

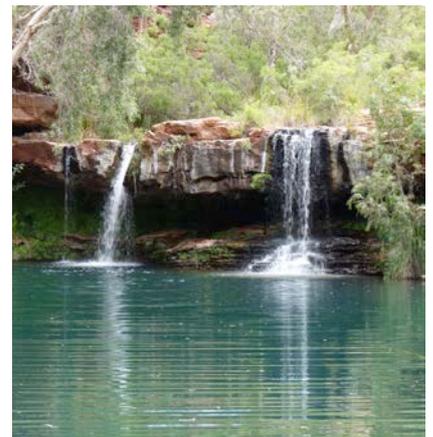
Ordinary Meeting of Council

Tom Price



Attachments – Public Document 18 July 2017

Clem Thompson Sports Pavilion Stadium Road Tom Price
1.00pm



Shire of Ashburton Council Resolutions - Status

Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
15/08/12	OCM	11261	Mine Road Tom Price – Dedication of Road.	That Council: 1. That Council resolves to make a request to the Minister under section 56(1)(a) of the Land Administration Act 1997 to dedicate Lot 356 of DP 216348 as a road. 2. Council resolves to advise Department of Regional Development and Lands that it would also be prepared to accept a road reserve to continue to the entry to the Tom Price LIA.	Progressing Rio Tinto are investigating concerns that it has with this amalgamation, even though it was originally its request for the amalgamation and transfer of ownership to the Shire. Emailed for follow up, awaiting response letter from Rio. (August 2015) No update (January 2017)	Infrastructure Services	15/08/12	29/12/17	25%
17/10/12	OCM	11336	Tom Price Royal Flying Doctor Air Strip.	1. Council supports, without bias, that it is the desire of the residents of Tom Price to have their own Royal Flying Doctor Air Strip, for which to service their needs. 2. Council authorises the Chief Executive Office to source the required capital funding for the Royal Flying Doctor Air Strip and investigate means to offset maintenance costs. 3. On the basis of 2. above and should capital funds be located, then Council agree in principle to accept ownership responsibility of the airstrip. 4. A Business Plan is to be brought back to Council for approval.	Progressing Business Case has been finalised. The Shire and HQ Management discussed with Rio Tinto to confirm the use of the preferred site, the provision of site information and Rio Tinto's position on forming a partnership for the project. Department of Lands has been consulted and a land tenure proposal is with Perth RTIO management to determine their position. RTIO has requested documented evidence of all site assessments undertaken that target their site as the preferred/only option for a Tom Price RFDS strip. (June 2016) No further update (October 2016) On Hold Following joint Shire/RTIO PGC Meeting discussions, now awaiting confirmation of a Shire or RTIO budget allocation before progressing the matter further. (December 2016) No update (January 2017) Progressing Discussions held with Department of Transport (DoT) regarding WA Labor election promise to provide \$2.5m funding towards an RFDS strip in Tom Price. Awaiting correspondence from the Transport Minister to confirm funding. (April 2017) Sending correspondence to Transport Minister; congratulating on election success, thanking for election promise and requesting details on the funding. (June 2017)	Infrastructure Services	17/10/12	30/10/17	35%
18/06/14	OCM	11817	Road Closure - Road No 1644 From Mount Florence Homestead To Hamersley Homestead.	That Council: 1. In accordance with Section 58 of the Land Administration Act 1997 publishes the public notice of intention to close in entirety Road Number 1644 as defined in the Government Gazette notice of April 1904 for amalgamation into adjoining properties, in a newspaper circulating in its district, and invite representations on the proposed closure within a period of 35 days from the publication; and 2. Delegate to the Chief Executive Officer the power to resolve to make a request to the Minister to close the road, should no objections be received.	Progressing The Shire has contacted the Department of Lands and asked for this to be closed off as soon as possible. Rio Tinto has now issued the Shire with a letter titled 'Discontinuation of the proposed closure for ROAD 1644 from Mount Florence Homestead to Hamersley Homestead' which now needs to be assessed. Shire is currently reviewing all original documentation and correspondence due to staff changes in RTIO contact. (March 2016) No further updates. (January 2017)	Infrastructure Services	18/06/14	29/12/17	20%
17/09/14	OCM	11859	Proposed Memorandum of Understanding for Pilbara Regional Council to undertake conservation works at Old Onslow.	That Council: 1. Endorse the proposal by the Pilbara Regional Council to undertake conservation works at the Old Onslow Townsite in accordance with its proposal and \$1 million budget provided in the Onslow Social Infrastructure Fund; and	Interpretive signage completed May 2017, conservation work to the buildings planned for late June/early July (work being undertaken by PRC). Estimated \$400,000 remaining in project budget for further conservation/stabilisation/tourism opportunities at the site. (July 2017)	Strategic & Economic Development	17/09/14	24/12/17	50%

Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
15/10/14	OCM	11867	Proposed Scheme Amendment To Rezone Part Lot 271 And Part Lot 277 Killawarra Drive, Tom Price From 'Parks, Recreation And Drainage' To 'Residential R20'	That Council in pursuance of Section 75 of the Planning and Development Act 2005 initiate Amendment 28 to the Shire of Ashburton Town Planning Scheme No. 7 by: 1.Rezoning the following land parcels from 'Parks, Recreation and Drainage' reserve to 'Residential R20' as depicted on the amendment map: a.Portion Lot 277 Killawarra Drive and Amaroo Place, Tom Price b.Portion Lot 271 Killawarra Drive and Jabbarup Place, Tom Price c.Portion Lot 277 Killawarra Drive and Ceron Street, Tom Price 2.Amending the Shire of Ashburton Town Planning Scheme No. 7 Scheme Map accordingly.	NOTE: This item relates to Scheme Amendment 27 not 28. Incorrect reference in the resolution was addressed in final adoption which went to Council in November 2016. Progressing Amendment documents submitted to WAPC for final approval. (December 2016) DOP have advised a Bushfire Assessment is required prior to determination. Applicant (DOH) advised and are undertaking assessment. (April 2017) Bushfire study has been prepared and is under review. Awaiting subsequent Ministerial approval. (June 2017)	Development & Regulatory Services	16/10/14	29/09/17	90%
19/11/14	OCM	11874	Request to Excise a Portion of Reserve 19291 to Create a New Reserve Vested in the Shire of Ashburton for the Proposed Onslow Waste Transfer Station.	That Council: 1.Request the Minister for Lands excise from Reserve 19291 that portion of land depicted as 'Waste Transfer Site' in ATTACHMENT 15.3; and 2.Reserve the excised portion for the purpose of 'Waste Transfer Station' with a Management Order to the Shire of Ashburton.	Progressing Department of Lands have issued survey instructions to update the reserve boundaries. (October 2016) Ongoing (February 2017)	Infrastructure Services	19/11/14	30/11/17	20%
10/12/14	OCM	11889	Youth Engagement Strategy	That Council: 1.Endorse the development of a Youth Engagement Strategy to replace Policy REC11 (Youth Advisory Council) for Council's future consideration; and Require, the Youth Engagement Strategy to be referred back to Council for its consideration.	Progressing Planning, completed by Shire Of Ashburton staff and Tom Price Youth Support Association. Onslow-Pannawonica Workshop held in Onslow with Pannawonica youth. Tom Price-Paraburdoo workshop held in Tom Price. No representation by Paraburdoo youth at Tom Price workshop. Smaller workshop planned for early July with Paraburdoo youth. (June 2017)	Community Development	11/12/14	30/11/17	50%
18/02/15	OCM	14.2	Proposed change of purpose for reserve 42467 from 'Recreation – Model Aircraft' to "Cultural Purposes" to allow for the use of the land for Aboriginal Arts and Cultural Tours	That Council: 1.Request the Minister for Lands to: a)Amend the purpose of Reserve 42467 from 'Recreation to 'Cultural purposes'; b)Issue a Management Order to the Shire of Ashburton with power to lease Reserve 42467; and 2.Authorise the CEO to negotiate the terms of and execute a lease agreement between the Shire of Ashburton and Mr. Stevens or his nominated corporate identity for use of Reserve 42467.	On Hold Ongoing liaison with Minister for Lands regarding request to modify reserve. Proponent negotiating with Native Title holders. (November 2015) Access issues across other Crown reserves / UCL needs to be addressed. SoA working with proponent to try and resolve but ultimately any approval sits with Department of Lands. (June 2017)	Development & Regulatory Services	19/02/15	29/12/17	10%
20/05/15	OCM	11955	Notice of Motion - Local Indigenous Communities and State Government Consultation	That Council: 1.Engages with the WA State Government's proposed consultation process so as to contribute to the WA State Government's planning for remote Indigenous communities in the Shire of Ashburton; 2.Monitor the State Government consultation process to ensure the views of the several local Indigenous communities are adequately invited; and 3. Defers any decision on the question of a Shire policy position on Ashburton's remote Indigenous communities, at least until the initial positions of the WA State Government and the several local Indigenous communities are ascertained.	Progressing The State Government released its 'road map' for remote indigenous communities on 14 July 2016 (http://regionalservicesreform.wa.gov.au/p/roadmap). The \$20 million allocation is towards the eight town-based reserves in the Pilbara, and will be a joint initiative between the Pilbara Development Commission and Regional Services Reform Unit (this is the \$20m that was allocated several years ago to the Pilbara Development Commission but not yet spent and it is hoped that \$5m of that will be programmed towards Bindi Bindi). Officers have studied the report and revisited the Council resolution of May 2015 (Local Indigenous Communities and State Government Consultation) to ascertain what action the Shire	Office of the CEO & Governance	01/06/15	30/11/17	20%

Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
17/06/15	OCM	11972	Karratha / Tom Price - Lobbying Proposal for Funding.	That Council: 1.Note that there are multiple economic and social benefits to sealing the Karratha-Tom Price route, that this project sits comfortably with the original aims and objectives of RfR and that it also delivers on all six policy objectives of the RfR Program; 2.Note that any contribution from the private sector and the Shire should be "gifted" to the State Government for the specific purpose of constructing the road and on this basis would attract a higher (dollar for dollar) matched funding from the Commonwealth; 3.Proceed to discuss with stakeholders their support for the Shire to submit an application to the RfR Program for staged funding to complete the Karratha-Tom Price route and authorise the President and CEO to promote the grant application at both state and federal political levels as required (conditional though, that within the eventual grant approval process, the Shire's two policies applicable to Asset Management (ENG09) and Financial Sustainability(ELM10), and its Long Term Financial Plan, must suitably accommodate the road construction schedule and its long term road maintenance program.	Progressing Application for funding for the Karratha-Tom Price Rd was submitted for Rounds 2 (and 3) of the Commonwealth Stronger Regions Fund, but were unsuccessful. A Lobbying Plan has been developed. Copies of the Plan have been provided to PDC who has already indicated support for the project. PDC has allocated \$50,000 to expand on the Shire's existing study. Ongoing lobbying will be undertaken in conjunction with PRD and other stakeholders. Plan has been provided to Main Roads WA, who will liaise with PDC. PDC study progressing with the Shire of Ashburton and the City of Karratha also contributing (\$25,000 and \$10,000 respectively) to provide the necessary funds \$85,000 for the study). Ongoing (January 2017) MRWA have agreed to take on the KTP3 project being funded with the \$50m State election promise. (June 2017)	Infrastructure Services	18/06/15	30/11/18	30%
15/07/15	OCM	4.2.1	Public Question Time: Shane Roulstone (Tom Price)	Q1. Has Council considered implementing 5 minute parking zones between 7am and 4pm on school days for the 170m stretch of Tamarind St - outside the Tom Price Primary School? This would allow parents to safely drop off and pick their children, which is not possible when the parking area outside the school is taken up by other vehicles, which causes parents to double park or park on the other side of the street, which significantly increases the risk of a child being hurt on the road at drop off and pick up times. The "P5min - Drop off & Pick up only during school days" is widely used by many councils to help keep children safe. Response: There may be some merit in introducing restricted parking in front of the school on Tamarind Street however the matter needs some prior investigation. As such, it is suggested that the Shire engage in consultation with the school and any other relevant parties, to facilitate an investigation of the cause and severity of the parking problems in this location, and the best way of addressing the concerns raised regarding congestion and safety.	Ranger Services and Infrastructure Services have now completed physical inspections of all Shire parking areas. These now need to be mapped and a procedure established for ensuring on-going compliance with Australian Standards and cooperation between relevant business units. Some compliance issues at the Tamarind Street car park have been identified. IS & DRS and working on the best way to address. (February 2017) Parking Strategy needs to be drafted to ratify Shire 'parking stations' in accordance with Local Law as soon as mapping complete. (March 2017) Draft strategy being prepared. Aim to workshop with Council at the June OMC. (May 2017) Will workshop draft strategy at July OMC given busy schedule for June OMC. (June 2017)	Development & Regulatory Services	16/07/15	28/07/17	75%
15/10/15	OCM	11868	Request for the Excise and Dedication of a Portion of Reserve 19291 Onslow for the Creation of an Access Road to the Proposed Waste Transfer Station.	That Council: 1.Request the Minister for Lands to excise from Reserve 19291 that portion of land depicted as 'Road' on ATTACHMENT 15.1B; 2.Request that the Minister of Lands dedicate the land depicted as 'Road' on ATTACHMENT 15.1B as a public road in accordance with Section 56 of the Land Administration Act 1997; and 3.In accordance with Section 56 (4) of the Land Administration Act indemnifies the Minister against all costs reasonably incurred in granting this request.	Progressing Department of Lands have issued survey instructions to update the reserve boundaries. (October 2016) Ongoing (February 2017) No further update (May 2017)	Infrastructure Services	16/10/15	29/12/17	20%
21/10/15	OCM	12022	Request for Creation of Reserve with Management by Shire of Ashburton – Unallocated Crown Land being Lot 330 on Deposited Plan 66835 and Portions of unallocated Crown Land between Lots 330 and 414 for the Purpose of "Recreation", Onslow.	That Council: 1.Request the Minister for Lands to: a.Reserve Lot 330 and portions of Unallocated Crown Land from Lot 330 to Lot 414 as described on Plan Onslow Boardwalk - 01 and dated April 2015 for the purpose "Recreation"; and b.Issue a Management Order to the Shire of Ashburton. 2.Advise Department of Lands in writing of the Shire's commitment to indemnify the Minister against any claim for compensation.	Council's decision and letter of indemnification forwarded to Department of Lands to commence NOITT actions. (July 2017)	Strategic & Economic Development	22/10/15	06/06/18	20%
18/11/15	OCM	12032	Relinquishment of Lot 46 South Road, Tom Price by Hamersley Iron for Acquisition by the Shire of Ashburton.	That Council: 1.Endorses the acquisition of Lot 46 South Road, Tom Price; and 2.Approves affixing the Common Seal in the presence of the Shire President and the Chief Executive Officer to the transfer of land documents for lodgment to Landgate.	Transfer approved by Rio Tinto Executives. Rio Tinto Utilities required to sign a release as underground services traverse the lot. Contract of sale being prepared. (July 2017)	Strategic & Economic Development	19/11/15	22/12/17	40%

Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
09/12/15	OCM	12034	Review of Shire of Ashburton Planning Scheme NO.7 as required for the 'Planning Health Check' per Planning and Development (Local Planning Schemes) Regulations 2015	That Council: 1.Note the contents of the attached 'health check' report as per ATTACHMENT 14.1. 2.Pursuant to Regulation 66(3) of the Planning and Development (Local Planning Schemes) Regulations 2015 recommend to the Western Australian Planning Commission that: a.the Shire of Ashburton Town Planning Scheme No. 7 be amended to comply with the Planning and Development (Local Planning Schemes) Regulations 2015, and that this amendment be undertaken within six months; and b.that following the preparation and endorsement of a Local Planning Strategy by the Western Australian Planning Commission the Shire commence the preparation of a new Local Planning Scheme to replace the Shire of Ashburton Town Planning Scheme No. 7.	Progressing Planning staff updating Scheme text and maps with anticipated presentation to Council early 2017. Meeting with DoP to discuss progress 12 April 2017. (April 2017) Department of Planning have advised that draft amendment is suitable to progress. Will workshop with Council at June OMC for general overview and aim to present agenda item to July OMC to initiate amendment. (June 2017) Will present this agenda item to August OMC for initiation as still working through minor issues with mapping for zoning. (July 2017)	Development & Regulatory Services	10/12/15	29/12/17	20%
21/06/16	OCM	12107	Lease Agreement between Shire of Ashburton and Hamersley Iron Pty Ltd for Lot 492 Coolibah Street (SES Premises), Tom Price and Lot 2003 Boonderoo Road (BFB Premises), Tom Price.	That Council Delegate Authority to the Chief Executive Officer to arrange preparation and execution of the lease agreements between the Shire of Ashburton and Hamersley Iron Pty Ltd for Lot 492 Coolibah Street and Lot 2003 Boonderoo Road, Tom Price for a term of five years commencing 10 November 2015 and expiring on 9 November 2020 for \$0 rental per annum.	SOA executed. Forwarded to Lessor (Hamersley Iron Pty Ltd) for execution. RTIO seeking power of attorney to execute the Agreement in the absence of one of the signing parties. (July 2017)	Strategic & Economic Development	22/06/16	06/09/17	50%
19/08/16	OCM	17.2	Notice of Motion in regards to a review of the Transient Worker Accommodation Policy	CEO to initiate a review of LPP13 transient worker accommodation policies and any other related planning in light of other related Councillors opposition to double bunking. Councillors have expressed concerns as Chevron's intentions to double bunk at their Wheatstone Project.	Draft policy being revised. (April 2017) Existing policy to be reviewed as part of full review of Local Planning Policies. Aim to have this completed by end of 2017. (June 2017)	Development & Regulatory Services	20/08/16	29/12/17	5%
27/09/16	OCM	25	Notice of Motion – Shire Townsite and Communities Tree Planting Program	That Council: 1.Requests officers to develop a five year Tree Planting Plan to guide future council budgets for the Shire, including proposed planting areas, types of suitable trees, number required and an estimate of associated costs (including for example, an avenue of honour). 2.Continues to support community programs around tree planting such as National Tree Planting Day including providing financial support to community groups through the Community Support Grants (REC08 Community Donations, Grants and Funding).	1.Progressing Five year Tree Planting and Development Plan to be developed by infrastructure and facilities by January 2017. 2.Completed Information has been included in 2017 round of community grants. (February 2017) This Notice of Motion is associated with NOM 39. At this stage only a one year tree planting program has been considered. The development of further years has not progressed. (June 2017) Awaiting approval of 17/18 budget. (July 2017)	Infrastructure Services	28/09/16	29/09/17	20%
27/09/16	OCM	41	Rates Write-Off – SGMCM Pty Ltd	That Council accepts the offer of \$24,000 (approximately) after deduction of costs of sale and liquidator's remuneration for Assessment A34153, A34162 and A6231 and to write off the balance of the rates arrears, and other relevant charges/expenses which have accrued on Assessment A34153, A34162 and A6231 to the value of \$457,832.11 (assuming 2016/17 levied rates and ESL charges will be payable).	Progressing Agenda item to go to a future Ordinary Meeting of Council. (April 2017)	Corporate Services	28/09/16	26/07/17	20%
27/09/16	OCM	16.3	Award of RFT 16/16 Design and Construction of Residential Dwellings at Barrada Estate, Onslow.	That Council: 1.Accepts Option 2 (three dwellings) Lump Sum Tender of \$1,196,972.37 (including GST) from Pindan Pty Ltd for RFT 16/16 - Design and Construction of Residential Dwellings in Barrada Estate, Onslow; and 2.Authorises the Chief Executive Officer to execute the Contract and manage the Contract, including variations to the design specifications and contract value, providing this does not exceed the project budget or reduce the overall scope.	Contract documents executed. Construction commenced December 2016. PC revised due to contractor delays on site. Two houses completed, third house awaiting Electrical Inspectors next Onslow visit. Completion expected by mid to late July. (July 2017)	Strategic & Economic Development	28/09/16	16/07/17	90%

Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
27/09/16	OCM	28	Notice of Motion – Proposal for RV Friendly Town Status	That Council continue to pursue the achievable essential criteria of being an RV Friendly district, as budget funding permits.	Progressing PRC unable to progress with joint marketing and promotion of RV Friendly status of the region until substantial progress is achieved in one or more of the four towns of the Shire. Staff reviewing where best is invest Council's budgeted funds in 2016/17. Examples include: (\$25,000 in 2016/17 which can be allocated to potable water taps for Pannawonica and Paraburdoo. 2017/18 could consider Dump Points at same locations if that is considered warranted.) (March 2017)	Office of the CEO & Governance	30/09/16	29/06/18	20%
27/09/16	OCM	39	Notice of Motion – Request a report on the formulation of a policy on Greening Ashburton.	That Council: 1. Approve the development of a whole of district integrated Landscaping Plan; and 2. At its 2016/17 Annual Budget Review, consider the potential of providing additional funds to progress district landscaping as outlined in the Plan.	1. Progressing Work progressing on this plan. 2. Progressing Awaiting Budget Review to consider. (January 2017) Ongoing A Capital Request form has been submitted for the 17/18 budget for \$60K that will allow for 60 trees to be planted across the Shire. The LTFP includes ongoing provision each year. (May 2017) Awaiting outcome of Budget deliberations by Council. Advice has been received from Councilors as to locations for additional tree plantings. (June 2017) Awaiting approval of 17/18 budget. Refer Decision Number 25. (July 2017)	Infrastructure Services	28/09/16	29/09/17	10%
25/10/16	OCM	59	Project Update – Proposed Onslow Waste Management Facility.	That Council: 1. Note the Revised Feasibility Report (ATTACHMENT 15.2A) and Onslow Waste Disposal Strategy (ATTACHMENT 15.2B); 2. Authorise the Chief Executive Officer to proceed with the necessary site investigation, planning, approval, consultation and design works required to progress the Onslow Waste Management Facility at the Preferred Site ('Site 10') in Onslow to a Class IV standard; and 3. Request that the Chief Executive Officer report back for further Council consideration, the results of (2), including a proposed design and business delivery model for a new Onslow Waste Management Facility.	Progressing Building Better Regions Fund application submitted (grant application result will be known mid year 2017). (February 2017) Progressing Flood modelling being undertaken prior to further site investigations. (May 2017)	Infrastructure Services	26/10/16	31/08/17	20%
22/11/16	OCM	66	Ashburton Community and Business Directory	That Council: 1. Task Shire Officers with the task of coordinating the production of an electronic version of an Ashburton Community & Business Directory (2017-2019); and update/administration of the digital Ashburton Community & Business Directory Website; 2. Note that Shire Officers will arrange separately, for a few printed copies to be kept at each Town shire office and visitor centres for distribution (people interested to pick up).	Progressing Directory is being progressed for publication mid-2017. (February 2017) Quotes are currently being sought with likely outputs (online & hard copy) being workshopped with elected members via EMACCESS in April / May. (March 2017) Working on online portal and 1000 copies for Directory for publication / launch end of August 2017.	Office of the CEO & Governance	30/11/16	31/08/17	40%

Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
22/11/16	OCM	72	Final Adoption of scheme amendment 27 to rezone portions of Lots 271 and 277 Killawara Drive, Tom Price from 'Parks Recreation and Drainage' reserve to 'Residential' zone with applied density code of R20.	<p>That Council:</p> <p>1. Pursuant to section 75 of the Planning and Development Act 2005, resolves to amend the above Local Planning Scheme by:</p> <p>i. Rezoning the following land parcels from 'Parks, Recreation and Drainage' reserve to 'Residential R20' as depicted on the amendment map: a. Portion Lot 277 Killawarra Drive and Amaroo Place, Tom Price b. Portion Lot 271 Killawarra Drive and Jabbarup Place, Tom Price c. Portion Lot 277 Killawarra Drive and Ceron Street, Tom Price;</p> <p>ii. Amending the Shire of Ashburton Town Planning Scheme No. 7 Scheme Map accordingly; and</p> <p>iii. Endorses the Schedule of Submissions prepared in response to the consultation for Amendment 27;</p> <p>2. Considers the amendment is 'standard' under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reason(s):</p> <p>i. The Amendment will have minimal impact on land in the scheme area that is not the subject of the amendment; and ii. The Amendment does not result in any significant environmental, social, economic or governance impacts on land in the Scheme area.</p>	<p>Progressing</p> <p>Amendment documents submitted to WAPC for final approval. (December 2016)</p> <p>DoP have advised a Bushfire Assessment is required prior to determination. Applicant (DoH) advised and are undertaking assessment. (April 2017)</p> <p>Bushfire study has been prepared and is under review. Awaiting subsequent Ministerial approval. (June 2017)</p>	Development & Regulatory Services	23/11/16	29/09/17	90%
16/12/16	OCM	88	Pilbara Underground Power Project, Onslow.	<p>That Council:</p> <p>1. Endorses the delivery of the 'Pilbara Underground Power Project' in Onslow by Horizon Power and the Shire's total contribution of \$2,102,258 toward the cost; 2. Delegates the CEO authority to finalise the terms of the Pilbara Underground Power Program Funding Agreement with Horizon Power, and the signing by the Shire President and CEO (including affixing of the common seal) to facilitate its execution; 3. Approves the contribution of \$900,000 toward the Shire's cost by Chevron's Community Development Fund and authorises the CEO to finalise the terms of this agreement; 4. Approves the proposed funding model for the Shire of Ashburton to pay \$400,000 and landowners to pay the remaining estimated \$800,000 for the balance of the 25% contribution; 5. Endorse the raising of a Service Charge on landowners in Onslow for the provision of Underground Power in future Annual Budgets; 6. Approve the funding of the land owners portion of the project costs (up to \$850,000) from a self-supporting loan, being repaid as funds are collected from property owners over four years; 7. In accordance with Section 6.38(2)(b) of the Local Government Act 1995, approve the establishment of an Underground Power Reserve Fund commencing in the 2017/18 financial year (with the purpose of the Underground Power Reserve Fund being for 'the installation of underground power in Onslow').</p>	<p>Funding agreement with Horizon Power executed. PIP for Chevron funding finalised and payment due May, first payment made to HP. Construction works going well, about 3 months ahead of overall project schedule. Project due for completion around March / April 2018. (July 2017)</p>	Strategic & Economic Development	17/12/16	31/03/18	30%
14/02/17	OCM	110	Establishment of a commercial licence for portion of Reserve 40065, Paraburdoo.	<p>That Council:</p> <p>1. Approve the proposal to enter into a licence agreement for portion of Reserve 40065 being Lot 67 Mine Road, Paraburdoo with Sarah Gorman t/a The Bedford Paraburdoo; and 2. Authorise the Chief Executive Officer to negotiate and execute a licence in accordance with the terms outlined in this report.</p>	<p>Landgate preparing a plan of the area prior to Department of Lands approving the draft Licence. (July 2017)</p>	Strategic & Economic Development	15/02/17	31/10/17	20%

Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
14/02/17	OCM	108	Proposed works on Shire Road Reserve – First Avenue, Onslow fronting The Ashburton Resort.	That Council – 1.Update the Footpath Improvement Plan to include a proposed footpath along this general area (subject to confirmation from the current Coastal Hazard Risk Management and Adaptation Plan) so it forms part of a broader path network; 2.In an effort to find a mutually agreeable compromise, allocate a maximum of \$15,000 (estimated to be 50% of the concrete footpath construction cost) from the current footpath construction budget as a contribution towards the footpath cost; and 3.Accepts the works that have been completed (plus the additional works such as fencing that have already been agreed, namely general landscaping works including gardens and lawn, plus a gravelled road/pathway) and issue a permit for the landscaping works on First Avenue, Onslow (fronting Lot 447, the Ashburton Resort) on the condition of the construction of a 2m wide concrete footpath for the entire road reserve frontage of Lot 447.	Progressing 1. Progressing 2. The Ashburton Resort has agreed to the cost sharing arrangement. 3. Awaiting completion of footpath so that Permit can be issued. (February 2017) A permit as described in Point 3 has been issued to Onslow Beach Resort. Shire staff awaiting advice from Resort on timing of footpath works. (April 2017) Ongoing The Resort has advised that work will be commencing mid-June 2017. (May 2017) It is anticipated by the June OCM that work will be completed. (June 2017) All works nearly complete. The Resort is waiting for contractors to complete works. Shire staff will ensure all Permit conditions are met. (July 2017)	Infrastructure Services	15/02/17	20/06/17	99%
14/03/17	OCM	119	Tender RFT 20/16 Ian Blair Memorial Boardwalk - Report to be provided under separate cover	That Council: 1.Award RFT 20/16 Supply and Installation of Composite Decking to the Ian Blair Boardwalk, Onslow WA to: C Munro Contracting for \$675,620; 2.Delegates authority to the Chief Executive Officer to negotiate the final terms and execute the Contract documentation subject to all required authorisations being obtained from the Department of Lands; and 3.Delegates authority to the Chief Executive Officer to manage the Contract, including variations to the design specifications and contract value, providing this does not exceed the project budget or reduce the overall scope.	1. Completed 2. Progressing First milestone has been achieved as part of the PDC funding. Materials have arrived. Waiting on approval from Thalanyji and DOL. (April 2017) 3. Progressing (March 2017)	Community Development	15/03/17	31/08/17	20%
14/03/17	OCM	125	Request for resolution not to proceed with Scheme Amendment No. 23 to the Shire of Ashburton Town Planning Scheme No. 7 relating to introduction of building heights in Onslow 'Commercial and Civic' zone	That Council resolve that, in pursuance of Section 75 of the Planning and Development Act 2005 (as amended), does not proceed with Scheme Amendment 23 to the Shire of Ashburton Town Planning Scheme No. 7 by: 1.Advising the Western Australian Planning Commission and Minister for Planning of its decision not to proceed with the Amendment; and 2.Removes Scheme Amendment No. 23 from the Shire's list of active Scheme Amendments. 3. Commences an immediate review of Local Planning Policy 26 'Onslow Interim Town Centre Design Guidelines' with a view to ensuring that building height guidelines are relevant to current expectations regarding appropriate development.	Progressing Minister advised of Council's decision Local planning policy being drafted. (May 2017) Will aim to workshop draft policy at August OMC when Principal Planner back from leave. If general principles acceptable to Council, will bring to September OMC in order to commence formal review process and send out for public advertising. (June 2017) Advice received from Department of Planning acknowledging that Amendment 23 is now officially closed with no further action required from the Commission or the Shire. Will work on policy as per advice in June. (July 2017)	Development & Regulatory Services	15/03/17	29/12/17	25%

Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
26/04/17	OCM	149/17	Community Grant Allocations - Round 2, 2016/17 Annual Financial Year.	<p>That with respect to Community Support Grants Council:</p> <p>1.Approves the general Community Support Grant applications being allocated from account 081877 (Sponsorships and Grants) in the 2016/17 financial budget as follows: Name of OrganisationProposed Funding \$ ONSLow Onslow Sports Club - NAIDOC DARTS2,500.00 Onslow Sports Club - Fishing Competition2,500.00 V Swans2,500.00 Flying Club Onslow0.00 TOTAL7,500.00 PANNAWONICA Pannawonica Height Golf Club2,500.00 Pannawonica Craft Club2,500.00 Pannawonica Community Garden 2,500.00 Pannawonica Playgroup2,476.85 Pannawonica Youth Club Inc.2,500.00 TOTAL12,476.85 PARABURDOO Paraburdoo Volunteer Fire and Rescue Service2,500.00 Paraburdoo Motorcycle Club Incorporated2,500.00 Karingal Neighbourhood Centre2,500.00 Paraburdoo Sunshine Playgroup2,500.00 TOTAL10,000.00 TOM PRICE The Nintiri Centre2,500.00 Tom Price Emergency Services Cadet Corps (Tom Price Senior High School)2,500.00 Rural Health West0.00 Tom Price Netball Association2,500.00 Mountain View Golf Club2,500.00 TOTAL10,000.00 GRAND TOTAL39,976.85</p> <p>2.Approves the donations to Community Groups for compliance works on leased buildings from account 11112230 as follows: Name of Organisation Proposed Funding \$ Onslow Rodeo – Stables21,175.20 Onslow Rodeo - Grounds6,000.00 Onslow Motorcross and Enduro Club2,000.00 Tom Price Sporting Shooters Association2,500.00 Tom Price Camp Draft11,990.00 TOTAL43,665.20</p> <p>3.Approves the Signature Events/Groups for 2017/18 financial year follows: Name of OrganisationProposed Funding \$Budget Code Onslow Rodeo Association10,000.00To be paid from EV75 after 17/18 annual budget has been approved by Council. Robe River Rodeo Association10,000.00To be paid from EV75 after 17/18 annual budget has been approved by Council. Tom Price Camp Draft Association10,000.00GL Code to be created and payment arranged once 2017/18 Annual budget has been approved by Council. Red Dirt Rocks10,000.00To be paid from EV22 after 17/18 annual budget has been approved by Council. TOTAL40,000.00</p> <p>4.Approves the Major Events / Projects for the 2017/18 financial year as follows: Name of OrganisationApproved Council Funding \$ Nameless Jarndunmunha Festival75,000.00 Passion for the Pilbara (Council Biennial Event)15,000.00 TOTAL90,000.00</p> <p>5.Approves the donation of \$2,500 to the Paraburdoo School P&C Committee for a community quiz night.</p>	<p>Current Status</p> <p>1.Completed Applicants notified and donations being progressed.</p> <p>(May 2017)</p> <p>2.Completed Approval letters processed and sent.</p> <p>(June 2017)</p> <p>3.Progressing Requests have been included in the 2017/18 draft budget. To be processed once 2017/18 budget has been approved by council and appropriate GL Codes created. (May 2017)</p> <p>4.Progressing Requests have been included in the 2017/18 draft budget. To be processed once 2017/18 budget has been approved by council and appropriate GL Codes created. (May 2017)</p> <p>5.Completed Information sent through to finance for payment. (June 2017)</p>	Community Development	27/04/17	31/08/17	80%
26/04/17	OCM	140/17	Halfway Bridge Rest Stop, Tom Price - Paraburdoo Road	<p>That in respect to the Halfway Bridge Rest Stop, Tom Price – Paraburdoo Road Council:</p> <p>1.Decommission and remove the ablation and RV dump point from Halfway Bridge, for storage at the Paraburdoo or Tom Price depot until funds are allocated in future budgets and final location is determined by Council. Retain all remaining items at Halfway Bridge Rest Stop.</p>	<p>1. Progressing Report to council at April Council meeting. Council Resolution was to remove ablation and RV dump point from Halfway Bridge at Tom Price to Paraburdoo depot.</p> <p>Funds requested in 2017/18 budget to progress the removal of ablation block and RV dump point. (April 2017)</p>	Community Development	27/04/17	31/08/17	10%

Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
26/04/17	OCM	150/17	Naming of Geographical Location in Honour Of Former Councillor Peter Foote	That with respect to recognising the passing of former Councillor Peter Foote with an appropriate and in perpetuity recognition facility, Council: 1.Acknowledge That The Mountain Range In ATTACHMENT 13.2 Is Already Named "Wendall" And; 2.Name A Garden Which Is Being Developed As Part Of The Paraburdoo Tourist Information Bay In Peter Foote's Honour; And 3.Request The Geographic Names Committee Approval To Name The Foothill At The Base Of The Wendall Mountain Range As The "Peter Foote" Foothill.	Progressing Correspondence was sent to the Yinhawangka Organisation to clarify if the Foothill at the base of the Wendall Mountain Range has already been named. (June 2017)	Corporate Services	27/04/17	27/08/17	10%
26/04/17	OCM	147/17	Onslow Town Centre Masterplan Street Lighting Upgrade.	That Council approve project expenditure of \$584,000.00 for the 'Onslow Town Centre Street Light Upgrade Works' to be reimbursed from the agreed \$3 Million State Development Agreement funds allocated to the Onslow 'Town Master Plan and Improvements' Project and amend the Budget as follows: 1.Create capital expenditure budget line 'NEW', entitled 'Onslow Town Master Plan Improvements' with a value of \$584,000 and; 2.Increase Income Budget Line 11301000 – Contributions & Reimbursements GEN from \$900,000 to \$1,484,000 and; 3.Noting this results in nil change in net current assets as at 30 June 2017 which in turn, retains the forecast surplus at year end 30 June 2017 of \$49,056.	LED's upgrades to streetlights being replaced as part of PUPP underway. Final design and pricing of other upgrades (replacing LED's throughout the rest of town where streetlights are already underground, and upgrading all infrastructure to town centre) underway - delay receiving formal quotes from Horizon Power but expected by mid July. (July 2017)	Strategic & Economic Development	27/04/17	28/09/17	50%
26/04/17	OCM	148/17	That Council adopts and authorises the Chief Executive Officer recruitment process as proposed in Figure 1 and associated commentary of this report.	That Council adopts and authorises the Chief Executive Officer recruitment process as proposed in Figure 1 and associated commentary of this report.	Progressing Request for Quotes from Agencies currently open in Tenderlink. (May 2017) J Phillips Consulting appointed and advert closes 12/7/17.	Office of the CEO & Governance	27/04/17	31/08/17	40%
26/04/17	OCM	151/17	Proposed Runway Remediation Works - Onslow Airport.	That Council endorse the proposed Onslow Airport Runway Remediation Project proceeding to procurement via tender via Option 2 at an estimated cost of \$2.48m.	Progressing Drafting Tender documentation (April 2017) Tender documents have been prepared and it is anticipated that Tender will be advertised before the June OCM. Works to be completed before cyclone season. (June 2017) Pre-Tender meeting held onsite on 27 June 2017 with prospective tenderers. Tender closes on 12 July 2017. (July 2017)	Infrastructure Services	27/04/17	31/10/17	10%

Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
23/05/17	OCM	159/17	Onslow Library Opening Hours	<p>That with respect to Onslow and other Library opening hours, Council establish the following Policy:</p> <p>1. Approve the new operating hours for the Onslow Library and totalling 20 hours per week, as follows;</p> <p>DayOpening Hours Monday10.00am – 2.00pm Tuesday10.00am – 2.00pm Wednesday10.00am – 2.00pm Thursday12.00pm – 4.00pm Friday12.00pm – 4.00pm SaturdayClosed SundayClosed</p> <p>2.Approve the existing operating hours for the Tom Price Library and totalling 31 hours per week, as follows; DayOpening Hours Monday9.00am – 4.00pm Tuesday9.00am – 4.00pm WednesdayClosed Thursday9.00am – 4.00pm Friday9.00am – 4.00pm Saturday9.00am – 12.00pm SundayClosed</p> <p>3.Approve the existing operating hours for the Paraburdoo Office & Library and totalling 37 hours per week, as follows; DayOpening Hours Monday9.00am – 4.00pm Tuesday9.00am – 4.00pm Wednesday9.00am – 4.00pm Thursday9.00am – 4.00pm Friday9.00am – 4.00pm Saturday10.00am – 12.00pm SundayClosed</p> <p>4.Approve the existing operating hours for the Pannawonica Office & Library and totalling 32 hours per week, as follows; DayOpening Hours Monday10.00am – 4.00pm Tuesday10.00am – 4.00pm & 6.30pm – 8.30pm Wednesday10.00am – 4.00pm Thursday10.00am – 4.00pm Friday10.00am – 4.00pm SaturdayClosed SundayClosed</p> <p>5.Authorise the Chief Executive officer to investigate the option to increase the Onslow Library hours to 35 hours per week to align the hours to the Office Opening Hours at Onslow through multiskilling and utilisation of existing staff resource allocations for the office and or library and, if this can be achieved without an increase in that allocation, to give effect to the changes.</p>	<p>1 - 4. Developing an article for inclusion in Inside Ashburton, Onslow Pipeline and the Library Face Book pages to advise the community of opening hours in all towns. Face Book pages have been updated and Onslow Pipeline article completed.</p> <p>5. Reviewing current staffing resources and operations in Onslow to establish a workable model to enable the library opening hours to align with the office opening hours and sharing of existing resources. Review complete and library opened on the 3rd July from 9am to 4pm.</p> <p>(June 17)</p>	Community Development	25/05/17	31/08/17	80%
23/05/17		167/17	Proposed Permanent Closure of Pedestrian Access Way between Carob Street and Poinciana Street Tom Price	<p>That with respect to the proposed permanent closure of pedestrian access way between Carob Street and Poinciana Street, Tom Price, Council:</p> <p>1.Advertise the proposed closure of the pedestrian access way (PAW) located at the western end of Poinciana and Carob Streets, Tom Price as described in the attached plan 170307 – CP - 01 and;</p> <p>2.Should there be no objection to the PAW closure, authorise the Acting Chief Executive Officer to forward a request the Minister for Lands to close the PAW.</p>	<p>Will be advertised to affected parties. Awaiting responses.</p> <p>(July 2017)</p>	Development & Regulatory Services	29/05/17	31/08/17	25%
23/05/17	OCM	172/17	Confidential Item - Lot 9500 Onslow Road, Onslow. Request for Authorisation to Advertise Expression of Interest	<p>That with respect to Lot 9500 Onslow Road, Onslow – Proposal to Seek Expressions of Interest, Council authorises the Chief Executive Officer to prepare and execute a marketing campaign seeking public Expressions of Interest for the englobb or smaller lot sizes as desired, with the outcomes of the process to be presented to Council for further consideration.</p>	<p>EOI marketing campaign being developed. Advertising expected to commence mid to late July.</p> <p>(July 2017)</p>	Strategic & Economic Development	03/07/17	31/08/17	20%

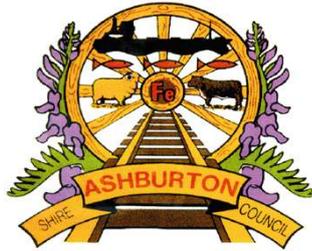
Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
23/05/17	OCM	174/17	Roebourne - Wittenoom Road (Karratha - Tom Price Road) Sealing	That with respect to the Karratha - Tom Price Rd Labor election commitment Project, Council; 1. Congratulate Labor on its election commitment and; 2. Authorise the Shire President and Acting Chief Executive Officer to continue to advocate strongly for completion of the seal all the way to Tom Price and acceptance of this road as a State Road, consistent with the election commitment and; 3. Contribute up to one third and a maximum of \$267,000 towards technical planning studies for the road and route 4A and; 4. Authorise the Acting Chief Executive Officer to work with Main Roads WA, the Department of Transport, City of Karratha, and other potential funding partners to leverage the Council's proposed contribution and; 5. Authorise Main Roads WA to utilise any studies undertaken by or through the Shire of Ashburton for the works, prior to it being accepted as a State Road and; 6. Approve a Budget amendment as follows; a) Decrease Ledger entitled 'Asset Renewal 11244600 Job C211 Roebourne-Wittenoom Rd Resheet' by \$267,000 from \$2,280,430 to \$2,013,430 and; b) Increase Ledger entitled 'Asset Expansion/Upgrade 11244500 Job C211 Roebourne-Wittenoom Rd Sealing' by \$267,000 from \$0 to \$267,000 and; c) Note that this results in a nil change in the forecast net current asset position as at 30 June 2017 which, in turn, retains the forecast surplus at year end 30 June 2017 of \$21,639.	1 & 2 & 3 & 4 & 5. Letter written to Premier, cc Ministers for Transport and Regional Development and seeking a meeting. CoK, PRC and MRWA Regional Manager advised. 6. Director Corporate Services updating Budget in Synergy. (May 2017) SP and CEO met with Minister for Transport advocating for road. Matter now subject to State Budget Sept 2017.	Office of the CEO & Governance	22/05/17	29/09/17	50%
20/06/17	OCM	189/2017	Proposed Schedule of Fees and Charges 2017/18	That with the respect to the charges for the removal and deposit of domestic and commercial waste that another workshop is to be held prior to the July 2017 Council Meeting and that in the interim the existing waste fees and charges remain.	Workshop presentation and agenda item prepared in readiness for July workshop.	Infrastructure Services	05/06/17	18/07/17	90%
20/06/17	OCM	180/2017	Proposed Differential Rates 2017/18	That with respect to the proposed Differential Rates 2017/18 Council: 1. Advertise its' intention, in accordance with S 6.36 of the Local Government Act 1995, to adopt the following rates in the dollar and minimum rates for the 2017/18 financial year noting an average rate increase for ratepayers of 2%: GRV Residential/Community Rate in the \$ 0.051980 General Minimum 830.00 Lesser Minimum 622.50 GRV Commercial/Industrial/Tourism Rate in the \$0.052081 General Minimum 1037.50 Lesser Minimum NA UV General Rate in the \$0.198959 General Minimum 1037.50 Lesser Minimum NA UV Mining/Industrial Rate in the \$0.390116 General Minimum 1039.50 Lesser Minimum NA 2. Adopts the Objects and Reasons for Proposed Differential Rates 2017/18. 3. Receive submissions for at least 21 days from Wednesday 21 June 2017 until midday of Friday 14 July 2017. 4. Consider a report on any submissions received at its Ordinary Meeting of Council on Tuesday 18 July 2017 prior to adopting the schedule of proposed Differential Rates 2017/18. 5. Has considered its' revenue and expenditure requirements to ensure operational efficiency. 6. Acknowledge the proposed Differential Rates align with the 2017 Property Rating Strategy and 2017-32 Long Term Financial Plan.	Progressing A notice was included in the West classifieds on Friday 23 June 2017. The Objects and Reasons were put onto the Shire of Ashburton website. The 21 advertising period is yet to close. (July 2017)	Corporate Services	20/06/17	31/07/17	60%
20/06/17	OCM	183/2017	Authorisation to Affix Common Seal to Notification, Lot 588 Second Avenue, Onslow	In respect to Notifications required pursuant to Section 70A of the Transfer of Land Act 1893, Council: 1. Authorise the Shire President and Chief Executive Officer to execute and apply the Common Seal to a Notification under Section 70A, advising the Vulnerable Coastal Area for Lot 588 on Plan 190235, 60 Second Avenue, Onslow (Onslow Sun Chalets) and; 2. Delegate authority to the Chief Executive Officer to execute and apply the Common Seal with the Shire President to give effect to notifications required pursuant to Section 70A of the Transfer of Land Act 1893; and 3. Amend Council Policy ELM13 Affixing of the Shire of Ashburton Common Seal to reflect Part 2.	Department of Lands have executed relevant fields. Notification to be sent to Landgate for lodging on Title. (July 2017)	Strategic & Economic Development	21/06/17	31/07/17	80%

Date of Meeting	Meeting Type	Decision Number	Item Title	Council Decision	Officers Status Update	Directorate Responsibility	Estimated Start Date	Estimated Due Date	% Complete
20/06/17	OCM	186/2017	Cashless Debit Card (CDC) Trial	That with respect to the potential for a Pilbara Cashless Debit Card Trial, Council advise the Pilbara Regional Council that the Shire of Ashburton are not ready to support the principle.	Letter drafted (June 2017)	Community Development	29/05/17	26/07/17	20%

Monthly Report of Use of the Common Seal and Actions Performed under Delegated Authority as required by Council Policy ELM13 (Affixing of the Common Seal) and Delegations DA08-1 and DA02-4.

Date Seal Applied / Approval Date	Delegation Number	Common Seal No.	Parties Involved / Applicant	Document Details / Description / Decision	Directorate Responsibility	Assigned to
21/06/17		638	Kaussie Holding Pty Ltd Shire of Ashburton	Variation of Lease of Crown (Form V3) Lot 66 on Deposited Plan 186857 Tom Price Caravan Park OCM 20/06/2017 Minute: 185/2017	Strategic & Economic Development	Janelle.Fell@ashburton.wa.gov.au
21/06/17		639	Kaussie Holding Pty Ltd Shire of Ashburton	Extension of Lease (Form E2C) Lot 66 on Deposited Plan 186857 Tom Price Caravan Park OCM 20/06/2017 Minute: 185/2017	Strategic & Economic Development	Janelle.Fell@ashburton.wa.gov.au
21/06/17		640	Summerstar Pty Ltd Shire of Ashburton	Right of Entry (Business and Goods) - BankWest Tom Price Tourist Park OCM 20/06/2017 Minute: 185/2017	Strategic & Economic Development	Janelle.Fell@ashburton.wa.gov.au
21/06/17		641	State of Western Australia Shire of Ashburton	Notification Under Section 70a Lot 588 on Deposited Plan 190235 Reserve 35889, 60 Second Avenue, Onslow Onslow Sun Chalets OCM 20/06/2017 Minute: 183/2017	Strategic & Economic Development	Janelle.Fell@ashburton.wa.gov.au

RFT #	RFT Title	Opening	Closing	Awarded To	Method of Award	Council Meeting	Consideration
01.17	Panel of Suppliers - Legal Services	25/01/2017	22/02/2017				
02.17	Roebourne - Wittenoom Road Works	11/02/2017	27/02/2017	Young's Earthmoving	OCM	14/03/2017	\$1,980,715.90 + GST
03.17	Concrete Works Program for Tom Price, Paraburdoo and Onslow	25/02/2017	14/03/2017	Dowsing Group Pty Ltd	OCM	26/04/2017	\$307,285.98 + GST
04.17	Design, Fabricate and Install a Weighbridge at the Tom Price Waste Disposal Site	25/02/2017	15/03/2017	AccuWeigh	OCM	26/04/2017	\$233,160.90 + GST
06.17	Drainage Infrastructure Improvements - Stadium Road, Tom Price	18/03/2017	6/04/2017	Formstruct	OCM	26/04/2017	\$978,401.36 + GST
07.17	Design and Construct Paraburdoo Visitor Information Bay, WA	29/03/2017	19/04/2017	Not Awarded			N/A
09.17	Refurbishment of Shire of Ashburton Administration Building, Tom Price	1/04/2017	26/04/2017	Byblos Constructions Pty Ltd	OCM	23/05/2017	\$273,821.31 + GST
10.17	Design and Construction of Paraburdoo Visitor Information Bay, WA	12/05/2017	9/06/2017				
11.17	Refurbishment Works - Shire Staff Housing Tom Price and Paraburdoo WA	9/05/2017	24/05/2017				
12.17	2017 Passion of the Pilbara Festival - Event Management Services	20/05/2017	6/06/2017	Wrapped Creations Pty Ltd	CEO DEL		\$220,000.00 + GST
13.17	Panel of Suppliers - Waste Consultancy Services	17/06/2017	6/07/2017				
14.17	Onslow Airport - Runway Embankment Remediation Works	17/06/2017	12/07/2017				
15.17	Tom Price Landfill - Cell Excavation	24/06/2017	19/07/2017				



SHIRE OF ASHBURTON
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2017

TABLE OF CONTENTS

	Page
Statement of Financial Activity	1
Net Current Assets	2
Report on Significant Variances	3 - 4
Acquisitions of Assets: Capital Expenditure Progress Report (Note 3)	5 - 8
Graphs	9 - 10
Reserve Movements	11
Delegated Authority to Invest Council Surplus Funds	12
Sundry Debtor Report	13
Rates Debtor Report	14

