an Approved Officer for the purpose of the <i>Criminal Procedure Act 2004</i>.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.</i>	
Power being Delegated	<i>Health (Asbestos) Regulations 1992</i> r.15D – Infringement Notices
Power originally assigned to	Local Government
Power to Delegate	<i>Health (Asbestos) Regulations 1992</i> r.15D – Infringement Notices
Power Delegated to	Chief Executive Officer
Council Conditions	Nil
Power to Sub-Delegate	CEO has elected to not sub-delegate this role.
Compliance Links	<i>Criminal Procedure Act 2004</i> Part 2 - Dealing with alleged offenders without prosecuting them
DELEGATION ADMINISTRATION	
Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

PART 16 BUILDING REGULATIONS 2012

16.1 Appoint Approved and Authorised Officers (r.70)			
Function Delegated	Officers are appointed as Approved Officers and Authorised Officers for the purpose of the <i>Criminal Procedure Act 2004</i> to issue infringements and withdraw infringements under the <i>Building Regulations 2012</i>		
This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions.			
Power being Delegated	<i>Building Regulations 2012</i> r.70 – Approved Officers and Authorised Officers		
Power originally assigned to	Local Government		
Power to Delegate	<i>Building Regulations 2012</i> r.70 – Approved Officers and Authorised Officers		
Power Delegated to	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Authorised Officer (Issue Infringements) Deputy Chief Executive Officer Community Development & Services Manager </td> <td style="width: 50%; vertical-align: top;"> Approved Officer (Withdraw Infringements) Chief Executive Officer </td> </tr> </table>	Authorised Officer (Issue Infringements) Deputy Chief Executive Officer Community Development & Services Manager	Approved Officer (Withdraw Infringements) Chief Executive Officer
Authorised Officer (Issue Infringements) Deputy Chief Executive Officer Community Development & Services Manager	Approved Officer (Withdraw Infringements) Chief Executive Officer		
Council Conditions	Nil		
Power to Sub-Delegate	As above		
Compliance Links	<i>Criminal Procedure Act 2004</i> Part 2 - Dealing with alleged offenders without prosecuting them		
DELEGATION ADMINISTRATION			
Decision Reference	Decision Reference		
1. New delegation			
2. Reviewed – 13 May 2022. Resolution # 9.3.6			
3. Reviewed – 20 May 2023: Resolution # 9.3. 4			

**PART 17 FINES, PENALTIES AND INFRINGEMENT NOTICES
ENFORCEMENT ACT 1994**

17.1 Registration of infringement notice (s.16 & s.22)	
Function Performed	Officers are appointed as Prosecuting Officers to register and withdraw infringements with the Fines and Enforcements Registry.
Power being Delegated	<i>Fines, Penalties and Infringement Notices Enforcement Act 1994</i> s.16 – Registration of infringement notice: enforcement certificate s.22 – Prosecuting authority may withdraw proceedings
Power originally assigned to	Local Government
Power to Delegate	<i>Fines, Penalties and Infringement Notices Enforcement Act 1994</i> s.13(3) – Registration of infringement notice: enforcement certificate
Power Delegated to	Chief Executive Officer Deputy Chief Executive Officer Community Development & Services Manager Shire Ranger
Council Conditions	Authorised Prosecutions Officers must ensure they have written permission from the Chief Executive Officer before withdrawing proceedings in accordance with s.22 of the <i>Fines, Penalties and Infringement Notices Enforcement Act 1994</i> .
Power to Sub-Delegate	As above
Compliance Links	<i>Fines, Penalties and Infringement Notices Enforcement Regulations 1994</i> Shire Meekatharra Local Laws
DELEGATION ADMINISTRATION	
Decision Reference	Decision Reference
1. New delegation	
2. Reviewed – 13 May 2022. Resolution # 9.3.6	
3. Reviewed – 20 May 2023: Resolution # 9.3. 4	

9.4 COMMUNITY DEVELOPMENT

Nil

9.5 HEALTH BUILDING AND TOWN PLANNING

Nil

9.6 WORKS AND SERVICE

Nil

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11. NEW BUSINESS OF AN URGENT NATURE – INTRODUCED BY RESOLUTION OF THE MEETING

Nil

12. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

The meeting was paused at 10.25am to allow for Architect Barry Small from Bravura Design to present a draft of the Concept for Lloyds Building.