SHIRE OF ASHBURTON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2017

Operating	June 2017 Actual \$	June 2017 Y-T-D Budget \$	2016/17 Revised Budget \$	2016/17 Adopted Budget \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
Revenues/Sources							
Governance	1,460,486	1,489,323	1,489,323	1,879,448	(28,837)	(1.94%)	
General Purpose Funding	7,269,871	4,922,680	4,922,680	4,930,158	2,347,191	47.68%	▲
Law, Order, Public Safety	129,566	115,957	115,957	123,219	13,609	11.74%	
Health	216,680	224,143	224,143	234,182	(7,463)	(3.33%)	
Education and Welfare	706,563	676,027	676,027	639,050	30,536	4.52%	
Housing	380,221	519,909	519,909	468,622	(139,688)	(26.87%)	▼
Community Amenities	3,306,066	3,327,038	3,327,038	4,213,543	(20,972)	(0.63%)	
Recreation and Culture	10,320,941	15,101,327	15,101,327	16,297,897	(4,780,386)	(31.66%)	▼
Transport	12,654,221	13,701,900	13,701,900	11,813,409	(1,047,679)	(7.65%)	
Economic Services	2,404,119	2,957,651	2,957,651	3,018,787	(553,532)	(18.72%)	▼
Other Property and Services	155,138	205,175	205,175	274,587	(50,037)	(24.39%)	▼
	<u>39,003,872</u>	<u>43,241,130</u>	<u>43,241,130</u>	<u>43,892,902</u>	<u>(4,237,258)</u>	<u>(9.80%)</u>	
(Expenses)/(Applications)							
Governance	(6,743,998)	(6,722,792)	(6,722,792)	(7,162,044)	(21,206)	(0.32%)	
General Purpose Funding	(89,647)	(86,200)	(86,200)	(52,330)	(3,447)	(4.00%)	
Law, Order, Public Safety	(771,682)	(915,316)	(915,316)	(1,035,639)	143,634	15.69%	▼
Health	(790,789)	(898,257)	(898,257)	(996,168)	107,468	11.96%	▼
Education and Welfare	(330,456)	(434,512)	(434,512)	(443,553)	104,056	23.95%	▼
Housing	(1,322,845)	(1,068,854)	(1,068,854)	(1,058,117)	(253,991)	(23.76%)	▲
Community Amenities	(7,480,614)	(8,338,149)	(8,338,149)	(9,092,501)	857,535	10.28%	▼
Recreation & Culture	(8,991,084)	(10,361,382)	(10,361,382)	(10,910,046)	1,370,298	13.23%	▼
Transport	(15,285,825)	(15,794,191)	(15,794,191)	(15,258,406)	508,366	3.22%	
Economic Services	(3,130,489)	(3,573,315)	(3,573,315)	(5,920,750)	442,826	12.39%	▼
Other Property and Services	(2,807,142)	(2,689,240)	(2,689,240)	(3,152,961)	(117,902)	(4.38%)	
	<u>(47,744,571)</u>	<u>(50,882,208)</u>	<u>(50,882,208)</u>	<u>(55,082,514)</u>	<u>3,137,637</u>	<u>(6.17%)</u>	
Net Operating Result Excluding Rates	(8,740,699)	(7,641,078)	(7,641,078)	(11,189,612)	(1,099,621)	14.39%	
Adjustments for Non-Cash (Revenue) and Expenditure							
(Profit)/Loss on Asset Disposals	351,696	175,231	175,231	91,066	176,465	(100.70%)	▲
Movement in Leave Reserve (Added Back)	0	0	0	0	0	0.00%	
Movement in Deferred Pensioner Rates/ESL (non-)	0	0	0	0	0	0.00%	
Movement in Employee Benefit Provisions	0	0	0	0	0	0.00%	
Adjustment for Rounding	0	0	0	0	0	0.00%	
Depreciation on Assets	13,168,008	13,108,550	13,108,550	13,108,550	59,458	(0.45%)	
Capital Revenue and (Expenditure)							
Purchase Land Held for Resale	(43,231)	(547,500)	(547,500)	(540,000)	504,269	92.10%	▼
Purchase Land and Buildings	(4,598,108)	(20,824,596)	(20,824,596)	(21,817,258)	16,226,488	77.92%	▼
Purchase Furniture and Equipment	(497,689)	(891,672)	(891,672)	(106,500)	393,983	44.18%	▼
Purchase Plant and Equipment	(1,894,072)	(2,026,326)	(2,026,326)	(2,536,975)	132,254	6.53%	
Purchase Infrastructure Assets - Roads	(1,801,153)	(6,080,561)	(6,080,561)	(5,719,744)	4,279,408	70.38%	▼
Purchase Infrastructure Assets - Footpaths	(151,295)	(352,997)	(352,997)	(354,000)	201,702	57.14%	▼
Purchase Infrastructure Assets - Drainage	(514,280)	(1,939,765)	(1,939,765)	(2,170,000)	1,425,485	73.49%	▼
Purchase Infrastructure Assets - Airports	(594,261)	(4,924,547)	(4,924,547)	(730,000)	4,330,286	87.93%	▼
Purchase Infrastructure Assets - Parks & Recreatic	(7,704,112)	(9,593,060)	(9,593,060)	(10,527,400)	1,888,948	19.69%	▼
Purchase Infrastructure Assets - Town	(606,436)	(1,139,564)	(1,139,564)	(2,300,000)	533,128	46.78%	▼
Purchase Infrastructure Assets - Waste	(652,152)	(2,768,746)	(2,768,746)	(2,001,500)	2,116,594	76.45%	▼
Purchase Infrastructure Assets - Other	0	0	0	0	0	0.00%	
Proceeds from Disposal of Assets	766,505	711,372	711,372	496,364	55,133	7.75%	
Repayment of Debentures	(708,806)	(708,446)	(708,446)	(708,807)	(360)	(0.05%)	
Proceeds from New Debentures	770,000	800,000	800,000	1,850,000	(30,000)	(3.75%)	
Advances to Community Groups	0	0	0	0	0	0.00%	
Self-Supporting Loan Principal Income	0	0	0	0	0	0.00%	
Transfers to Restricted Assets (Reserves)	(11,672,419)	(5,349,720)	(5,349,720)	(4,657,634)	(6,322,699)	(118.19%)	▲
Transfers from Restricted Asset (Reserves)	3,981,824	16,954,273	16,954,273	15,172,019	(12,972,449)	(76.51%)	▼
ADD Net Current Assets July 1 B/Fwd	8,380,952	8,380,952	8,380,952	8,784,297	0	0.00%	
LESS Net Current Assets Year to Date	<u>11,811,306</u>	<u>565,483</u>	<u>565,483</u>	<u>0</u>	<u>11,245,823</u>	<u>1988.71%</u>	
Amount Raised from General Rates	<u>(24,571,034)</u>	<u>(25,223,684)</u>	<u>(25,223,684)</u>	<u>(25,857,134)</u>	<u>652,650</u>	<u>(2.59%)</u>	

SHIRE OF ASHBURTON

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 JUNE 2017

	2015/16 B/Fwd Per 2016/17 Budget \$	2015/16 B/Fwd Per Financial Report \$	June 2017 Actual \$
NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	12,465,012	8,666,945	8,650,758
Cash - Restricted Unspent Grants	30,488	30,488	30,488
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	28,464,923	28,279,955	35,970,550
Rates - Current	866,929	866,929	912,829
Sundry Debtors	5,444,449	5,479,411	6,538,216
Accrued Income	0	7,922	1,117,318
Payments in Advance	93,588	94,101	0
GST Receivable	1,134,506	1,145,505	356,916
Provision For Doubtful Debts	(727,263)	(916,461)	(1,032,792)
Inventories	170,857	170,857	129,261
	<u>47,943,489</u>	<u>43,825,652</u>	<u>52,673,544</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(9,810,786)	(5,721,915)	(1,204,071)
Accrued Expenditure	(2,346)	(126,392)	(1,475,229)
PAYG Payable	0	(260,254)	(269,126)
Payroll Creditors	0	0	0
Withholding Tax Payable	0	0	0
GST Payable	(875,846)	(878,385)	(593,524)
Other Payables	(5,291)	(36,828)	283
Unearned Income	0	0	(1,100,000)
Accrued Interest on Debentures	0	(32,158)	0
Accrued Salaries and Wages	0	(108,813)	(250,000)
Current Employee Benefits Provision	(1,098,506)	(1,269,649)	(1,269,649)
Current Loan Liability	(628)	(708,807)	0
	<u>(11,793,403)</u>	<u>(9,143,201)</u>	<u>(6,161,316)</u>
NET CURRENT ASSET POSITION	36,150,086	34,682,451	46,512,228
Less: Cash - Reserves - Restricted	(28,464,923)	(28,279,955)	(35,970,550)
Less: Cash - Unspent Grants - Restricted	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	(21)
Add Back : Component of Leave Liability not Required to be Funded	1,098,506	1,269,649	1,269,649
Add Back : Current Loan Liability	628	708,807	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>8,784,297</u>	<u>8,380,952</u>	<u>11,811,306</u>

SHIRE OF ASHBURTON
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017
Report on Significant variances Greater than 10% and \$20,000

Purpose

The purpose of the Monthly Variance Report is to highlight circumstances where there is a major variance from the YTD Monthly Budget and YTD Actual figures. These variances can occur because of a change in timing of the activity, circumstances change (e.g. a grants were budgeted for but was not received) or changes to the original budget projections. The Report is designed to highlight these issues and explain the reason for the variance.

The Materiality variances adopted by Council are:

Actual Variance to YTD Budget up to 5%:

Actual Variance exceeding 10% of YTD Budget

Actual Variance exceeding 10% of YTD Budget and a value greater than \$20,000:

	Actual	Y-T-D Budget	Variances
REPORTABLE OPERATING REVENUE VARIATIONS			
General Purpose Funding - Variance above budget expectations The General Purpose Grant, Q3 payment earlier than budgeted for.	7,269,871	4,922,680	2,347,191
Housing - Variance below budget expectations Internal accommodation charges for the Tom Price transit houses are lower than expected.	380,221	519,909	(139,688)
Recreation and Culture - Variance below budget expectations The first claim on RTIO funds for the Paraburdoo CHUB was lower than budgeted and second claim has not been submitted as budgeted. Claims will increase as the project progresses. Grant application for the Bowling Rink resurface and shade sales has yet to be approved. Final Chevron funding milestone payment for the Onslow Pool Construction are budgeted to be claimed in FY 2017/18.	10,320,941	15,101,327	(4,780,386)
Economic Services - Variance below budget expectations. Onslow Airport Camp rental income and expenditure has been low due to demobilisation.	2,404,119	2,957,651	(553,532)
Other Property and Services - Variance below budget expectations No insurance claims made for plant equipment thus far. Fuel rebate processed a month behind the budget schedule.	155,138	205,175	(50,037)
REPORTABLE OPERATING EXPENSE VARIATIONS			
Law, Order & Public Safety - Variance below budget expectations Cyclone preparation will pick up as invoices are processed that relate to this cyclone season. Salaries are low due to vacancies and fewer hours needed for Pound Keepers	(771,682)	(915,316)	143,634
Health - Variance below budget expectations Field expenses and Community expenses have been lower due to other works as part of the Caring for Country funding Health consultant projects yet to commence.	(790,789)	(898,257)	107,468
Education and Welfare - Variance below budget expectations Maintenance and operating costs for the Paraburdoo Childcare Centre lower than budgeted due to newly constructed building. Onslow Kids Kitchen Garden running costs lower than anticipated. Unspent funds will be rolled over to next FY.	(330,456)	(434,512)	104,056
Community Amenities - Variance below budget expectations Waste transportation costs fluctuate due to the variation in the number of collections required each quarter.	(7,480,614)	(8,338,149)	857,535
Recreation & Culture - Variance below budget expectations Variance mainly attributed to delay in recruitment of Onslow pool staff and Onslow Pool operating costs being lower due to opening delay. There have been fewer applications for donations to Community Groups than expected. Delayed settlement of Tom Price recreation centre utilities bill.	(8,991,084)	(10,361,382)	1,370,298
Economic Services - Variance below budget expectations Spending on Tourism and Area promotion low due to unsuccessful grant applications with Tourism WA. Info Bay project on hold pending the outcome of PDC grants. Onslow Airport Camp has been demobilised so the operating costs have been reduced	(3,130,489)	(3,573,315)	442,826
REPORTABLE CAPITAL EXPENSE VARIATIONS			
Purchase of Land Held for Resale - Variance below budget expectations. Onslow Mixed Business funds are being held subject to settlement of the contract of sale. Council direction required. Tom Price Industrial Land Planning running behind budget schedule, deconstraining works are being undertaken.	(43,231)	(547,500)	504,269
Purchase of Land & Buildings - Variance below budget expectations. Paraburdoo Chubb construction on target, however the majority of works to occur next financial year. New staff housing for Tom Price behind budget schedule, deposits have been paid in March.	(4,598,108)	(20,824,596)	16,226,488
Purchase of Infrastructure Assets Roads - Variance below budget expectations. Roebourne Wittentoom Rd Resheet: Tender awarded. Roadworks now delayed due to the discovery of Asbestos within the work site. The roads being resheeted have been damaged by the rain event in January / February 2017 and are now the subject of WANDRRA 743. Stadium Rd Upgrade works have commenced and invoices will be processed in July 2017.	(1,801,153)	(6,080,561)	4,279,408
Purchases of Footpaths - Variance below budget expectations Concrete works tender went to Council in April, works to commence in June.	(151,295)	(352,997)	201,702
Purchases of Drainage - Variance below budget expectations. Shanks Rd Drainage works behind budget schedule, tender awarded in April as part of First Ave project. Drainage renewals investigation and design completed. Tender documents being prepared. Tender likely to be awarded at May Council meeting. Construction to commence in June 2017	(514,280)	(1,939,765)	1,425,485
Purchases of Aerodromes - Variance below budget expectations. Works on Landside Facilities have commenced, awaiting completion of fuel farm Airport Hangar and Runway remediation works to be carried over into 2017/18.	(594,261)	(4,924,547)	4,330,286
Purchases of Parks & Recreation Assets - Variance below budget expectations. Playground upgrade at Onslow Oval no longer occurring, project to be reconsidered next financial year. Ian Blair Boardwalk project off-track due to funding issues. Onslow Swimming Pool construction has been completed under budget.	(7,704,112)	(9,593,060)	1,888,948
Purchases of Town Infrastructure - Variance below budget expectations. Onslow Underground Power project scheduled to commence in 2017 upon approval.	(606,436)	(1,139,564)	533,128
Purchases of Waste Infrastructure - Variance below budget expectations. Tom Price Weighbridge tenders assessed. Construction completed in August 2017	(652,152)	(2,768,746)	2,116,594

SHIRE OF ASHBURTON
FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017
Report on Significant variances Greater than 10% and \$20,000

Purpose

The purpose of the Monthly Variance Report is to highlight circumstances where there is a major variance from the YTD Monthly Budget and YTD Actual figures. These variances can occur because of a change in timing of the activity, circumstances change (e.g. a grants were budgeted for but was not received) or changes to the original budget projections. The Report is designed to highlight these issues and explain the reason for the variance.

The Materiality variances adopted by Council are:

Actual Variance to YTD Budget up to 5%:

Actual Variance exceeding 10% of YTD Budget

Actual Variance exceeding 10% of YTD Budget and a value greater than \$20,000:

Onslow Tip Closure revegetation of site to occur when conditions are suitable for planting.

New Onslow Waste Site Facility is all planning this year, construction will commence next financial year.

Actual	Y-T-D Budget	Variances
--------	--------------	-----------

REPORTABLE CAPITAL INCOME VARIATIONS

Proceeds from New Debentures - Variance below expectations.

New Loan 124: Onslow Admin Building, actual required less than originally budgeted.

	770,000	800,000	(30,000)
--	---------	---------	----------

Transfers to Restricted Assets (Reserves) - Variance below budgeted expectations.

Transfer to Airport Reserve to occur at end of financial year.

	(11,672,419)	(5,349,720)	(6,322,699)
--	--------------	-------------	-------------

Transfers from Restricted Assets (Reserves) - Variance below budgeted expectations.

Transfers from reserves to occur at end of financial year depending on commencement and progress of capital projects

	3,981,824	16,954,273	(12,972,449)
--	-----------	------------	--------------

Acquisitions of Assets

Capital Expenditure Progress Report at 30 June 2017

GL	Job	Description	Original Budget	Current Budget	Budget YTD	Spending YTD
GOVERNANCE & EXECUTIVE SERVICES						
Staff Housing						
097803	BC099	BUDGET ONLY Staff Housing - Security Improvements - All Hou	992,153.00	925,459.01	925,459.01	0.00
097803	BC109	CAP - 335 First Ave Onslow	0.00	0.00	0.00	15,471.39
097803	BC127	CAP - 325 Third Ave Onslow	0.00	0.00	0.00	10,685.71
097803	BC136	CAP - 583 Third Ave Onslow	0.00	0.00	0.00	9,550.09
097803	BC166	CAP - 571 Brockman Ave Paraburadoo	0.00	0.00	0.00	45,039.50
097803	BC169	CAP - 172 Hardy Ave Paraburadoo	0.00	0.00	0.00	150.00
097803	BC181	CAP - 556 Margaret Ave Paraburadoo	0.00	0.00	0.00	9,504.00
097803	BC204	CAP - 279 Carob St Tom Price	0.00	165.00	165.00	169,473.70
097803	BC213	CAP - 178 Cassia St Tom Price	0.00	17,068.00	17,068.00	17,068.42
097803	BC222	CAP - 1104A Jabbarup St Tom Price	0.00	0.00	0.00	74,988.50
097803	BC225	CAP - 1104B Jabbarup St Tom Price	0.00	5,280.00	5,280.00	16,379.00
097803	BC237	CAP - 17 Lilac St Tom Price	0.00	0.00	0.00	7,040.00
097803	BC246	CAP - 758 Mungarra St Tom Price	0.00	7,045.00	7,045.00	7,512.23
097803	BC249	CAP - 98 Oleander St Tom Price	0.00	0.00	0.00	5,489.00
097803	BC255	CAP - 261 Poinciana St Tom Price	0.00	0.00	0.00	7,854.00
097803	BC264	CAP - 825 Warara St Tom Price	0.00	0.00	0.00	7,527.30
097800	BN144	New Staff Housing Onslow	1,346,000.00	1,346,000.00	1,346,000.00	1,179,537.03
097800	BN145	New Staff Housing Tom Price	1,000,000.00	1,037,136.00	1,037,136.00	754,773.30
			3,338,153.00	3,338,153.01	3,338,153.01	2,338,043.17
Visitors Centre - Tom Price						
134851		Asset Expansion/Upgrade Visitors Cente Tom Price Furniure & E	3,500.00	0.00	0.00	0.00
			3,500.00	0.00	0.00	0.00
Tourism & Area Promotion Eastern Sector						
134854	15150	Paraburadoo - Upgrade Visitor Info Bay Camp Rd	98,000.00	350,000.00	350,000.00	6,883.79
134854	15151	Upgrade Tourist Info Bay Signage	250,000.00	0.00	0.00	0.00
			348,000.00	350,000.00	350,000.00	6,883.79
Tourism & Area Promotion Onslow						
135010	C610	Onslow Visitors Centre & Museum Signage	28,000.00	28,000.00	28,000.00	0.00
			28,000.00	78,000.00	78,000.00	0.00
Museums						
114619	BC410	CAP - Building Prog Onslow Museum	44,105.00	44,105.00	44,105.00	0.00
			44,105.00	44,105.00	44,105.00	0.00
		Total	3,761,758.00	3,810,258.01	3,810,258.01	2,344,926.96
COMMUNITY DEVELOPMENT						
Care of Families & Children						
080300	BN455	Paraburadoo Child Care	620,000.00	620,053.00	620,053.00	517,592.93
			620,000.00	620,053.00	620,053.00	517,592.93
Public Halls - Civic Centre, Pavillion						
117324	17031	Paraburadoo Ashburton Hall - Safety Rails	3,000.00	3,672.00	3,672.00	0.00
117325	17025	Paraburadoo Ashburton Hall - Safety Rails	25,000.00	26,700.00	26,700.00	25,490.00
			28,000.00	30,372.00	30,372.00	25,490.00
Swimming Pool - Tom Price						
112734	17002	Retailing of Raised Beams Vic Hayton Swimming Pool	70,000.00	81,148.00	81,148.00	58,906.99
112734	17015	Start Blocks Vic Hayton Swimming Pool	20,000.00	20,000.00	20,000.00	87,080.12
113308	17010	Playground Floor Covering - Vic Hayton Pool	52,000.00	40,852.00	40,852.00	44,054.69
113309	C1607	Lightening Protection Pool area	20,000.00	95,000.00	95,000.00	57,968.56
			162,000.00	237,000.00	237,000.00	248,010.36
Foreshore Areas - Onslow						
112861	17040	Pontoon	500,000.00	0.00	0.00	0.00
112861	C015	Front Beach Furniture	0.00	0.00	0.00	9,212.65
112862	C012	Ian Blair Boardwalk Onslow - Refurbishment	730,000.00	890,000.00	890,000.00	383,432.57
			1,230,000.00	890,000.00	890,000.00	392,645.22
Swimming Pool - Paraburadoo						
112735	17022	Wet Deck Quentin Broad Swimming Pool	20,000.00	20,000.00	20,000.00	17,385.36
113320	17033	Procal Dry Chlorine System	14,000.00	12,877.00	12,877.00	14,444.22
113320	17043	Shade Structure	0.00	35,000.00	35,000.00	32,112.35
113325	C1603	Lighting Protection works	50,000.00	35,000.00	35,000.00	9,670.00
			84,000.00	102,877.00	102,877.00	73,611.93
Onslow MPC						
110364	17030	Upgrade MPC (Emergency Evacuation Centre)	55,000.00	55,000.00	55,000.00	7,770.00
			55,000.00	55,000.00	55,000.00	7,770.00
Other Recreation & Sport						
112760	17050	Tom Price Basketball/Netball Courts	0.00	37,000.00	37,000.00	0.00
112763	17014	Paraburadoo Hospital Street Verge Improvement	10,000.00	10,000.00	10,000.00	8,312.02
112784	17035	Scrubber Dryer for MPC	7,475.00	6,954.00	6,954.00	6,954.15
113218	BC372	CAP - MPC Onslow	0.00	0.00	0.00	14,541.10
113235	17013	Water Chiller - Paraburadoo Oval	15,000.00	15,000.00	15,000.00	150.00
113230	17039	Building Compliance Assistance on Leased Reserves	150,000.00	150,000.00	150,000.00	86,521.80
113239	17012	Scoreboard - Paraburadoo Indoor Cricket Nets	5,000.00	5,000.00	5,000.00	10,521.23
113239	C1650	Install water filtration systems (all facilities)	25,000.00	25,000.00	25,000.00	18,960.00
			212,475.00	248,954.00	248,954.00	145,960.30

Acquisitions of Assets

Capital Expenditure Progress Report at 30 June 2017

GL	Job	Description	Original Budget	Current Budget	Budget YTD	Spending YTD
Malls						
100103		Asset Renewal Malls INFRASTRUCTURE ASSETS - TOWN	0.00	20,000.00	20,000.00	18,224.00
			0.00	20,000.00	20,000.00	18,224.00
Other Community Amenities						
100030	C069	Purchase Portable PA System	40,000.00	40,000.00	40,000.00	0.00
102541	17036	Town Entry Statement - Tom Price	10,000.00	10,000.00	10,000.00	0.00
			50,000.00	50,000.00	50,000.00	0.00
Swimming Pool - Onslow						
117651	15024	Onslow Swimming Pool Construction	6,577,000.00	6,577,000.00	6,577,000.00	5,740,080.18
117651	15025	Office/Kiosk Fit-out	0.00	37,000.00	37,000.00	27,654.29
			6,577,000.00	6,614,000.00	6,614,000.00	5,767,734.47
Onslow Sports Club						
113259		Asset Renewal Buildings Onslow Sports Club	500,000.00	500,000.00	500,000.00	0.00
			500,000.00	500,000.00	500,000.00	0.00
Paraburdoo Chub						
113236	BN376	Preliminary Design Work	250,000.00	250,000.00	250,000.00	0.00
113236	BN378	New Multi-purpose Centre Construction / Fit-out	13,589,013.00	13,589,013.00	13,589,013.00	0.00
113236	BN379	Professional Fees	680,987.00	680,987.00	680,987.00	381,549.05
			14,520,000.00	14,520,000.00	14,520,000.00	381,549.05
Parks and Ovals						
112746	17008	CCTV - Paraburdoo Skate Park	30,000.00	30,000.00	30,000.00	15,445.40
112746	17011	Lighting - Nature Playground	5,000.00	4,500.00	4,500.00	4,500.00
112746	17042	Pannawonica Infrastructure Libaray Sign, Bike Rack(library) Gazr	85,000.00	85,000.00	85,000.00	30,469.20
112746	C077	Paraburdoo Skate Park (New Asset)	0.00	0.00	0.00	0.00
112746	C078	Skate Park Onslow (New)	1,250,000.00	1,270,000.00	1,270,000.00	1,254,501.87
112746	C079	Basketball Courts Onslow (New)	565,000.00	76,308.00	76,308.00	75,185.10
112746	17046	Pannawonica BMX Facility	0.00	75,000.00	75,000.00	979.00
112748	17020	Replace fencing Paraburdoo top oval	31,000.00	31,000.00	31,000.00	150.00
112748	C1613	Replace Existing Playground (Tjiluna Oval)	61,000.00	61,000.00	61,000.00	150.00
112749	15230	Onslow Playground @ Oval	313,000.00	0.00	0.00	0.00
112749	17021	Onslow Solar Lights	14,400.00	14,400.00	14,400.00	12,979.13
112761	C1617	Playground Audit Repairs	20,000.00	20,000.00	20,000.00	0.00
112745	15128	Paraburdoo Peter Sutherland Oval - Upgrade Electrical Panels	170,000.00	170,000.00	170,000.00	0.00
			2,544,400.00	1,837,208.00	1,837,208.00	1,394,359.70
Library - Tom Price						
114133	BC390	CAP - Library Building	15,000.00	15,000.00	15,000.00	17,085.00
			15,000.00	15,000.00	15,000.00	17,085.00
Library - Paraburdoo						
113838	BC400	CAP - Paraburdoo Library/Shire Admin Building	15,000.00	15,000.00	15,000.00	15,040.00
			15,000.00	15,000.00	15,000.00	15,040.00
Library - Pannawonica						
114368	BC405	CAP Library Building	15,000.00	15,000.00	15,000.00	0.00
			15,000.00	15,000.00	15,000.00	0.00
Aged Care						
092268	BC299	CAP - Renovations - Senior Citizens Units	100,000.00	100,000.00	100,000.00	3,174.15
			100,000.00	100,000.00	100,000.00	3,174.15
Total			26,727,875.00	25,870,464.00	25,870,464.00	9,008,247.11

CORPORATE SERVICES

Administration General - Tom Price & Paraburdoo

045968		Renovations - Tom Price Office	350,000.00	379,913.00	379,913.00	106,091.66
			350,000.00	379,913.00	379,913.00	106,091.66

Administration General - Onslow

040376	BN100	Onslow Admin Complex Construction	1,855,000.00	665,931.00	665,931.00	665,930.91
040376	BN101	Planning & Design costs	0.00	9,678.00	9,678.00	7,710.47
040376	BN103	Furniture & Equipment	0.00	114,666.00	114,666.00	96,079.67
040376	BN104	Event	0.00	0.00	0.00	0.00
			1,855,000.00	790,275.00	790,275.00	769,721.05

Information Technology

040466	17028	Branch Repeaters	300,000.00	300,000.00	300,000.00	163,409.43
040466	17029	AIMS (Sharepoint) Upgrade	100,000.00	100,000.00	100,000.00	0.00
042464		Computer Equipment	366,000.00	366,000.00	366,000.00	323,749.65
			766,000.00	766,000.00	766,000.00	487,159.08

Cemeteries

100100		Onslow Cemetery Upgrade	14,000.00	14,000.00	14,000.00	11,982.00
			14,000.00	14,000.00	14,000.00	11,982.00

Total			2,985,000.00	1,950,188.00	1,950,188.00	1,374,953.79
--------------	--	--	---------------------	---------------------	---------------------	---------------------

Acquisitions of Assets

Capital Expenditure Progress Report at 30 June 2017

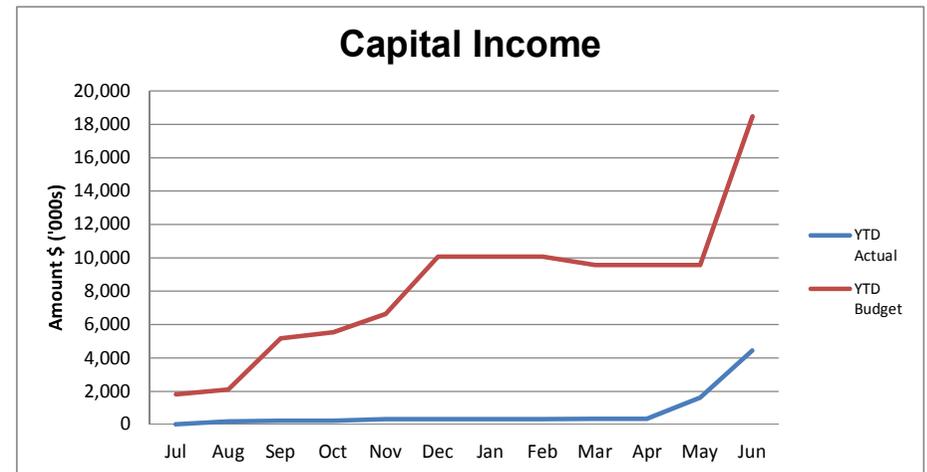
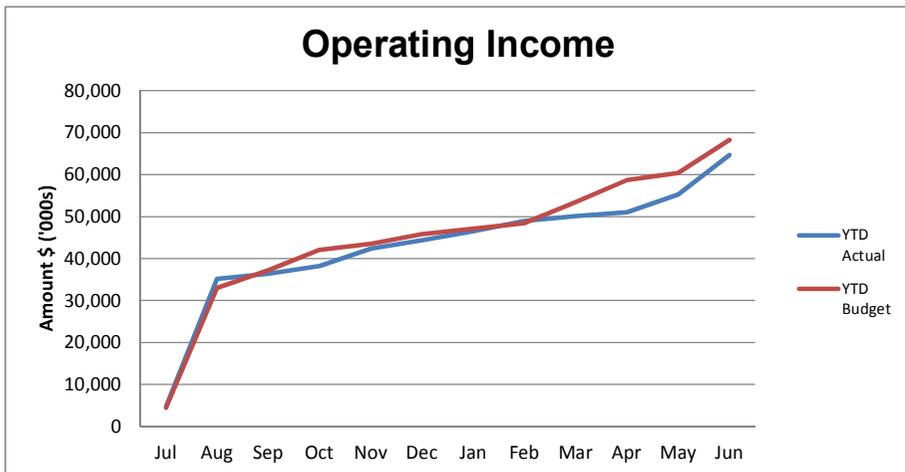
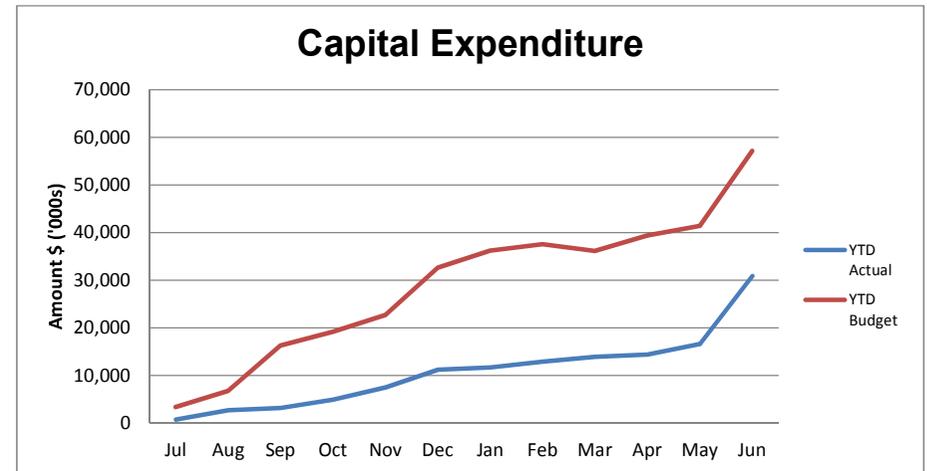
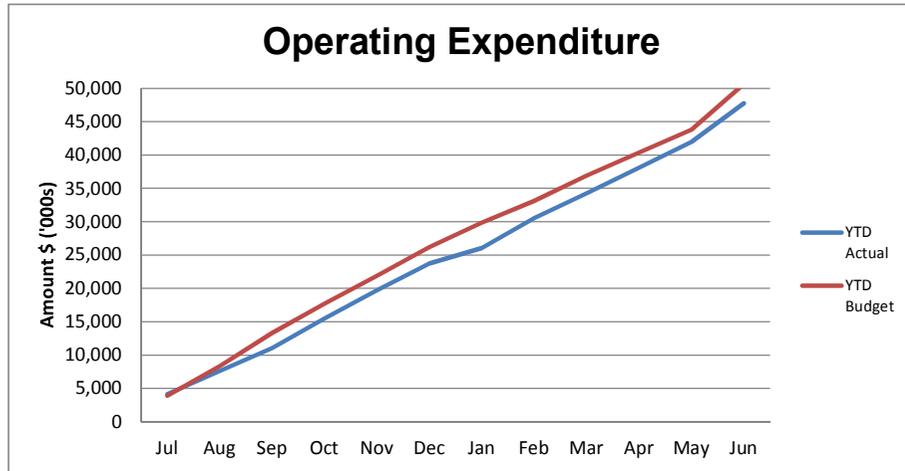
GL	Job	Description	Original Budget	Current Budget	Budget YTD	Spending YTD
DEVELOPMENT & REGULATORY SERVICES						
Ranger Services - Onslow/Pannawonica						
051755		Upgrade - Onslow Dog Pound	20,000.00	20,000.00	20,000.00	12,534.89
			20,000.00	20,000.00	20,000.00	12,534.89
Total			20,000.00	20,000.00	20,000.00	12,534.89
STRATEGIC & ECONOMIC DEVELOPMENT						
Ocean View Caravan Park						
134255	BE438	Ocean View Caravan Park Upgrade	105,000.00	105,000.00	105,000.00	95,501.95
			105,000.00	105,000.00	105,000.00	95,501.95
Tom Price Industrial Land Development						
140154	W657	Boonderoo Subdivision/Survey expenses - Lot 308	115,000.00	115,000.00	115,000.00	0.00
140154	W658	Boonderoo Subdivision/Survey expenses - Lot 350	55,000.00	55,000.00	55,000.00	85.33
140154	15190	Tom Price Industrial Land - Planning	150,000.00	150,000.00	150,000.00	24,291.00
			320,000.00	320,000.00	320,000.00	24,376.33
Tom Price Residential Land Development						
140044		Land Purchase	0.00	2,500.00	2,500.00	0.00
			0.00	2,500.00	2,500.00	0.00
Onslow Mixed Business Development						
147312		Subdivision Surveying & Plans	25,000.00	30,000.00	30,000.00	2,746.00
147315		Design & Plan Expenses	25,000.00	25,000.00	25,000.00	0.00
147318		Services Installation - Onslow Mixed Business Land	170,000.00	170,000.00	170,000.00	16,108.63
			220,000.00	225,000.00	225,000.00	18,854.63
Major Projects						
100085		Asset New Furniture & Equipment - Major Projects	4,999.99	5,000.00	5,000.00	0.00
130001		Pilbara Underground Power Project (PUPP) - Onslow	2,300,000.00	525,564.00	525,564.00	525,564.00
130024		Onslow Town Centre Street Light Upgrade Works	0.00	584,000.00	584,000.00	62,648.40
			2,304,999.99	1,114,564.00	1,114,564.00	588,212.40
Total			2,949,999.99	1,767,064.00	1,767,064.00	726,945.31
INFRASTRUCTURE SERVICES						
Depots						
127381	17034	Depot Boomgates	100,000.00	41,995.00	41,995.00	47,155.30
127383	BC415	CAP - Depot Buildings Tom Price	0.00	29,249.00	29,249.00	40,839.05
127383	C005	Tom Price Depot Wash Down Bay	125,500.00	0.00	0.00	20,625.00
			225,500.00	71,244.00	71,244.00	108,619.35
Road Plant Purchases						
124954		Plant & Equipment Capital Expenditure	839,000.00	839,000.00	839,000.00	833,665.59
124964		Motor Vehicle	640,500.00	715,500.00	715,500.00	711,991.98
124956		Asset New Plant Plant & Equipment	120,000.00	270,000.00	270,000.00	218,117.34
			1,599,500.00	1,824,500.00	1,824,500.00	1,763,774.91
Parking Facilities						
124785	C1610	Shire Administration Carpark Upgrade	50,000.00	19,195.00	19,195.00	19,195.22
			50,000.00	19,195.00	19,195.00	19,195.22
Onslow Airport						
120014	C403	Terminal Construction	10,000.00	0.00	0.00	0.00
120014	C410	Landside Facilities - PIP 3B	650,000.00	569,547.00	569,547.00	419,227.90
120016	15203	Onslow Airport - General Aviation Lease Area Preparation	20,000.00	20,000.00	20,000.00	18,098.77
120016	15206	Onslow Airport Drainage Improvement	50,000.00	40,000.00	40,000.00	0.00
120016	17044	Pedestrian Path GA Apron	0.00	10,000.00	10,000.00	6,928.50
120016	17047	Runway Embankment Remediation	0.00	2,500,000.00	2,500,000.00	487.83
120016	17048	Airport Sewer System	0.00	100,000.00	100,000.00	3,604.55
120017		Airport Hanger	0.00	1,675,000.00	1,675,000.00	135,582.98
120057		Works Program/Airport - Capital	0.00	10,000.00	10,000.00	10,330.00
124084		Plant & Equipment Capital Expenditure	0.00	10,000.00	10,000.00	0.00
			730,000.00	4,934,547.00	4,934,547.00	594,260.53
Urban Stormwater Drainage						
124470	17027	CAPEX Drainage LTFP	1,000,000.00	1,000,000.00	1,000,000.00	25,816.12
124470	C150	Works Prog Drainage First St Onslow (Capital)	200,000.00	200,000.00	200,000.00	6,815.08
124470	C156	Works Prog Tom Price Urban Drainage	153,000.00	153,000.00	153,000.00	90,906.02
124470	C1655	Works Prog Drainage Shanks Rd Onslow	500,000.00	250,000.00	250,000.00	53,977.08
124470	GE090	Storm water Drainage Renewal Paraburdoo (CLGF)	317,000.00	336,765.00	336,765.00	336,765.26
			2,170,000.00	1,939,765.00	1,939,765.00	514,279.56
Construction Streets, Roads, Bridges, Depots						
124441	C225	Construction of Cattle Grids	70,000.00	64,805.00	64,805.00	58,927.27
124450	15019	Roebourne Wittenoom Rd Reconstruct & Seal	0.00	267,000.00	267,000.00	0.00
124450	17006	Shade Structures - Parraburdoo Shopping Carpark	90,000.00	120,000.00	120,000.00	103,681.60
124450	C1611	Stadium Road Upgrade - Tom Price	750,000.00	1,135,000.00	1,135,000.00	378,875.96
124450	C233	Nameless Valley Rd Truck Rest Stop Upgrade	0.00	300,000.00	300,000.00	903.93
124460	17005	Tom Price Admin Carpark & Depot Carpark - Reseal	16,654.00	16,654.00	16,654.00	0.00
124460	17007	Kerb Replacement Program	191,661.00	(14,839.00)	(14,839.00)	521.85
124460	C208	Reseals	400,000.00	403,257.00	403,257.00	403,256.54
124460	C211	Roebourne - Wittenoom Rd Resheet	2,280,430.00	2,018,181.00	2,018,181.00	721,079.05
124460	C215	Ashburton Meekatharra Road Resheet	0.00	13,308.00	13,308.00	6,688.20

Acquisitions of AssetsCapital Expenditure Progress Report at 30 June 2017

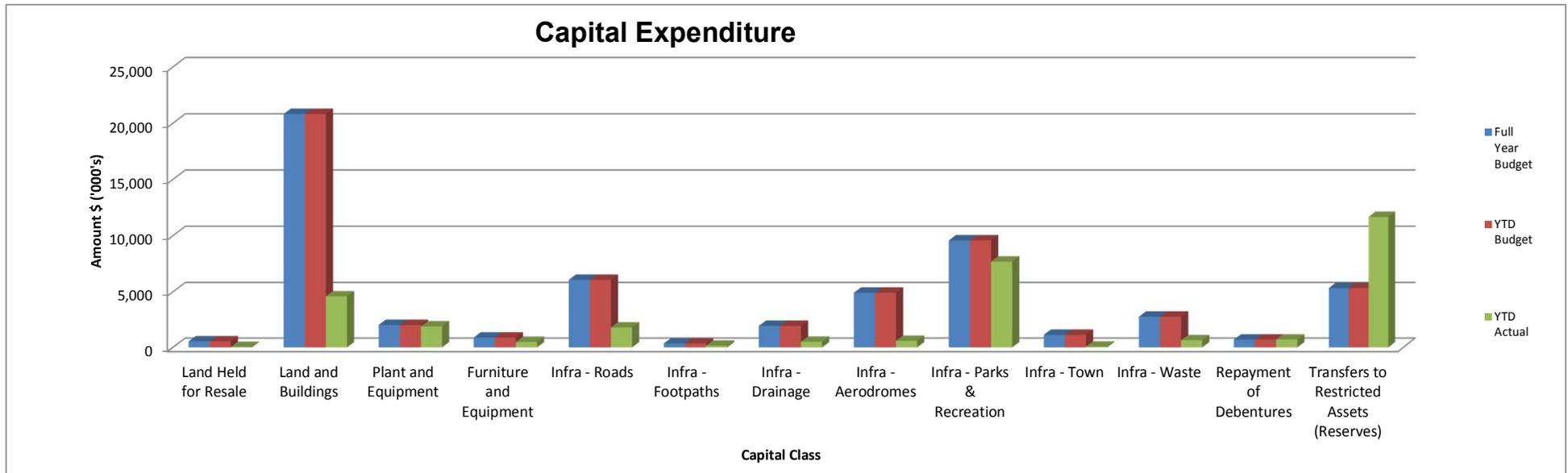
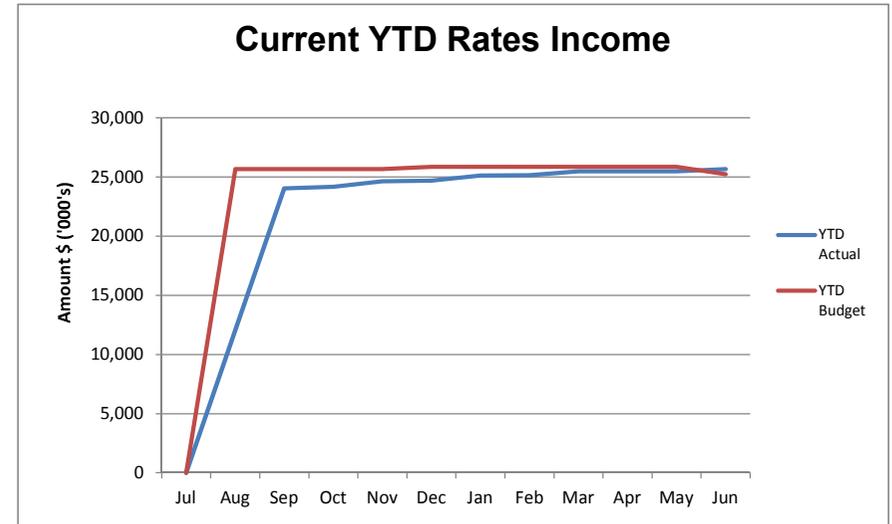
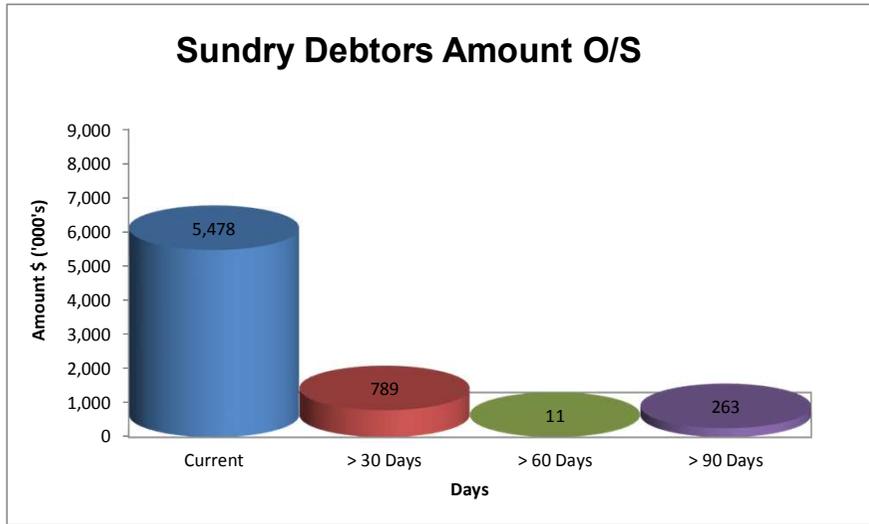
GL	Job	Description	Original Budget	Current Budget	Budget YTD	Spending YTD
124461	15204	BUDGET ONLY Road Resheeting	1,495,000.00	1,360,000.00	1,360,000.00	0.00
124461	17054	Twitchen Road - Resheet	0.00	0.00	0.00	101,140.00
			5,293,745.00	5,683,366.00	5,683,366.00	1,775,074.40
<u>Maintenance Streets, Roads, Bridges, Depots</u>						
124659		Road Counters	0.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00
<u>Sanitation - General Refuse</u>						
100038	C1608	Waste Management Accounting System	60,000.00	77,000.00	77,000.00	10,530.00
100039	17037	Alternate Daily Cover Paraburdoe	150,000.00	0.00	0.00	0.00
100039	17038	Storage Shed (Onslow & Paraburdoe)	60,000.00	79,840.00	79,840.00	87,959.00
100039	C004	New Waste Management Facility	47,000.00	569,906.00	569,906.00	113,994.87
100039	W226	Tom Price Landfill Cells Renewal/Construction	0.00	500,000.00	500,000.00	628.18
100041	C003	Works Prog Onslow Refuse Transfer Station	429,000.00	429,000.00	429,000.00	367,605.04
100041	C006	Tom Price Weighbridge	250,000.00	250,000.00	250,000.00	79,687.49
100063	C065	Onslow Tip Closure	940,000.00	940,000.00	940,000.00	2,277.00
			1,936,000.00	2,845,746.00	2,845,746.00	662,681.58
<u>Footpaths</u>						
124530	C099	BUDGET ONLY - Asset New Footpaths	100,000.00	100,000.00	100,000.00	0.00
124530	C103	Works Prog Tom Price Footpaths (Capital)	52,500.00	54,528.00	54,528.00	52,775.32
124530	C107	Works Program Onslow Footpath Construction	47,500.00	45,344.00	45,344.00	45,344.00
124530	C104	Works Prog Paraburdoe Footpaths (Capital)	54,000.00	53,125.00	53,125.00	53,175.20
124681		Asset Renewal Footpaths INFRASTRUCTURE ASSETS - FOOT	100,000.00	100,000.00	100,000.00	0.00
			354,000.00	352,997.00	352,997.00	151,294.52
Total			12,358,745.00	17,671,360.00	17,671,360.00	5,589,180.07
Total YTD Capital Expenditure at 30 June 2017			48,803,377.99	51,089,334.01	51,089,334.01	19,056,788.13

Income and Expenditure Graphs

Income and Expenditure Graphs - June 2017



Other Graphs - June 2017



Reserve Movements as at: 30/06/2017

CASH BACK RESERVES	YTD Actual	Budget	YTD ACTUAL	Budget	YTD ACTUAL	Budget	YTD ACTUAL	Budget	YTD ACTUAL	Budget
	Opening Balance	(\$)	Interest Earned		Amount Set Aside / Transfer To Reserve		Amount Used / Transfer from Reserve		Ending balance	(\$)
Employee Entitlement Reserve	327,314	327,314	2,951	2,894		-		-	330,265	330,208
Plant Replacement Reserve	26,110	26,110	235	231		-			26,345	26,341
Infrastructure Reserve	5,019,130	5,019,130	32,652	44,370		-			5,051,782	5,063,500
Senior Citizens Units							(2,968.00)	-100,000	-2,968	-100,000
Onslow Tip Closure							(2,277.00)	-940,000	-2,277	-940,000
Upgrade to MPC							(7,770.00)	-55,000	-7,770	-55,000
Replace Playground Tjiluna Oval							-	-61,000	0	-61,000
Paraburdoo Community Hubb							-	-2,000,000	0	-2,000,000
Retiling Vic Hayton Swimming Pool							(26,919.00)	-70,000	-26,919	-70,000
Paraburdoo Car Park Shade Structures							-	-225,000	0	-225,000
Pannawonica BMX Facility							(979.00)	-75,000	-979	-75,000
									5,010,869	1,537,500
Housing Reserve	901,919	901,919	8,870	7,973		-			910,789	909,892
Onslow Staff Housing							-	-903,000	0	-903,000
									910,789	6,892
Onslow Community Infrastructure Reserve	185,309	185,309	1,671	1,638		-			186,980	186,947
Property Development Reserve	2,739,447	2,739,447	27,699	24,217		-			2,767,146	2,763,664
Onslow Caravan Park							(95,501.00)	-105,000	-95,501	-105,000
Tom Price Industrial Land Development							(24,376.00)	-320,000	-24,376	-320,000
Onslow Mixed Business Development							-	-220,000	0	-220,000
									2,647,269	2,118,664
Unspent Grants & Contributions Reserve	7,513,968	7,513,968	65,974	66,425		-			7,579,942	7,580,393
Aboriginal Health (c/f from 15/16)							(71,927.00)	-148,301	-71,927	-148,301
Youth Services Western (c/f from 15/16)							-	-13,750	0	-13,750
Town Planning (c/f from 15/16)							-	-206,024	0	-206,024
Community Development (c/f from 15/16)							(7,349.00)	-7,408	-7,349	-7,408
Storm Water Drainage							(336,765.00)	-817,000	-336,765	-817,000
Cultural Activities West (c/f from 15/16)							(126,687.00)	-126,687	-126,687	-126,687
Paraburdoo Community Hubb					58,898.00	-	(1,100,000.00)	-5,000,000	-1,041,102	-5,000,000
Onslow Swimming Pool					-	-	(1,029,880.00)	-1,030,020	-1,029,880	-1,030,020
Roads Maintenance					669,532.00	-	(123,800.00)	-123,800	545,732	-123,800
Strategic & Economic Development					-	-	(50,000.00)	-50,000	-50,000	-50,000
Club Development (c/f from 15/16)					-	-	(42,283.00)	-42,283	-42,283	-42,283
Child Protection					155,650.00	-	-	-	155,650	-
Passion of the Pilbara					201,624.00	-	-	-	201,624	-
									5,776,955	15,120
RIO Tinto Partnership Reserve	2,135,883	2,135,883	18,277	18,882		-			2,154,160	2,154,765
Paraburdoo Community Hub							-	-120,000	0	-120,000
Rio Partnership Management					2,842,552.00	-	(100,000.00)	-100,000	2,742,552	-100,000
Notice Board Replacements					-	-	(18,224.00)	-20,000	-18,224	-20,000
RTIO Community Developments					298,475.00	-	-	-	298,475	-
									5,176,963	1,914,765
Onslow Aerodrome Reserve	6,178,151	6,178,151	56,354	54,616		-			6,234,505	6,232,767
Onslow Airport income					6,815,110.00	3,525,284	(536,467.00)	-1,675,000	6,278,643	1,850,284
									12,513,148	8,083,051
Future Projects Reserve	3,252,725	3,252,725	41,459	28,755		-			3,294,184	3,281,480
Onslow Staff Housing						-	-	-1,000,000	0	-1,000,000
Paraburdoo Community Hub							(277,652.00)	-1,400,000	-277,652	-200,000
Pilbara Underground Power					374,436.00	374,436	-	-	374,436	374,436
Onslow Airport income					-	-	-	-	0	0
									3,390,968	2,455,916
TOTAL	28,279,956	28,279,956	256,142	250,000	11,416,277	5,099,720	(3,981,824.00)	-16,954,273	35,970,551	16,675,403

SHIRE OF ASHBURTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2017

CASH AND INVESTMENTS

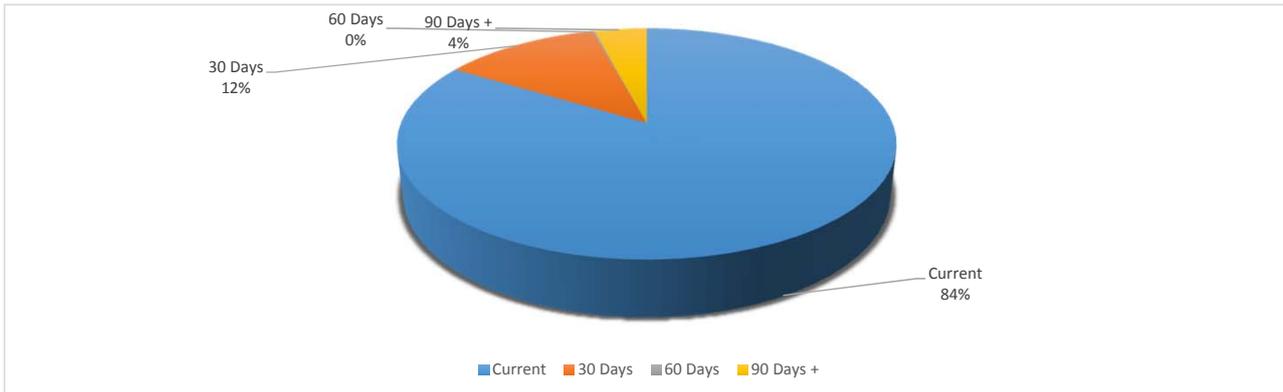
	Interest Rate	Total Amount \$	Institution	Maturity Date
Cash Deposits				
Municipal Bank Account	0.10%	4,053,197	Westpac	On Call
Restricted Cash Reserve	0.60%	1,295,202	Westpac	On Call
Funds invested in OCDF with WA Treasury	1.45%	3,958,898	WATC	On Hold
Muni Business Cash Reserve	0.60%	12,500,000	Westpac	On Call
Term Deposits				
31 Day Notice Saver (On Hold)	2.40%	23,423,869	Westpac	31 days
Total		45,231,166		

Comments/Notes - Investments

- * On Call - Fund available to access overnight.
- * On Hold- Fund not available until mature date.