Nathan Cain, Deputy Chief Executive Officer left the meeting at 10.28am.

Council resumed the meeting at 11.12am.

13. CONFIDENTIAL ITEMS

Officer Recommendation / Council Resolution:

Moved: Cr MJ Smith

Seconded: Cr MR Hall

That the meeting be closed to member of the public to allow Council to discuss item 13.1, 13.2 and 13.3 which concern matters of a confidential nature.

RESOLUTION 2023/24-209

CARRIED 7/0

For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr WJ Ward, Cr DK Hodder, Cr JC Holden

Against: Nil

CONFIDENTIAL ITEM

Deals with a contract entered into, or which may be entered into by the local government. Local Government Act 1995 Section 5.23 (2) (c)

13.1 MEEKATHARRA COMMUNITY RESOURCE CENTRE – FUNDING REQUEST

Applicant:	Nil	
File Ref:	CR.SP.001	
Disclosure of Interest:	Nil	
Date of Report:	12 April 2024	
Author:	Kelvin Matthews Chief Executive Officer	<i>Signature of Author</i>
Senior Officer:	Kelvin Matthews Chief Executive Officer	<i>Signature Senior Officer</i>

Officers Recommendation / Council Resolution:

Moved: Cr DK Hodder
Seconded: Cr JC Holden

That Council agree to providing funding assistance to the Meekatharra Community Resource Centre/Visitor Centre at fifty thousand dollars (\$50,00.00) for the 2024/25 and the 2025/26 financial years to be reviewed at the end of the 2026/27 year to determine ongoing financial support on condition that the Meekatharra Community Resource Centre/Visitor Centre recognize this financial assistance in all their corporate and marketing documentation.

RESOLUTION 2023/24-210

CARRIED 7/0

For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr WJ Ward, Cr DK Hodder, Cr JC Holden

Against: Nil

13.2 MEEKATHARRA AIRPORT CONTRACT VARIATION REQUEST

Applicant:	Nil	
File Ref:	PE.CO.002	
Disclosure of Interest:	Nil	
Date of Report:	12 April 2024	
Author:	Kelvin Matthews Chief Executive Officer	<i>Signature of Author</i>
Senior Officer:	Kelvin Matthews Chief Executive Officer	<i>Signature Senior Officer</i>

Officers Recommendation / Council Resolution:

Moved: Cr MJ Smith
Seconded: Cr BM Day

That Council agree to an increase of four percent (4%) to the current annual contract Service Fee between Neuk Port Ad-Hair and the Shire of Meekatharra for the management and operation of the Meekatharra Airport.

RESOLUTION 2023/24-211

CARRIED 7/0

For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr WJ Ward, Cr DK Hodder, Cr JC Holden

Against: Nil

13.3 LOT 17 LEASE RENEWAL – YOUTH FOCUS

Applicant:	Nil	
File Ref:	CP.LO.011	
Disclosure of Interest:	Nil	
Date of Report:	12 April 2024	
Author:	Kelvin Matthews Chief Executive Officer	<i>Signature of Author</i>
Senior Officer:	Kelvin Matthews Chief Executive Officer	<i>Signature Senior Officer</i>

Officers Recommendation / Council Resolution:

Moved: Cr DK Hodder
Seconded: Cr JC Holden

That Council:

Approve a new lease between the Shire of Meekatharra and Youth Focus for a two year period and a one year extension option period based on the previous lease at no annual rental fee excluding all utilities and insurance and approves the affixing of Councils Common Seal and execution of the Lease by the Chief Executive Officer and the Shire President.

RESOLUTION 2023/24-212

CARRIED 7/0

For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr WJ Ward, Cr DK Hodder, Cr JC Holden

Against: Nil

Officer Recommendation / Council Resolution:

Moved: Cr MJ Smith
Seconded: Cr MR Hall

That the meeting be opened to the public.

RESOLUTION 2023/24-213

CARRIED 7/0

For: Cr HJ Nichols, Cr MJ Smith, Cr BM Day, Cr MR Hall, Cr WJ Ward, Cr
DK Hodder, Cr JC Holden
Against: Nil

14. CLOSURE OF MEETING

The Shire President, Cr HJ Nichols closed the meeting at 11.30am.

15. CERTIFICATION BY PRESIDENT

I certify these minutes to be those that were confirmed.

Date: 18 May 2024

Cr HJ Nichols