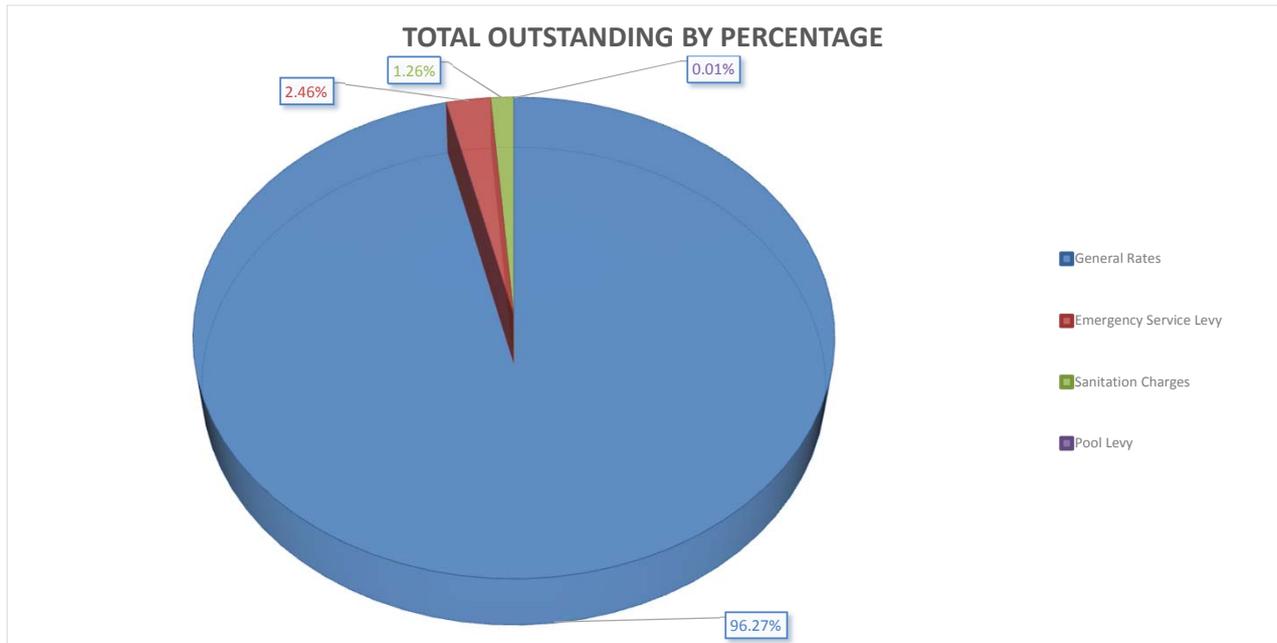
Sundry Debtors

Debtor Code	Top Ten Debtors	Current	30 Days	60 Days	90 Days +	Total
		\$	\$	\$	\$	\$
280	1	0	0	0	191,199	191,199
1605	2	0	0	0	52,980	52,980
161	3	24,540	295	0	3,549	28,383
2293	4	9,461	15,628	0	3,530	28,619
318	5	14,755	2,322	7,636	3,414	28,126
1032	6	3,633	3,285	25	2,682	9,625
2188	7	0	0	0	2,187	2,187
2319	8	3,142	3,041	0	2,080	8,263
372	9	0	0	0	737	737
199	10	0	0	51	618	669
	Others	5,422,605	764,068	3,501	498	6,185,476
	Total	5,478,136	788,638	11,213	263,473	6,536,265



Debtor Code	Top Ten Debtors	Category	Progress for the recovery of Funds comment
280	1	Refuse Site Charges	Agenda being written up for Council
1605	2	Refuse Site Charges	Agenda being written up for Council
161	3	Electricity Charges	Ongoing with Chevron
2293	4	Commercial Waste	Debtor is paying
318	5	Workers Compensation	In negotiations with debtor
1032	6	Refuse Site Charges	Debtor is paying
2188	7	Relocation Costs	On payment plan
2319	8	Commercial Waste	Debtor is paying
372	9	Oval Hire charges	Debtor is paying
199	10	Oval Hire charges	On payment plan

Rate Debtors



Type of Debtor	Total Levied 16/17	Collected YTD	Outstanding Amount Including Arrears	Total Outstanding by Percentage
General Rates	\$25,842,131	\$24,570,281	\$1,271,850	96.27%
Emergency Service Levy	\$445,980	\$413,467	\$32,513	2.46%
Sanitation Charges	\$1,023,327	\$1,006,711	\$16,616	1.26%
Pool Levy	\$28,323	\$28,151	\$172	0.01%
Totals	\$27,339,761	\$26,018,609	\$1,321,151	100.00%

Top Five Rate Debtor	TOP 5 Outstanding Rates Debtors as of 1st February 2017	Total Owing	Status
1	A34153, A34162, A6231	\$590,245.91	In negotiation with Liquidator
2	A7420, A7433, A6627	\$69,681.15	With Debt collector
3	A505108	\$54,381.87	With Debt Collector
4	A21746, A51409, A51410, A51411, A51412, A51413, A51414 A51415, A51416, A51417, A51418, A51419, A514	\$48,745.91	With debt collector
5	A6358	\$0.00	Aboriginal Community unpaid ESC levy (see Spet 2016 Council Meeting)

Shire of Ashburton

CEO's Delegated Payment List - Regulation 13(1) Local Government (Financial Management) Regulation 1996

List of Payments - Payment Detail for Month of June 2017

Pursuant to the regulation:

If the local government has delegated to the CEO of its power to make payment from the municipal fund of the trust fund, a list of accounts paid by the CEO is to be prepared 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.

Description	Amount
<u>Municipal Fund</u>	
EFT	\$ 4,121,754.46
Payroll (DD)	\$ 131,963.60
Superannuation (DD)	\$ 69,007.39
Cheque	\$ 390,842.05
Trust	\$ 57,277.14
Credit Cards	\$ 38,192.99
Bank Fees and Charges	\$ 189.37
Grand Total	\$ 4,809,227.00

LIST OF PAYMENTS FOR JUNE 2017

Chq/EFT	Date	Name	Municipal Payments Description	Amount
EFT39313	01/06/2017	4CABLING PTY LTD	IT Repairs & Maintenance: 8 Port Unmanaged Gigabit Desktop Switch	80.98
EFT39314	01/06/2017	AERODROME MANAGEMENT SERVICES PTY LTD	Supply of labour & supervision for passenger security screening 10th April 2017 - 7th May 2017. RFT 37/14	67,263.63
EFT39315	01/06/2017	ALL RID PEST MANAGEMENT	Cockroach and Spider treatment (internal and external) at Parabungoo Child Care Centre	781.00
EFT39316	01/06/2017	ALLROUND PLUMBING SERVICE PTY LTD	Supply and install a 50mm Water Corp style meter to retic pipework at Onslow Aquatic Centre	1,328.00
EFT39317	01/06/2017	BLOCKBUSTER MORLEY -EMPIRE CITY	Purchase of new stock for the Tom Price Library	250.00
EFT39318	01/06/2017	BOYA EQUIPMENT	Air filter	441.56
EFT39319	01/06/2017	BUCHER MUNICIPAL	Various Bucher Municipal products for Tom Price Depot	1,080.64
EFT39320	01/06/2017	BUDGET CAR AND TRUCK RENTAL	Hire of a Toyota Prado for 4 weeks commencing 22/03/2017 with 150Km free per day.	2,457.97
EFT39321	01/06/2017	BYBLOS CONSTRUCTIONS-TOM PRICE	Various Repairs & Maintenance in Tom Price & Parabungoo	46,071.91
EFT39322	01/06/2017	CENTURION TRANSPORT CO PTY LTD	Freight expenses May/ June 2017	1,719.00
EFT39323	01/06/2017	COMMERCIAL AQUATICS AUSTRALIA PTY LTD	Repairs & Maintenance for Onslow Aquatic Centre	269.50
EFT39324	01/06/2017	CRAIG WALKER	Reimbursement for 12 table clothes for Welcome to town event	251.88
EFT39325	01/06/2017	CRAVE JUICE BAR	Catering for Event Management Training - 2 days	552.00
EFT39326	01/06/2017	CS LEGAL	Debt recovery fees	495.30
EFT39327	01/06/2017	CHILD SUPPORT AGENCY	Payroll deductions	15.87
EFT39328	01/06/2017	DICE SOLUTIONS	Electrical repairs & Maintenance in Onslow	1,261.59
EFT39329	01/06/2017	DINGO PROMOTIONS	100% Tees Long Sleeve	1,882.10
EFT39330	01/06/2017	DIRECT TRADES SUPPLY PTY LTD	Quarterly maintenance of Aircon Onslow Airport	556.38
EFT39332	01/06/2017	E & MJ ROSHER PTY LTD	Parts for Repairs & Maintenance	1,799.75
EFT39333	01/06/2017	FERN'S FILTRATION SERVICES	Service RO Unit to manufactureres specifications	264.35
EFT39334	01/06/2017	FORENSIS ACCOUNTING	Professional services rendered for the period from 17.03.17-28.04.17	1,910.98
EFT39335	01/06/2017	H&M TRACEY PILBARA PTY LTD	Design and Construction of Aircraft Hangar	53,610.98
EFT39336	01/06/2017	HEDLAND PROPERTY SHOP	Rent arrears 24.01.17-23.05.17	23,070.89
EFT39337	01/06/2017	HOYLAKES NOMINEES T/AS MCMAHON BURNETT TRANSPORT	Freight expenses May/ June 2017	919.00
EFT39338	01/06/2017	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA - IPWEA	IPWEA Webinar - Staff Training-Claire Waller	385.00
EFT39339	01/06/2017	IT VISION AUSTRALIA PTY LTD	CPM Workforce Planning Capsule (including Pay) - Configure and Annual Subscription	13,874.30
EFT39340	01/06/2017	J BLACKWOOD & SON PTY LTD	Safety boots Geoff Howard .	161.04
EFT39341	01/06/2017	JAPANESE TRUCK & BUS SPARES	Clutch Kit	1,302.55
EFT39342	01/06/2017	JR & A HERSEY PTY LTD	Staff Uniforms for Depot	726.79
EFT39343	01/06/2017	KEY2CREATIVE	12 month subscription for key2mail	545.00
EFT39344	01/06/2017	KF & PD BURKETT	Mow Verges - Nameless Valley Drive	6,600.00
EFT39345	01/06/2017	KHB MOBILE MECHANICAL PTY LTD	Labour to complete 60000km service	1,223.04
EFT39346	01/06/2017	L.E'S PHOTOGRAPHY - PILBARA COLOURS BY LE	Photography Services for Tom Price and Parabungoo	280.00
EFT39347	01/06/2017	LEICA MICROSYSTEMS PTY LTD	Microscope for Health Department Tom Price	3,102.75
EFT39348	01/06/2017	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Executive Management Training LG Professionals - Lee Reddell	2,300.00
EFT39349	01/06/2017	MATTHEW LYNCH	22.05.17-23.05.17 CHUB Committee Meeting Onslow - Fuel expenses	930.78
EFT39350	01/06/2017	MAXXIA PTY LTD	Payroll deductions	2,247.11
EFT39351	01/06/2017	MECHANICAL PROJECT SERVICES	1, 3, 6 and 12 month service on terminal A/C for Onslow Airport	1,168.75
EFT39352	01/06/2017	MOORE STEPHENS	Audit certification of acquittals, Training registration fees -Andy Grant	7,913.00
EFT39353	01/06/2017	NORWEST REFRIGERATION SERVICES	Inspect and diagnose 4x wall split air conditioners not working at the sports pavilion	891.00
EFT39354	01/06/2017	OFFICE CHOICE MALAGA	Items for Parabungoo Library, Items for Onslow Airport	776.20
EFT39355	01/06/2017	ONSITE RENTAL GROUP OPERATIONS (WA) STATEWIDE EQUIPMENT HIRE	Hire of equipment for various works in Onslow	3,883.06
EFT39356	01/06/2017	ONSLow BEACH RESORT	Catering for 2016 Christmas Function for Staff, Catering for Onslow LGIS Workshop, Accommodation expenses	8,949.00
EFT39357	01/06/2017	ONSLow GENERAL STORE	20 pizza's for Int. Volunteer Week Event at Onslow Community Garden on 5 May 17	239.80
EFT39358	01/06/2017	ONSLow RODEO ASSOCIATION INC	Community Lease/Licences funding grant	21,175.20
EFT39359	01/06/2017	ONSLow SPORTS CLUB	Community Information Session Wednesday 24 May 2017 - fingerfood for 50 people and Bar Tab of \$500	1,762.00
EFT39360	01/06/2017	ONSLow SUN CHALETS	Accommodation for Nick Lovell, Jayden Hall, Jonhn Nottle 27.04.17-05.05.17 -	4,340.00
EFT39361	01/06/2017	PARABURDOO IGA	75ltr Bin for Parabungoo Facilities Dept	65.78
EFT39362	01/06/2017	PATHWEST LAB MEDICINE WA	3x Drug and alcohol screenings	205.50
EFT39363	01/06/2017	PETER FOSTER	Travel costs for Onslow OCM return in own vehicle	1,018.59
EFT39364	01/06/2017	PHOENIX SECURITY TRAINING & EVENT GROUP PTY LTD	Tom Price and Parabungoo - Jimeoin Tour - 3 Crowd Controllers	3,835.23
EFT39365	01/06/2017	PILBARA MOTOR GROUP	Parts for Repairs & Maintenance	529.60

LIST OF PAYMENTS FOR JUNE 2017

EFT39366	01/06/2017	PILBARA REGIONAL FOOTBALL DEVELOPMENT COMMITTEE	Distribution of Inside Ashburton May 2017 edition	500.00
EFT39367	01/06/2017	PINDAN MODULAR	Design & Construction of Residential Dwellings in Barrarda Estate Onslow. Project 738	130,333.83
EFT39368	01/06/2017	PROTECTOR FIRE SERVICES PTY LTD	Carry out Fire Safety Assessment & Report for Onslow MPC	8,547.00
EFT39369	01/06/2017	REECE PTY LTD	Parts for Repairs & Maintenance- Onslow	546.27
EFT39370	01/06/2017	ROYAL HAUL PTY LTD	Transportation of Vinyl flooring from Jupps to Onslow	71.50
EFT39371	01/06/2017	SIGMA CHEMICALS	Supplies for Onslow & Tom Price Aquatic Centers	5,053.74
EFT39372	01/06/2017	SIGNATURE MUSIC	Audio System for ANZAC Day (Onslow)	1,658.80
EFT39373	01/06/2017	SIMONE LIENERT	Dog Kennelling Refund	56.00
EFT39374	01/06/2017	SODEXO REMOTE SITES AUSTRALIA PTY LTD	Christmas Staff Dinner (Pannawonica)	495.37
EFT39375	01/06/2017	ST JOHN AMBULANCE - ONSLOW	Ambulance Attendance for Anzac Day (Onslow)	440.00
EFT39376	01/06/2017	SWOON DESIGN STUDIO	Graphic Design Services	93.50
EFT39377	01/06/2017	TENDERLINK.COM	Passion of the Pilbara Festival 2017	330.00
EFT39378	01/06/2017	THALANYJI SERVICE STATIONS	Fuel for May 2017	694.05
EFT39379	01/06/2017	THE HONDA SHOP	Mower parts for TP	126.62
EFT39380	01/06/2017	THE PICKLED BEAN	Catering for WALGA Training 26.05.17	281.10
EFT39381	01/06/2017	THE PILBARA CLEAN MACHINE	Full Interior Exterior- Vehicle Detailing	1,944.80
EFT39382	01/06/2017	THE WORKWEAR GROUP - NEAT AND TRIM	Uniforms - Sharmayne Halliday	109.65
EFT39383	01/06/2017	THRIFTY CAR RENTAL	Jimeoin Ashburton Tour - Car Hire 8.5.17 - 15.5.17	1,004.99
EFT39384	01/06/2017	TOLL FAST	Freight expenses May/ June 2017	65.60
EFT39385	01/06/2017	TOLL IPEC PTY LTD	Freight expenses May/ June 2017	1,059.00
EFT39386	01/06/2017	TOLL TRANSPORT PTY LTD / TOLL EXPRESS	Freight (Tom Pirce Library)	275.53
EFT39387	01/06/2017	TOM PRICE BRANCH SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA	Community Lease & Licence Funding Grant	2,500.00
EFT39388	01/06/2017	TOM PRICE CAMPDRAFT	Funding Grant	11,990.00
EFT39389	01/06/2017	TOM PRICE PONY & HORSE CLUB	Compressed Oaten Hay (Sentinel Chicken flock in Tom Price)	86.00
EFT39390	01/06/2017	TOM PRICE TOURIST PARK	Accommodation for Event Management Training (19.5.17 - 25.5.17)	4,775.00
EFT39391	01/06/2017	TOM PRICE TYREPRO	Parts for Repairs & Maintenance	4,416.95
EFT39392	01/06/2017	WALGA - WA LOCAL GOV. ASSOC.	Training Package 26.6.17 - 27.6.17	10,270.90
EFT39393	01/06/2017	WATER 2 WATER	Monthly Contract Service (Kitchen in Parburdo Office)	69.00
EFT39394	01/06/2017	WESTRAC PTY LTD	Parts for Repairs & Maintenance	1,354.87
EFT39395	01/06/2017	ZIRCODATA PTY LTD	Vault Storage Council Minute Books - Permanent Archive Storage	222.18
EFT39398	08/06/2017	ABCO PRODUCTS	Supplies for Tom Price general repairs & maintenance	2,116.36
EFT39399	08/06/2017	ADVANCE PRESS	Tom Price BMX Poster Design and Communication Materials	132.00
EFT39400	08/06/2017	AIRPORT LIGHTING SPECIALIST	Lamp for Onslow Airport	121.88
EFT39401	08/06/2017	ALL GLASS WINDOW TINTING	Tint all windows including sun roof on 1000AS for PSW78	1,210.00
EFT39402	08/06/2017	AUS CRYSTALS	Souvenirs for Tom Price Visitor Centre	2,304.52
EFT39403	08/06/2017	AUSTRALIA POST	Postal charges for period ending 31.05.17	1,942.56
EFT39404	08/06/2017	AUSTRALIAN TAXATION OFFICE- PAYG	Monthly PAYG withhold for large withholders	283,442.38
EFT39405	08/06/2017	BENNCO GROUP	Tom Price mall light repairs	432.30
EFT39406	08/06/2017	BLACKWOODS PTY LTD	Supplies for Tom Price Depot	3,093.63
EFT39407	08/06/2017	BLUE FORCE PTY LTD	Fix errors with CCTV	248.33
EFT39408	08/06/2017	BOB WADDELL & ASSOCIATES PTY LTD	Assisting with 17/18 annual budget and other tasks	2,301.76
EFT39409	08/06/2017	BUDGET CAR AND TRUCK RENTAL	Budget Car Rental - Phoenix Security for Jimeon Event	355.55
EFT39410	08/06/2017	BYBLOS CONSTRUCTIONS-TOM PRICE	Interal Refurbishment variations for 1104A Jabbarup Tom Price, General Repairs & Maintenance in Tom Price & Parburdoo	40,812.18
EFT39411	08/06/2017	CALTEX AUSTRALIA PETROLEUM PTY LTD	Fuel May/ June 2017	5,631.29
EFT39412	08/06/2017	CLEVERPATCH PTY LTD	Onslow Library Supplies	192.42
EFT39413	08/06/2017	DATACOM SYSTEMS (W.A) P/L	To investigate and resolve the AIMS/SharePoint issue which is preventing Shire Staff from updating Staff information with AIMS	1,650.00
EFT39414	08/06/2017	DIRECT TRADES SUPPLY PTY LTD	To supply Toro DDCWP-6-9v reticulation controller as per quoted price.	152.35
EFT39415	08/06/2017	DRAFTEX CORPORATION PTY LTD	Apsley Drafting Chair	1,245.00
EFT39416	08/06/2017	DREADS	Urgent repair works in Onslow	119.63
EFT39417	08/06/2017	E & MJ ROSHER PTY LTD	PRM19 - Kubota F3690 4WD Out Front Mower	54,406.00
EFT39418	08/06/2017	EQUIP-SAFE	Training and Assessment 08.05.17-09.05.17 Anthony Gimondo, Steve Mullhall, Jake Halliday, Zach Stead, John Notte and Jayden Hall	3,400.00
EFT39419	08/06/2017	FUJI XEROX AUSTRALIA PTY LTD	Final Payment as part of contract pay for Tom Price Administration Printers	4,314.36

LIST OF PAYMENTS FOR JUNE 2017

EFT39420	08/06/2017	GARDENSONLINE	40 pairs of Kids Gardening Gloves for the OKKG	193.30
EFT39421	08/06/2017	GHD PTY LTD	Karratha to Tom Price Road Project - Cost Benefit and Social Impact Assessment	26,712.40
EFT39422	08/06/2017	HUDSON	Contractor Les Kent assisting in cost restoration scoping works from the period 1 April to 5th May	859.36
EFT39423	08/06/2017	IDDA (INDEPENDENT DRUG DETECTION AGENCY)	D&A testing	420.00
EFT39424	08/06/2017	INITIAL HYGIENE / PINK HYGIENE SOLUTIONS	Service for the period of 28.06.17-27.07.17	2,872.52
EFT39425	08/06/2017	J BLACKWOOD & SON PTY LTD	Various Supplies for Onslow	249.00
EFT39426	08/06/2017	JAPANESE TRUCK & BUS SPARES	Parts for repairs & Maintenance	5,291.45
EFT39427	08/06/2017	KEY2CREATIVE	Extra payment to correct GST error	54.50
EFT39428	08/06/2017	KHB MOBILE MECHANICAL PTY LTD	Battery replacement	783.75
EFT39429	08/06/2017	LESTOK TOURS PTY LTD	Lestok Airport Transfers	749.00
EFT39430	08/06/2017	MICHAEL DUNNE - Mower man	Monthly garden contract to Pannawonica Library grounds for the month of MAY 2017.	494.00
EFT39431	08/06/2017	MOORE EDUCATIONAL PTY LTD	Order for Paraburdoe Library	1,347.50
EFT39432	08/06/2017	NER FINANACE	Printer expenses for period 01.06.17 - 30.06.17	2,679.60
EFT39433	08/06/2017	NORTH COTTESLOE SURF LIFE SAVING CLUB	OCDAG Surf Rescue Course	1,550.00
EFT39434	08/06/2017	NTC CONTRACTING	Subbase at Onslow Rodeo -	10,935.10
EFT39435	08/06/2017	OFFICE CHOICE MALAGA	Stationary Order	2,209.48
EFT39436	08/06/2017	ONSLow BEACH RESORT	Accommodation for Councillors 22.5.17 to 24-5.17	5,448.50
EFT39437	08/06/2017	ONSLow GENERAL STORE	Consumables & Supplies for Onslow office for period ending 31.05.17	2,746.82
EFT39438	08/06/2017	ONSLow LAUNDRY SERVICE	Laundrying Costs for May 2017 - Onslow	955.46
EFT39439	08/06/2017	ONSLow MOTORCROSS AND ENDURO CLUB INC	Community Lease/Licence funding grant for Onslow Motor Cross and Enduro Club	2,000.00
EFT39440	08/06/2017	ONSLow TYRE SERVICE	Tyre strip, fit & balance	258.50
EFT39441	08/06/2017	PANNAWONICA PARENTS & CITIZENS ASSOCIATION	Delivery of Inside Ashburton May 2017	300.00
EFT39442	08/06/2017	PARABURDOO JUNIOR FOOTBALL	Distribution of the Inside Ashburton May Edition 2017	300.00
EFT39443	08/06/2017	PILBARA CLEANING	full vacate clean of 2/23 Allambie Way, Garden Maintenance 279 Carob St & 26 Poincianna	3,019.50
EFT39444	08/06/2017	PILBARA COPY SERVICE	Service fee & Toners for printers	9,292.44
EFT39445	08/06/2017	PILBARA FOOD SERVICES	Various supplies for Tom Price	621.45
EFT39446	08/06/2017	PINDAN MODULAR	Design and Construction of Residential Dwellings in Barrarda Estate, Onslow	89,731.93
EFT39447	08/06/2017	PORTER CONSULTING ENGINEERS	Design of upgrades to vehicle wash down bay facility - Tom Price Depot	5,225.00
EFT39448	08/06/2017	PORTNERPRESS	Effective Workplace Investigations Ebook	295.00
EFT39449	08/06/2017	RAECO INTERNATIONAL PTY LTD	Slimline Index Block Label Set - Paraburdoe Library	679.80
EFT39450	08/06/2017	RECHARGE PETROLEUM	Tom Price Depot Bulk Diesel	31,945.31
EFT39451	08/06/2017	SODEXO REMOTE SITES AUSTRALIA PTY LTD	General Repairs & Maintenance in Pannawonica	2,328.58
EFT39452	08/06/2017	STAPLES AUSTRALIA PTY LIMITED	Various Stationery Items - Tom Price Admin, Pannawanicam Tom Price Depot	2,339.46
EFT39453	08/06/2017	SUNNY SIGN COMPANY PTY LTD	Signage Replacements	874.72
EFT39454	08/06/2017	T-QUIP	Suction Hose CM1200 - Tom Pirce Office	180.95
EFT39455	08/06/2017	TENDERLINK.COM	Internal Refurbishment Works - 172 Hardy St Paraburdoe	165.00
EFT39456	08/06/2017	THE AUSTRALIAN LOCAL GOVERNMENT JOB DIRECTORY	Executive Manager Corp Service 16.01.17	979.00
EFT39457	08/06/2017	THE WORKWEAR GROUP - NEAT AND TRIM	Uniforms for Sarah Lucas	1,081.66
EFT39458	08/06/2017	THRIFTY CAR RENTAL	Car Hire for Mark and Laura Miliken - Onslow	564.76
EFT39459	08/06/2017	TOLL TRANSPORT PTY LTD / TOLL EXPRESS	Freight May 2017	231.98
EFT39460	08/06/2017	TOM PRICE BMX CLUB	Community Development Program - Flights 1.6.17 - 4.6.17	652.40
EFT39461	08/06/2017	TOM PRICE TYREPRO	Parts for Repairs & Maintenance	501.00
EFT39462	08/06/2017	TOM PRICE TYRES	Tyre Repair	390.00
EFT39463	08/06/2017	TOM PRICE YOUTH SUPPORT ASSOCIATION INC	Facilitator fee - TPYSA Workshop (Tom Price)	4,197.20
EFT39464	08/06/2017	TPG TOWN PLANNING & URBAN DESIGN	Overpayment of Invoice# 27405correction	316.75
EFT39465	08/06/2017	WA COUNTRY HEALTH SERVICES REGIONAL OFFICE	Pre-Employment Medical - Fiona Swanson	165.00
EFT39466	15/06/2017	A-LIST ENTERTAINMENT	Jimeoin event in Onslow 14th May 2017	13,551.81
EFT39467	15/06/2017	ACACIA CONNECTION PTY LTD	Employee Assistance Program July 2016- July 2017	9,212.56
EFT39468	15/06/2017	ADVANCE PRESS	Tom Price July School Holiday Posters	396.00
EFT39469	15/06/2017	AE SMITH BUILDING TECHNOLOGIES	Online programing to intergrate the Solar engery data into the terminals building managment system.	4,852.10
EFT39470	15/06/2017	AFLEX TECHNOLOGY (NZ) LTD	Action Dash inflatable	4,645.30
EFT39471	15/06/2017	AIRPORT LIGHTING SPECIALIST	Current sensor Onslow Airport	341.00
EFT39472	15/06/2017	ALL GLASS WINDOW TINTING	Window Tinting on Vehicle	520.00
EFT39473	15/06/2017	ANITTEL PTY LTD	Dell Spare Parts for Repairs & Maintenance	92.71
EFT39474	15/06/2017	APRA - AUSTRALASIAN PERFORMING RIGHT ASSOCIATION	Invoice period for 01.06.17-31.08.17	257.78
EFT39475	15/06/2017	ARTIQUE DESIGNS	Souvenirs for Tom Price Visitor Centre	239.21

LIST OF PAYMENTS FOR JUNE 2017

EFT39476	15/06/2017	ASHBURTON TYRE'S & AUTOMOTIVE	Batteries for Loader	810.00
EFT39477	15/06/2017	ASHBURTON WELDING & FABRICATION	Labour to fabricate dog box	1,122.00
EFT39478	15/06/2017	ASM ECLIPSE PTY LTD	Souvenirs for Tom Price Visitor Centre	2,798.76
EFT39479	15/06/2017	BEADON BAY RESORT	Councillor Christmas Dinner 17 - 20 guests	1,400.00
EFT39480	15/06/2017	BINDI BINDI PUBLISHING	Books for Tom Price Visitor Centre	170.00
EFT39481	15/06/2017	BLACKWOODS PTY LTD	PPE for Paraburdoo Staff	839.03
EFT39482	15/06/2017	BLOCKBUSTER MORLEY - EMPIRE CITY	DVD Order for Onslow Library	370.00
EFT39483	15/06/2017	BLUE FORCE PTY LTD	Maintenance on CCTV Cameras	4,387.90
EFT39484	15/06/2017	BOB WADDELL & ASSOCIATES PTY LTD	Assist with financial and tax matters	3,861.02
EFT39485	15/06/2017	BOC GASES	Gas Bottles	467.95
EFT39486	15/06/2017	BRIDGESTONE AUSTRALIA WA OFFICE	Tyres	1,771.92
EFT39487	15/06/2017	BUCHER MUNICIPAL	Wire Brush	814.72
EFT39488	15/06/2017	BUURABALAYJI THALANYJI ABORIGINAL CORPORATION	Monitoring for the Replacement - Onslow Boardwalk	32,010.00
EFT39489	15/06/2017	BYBLOS CONSTRUCTIONS-TOM PRICE	General Repairs & Maintenance for Tom Price & Paraburdoo	11,348.70
EFT39490	15/06/2017	CARDNO (NSW/ACT)	Professional Services - Coastal Hazard Risk Management and Adaption Plan	4,330.15
EFT39491	15/06/2017	CHILD SUPPORT AGENCY	Payroll deductions	15.87
EFT39492	15/06/2017	CIVIC LEGAL	Legal Fees for May 2017	50,736.95
EFT39493	15/06/2017	CLEANAWAY - NATIONWIDE OIL	Waste Oil Collection Tom Price - April 2017	1,185.80
EFT39494	15/06/2017	CLEVERPATCH PTY LTD	Newspaper Builders	378.36
EFT39495	15/06/2017	COLIN MUNRO	Rent for period 26.05.17-29.06.17	18,200.00
EFT39496	15/06/2017	COLLINS BOOKSELLER SOUTHLANDS	Purchase of new stock for the Tom Price Library	375.60
EFT39497	15/06/2017	CRAVE JUICE BAR	Coffee for national thank a volunteer week	25.00
EFT39498	15/06/2017	DATA#3 LIMITED	Headset with mic for IT	622.56
EFT39499	15/06/2017	DENVER TECHNOLOGY	Denver Monthly Support May 2017	6,641.80
EFT39500	15/06/2017	DICE SOLUTIONS	General Repairs & Maintenance in Onslow	18,085.62
EFT39501	15/06/2017	DINGO DE CONSTRUCTION	Carting soil from Paraburdoo Stockpile to Waste Site	7,128.00
EFT39502	15/06/2017	DIRECT TRADES SUPPLY PTY LTD	WP14DD Air Compressor	1,490.00
EFT39503	15/06/2017	ENVIROBOOK	Books for Tom Price Visitor Centre	982.29
EFT39504	15/06/2017	HART SPORT	Fountain Ultra Liquid - 10L White 2x@120 each	352.30
EFT39505	15/06/2017	HODGE COLLARD PRESTON ARCHITECTS	Allowance for travel and disbursements in accordance with RFT 23/16	4,488.00
EFT39506	15/06/2017	HOYLAKE NOMINEES T/AS MCMAHON BURNETT TRANSPORT	Freight expenses May/ June 2017	214.41
EFT39507	15/06/2017	HQ MANAGEMENT	Project Mangement consultancy services - D&C Onslow Airport Hangar services for June17.	3,664.09
EFT39508	15/06/2017	Havlins Amusements	Reimbursement for changeroom hire	40.50
EFT39509	15/06/2017	IT VISION AUSTRALIA PTY LTD	Synergysoft Purchase Order Reporting Improvements: Quote 494	4,543.19
EFT39510	15/06/2017	JAPANESE TRUCK & BUS SPARES	Bolt Prop Shaft	64.00
EFT39511	15/06/2017	JB HIFI	TV & Bracket	824.00
EFT39512	15/06/2017	JOY LEWIS	You and Your Town Video Competition - assorted snacks for entrant gift bags	75.78
EFT39513	15/06/2017	JR & A HERSEY PTY LTD	Lense Wipes	279.88
EFT39514	15/06/2017	KARRATHA INTERNATIONAL HOTEL	Accommodation for Cindy Derschow 23.05.17-26.05.17 - Regional Library meeting	705.00
EFT39515	15/06/2017	KEITH PEARSON	Local government consultancy services	3,569.50
EFT39516	15/06/2017	KEY2CREATIVE	Signage for Tom Price Visitor Centre Toilets	643.50
EFT39517	15/06/2017	KHB MOBILE MECHANICAL PTY LTD	Labour to service engine, fit & weld jockey wheel, replaced isolator, replaced 9V battery in remote	919.61
EFT39518	15/06/2017	KLEENHEAT GAS	Gas usage for Onslow caravan park	420.65
EFT39519	15/06/2017	LGIS LIABILITY	Step into Action Pedometer Program Fee	3,536.50
EFT39520	15/06/2017	M&L AUSTRALIA	2 x badge engraving for Cr Peter Foster	11.85
EFT39521	15/06/2017	MARKETFORCE PRODUCTIONS	Passion of the Pilbara Festival - Event Management Services advertised in the West Australian Saturday 20 May	470.95
EFT39522	15/06/2017	MAXXIA PTY LTD	Payroll deductions	2,247.11
EFT39523	15/06/2017	MCMULLEN NOLAN GROUP	Prepare deposited plan for Lots 330/331/332 Departments of lands survey	8,481.00
EFT39524	15/06/2017	MICHAEL DUNNE - Mower man	Monthly garden contract for the grounds at the Pannawonica Library for the month of JUNE 2017	494.00
EFT39525	15/06/2017	MOORE STEPHENS	Review of Shire of Ashburton Rating Strategy as per Moore Stephens quote to RFQ 16.17.	21,916.41
EFT39526	15/06/2017	NEVERFAIL SPRINGWATER ONSLOW LTD	Never Fail water cooler rent staff kitchen for period 14/04/2017 - 14/04/2018	99.00
EFT39527	15/06/2017	NINGALOO ENTERPRISES PTY LTD	Take Soil Samples for Testing from gravel pits along Roebourne Wittenoom Road	770.00
EFT39528	15/06/2017	NORWEST REFRIGERATION SERVICES	Replace faulty parts in 4x Air Cons at Paraburdoo Sports Pavilion	2,153.00
EFT39529	15/06/2017	OFFICE CHOICE MALAGA	A4 Paper	309.34
EFT39530	15/06/2017	ONSLow BEACH RESORT	Onslow Keepers Morning Tea	2,010.00

LIST OF PAYMENTS FOR JUNE 2017

EFT39531	15/06/2017	ONSLow PRIMARY SCHOOL P&C	Onslow Living Event - July 2016	1,280.00
EFT39532	15/06/2017	ONSLow SUN CHALETS	Accommodation- Chalet (1 Queen Bed & 2x Single Beds) Check In: 10 Decemember 2016 Check Out: 11 December	390.00
EFT39533	15/06/2017	ONSLow TOURISM & PROGRESS ASSN INC	onslow pipe line advertising May & June 2017	1,079.99
EFT39534	15/06/2017	PARABURDOO DRIVE-IN	Paraburadoo, You & Your Town Video Competition, 5 x Family Drive-In passes	125.00
EFT39535	15/06/2017	PARABURDOO IGA	Refreshments and Food items as selected	366.91
EFT39536	15/06/2017	PARABURDOO'S TABLE (Paraburadoo Milk Bar)	Paraburadoo National Volunteer Week Coffee Vouchers closes 31 May 2017 x 14	70.00
EFT39537	15/06/2017	PILBARA COPY SERVICE	Printer expenses for period 01.06.17 - 30.06.17	10,124.58
EFT39538	15/06/2017	PILBARA FOOD SERVICES	Various supplies for both Tom Price and Paraburadoo Admin and Depots	902.15
EFT39539	15/06/2017	PILBARA MOTOR GROUP	Toyota Prado kakadu	164,796.25
EFT39540	15/06/2017	RAECO INTERNATIONAL PTY LTD	CD Core Labels - Tom Price Library	251.01
EFT39541	15/06/2017	RAY WHITE EXMOUTH	Rent for Period of 10.6.17 - 9.8.17	21,000.63
EFT39542	15/06/2017	REBECCA HITCHCOCK	Dog Kennelling Refund (3.6.17 - 5.6.17) - Rebecca Hitchcock	84.00
EFT39543	15/06/2017	RECHARGE PETROLEUM	Bundled Tank	2,498.10
EFT39544	15/06/2017	ROBERT STONE	4 sets of knives	32.00
EFT39545	15/06/2017	SC PHOTOGRAPHY	Photography Services - Jimeion Pannawonica	77.00
EFT39546	15/06/2017	SHERIDAN'S FOR BADGES	Desk Plate Econ Insert Arial	372.90
EFT39547	15/06/2017	SINEWAVE ELECTRICAL	Installment of earthing electrodes	9,350.00
EFT39548	15/06/2017	SLATER & GORDON SOLICITORS	Legal Fees - Shires share of settlement	66,000.00
EFT39549	15/06/2017	SODEXO REMOTE SITES AUSTRALIA PTY LTD	Installation of Drinking Fountain - Pannawonica.	2,759.56
EFT39550	15/06/2017	SPIN FX AUDIO	Sound Equipment & Live Music - Pannawonica Sports Club	2,500.00
EFT39551	15/06/2017	SUNNY SIGN COMPANY PTY LTD	Warning Signs - Onslow Airport	356.40
EFT39552	15/06/2017	TALIS CONSULTANTS PTY LTD	Consultancy Services Fee - Tom Price Waste Disposal Site	4,297.88
EFT39553	15/06/2017	TECHNOLOGY ONE LTD	Consultancy Services Fee	858.00
EFT39554	15/06/2017	THALANYJI SERVICE STATIONS	Fuel (339.68L) For Week Ending 4.6.17	984.21
EFT39555	15/06/2017	THE EDUCATIONAL EXPERIENCE P/L	Items for Onslow Library for programs	20.79
EFT39556	15/06/2017	THE PICKLED BEAN	Catering for Event Management Workshop 1.6.17	511.40
EFT39557	15/06/2017	THE VAULT	Delivery Foods for PMG Meeting - Paraburadoo Project Office (7.6.17)	99.00
EFT39558	15/06/2017	THRIFTY CAR RENTAL	Car Rental for Tracey Hull 29.5.17 - 3.6.17	341.41
EFT39559	15/06/2017	TOLL FAST	Freight May/June 2017	742.62
EFT39560	15/06/2017	TOLL IPEC PTY LTD	Freight	2,830.52
EFT39561	15/06/2017	TOM PRICE ARTS AND CRAFTS SOCIETY	Small Donation of \$500 for Tom Price Arts & Craft Society	500.00
EFT39562	15/06/2017	TOM PRICE BETTA HOME LIVING	Double Hot Plate - Caravan Park Onslow	59.95
EFT39563	15/06/2017	TOM PRICE BMX CLUB	Training Expenses (Professional BMX Coach) - Jade Mcpherson	1,847.00
EFT39564	15/06/2017	TOM PRICE DRIVE IN	Screening of Promotional Flyer and Video - 19.5.17	200.00
EFT39565	15/06/2017	TOM PRICE HOTEL MOTEL	Accommodation for Cr Linton Rumble (26.4.17 - 27.4.17)	208.50
EFT39566	15/06/2017	TOM PRICE TYREPRO	Purchase & Fitted Colour Codes Bull Bar (Fitted to PSW78)	7,254.30
EFT39567	15/06/2017	TOXFREE AUSTRALIA PTY LTD	Transportation of Waste from Onslow to Tom Price 1.4.17 - 30.6.17	32,467.12
EFT39568	15/06/2017	TROPICAL POOLS	Wet Deck Repair Works - Paraburadoo Swimming Pool	18,927.00
EFT39569	15/06/2017	VIVA ENERGY AUSTRALIA LTD	Fuel (7318.43L) - 1.5.17 - 31.5.17	12,914.48
EFT39571	15/06/2017	WALGA - WA LOCAL GOV. ASSOC.	WALGA Training	15,265.70
EFT39572	15/06/2017	WANNA PLAY IND	Workshop Activity Fee & Car Hire Costs - Tom Price, Paraburadoo & Pannawonica	4,720.00
EFT39573	15/06/2017	WATER INFRASTRUCTURE SCIENCE & ENGINEERING	Consultancy Services Fee - WTU at Onslow Airport	4,163.50
EFT39574	15/06/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan 119 Capital Repayment 30.6.17	13,359.04
EFT39575	15/06/2017	WESTRAC PTY LTD	18 Tonne Jack Stand	2,612.60
EFT39576	15/06/2017	WINNING BUSH GYMKHANA INC	Donation to Winning Bush Gymkhana as sponsorship of the Gymkhana	500.00
EFT39579	22/06/2017	4CABLING PTY LTD	Parts for IT	908.23
EFT39580	22/06/2017	ABCO PRODUCTS	Cleaning Products for Onslow Airport	804.95
EFT39581	22/06/2017	ACCUWEIGH PTY LTD	Design, Fabrication and Installation of Weighbridge at the Tom Price Waste Disposal Site	76,943.10
EFT39582	22/06/2017	ADVANCE PRESS	Paraburadoo 2017 NAIDOC Poster	132.00

LIST OF PAYMENTS FOR JUNE 2017

EFT39583	22/06/2017	AIT SPECIALISTS PTY LTD	Monthly Fuel Rebate Calculations May 2017	835.56
EFT39584	22/06/2017	AUSTRALIAN FISHING NETWORK	Bags, Gloves, Sunscreen, etc for Visitors Centre	1,704.94
EFT39585	22/06/2017	AUSTRALIAN TAXATION OFFICE	GST Payable for May 2017 BAS	11,839.00
EFT39586	22/06/2017	AV TRUCK SERVICES PTY LTD	Parts for PPM02	620.54
EFT39587	22/06/2017	BENARA NURSERIES	Gardening equipment for Paraburdoo	1,859.57
EFT39588	22/06/2017	BENCO GROUP	Repairs & Maintenance in Tom Price	29,195.74
EFT39589	22/06/2017	BLACKWOODS PTY LTD	Ashphalt	2,781.50
EFT39590	22/06/2017	BLADON WA PTY LTD	Kaleidoscope & Growing Crystals for Visitors Centre	1,825.05
EFT39591	22/06/2017	BOYA EQUIPMENT	Replacement parts for equipment repairs & maintenance	590.06
EFT39592	22/06/2017	CENTURION TRANSPORT CO PTY LTD	Freight June 2017	3,600.85
EFT39593	22/06/2017	CHADSON ENGINEERING	Swimming Pool Magic tubes (Box of 12)	712.80
EFT39594	22/06/2017	CLEVERPATCH PTY LTD	Tom Price and Paraburdoo June/July School Holiday Craft	351.29
EFT39595	22/06/2017	CREATING COMMUNITIES	10 Year strategic Community Plan - Full Review 01.05.17 - 31.05.17	2,928.20
EFT39596	22/06/2017	DAVID GRAY & COMPANY	Bins for Onslow	12,557.60
EFT39597	22/06/2017	DAVRIC AUSTRALIA PTY LTD	Souvenirs for Visitors Centre	1,278.64
EFT39598	22/06/2017	DEPARTMENT OF ENVIRONMENT REGULATION	Annual DER License Fee - Tom Price Waste Disposal Site	1,194.74
EFT39599	22/06/2017	DRILLINE PTY LTD	Onslow - Replace footpath at the Cnr First Ave and Third St	5,390.00
EFT39600	22/06/2017	DVA FABRICATIONS	Items for Pannawonica Library- Book Storage	1,017.50
EFT39601	22/06/2017	GHD PTY LTD	- Karratha Tom Price Road, Cost Benefit & Social Impact Assessment	16,676.00
EFT39602	22/06/2017	GLOBE AUSTRALIA PTY LTD	4 x Glyphosate 450	682.00
EFT39603	22/06/2017	GREENFIELD TECHNICAL SERVICES	Cost restoration scoping works for WANDRRA 743	29,045.53
EFT39604	22/06/2017	HEMA MAPS PTY LTD	Maps for Tom Price Visitor Centre	104.84
EFT39605	22/06/2017	HITACHI LTD	Element outer air	229.46
EFT39606	22/06/2017	HODGE COLLARD PRESTON ARCHITECTS	Paraburdoo Community Hub - Partial Completion of Contract Documentation RFT23-16	94,185.58
EFT39607	22/06/2017	IT VISION AUSTRALIA PTY LTD	Rates training for Saul Gordon	812.90
EFT39608	22/06/2017	JANELLE FELL	Fuel reimbursement for Janelle Fell	443.93
EFT39609	22/06/2017	JASON SIGNMAKERS	3 x Verge Mowing Caution signage	343.75
EFT39610	22/06/2017	JOANNE WALLACE	Supplies & Fuel for Jimeion	419.22
EFT39611	22/06/2017	JR & A HERSEY PTY LTD	Outdoor work uniforms for Depot	1,265.19
EFT39612	22/06/2017	KEY2CREATIVE	Passion of the Pilbara Artwork Requirements	462.00
EFT39613	22/06/2017	KOMATSU AUSTRALIA PTY LTD	Supply of 1 x New 150/200Kw Integrated Tool Carrier	400,400.17
EFT39614	22/06/2017	LANDGATE	Subscription services and package maps \	2,717.00
EFT39615	22/06/2017	LJ HOOKER	22/37 Warra Street - Rent 15.05.17-23.07.17	7,915.46
EFT39616	22/06/2017	MARKETFORCE PRODUCTIONS	2017 Passion of the Pilbara Festival - Event Management Services advertisement in the West Australian	1,400.54
EFT39617	22/06/2017	MODERN TEACHING AIDS PTY LTD	Purchase of Items for Pannawonica Library	461.51
EFT39618	22/06/2017	MOORE STEPHENS	Annual Audit Fees 2016/17	13,562.56
EFT39619	22/06/2017	MUZZYS HARDWARE - RED DAWN ENTERPRISES PTY LTD T/A	Purchase of supplies for general repairs & maintenance in Tom Price & Paraburdoo	4,394.42
EFT39620	22/06/2017	NORWEST REFRIGERATION SERVICES	Replace 1x Main pcb in AC 4 at the sports pavilion.	453.00
EFT39621	22/06/2017	OCLC (UK) Ltd	AMLM001 - Amlib Annual Maintenance Amlib 7 user, Database Support Period: 01.07.2017 - 30.06.2018	3,639.67
EFT39622	22/06/2017	OFFICE CHOICE MALAGA	Stationery for the Pannawonica library	430.82
EFT39623	22/06/2017	ONSITE RENTAL GROUP OPERATIONS (WA) STATEWIDE EQUIPMENT HIRE	Light Towers rates are including a 12.5% Damage Waiver & 1% Environmental Levy	224.87
EFT39624	22/06/2017	ONSLow BEACH RESORT	Tom Price 12.04.17 - Catering for youth engagement workshop in Onslow	300.00
EFT39625	22/06/2017	PARABURDOO BOWLING CLUB	Pack down event assistance - Jimeion	250.00
EFT39626	22/06/2017	PARABURDOO IGA	Purchase of Hardware Items	388.12
EFT39627	22/06/2017	PILBARA FOOD SERVICES	15L water bottles for Grader drivers	382.00
EFT39628	22/06/2017	PILBARA MOTOR GROUP	Purchase of New Vehicles as part of vehicle replacement program	243,708.01
EFT39629	22/06/2017	PORTER CONSULTING ENGINEERS	Preliminary Assessment for Hammersley - Mount Bruce Road upgrade.	1,650.00
EFT39630	22/06/2017	RYKIA BLANCO	Fix Puncture (Tubeless Repair) - Pannawonica Shire Vehicle	35.08
EFT39631	22/06/2017	SG CONTROLS PTY LTD	Lightning Protection Works - Tom Price Swimming Pool (RFQ# 02/17)	48,858.50
EFT39632	22/06/2017	SIGMA CHEMICALS	Pool Maintenance - Paraburdoo Swimming Pool	2,852.88
EFT39633	22/06/2017	STEMS SOLUTIONS Pty Ltd	Subscription Fee 1.7.17 - 31.7.31	220.00
EFT39634	22/06/2017	SYBA SIGNS	Items as per attached order for Tom Price Library - library shelf signage	653.40

LIST OF PAYMENTS FOR JUNE 2017

EFT39635	22/06/2017	T-QUIP	Cable-Broom Return	374.75
EFT39636	22/06/2017	TALIS CONSULTANTS PTY LTD	Construction Services in May 2017 - Tom Price Waste Site	5,247.00
EFT39637	22/06/2017	TAYLOR BURRELL BARNETT	Local Planning Strategy - For Awarded to Taylor Burrell Barnett (RFT0816)	321.15
EFT39638	22/06/2017	TELSTRA	Monthly Telephone Charges - June 17	70,655.97
EFT39639	22/06/2017	THALANYJI SERVICE STATIONS	Kleenheat Gas Bottles For New Staff Housing - Barrarda Estate Onslow	1,947.74
EFT39640	22/06/2017	THE BEDFORD PARABURDOO	Foods for National Volunteer	200.00
EFT39641	22/06/2017	THE PAPER COMPANY OF AUSTRALIA	A4 80gsm Australian Green & Gold Ream	804.38
EFT39642	22/06/2017	TOLL IPEC PTY LTD	Freight	1,245.94
EFT39643	22/06/2017	TOM PRICE MEDICAL CENTRE	Pre-Employment Medical for TMO candidate - MANAVAROA	220.00
EFT39644	22/06/2017	TOM PRICE TYREPRO	Purchase & Fitted New Tyre	2,741.40
EFT39645	22/06/2017	TOYO TYRE & RUBBER AUSTRALIA LTD	Tyre Stewardship Fee	2,387.97
EFT39646	22/06/2017	TROPICAL POOLS	Drilling Rig Cancellation Costs (RFQ# 02/17)	4,400.00
EFT39647	22/06/2017	TRUE BLUE AUSTRALIA PTY LTD	Indigenous Souvenirs for Tom Price Visitor Centre	1,657.93
EFT39648	22/06/2017	WA HINO SALES AND SERVICE	Purchase & Delivery of 1 x Single Cab Drop Side - Ray Truck (RFQ17.17)	136,650.65
EFT39649	22/06/2017	WA LIBRARY SUPPLIES	Spine Labels - Pannawonica Library	670.45
EFT39650	22/06/2017	WA RETICULATION SUPPLIES	Sprinkler	1,414.90
EFT39651	22/06/2017	WATER CORPORATION	Water Usage Period of 3.4.17 - 5.6.17	55,620.70
EFT39652	22/06/2017	WATER FEATURES BY DESIGN PTY LTD	Training Package	4,040.00
EFT39653	22/06/2017	WURTH AUSTRALIA	Workshop Consumable Fee	593.47
EFT39654	22/06/2017	YOUNGS EARTHMOVING	Roebourne Wittenoom Road Works (RFT 02.17)	30,268.04
EFT39655	22/06/2017	ZIRCODATA PTY LTD	Vault Storage Council Minute Books - Permanent Archive Storage	262.83
EFT39660	29/06/2017	100% SATISFACTION	General Repairs & Maintenance in Tom Price	4,477.00
EFT39661	29/06/2017	A + M MEDICAL SERVICES	First Aid Equipment Annual Service - Paraburdoo Swimming Pool	793.82
EFT39662	29/06/2017	ABCO PRODUCTS	Cleaning supplies for the Depot, Multipurpose Centre and Aquatic centers	4,286.73
EFT39663	29/06/2017	ADVANCE PRESS	Design artwork for Strategic Community Plan, School Holiday Program Posters, Template Updates	3,682.25
EFT39664	29/06/2017	AERODROME MANAGEMENT SERVICES PTY LTD	Supply of labour & supervision for passenger security screening 8.04.17- 4.06.17.	83,336.55
EFT39665	29/06/2017	ALPHA CLEANING SUPPLIES PTY LTD	2 Ltr Bin Liners (Carton)	203.89
EFT39666	29/06/2017	AMALGAMATED MOVIES (NON-THEATRICAL) FILM DISTRIBUTORS	Film rights Surf's Up 2 Tom Price and Paraburdoo July School Holiday Program	279.40
EFT39667	29/06/2017	AMAR AUTO ELECTRICS	Parts for Repairs & Maintenance of Depot equipment	1,661.00
EFT39668	29/06/2017	APPLIED CLEANSING SOLUTION PTY LTD	Wheelie Bin Vacuum	3,430.68
EFT39669	29/06/2017	APV VALUERS & ASSET MANAGEMENT	Buildings Condition Audit & Fair Valuation 2017 (RFQ76.16)	26,119.50
EFT39670	29/06/2017	ARMADALE MOWER WORLD & SERVICE CO	Parts for repairs & maintenance of Depot equipment	597.80
EFT39671	29/06/2017	ASB MARKETING	Mens Aero Polo's Health Depart	2,687.30
EFT39672	29/06/2017	ASHBURTON WELDING & FABRICATION	Fabrication of three steel bollards for vehicle restricted access to stairways foreshore onslow	366.00
EFT39673	29/06/2017	ASSETIVITY PTY LTD	Development of Asset Management Strategy	8,030.00
EFT39674	29/06/2017	AUSTRALIAN INSTITUTE OF MANAGEMENT	Gold Membership renewal for AIMWA	5,500.00
EFT39675	29/06/2017	BENCO GROUP	General Repairs & Maintenance in Tom Price & Paraburdoo	30,682.04
EFT39676	29/06/2017	BEYOND IQ PTY LTD	Deliver workshop facilitation: Stress Management in Onslow 8-9th June	4,400.00
EFT39677	29/06/2017	BLACKWOODS PTY LTD	Supplies for Repairs & Maintenance in Tom Price	7,049.56
EFT39678	29/06/2017	BLUE FORCE PTY LTD	Quarterly alarm monitoring and maintenance of system for MPC	509.10
EFT39679	29/06/2017	BOB WADDELL & ASSOCIATES PTY LTD	Assist with Financials (Budget/Asset/Reserve)	3,081.38
EFT39680	29/06/2017	BOYA EQUIPMENT	Blades /Scalp rollers /Filters /Fittings for Onslow works Depot for Beadon Creek	1,884.81
EFT39681	29/06/2017	BRIDGETOWN DESIGN AND PRINTING	Printing for Onslow living event, Onslow school holiday program.	330.00
EFT39682	29/06/2017	BUDGET CAR AND TRUCK RENTAL	Car Rental - Jenny Thomas 20.6.17 - 22.6.17	116.89
EFT39683	29/06/2017	BYBLOS CONSTRUCTIONS-TOM PRICE	Various repairs & maintenance in Tom Price & Paraburdoo including installation of new weatherproof noticeboards	57,150.62
EFT39684	29/06/2017	CABCHARGE AUSTRALIA	Cab Caharges April 2017	1,332.12
EFT39685	29/06/2017	CENTURION TRANSPORT CO PTY LTD	Freight charges	2,402.10
EFT39686	29/06/2017	CHEMCENTRE	Chemical analysis of drinking water for Discovery Parks" Onslow	539.00
EFT39687	29/06/2017	CHILD SUPPORT AGENCY	Payroll deductions	15.87
EFT39688	29/06/2017	CHILDREN'S BOOK COUNCIL OF AUSTRALIA	Book Week Posters for all Towns	445.25
EFT39689	29/06/2017	CITY OF KARRATHA	Provision of services of Ashburton MUN Buiding Mar-Apr-May 2017	8,106.45
EFT39690	29/06/2017	CLEVERPATCH PTY LTD	Purchaser of supplies for school holiday programs for Onslow & Paraburdoo Libraries	108.86
EFT39691	29/06/2017	COLLINS BOOKSELLER SOUTHLANDS	Purchase of new stock for the Onslow Library	5.95
EFT39692	29/06/2017	COUNTRY COMFORT INTER CITY MOTEL - PERTH	1 x nights accommodation in a Deluxe King Room for Cr Peter Foster, 22.06.17-23.06.17	159.00
EFT39693	29/06/2017	COVS PARTS PTY LTD	Parts for general repairs & maintenance	711.73
EFT39694	29/06/2017	CRAVE JUICE BAR	Catering for Annual Community Development Planning Workshop Clem Thompson Pavillion 21 June 2017	108.90
EFT39695	29/06/2017	DEPARTMENT OF PREMIER AND CABINET	Gazettal Advertisement for Shire of Ashburton Town Planning Scheme No.7 Amendment 31	86.40
EFT39696	29/06/2017	DICE SOLUTIONS	Repairs & Maintenance as required in Onslow	10,569.33
EFT39697	29/06/2017	DINGO DE CONSTRUCTION	Double Side Tippe Cart Soil to Paraburdoo Waste Site	2,772.00
EFT39698	29/06/2017	DORMAKABA	Track Wheel (2 double doors)	898.92
EFT39699	29/06/2017	DRILLINE PTY LTD	Grade strip & Repair Fee	10,648.00
EFT39700	29/06/2017	E & MJ ROSHER PTY LTD	Diesel Tank	4,706.80
EFT39701	29/06/2017	FMG PILBARA PTY LTD	Rates refunds for assessments	27,682.27
EFT39702	29/06/2017	FORMSTRUCT	Drainage Infrastructure Improvements to Stadium Road, Tom Price \	136,958.78
EFT39703	29/06/2017	FUJI XEROX AUSTRALIA PTY LTD	SES Lease hire of printer 22.06.17-21.07.17	133.10
EFT39704	29/06/2017	GARRARDS PTY LTD	Rat glue traps, amdro gel, solo sprayer, makita blower, drill and Biflex Aqua - Tom Price Depot	3,282.31
EFT39705	29/06/2017	GHD PTY LTD	Tom Price Industrial Subdivision - Biological Assessment and Detailed Report	11,687.50
EFT39706	29/06/2017	GRAPHIC SOURCE PTY LTD	Printing Fee for 2017 -2027 Strategic Community Plan	2,381.50

LIST OF PAYMENTS FOR JUNE 2017

EFT39707	29/06/2017 HARVEY NORMAN KARRATHA	Samsung TV Onslow Airport	1,773.80
EFT39708	29/06/2017 HENDRY GROUP PTY LTD	Residential Dwellings Perth construction for delivery to Onslow Phase 3 - Final Inspection	4,092.00
EFT39709	29/06/2017 HITACHI LTD	Air conditioner filter	305.85
EFT39710	29/06/2017 HK CALIBRATION TECHNOLOGIES PTY LTD	Calibration of Clinometer	181.50
EFT39711	29/06/2017 HODGE COLLARD PRESTON ARCHITECTS	Allowance For Travel & Disbursements in Accordance (RFT 23/16)	1,581.37
EFT39712	29/06/2017 HOYLAKA NOMINEES T/AS MCMAHON BURNETT TRANSPORT	Freight charges	325.53
EFT39713	29/06/2017 HQ MANAGEMENT	Project Mangement consultancy services (RFT 27.16) - Onslow Airport	11,321.10
EFT39714	29/06/2017 HUDSON	Contractor for Les Kent (Project Manager, Roebourne/Wittenoom Roadworks and Wandrra 743)	4,802.30
EFT39715	29/06/2017 IDS AUSTRASIA PTY LIMITED	Consultancy services to amend Onslow Airport Flight Procedures due to infringement at Wheaststone site.	11,000.00
EFT39716	29/06/2017 INITIAL HYGIENE / PINK HYGIENE SOLUTIONS	Service description for period 28.07.17-27.08.17	2,935.76
EFT39717	29/06/2017 INTERIA SYSTEMS	Furniture for finance office refurbishment Tom Price	8,531.60
EFT39718	29/06/2017 J BLACKWOOD & SON PTY LTD	General supplies for Caravan Park Onslow	1,297.69
EFT39719	29/06/2017 JASON SIGNMAKERS	Caring Country Signs x15	1,626.90
EFT39720	29/06/2017 KEEPCUP PTY LYD	Coffee Cups for Employees in Tom Price	3,054.92
EFT39721	29/06/2017 KEITH PEARSON	Local government consultancy services	7,961.80
EFT39722	29/06/2017 KEY2CREATIVE	Design & Development of printing projects, signs and directory wesbite	10,516.00
EFT39723	29/06/2017 KHB MOBILE MECHANICAL PTY LTD	Parts and Labour Service for equipment	562.27
EFT39724	29/06/2017 KOMATSU AUSTRALIA PTY LTD	Filter replacements for equipment	1,612.77
EFT39725	29/06/2017 LANDGATE	Rural UV Gen Vals First 500 Shared	2,270.05
EFT39726	29/06/2017 LANDMARK ENGINEERING AND DESIGN T/AS EXTERIA STREET & PARK	Supply and Delivery of Gazebo, Balustrading and Seating to Pannawonica Library	20,586.50
EFT39727	29/06/2017 LEND LEASE SERVICES PTY LTD	Apron flood lighting - Supply and Installation of apron flood light and pole - Onslow Airport	65,108.46
EFT39728	29/06/2017 LGIS RISK MANAGEMENT	Large SDS Board Onslow MPC	946.00
EFT39729	29/06/2017 MARK ONE VISUAL PROMOTIONS PTY LTD	Christmas Decorations for Onslow, Tom Price and Paraburdoo	6,431.70
EFT39730	29/06/2017 MARKET CREATIONS	Design & Printing Fee - Five Edition of Inside Ashburton for 2016-2017 budget period	2,079.00
EFT39731	29/06/2017 MARKETFORCE PRODUCTIONS	Advertisement for CEO in the Saturday West Australian x 2	4,761.25
EFT39732	29/06/2017 MAXXIA PTY LTD	Payroll deductions	2,247.11
EFT39733	29/06/2017 MCMULLEN NOLAN GROUP	Services to amend diagram 994691le-005b	300.00
EFT39734	29/06/2017 MECHANICAL PROJECT SERVICES	Extensive Cleaning of Air-conditioning units in Tom Price, Paraburdoo and Onslow Buildings	37,392.30
EFT39735	29/06/2017 MOORE EDUCATIONAL PTY LTD	Purchase of items for Onslow Library	429.00
EFT39736	29/06/2017 MOORE STEPHENS	Undertake audit of the Paraburdoo Skate Park - as required under the Rio Tinto Funding Agreement.	3,520.00
EFT39737	29/06/2017 MORLEY MOWER CENTRE	Repairs & Maintenance purchase of complete Filter Housing Part	35.10
EFT39738	29/06/2017 MUZZYS HARDWARE - RED DAWN ENTERPRISES PTY LTD T/A	Various items for repairs & maintenance in Tom Price & Paraburdoo	7,284.59
EFT39739	29/06/2017 NER FINANACE	Printer Expenses For Period 1.7.17 - 31.7.17	2,679.60
EFT39740	29/06/2017 NEVERFAIL SPRINGWATER ONSLOW LTD	32 x 20L bottles water	256.00
EFT39741	29/06/2017 NINTIRRI CENTRE INC	Flyer Drop - Tom Price NAIDOC	250.00
EFT39742	29/06/2017 NORTH WEST MINING AND CIVIL	Hire Charges for NWMC Grader & Operator for Reinstatement of Fire Breaks at Tom Price Refuse Site	770.00
EFT39743	29/06/2017 NTC CONTRACTING	Survey services for setout of lease area 2 (hangar lot) at Onslow Airport	708.40
EFT39744	29/06/2017 OFFICE CHOICE MALAGA	FNX-CCT6W Chrome base coffee table	632.67
EFT39745	29/06/2017 ONSITE RENTAL GROUP OPERATIONS (WA) STATEWIDE EQUIPMENT HIRE	Hirer of excvator	517.68
EFT39746	29/06/2017 ONSLOW BEACH RESORT	1 x nights accommodation for Mr Dale Stewart in standard double room, 14-15 March 2017	276.00
EFT39747	29/06/2017 ONSLOW GENERAL STORE	Food Order for ANZAC Day - Onslow General Store	1,775.38
EFT39748	29/06/2017 ONSLOW SUN CHALETS	Accommodation Nathan Benson 06.0.17-09.06.17	495.00
EFT39749	29/06/2017 ONSLOW TOURISM & PROGRESS ASSN INC	Funding of reprint of Onslow tourism brochure	357.50
EFT39750	29/06/2017 ONSLOW TYRE SERVICE	Tyer	215.00
EFT39751	29/06/2017 PARA CLEANING AND MAINTENANCE	Halfway bridge stop cleaning for June 2017	5,856.80
EFT39752	29/06/2017 PARABURDOO IGA	Purchase of milk, coffee, water and other refreshments for the Tom Price Library	228.84
EFT39753	29/06/2017 PARABURDOO INN	Accommodation for Councillors Lorraine Thomas, Lynnette O'Reilly, Glenn Dellar 19.06.17-21.06.17	990.00
EFT39754	29/06/2017 PCC PRODUCTIONS	Tom Price - NAIDOC - AV Hire for performers and Movie	3,069.07
EFT39755	29/06/2017 PEGI WILLIAMS BOOK SHOP	Purchase of new Books for the Pannawonica Library	306.25
EFT39756	29/06/2017 PETER FOSTER	Dinner expenses claim	92.69
EFT39757	29/06/2017 PILBARA FOOD SERVICES	Foods - NAIDOC Celebration Tom Price	681.58
EFT39758	29/06/2017 PILBARA MOTOR GROUP	2x New Toyota Hilux S/C Workmate, parts for other vehicles	51,536.08
EFT39759	29/06/2017 PILBARA PORTS AUTHORITY	Lease of office space 16 Parliament Place for a period of 9 months	1,544.21
EFT39760	29/06/2017 PRECISE MOTION PRODUCTS	Camlock fittings for Road Sweeper	882.70
EFT39761	29/06/2017 RED WEST PTY LTD T/A REDDOG TOOLS	Replacement tools	653.20
EFT39762	29/06/2017 SAS LOCKSMITHS	Shire locks for bbqs & Basket ball courts in Onslow	911.94

LIST OF PAYMENTS FOR JUNE 2017

EFT39763	29/06/2017	SODEXO REMOTE SITES AUSTRALIA PTY LTD	Supermarket costs Pannawonica for April 2017	792.56
EFT39764	29/06/2017	STAPLES AUSTRALIA PTY LIMITED	Various Stationary Items - Tom Price Admin	1,469.22
EFT39765	29/06/2017	STATE LIBRARY OF WA	Images purchased for Local History to be for public display on canvas on the wall of Pannawonica Library	58.45
EFT39766	29/06/2017	SUNNY SIGN COMPANY PTY LTD	Guide Posts for roadworks	7,840.80
EFT39767	29/06/2017	SURVEY GROUP	Survey Fees - Paraburdoo Swimming Pool Pipe Invert (CHUB)	891.00
EFT39768	29/06/2017	TALIS CONSULTANTS PTY LTD	Consultant fee - Paraburdoo Site Development Plan	36,908.62
EFT39769	29/06/2017	TAYLOR BURRELL BARNETT	Preparation of Local Planning Strategy	3,488.43
EFT39770	29/06/2017	TECHNOLOGY ONE LTD	IntraMaps Consultancy services Fee	858.00
EFT39771	29/06/2017	TENDERLINK.COM	Tender lodgment fees- Waste Consultancy Services, Asphalt Patching, Landfill Cell Excavation in Tom Price	495.00
EFT39772	29/06/2017	THA CONSULTING	Consultant Fees for Event Guidelines Project	5,682.60
EFT39773	29/06/2017	THALANYJI SERVICE STATIONS	Fuel expenses June 2017	3,137.80
EFT39774	29/06/2017	THE AUSTRALIAN LOCAL GOVERNMENT JOB DIRECTORY	Advertising Fee for 2 weeks - Position Airport Reporting & Operations Officer	957.00
EFT39775	29/06/2017	THE RED OCHRE BAND	Live Band performance - NAIDOC Celebrations Pannawonica 3.7.17	1,500.00
EFT39776	29/06/2017	THE VAULT	Catering and refreshments for the Ordinary Council Meeting in Paraburdoo 20.06.17	576.50
EFT39777	29/06/2017	THE WORKWEAR GROUP - NEAT AND TRIM	Uniforms for Troy Davis	321.30
EFT39778	29/06/2017	TOLL IPEC PTY LTD	Freight Charges June 2017	2,396.44
EFT39779	29/06/2017	TOLL TRANSPORT PTY LTD / TOLL EXPRESS	Freight Charges June 2017	148.54
EFT39780	29/06/2017	TOM PRICE BETTA HOME LIVING	Laser Presenter	69.95
EFT39781	29/06/2017	TOM PRICE COMMUNITY MARKETS	Market Stall Holder Fee - National Volunteer Week Tom Price	40.00
EFT39782	29/06/2017	TOM PRICE MEDICAL CENTRE	Pre-Employment Medical for Scotty Corey	275.00
EFT39783	29/06/2017	TOM PRICE TOURIST PARK	Accommodation Fee for Alison West & Jo Wallace (20.6.17 - 22.6.17)	780.00
EFT39784	29/06/2017	TOM PRICE TYREPRO	Vehicle Repairs & Maintenance	10,442.75
EFT39785	29/06/2017	TOM PRICE TYRES	Replacement Tyres	300.00
EFT39786	29/06/2017	TOM PRICE YOUTH SUPPORT ASSOCIATION INC	AV Equipment for workshop	850.95
EFT39787	29/06/2017	TOYO TYRE & RUBBER AUSTRALIA LTD	Tyres	1,221.31
EFT39788	29/06/2017	TROPICAL POOLS	Revitalisation Works at Vic Hayton Memorial Swimming Pool, Tom Price as per Tropical Pools	70,833.53
EFT39789	29/06/2017	WA RETICULATION SUPPLIES	Retic Parts for Oval - Onslow	3,060.95
EFT39790	29/06/2017	WALGA - WA LOCAL GOV. ASSOC.	WALGA Training as per Proposal for 2017	14,558.50
EFT39791	29/06/2017	WALLEYSTACK INTERNATIONAL PTY LTD	Tom Price - NAIDOC - Phil Walley Stack to perform 1 hour set - Final Payment	2,200.00
EFT39792	29/06/2017	WATER 2 WATER	Water Service - Onslow Airport	2,000.80
EFT39793	29/06/2017	WATER INFRASTRUCTURE SCIENCE & ENGINEERING	Provide Technical Consultancy services for assesment of RFQ submissions for WTS at Onslow Airport	3,800.00
EFT39794	29/06/2017	WHELANS AUSTRALIA PTY LTD	Draft deposited plan for amalgamation - Lots 89 and 310 (Reserve 42332) with Lot 566 (Reserve 39572),	1,527.90
EFT39795	29/06/2017	ZIRCODATA PTY LTD	Storage Service for Council minute Book	110.00
Total				4,121,754.46

LIST OF PAYMENTS FOR JUNE 2017

Payroll Deductions

DD11536.1	11/06/2017 WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	35,234.60
DD11536.3	11/06/2017 HOSTPLUS SUPERANNUATION FUND	Payroll deductions	1,826.44
DD11536.4	11/06/2017 IOOF SUPERANNUATION	Payroll deductions	1,254.19
DD11536.5	11/06/2017 SUNSUPER	Payroll deductions	4,322.88
DD11536.6	11/06/2017 UNISUPER	Payroll deductions	816.49
DD11536.9	11/06/2017 SUPERANNUATION FUND	Payroll deductions	444.02
DD11536.10	11/06/2017 HESTA SUPER	Payroll deductions	1,201.44
DD11536.13	11/06/2017 ONEPATH MASTERFUND	Payroll deductions	1,036.56
DD11536.17	11/06/2017 KINETIC SUPER	Payroll deductions	1,532.02
DD11536.18	11/06/2017 SUPERANNUATION FUND	Payroll deductions	1,027.07
DD11536.20	11/06/2017 CBUS SUPER	Payroll deductions	848.38
DD11536.22	11/06/2017 LOCAL GOVERNMENT SUPERANNUATION SCHEME QLD	Payroll deductions	2,283.15
DD11536.23	11/06/2017 AMP SUPERANNUATIONS SAVINGS TRUST	Payroll deductions	2,113.08
DD11536.24	11/06/2017 AMP SUPER DIRECTIONS FUND	Payroll deductions	573.13
DD11536.25	11/06/2017 FIRST STATE SUPERANNUATION SCHEME	Payroll deductions	851.04
DD11536.27	11/06/2017 STATEWIDE SUPERANNUATION	Payroll deductions	1,276.66
DD11536.28	11/06/2017 LOCAL GOVERNMENT SUPERANNUATION SCHEME	Payroll deductions	732.90
DD11536.30	11/06/2017 OUTPERFORM SUPERANNUATION FUND	Payroll deductions	1,473.76
DD11536.32	11/06/2017 ANZ AUSTRALIAN STAFF SUPERANNUATION SCHEME	Payroll deductions	266.42
DD11536.36	11/06/2017 REST SUPERANNUATION	Payroll deductions	5,639.94
DD11614.1	25/06/2017 WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	37,823.74
DD11614.3	25/06/2017 HOSTPLUS SUPERANNUATION FUND	Payroll deductions	1,803.69
DD11614.4	25/06/2017 IOOF SUPERANNUATION	Payroll deductions	1,118.12
DD11614.5	25/06/2017 SUNSUPER	Payroll deductions	4,329.63
DD11614.6	25/06/2017 UNISUPER	Payroll deductions	1,139.21
DD11614.9	25/06/2017 SUPERANNUATION FUND	Payroll deductions	444.02
DD11614.10	25/06/2017 HESTA SUPER	Payroll deductions	1,201.44
DD11614.13	25/06/2017 ONEPATH MASTERFUND	Payroll deductions	1,085.10
DD11614.17	25/06/2017 KINETIC SUPER	Payroll deductions	1,494.38
DD11614.18	25/06/2017 SUPERANNUATION FUND	Payroll deductions	1,027.07
DD11614.20	25/06/2017 CBUS SUPER	Payroll deductions	848.38
DD11614.22	25/06/2017 LOCAL GOVERNMENT SUPERANNUATION SCHEME QLD	Payroll deductions	2,421.99
DD11614.23	25/06/2017 AMP SUPERANNUATIONS SAVINGS TRUST	Payroll deductions	2,206.75
DD11614.24	25/06/2017 AMP SUPER DIRECTIONS FUND	Payroll deductions	645.88
DD11614.25	25/06/2017 FIRST STATE SUPERANNUATION SCHEME	Payroll deductions	851.04
DD11614.27	25/06/2017 STATEWIDE SUPERANNUATION	Payroll deductions	1,289.49
DD11614.28	25/06/2017 LOCAL GOVERNMENT SUPERANNUATION SCHEME	Payroll deductions	732.90
DD11614.30	25/06/2017 OUTPERFORM SUPERANNUATION FUND	Payroll deductions	1,473.76
DD11614.32	25/06/2017 ANZ AUSTRALIAN STAFF SUPERANNUATION SCHEME	Payroll deductions	229.18
DD11614.36	25/06/2017 REST SUPERANNUATION	Payroll deductions	5,043.66

Total			131,963.60
--------------	--	--	-------------------

LIST OF PAYMENTS FOR JUNE 2017

Superannuation Payments

DD11536.2	11/06/2017 TASPLAN SUPER	Superannuation contributions	115.25
DD11536.7	11/06/2017 ASGUARD SUPERANNUATION	Superannuation contributions	699.00
DD11536.8	11/06/2017 BT SUPER FOR LIFE	Superannuation contributions	234.59
DD11536.11	11/06/2017 MLC SUPER	Superannuation contributions	234.60
DD11536.12	11/06/2017 BT PERSONAL SUPER PLAN	Superannuation contributions	101.26
DD11536.14	11/06/2017 BT SUPER FOR LIFE	Superannuation contributions	234.60
DD11536.15	11/06/2017 BT SUPER FOR LIFE	Superannuation contributions	234.60
DD11536.16	11/06/2017 BT SUPER FOR LIFE	Superannuation contributions	208.94
DD11536.19	11/06/2017 BT SUPER FOR LIFE	Superannuation contributions	250.43
DD11536.21	11/06/2017 MACQUARIE SUPERANNUATION FUND	Superannuation contributions	75.95
DD11536.26	11/06/2017 WEALTH SUPERANNUATION AND PENSION FUND	Superannuation contributions	271.25
DD11536.29	11/06/2017 CARE SUPER PTY LTD	Superannuation contributions	120.96
DD11536.31	11/06/2017 VISION SUPER	Superannuation contributions	323.84
DD11536.33	11/06/2017 BT SUPER FOR LIFE	Superannuation contributions	202.53
DD11536.34	11/06/2017 MTAA SUPERANNUATION FUND	Superannuation contributions	244.12
DD11536.35	11/06/2017 SUNCORP SUPER	Superannuation contributions	116.71
DD11536.37	11/06/2017 AUSTRALIAN SUPER	Superannuation contributions	10,440.68
DD11536.38	11/06/2017 Q SUPER	Superannuation contributions	513.74
DD11536.39	11/06/2017 REI SUPER	Superannuation contributions	2,171.18
DD11536.40	11/06/2017 SUPERANNUATION FUND	Superannuation contributions	279.49
DD11614.2	25/06/2017 TASPLAN SUPER	Superannuation contributions	160.67
DD11614.7	25/06/2017 ASGUARD SUPERANNUATION	Superannuation contributions	699.00
DD11614.8	25/06/2017 BT SUPER FOR LIFE	Superannuation contributions	234.59
DD11614.11	25/06/2017 MLC SUPER	Superannuation contributions	187.68
DD11614.12	25/06/2017 BT PERSONAL SUPER PLAN	Superannuation contributions	101.26
DD11614.14	25/06/2017 BT SUPER FOR LIFE	Superannuation contributions	234.60
DD11614.15	25/06/2017 BT SUPER FOR LIFE	Superannuation contributions	529.47
DD11614.16	25/06/2017 BT SUPER FOR LIFE	Superannuation contributions	208.94
DD11614.19	25/06/2017 BT SUPER FOR LIFE	Superannuation contributions	250.43
DD11614.21	25/06/2017 MACQUARIE SUPERANNUATION FUND	Superannuation contributions	108.86
DD11614.26	25/06/2017 WEALTH SUPERANNUATION AND PENSION FUND	Superannuation contributions	271.25
DD11614.29	25/06/2017 CARE SUPER PTY LTD	Superannuation contributions	120.96
DD11614.31	25/06/2017 VISION SUPER	Superannuation contributions	323.84
DD11614.33	25/06/2017 BT SUPER FOR LIFE	Superannuation contributions	202.53
DD11614.34	25/06/2017 MTAA SUPERANNUATION FUND	Superannuation contributions	240.22
DD11614.35	25/06/2017 SUNCORP SUPER	Superannuation contributions	48.97
DD11614.37	25/06/2017 AUSTRALIAN SUPER	Superannuation contributions	9,685.36
DD11614.38	25/06/2017 Q SUPER	Superannuation contributions	636.90
DD11614.39	25/06/2017 REI SUPER	Superannuation contributions	2,151.38
DD11614.40	25/06/2017 SUPERANNUATION FUND	Superannuation contributions	279.49
EFT39577	21/06/2017 WA LOCAL GOVERNMENT SUPER PLAN	Superannuation contributions	35,256.73
EFT39578	21/06/2017 WA LOCAL GOVERNMENT SUPER PLAN	Adjust amount for Super Correction	0.54
Total			69,007.39

LIST OF PAYMENTS FOR JUNE 2017

28536	01/06/2017 HORIZON POWER
28537	01/06/2017 SHIRE OF ASHBURTON (PAYROLL DEDUCTIONS)
28538	01/06/2017 SHIRE OF ASHBURTON (PETTY CASH)
28539	15/06/2017 C MUNRO CONTRACTORS
28540	15/06/2017 HORIZON POWER
28541	15/06/2017 SHIRE OF ASHBURTON
28542	15/06/2017 SHIRE OF ASHBURTON (PAYROLL DEDUCTIONS)
28543	22/06/2017 C MUNRO CONTRACTORS
28544	22/06/2017 KARRATHA ADVENTURE SPORTS
28545	22/06/2017 SHIRE OF ASHBURTON (PETTY CASH)
28546	29/06/2017 C MUNRO CONTRACTORS
28547	29/06/2017 MAIN ROADS WESTERN AUSTRALIA
28548	29/06/2017 SHIRE OF ASHBURTON (PAYROLL DEDUCTIONS)
28549	29/06/2017 SHIRE OF ASHBURTON (PETTY CASH)
28550	29/06/2017 WATER CORPORATION

Municipal Cheques

Electricity charges for period 08.03.17-04.05.17	24,454.78
Payroll deductions	638.50
Cash float for Jimeoin Tom Price	862.00
Pump out dump point at Old Onslow	968.35
Electricity charges for period 02.05.17 - 01.06.17	5,793.21
Construction of new airport hangar Onslow Airport lot 9001 Mcaullay Road Onslow	6,044.66
Payroll deductions	884.00
Repairs, Maintenance and General works requests in Onslow	40,831.97
Wetsuit, rock hoppers and personal floatation devices	1,639.00
Petty cash expenses	179.30
Replace roof sheets - urgent work required - severe water leak in MPC indoor courts and kitchen	10,940.49
Karratha- Tom Price Road - Stage 3	297,000.00
Payroll deductions	440.00
Petty cash expenses	64.30
Water Usage Period of 4.4.17 - 31.5.17	101.49

Total	390,842.05
--------------	-------------------

EFT39396	02/06/2017 KAREN GIBSON
EFT39397	02/06/2017 PRIME CIVIL PTY LTD
EFT39656	23/06/2017 CURTIN UNIVERSITY OF TECHNOLOGY
EFT39657	23/06/2017 KERRY HENRY
EFT39658	23/06/2017 LIAM HANNAGAN
EFT39659	23/06/2017 PARABURDOO MOTORCYCLE CLUB INC
202880	23/06/2017 BUILDERS REGISTRATION BOARD OF WA
202881	23/06/2017 CONSTRUCTION TRAINING FUND
202882	23/06/2017 SHIRE OF ASHBURTON

Trust Payments

Refund of Keybond for Karen Gibson	15.00
Release of retention money	50,845.30
Onslow council chambers bond return	500.00
Return of key bond for Kerry Henry	100.00
Housing bond return for Liam Hannagan	1,100.00
Refund of bond for pie warmer	500.00
BRB Levy Collected for May 2017	1,822.20
CITF Levy Collected for May 2017	2,237.14
CITF Commissions collected for May 2017	157.50

Total	57,277.14
--------------	------------------

Shire of Ashburton

**CEO's Delegated Payment List - Regulation 13(1) Local
Government (Financial Management) Regulation 1996**

Corporate Credit Cards - Payment Total for Month 3rd May to 4th June 2017

Description	Amount
Director of Strategic & Economic Development	\$ 50.05
Director of Infrastructure	\$ 4,206.03
Manager of Organisational Development	\$ 13,523.91
Director of Community Development	\$ 7,110.55
Director of Development & Regulatory Services	\$ 1,041.80
(Acting) CEO	\$ 8,742.37
Director of Corporate Services	\$ 2,826.45
Manager of Community Services	\$ 691.83
Grand Total	\$ 38,192.99

LIST OF PAYMENTS FOR JUNE 2017

June 2017 STATEMENTS
Credit Card PaymentsDIRECTOR OF
STRATEGIC &
ECONOMIC
DEVELOPMENT
\$5000

AS-MAY-17-01 1/06/2017 RMS COMMERCIAL

RMS Online fee 01.05.17-31.05.17 - Ocean View Caravan Park	50.05
Total	50.05

DIRECTOR OF
INFRASTRUCTURE

\$10,000

TD-MAY-17-01	03/05/2017	QANTAS	Flight for Greg West Paraburdoo- Perth 12.05.17 - FIFO Employee	357.60
TDMAY-17-10	13/05/2017	QANTAS	Return flight for Nicole Mazzucchelli Perth-Paraburdoo 09.07.17-14.07.17- FIFO Employee	715.20
TD-MAY-17-04	12/05/2017	QANTAS	Return flight for Greg West Perth -Paraburdoo 05.06.17-16.06.17 - FIFO Employee	842.90
TD-MAY-17-11	02/06/2017	THE BLUE POD COFFEE CO. P/L	Coffee pods for the Depot	400.00
TD-MAY-17-02	09/05/2017	DEPARTMENT OF TRANSPORT	Change of licence plate for AS001/PSW77	33.20
TD-MAY-17-08	25/05/2017	DEPARTMENT OF TRANSPORT	Change of plates for vehicles PSW77	41.90
TD-MAY-17-03	09/05/2017	JUPPS FLOOR COVERINGS KARRATHA PTY LTD	Vinyl for helicopter briefing room	300.00
TD-MAY-17-05	23/05/2017	STARMART EXMOUTH	Replacement tyre PSW74	362.00
TD-MAY-17-07	25/05/2017	MORLEY CANVAS	Oversize signs for PPM02	110.00
TD-MAY-17-09	30/05/2017	INVARION	Licence renewal for Traffic Management Software	825.00
TD-MAY-17-06	24/05/2017	ESPLANADE HOTEL PORT HEADLAND	Accommodation for Nathan Benson 23.05.17-24.05.17 - Regional Road Group Meeting	218.23
			Total	4,206.03

MANAGER OF
ORGANISATIONAL
DEVELOPMENT
\$15,000

KP-MAY-17-1	02/05/2017	ANDATECH	Calibration & Certification of Breathalyser	112.00
KP-MAY-17-2	02/05/2017	ANDATECH	Calibration & Certification of Breathalyser	112.00
KP-MAY-17-27	30/05/2017	ANDATECH	Replacement sensor for breathalyzer	150.00
KP-MAY-17-28	30/05/2017	ANDATECH	Replacement for sensor for breathalyser	150.00
KP-MAY-17-10	11/05/2017	QANTAS	Name change fee for Flights for Vince Sretton Perth to Paraburdoo 15.05.17 - 18.05.17 Risk Management	40.00
KP-MAY-17-11	12/05/2017	QANTAS	Difference in fare for fare for date change for Qantas Flights for Risk Management Consultant - 15.05.17 - 17.05.17 Perth to Paraburdoo	59.11
KP-MAY-17-13	14/05/2017	QANTAS	Return flights for Vijay Krishnan Perth to Paraburdoo 05.06.17 - 16.06.17 FIFO Staff	969.00
KP-MAY-17-16	24/05/2017	QANTAS	Flight Change fee for employee #1182 Paraurdoo to Perth flight 24.05.16 - 26.05.17	99.00
KP-MAY-17-17	24/05/2017	QANTAS	Return Flights for employee #1182 Paraburdoo to Perth 24.05.17 - 26.06.17 for finance training in Perth	652.40
KP-MAY-17-23	25/05/2017	QANTAS	Qantas Flights Perth to Paraburdoo for Employee #1297 to attend training in Perth 27.05.17 - 01.06.17	683.80
KP-MAY-17-24	26/05/2017	QANTAS	Return flights from Perth to Paraburdoo for employee #1387 to attend training 05.06.17 - 07.06.17	683.80
KP-MAY-17-30	02/06/2017	QANTAS	Flight for Sam Byard Perth to Paraburdoo 16.07.17	357.60
KP-MAY-17-31	01/06/2017	QANTAS	Return flights for employee #1402 to attend AHRI Conference Perth - Sydney 20.08.17 - 24.08.17	564.31
KP-MAY-17-7	08/05/2017	QANTAS	Return flights Perth 10.05.17 - Paraburdoo 12.05.17 for Michelle Mews to attend Staff Housing Assistant Interviews in Tom Price	1,282.00
KP-MAY-17-12	13/05/2017	ADINA APARTMENTS PERTH	Accommodation for Maz Hakim to attend IT training in Perth 07.05.17 - 13.05.17	1,350.00
KP-MAY-17-15	26/05/2017	HOLIDAY IN CITY CENTRE PERTH	Accommodation for employee #1182 for Finance Training in Perth 24.05.17 - 26.05.17	639.45
KP-MAY-17-26	26/05/2017	FOUR POINTS SHERATON HOTEL PERTH	Accommodation for employee #1387 for training in Perth 05.06.17 - 07.06.17	292.18
KP-MAY-17-29	31/05/2017	RECOVER CASE MANAGEMENT	Recovre Case Management	249.58
KP-MAY-17-6	09/05/2017	SONIC HEALTH PLUS	Fitness for work assesment for employee #1166	412.50
KP-MAY-17-8	10/05/2017	FRASER SUITES PERTH	Accommodation for training 07.05.17 - 10.05.17 emplyee #1533	695.28
KP-MAY-17-14	17/05/2017	SODEXO REMOTE SITES AUSTRALIA PTY LTD	Accommodation for Vince Stretton - LGIS Risk Management Consultant for period 15.05.17 - 17.05.17	420.00
KP-MAY-17-4	05/05/2017	SODEXO REMOTE SITES AUSTRALIA PTY LTD	Accommodation for Paul Marshall - Integrity Sampling 04.05.17 - 05.05.17	210.00
KP-MAY-17-5	10/05/2017	SODEXO REMOTE SITES AUSTRALIA PTY LTD	Accommodation for trainer Andrew Cameron from Equisafe to do the sire training in Tom Price 7.05.17	630.00
KP-MAY-17-18	22/05/2017	ONSLow SUN CHALETS	Accommodation for employee #1179 23.05.17 - 27.05.17 to attend WALGA Risk Management Training	740.00
KP-MAY-17-19	23/05/2017	AUSTRALIAN HUMAN RESCOURCES INSTITUTE LIMITED	AHRI Membership Renewal for employee #1402	360.00
KP-MAY-17-20	24/05/2017	COLES SUPERMARKETS - TOM PRICE	Recognition of service for staff members (5 years)	900.00
KP-MAY-17-21	24/05/2017	COLES SUPERMARKETS - TOM PRICE	Recognition of service for staff members (3 Years)	450.00
KP-MAY-17-22	25/05/2017	COLES SUPERMARKETS - TOM PRICE	Catering for a range of training with WALGA - 26.05.17 & 30.05.17 - 31.05.17	62.85
KP-MAY-17-3	04/05/2017	COLES SUPERMARKETS - TOM PRICE	Catering for training	16.40
KP-MAY-17-25	29/05/2017	THE PICKLED BEAN	Step into action pedometer challenge, leader board prize	80.00



BusinessChoice Everyday VISA Card Statement

SHIRE OF ASHBURTON
825B WARARA ST
TOM PRICE WA 6751

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
		5,000	5,000.00
Statement From	Statement To	Facility Number	
03 MAY 2017	04 JUN 2017	00028553	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	50.05	0.00	0.00	50.05 -	0.00	0.00	0.00

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment.

Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

Please remember any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

BusinessChoice Everyday VISA Card

Date of Transaction	Description	Debits/Credits	Cardholder Comments
01 JUN	Purchases RMS- Commercial 0383999462 AU HOTELS, MOTELS, RESORTS - LO <div style="text-align: right;">Sub Total:</div>	50.05 50.05	
04 JUN	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT <div style="text-align: right;">Sub Total:</div> <div style="text-align: right;">Grand Total:</div>	50.05 - 50.05 - 0.00	

I have checked the above details and verify that they are correct.

Cardholder Signature _____ **Date** _____

Transactions examined and approved.

Manager/Supervisor Signature _____ **Date** _____

S001031 / M001031 / 154 / CN1VPCP2



BusinessChoice Everyday VISA Card Statement

SHIRE OF ASHBURTON
1104A JABBARUP ST
TOM PRICE WA 6751

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
		10,000	10,000.00
Statement From	Statement To	Facility Number	
03 MAY 2017	04 JUN 2017	00028553	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	4,206.03	0.00	0.00	4,206.03 -	0.00	0.00	0.00

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment.

Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

Please remember any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

BusinessChoice Everyday VISA Card			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
03 MAY	QANTAS AIRWAYS LTD MASCOT AU	357.60	
	QANTAS		
09 MAY	DOT - LICENSING TOM PRICE AU	33.20	
	GOVERNMENT SERVICES NOT ELSE		
09 MAY	JUPPS FLOOR COVERING A KARRATHA AU	300.00	
	FLOOR COVERING, RUG & CARPET		
13 MAY	QANTAS AIRWAYS LTD MASCOT AU	842.90	
	QANTAS		
23 MAY	STAR MART EXMOUTH AU	362.00	
	SERVICE STATIONS		
24 MAY	THE ESPLANADE HOTEL PORT HEDLAND AU	218.23	
	HOTELS, MOTELS, RESORTS - LO		
25 MAY	MORLEY CANVAS MORLEY AU	110.00	
	BUSINESS SERVICES NOT ELSEWH		
25 MAY	DOT - LICENSING TOM PRICE AU	41.90	
	GOVERNMENT SERVICES NOT ELSE		
30 MAY	Invarion RapidPlan Pty AU	825.00	
	COMPUTER PROGRAMMING, INTEGR		
01 JUN	QANTAS AIRWAYS LTD MASCOT AU	715.20	
	QANTAS		
02 JUN	BLUE POD COFFEE MULGRAVE AU	400.00	
	EQUIPMENT RENTAL & LEASING S		
	Sub Total:	4,206.03	
	Miscellaneous Transactions		
04 JUN	TRANSFER CLOSING BALANCE TO BILLING ACCT	4,206.03 -	
	Sub Total:	4,206.03 -	
	Grand Total:	0.00	

S001028 / M001028 / 154 / CN1VPCP2



I have checked the above details and verify that they are correct.

Cardholder Signature _____ Date _____

Transactions examined and approved.

Manager/Supervisor Signature _____ Date _____

0001023 / 10001023 / 129 / UNITVPCFZ

LIST OF PAYMENTS FOR JUNE 2017

KP-MAY-17-32	01/06/2017 VIRGIN AUSTRALIA	Return flights for employee #1402 Onslow to Perth to attend AHRI Conference 19.08.17 - 25.08.17	50.00
KP-MAY-17-33	02/06/2017 VIRGIN AUSTRALIA	Credit card fee for employee #1402 return flights Onslow - Perth	0.65
KP-MAY-17-9	11/05/2017 VIRGIN AUSTRALIA	Name change fee with Virgin for flights booked for trainer on behalf of Nicky Tyson	50.00
		Total	13,523.91
DIRECTOR OF COMMUNITY DEVELOPMENT \$8,000			
LO-MAY-17-01	03/05/2017 QANTAS	Return flight for Tracy Hull Mel-Para - Para -Per 29.05.17-03.06.17 - Consultant visiting to improve event booking/management system and management training	1,076.98
LO-MAY-17-02	05/05/2017 LUNAR EVENTS	Table Cloths and chair covers for the Jimoein Comedy tour and for future use in other events	1,837.40
LO-MAY017-03	13/05/2017 SODEXO REMOTE SITES AUSTRALIA PTY LTD	Accommodation 13.05.17 - 14.05.17 Crowd controllers for Jimoein Event Tom Price - Jim Stanely Lance Wallace Peg Ngaroma	1,050.00
LO-MAY-17-04	14/05/2017 SODEXO REMOTE SITES AUSTRALIA PTY LTD	Accommodation for Jimeoin and Janelle in Panna 14.05.17-15.05.17	340.00
LO-MAY-17-05	13/05/2017 SODEXO REMOTE SITES AUSTRALIA PTY LTD	Cleaning charge of transit house Panna for accommodation for Bryan Retter, Peter Willis, united hore and Letz Waffle due to Rio Tinto shutdown and Alternative accommodation had to be arranged	352.55
LO-MAY-17-06	16/05/2017 SODEXO REMOTE SITES AUSTRALIA PTY LTD	Accommodation for phase 1 audio technicians Jake Batten and John Caisley sound techs to provide and manage	340.00
LO-MAY-17-07	21/05/2017 SODEXO REMOTE SITES AUSTRALIA PTY LTD	Para VIP Lodge rooms for Jimeoin and Janelle	660.00
LO-MAY-17-08	22/05/2017 SODEXO REMOTE SITES AUSTRALIA PTY LTD	Accommodation at Para 12.05.17-13.05.17 for crowd controllers for Jimoein Event Tom Price Jim Stanely Lance Wallace Peg Ngaroma	850.00
LO-MAY-17-09	31/05/2017 RED BREEZE - LEADKINTO CATERING	Community Development Team dinner held Event Management Training held in Tom Price 30.05.17-31.05.17	603.62
		Total	7,110.55
DIRECTOR OF DEVELOPMENT & REGULATORY SERVICES \$5,000			
LR-MAY-17-01	15/05/2017 QANTAS	Return Flights to Perth for Town Planner (Casey Mitchell) to attend LPS meeting with Department of Planning 17.05.17	683.80
LR-MAY-17-02	18/05/2017 MORSE COURT APARTMENTS	Accommodation for Morgwn Jones to attend DFES autovehicle location workshop, Karratha	358.00
		Total	1,041.80



BusinessChoice Everyday VISA Card Statement

SHIRE OF ASHBURTON
3 FORMOSA PASS
CANNING VALE WA 6155

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
		15,000	15,000.00
Statement From	Statement To	Facility Number	
03 MAY 2017	04 JUN 2017	00028553	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	13,523.91	0.00	0.00	13,523.91 -	0.00	0.00	0.00

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment.

Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

Please remember any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

BusinessChoice Everyday VISA Card

Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
02 MAY	ANDATECH PTY LTD VERMONT AU LABORATORY, MEDICAL, DENTAL	112.00	
02 MAY	ANDATECH PTY LTD VERMONT AU LABORATORY, MEDICAL, DENTAL	112.00	
04 MAY	COLES 0328 TOM PRICE AU GROCERY STORES, SUPERMARKETS	16.40	
04 MAY	SODEXO REMOTE SITES AU TOM PRICE AU CATERERS	210.00	
08 MAY	SODEXO REMOTE SITES AU TOM PRICE AU CATERERS	630.00	
09 MAY	SONIC HEALTHPLUS PTY NEWMAN AU MEDICAL SERVICES NOT ELSEWHE	412.50	
09 MAY	QANTAS AIRWAYS LTD MASCOT AU QANTAS	1,282.00	
10 MAY	FRASER SUITES PERTH EAST PERTH AU HOTELS, MOTELS, RESORTS - LO	695.28	
12 MAY	VIRGIN AUSTRALIA AIRLINBOWEN HILLS AU AIRLINES, AIR CARRIERS	50.00	
13 MAY	QANTAS AIRWAYS LTD MASCOT AU QANTAS	40.00	
13 MAY	QANTAS AIRWAYS LTD MASCOT AU QANTAS	59.11	
13 MAY	ADINA APARTMENT HOTE PERTH AU HOTELS, MOTELS, RESORTS - LO	1,350.00	
15 MAY	QANTAS AIRWAYS LTD MASCOT AU QANTAS	969.00	
17 MAY	SODEXO REMOTE SITES AU TOM PRICE AU CATERERS	420.00	
19 MAY	HOLIDAY INN PERTH CIT PERTH AU HOTELS, MOTELS, RESORTS - LO	639.45	

S001032 / M001032 / 154 / CN1VPCP2



BusinessChoice Everyday VISA Card					
Date of Transaction	Description			Debits/Credits	Cardholder Comments
20 MAY	QANTAS AIRWAYS LTD MASCOT AU			99.00	
20 MAY	QANTAS AIRWAYS LTD MASCOT AU			652.40	
22 MAY	ONSLOW SUN CHALETS ONSLOW AU			740.00	
23 MAY	AHRI LTD MELBOURNE AU			360.00	
24 MAY	COLES 0328 TOM PRICE AU			900.00	
24 MAY	COLES 0328 TOM PRICE AU			450.00	
25 MAY	COLES 0328 TOM PRICE AU			62.85	
26 MAY	QANTAS AIRWAYS LTD MASCOT AU			683.80	
26 MAY	QANTAS AIRWAYS LTD MASCOT AU			683.80	
29 MAY	THE PICKLED BEAN TOM PRICE AU			80.00	
29 MAY	Four Points Sheraton Perth AU			292.18	
30 MAY	ANDATECH PTY LTD VERMONT AU			150.00	
30 MAY	ANDATECH PTY LTD VERMONT AU			150.00	
31 MAY	THE RECOVRE GROUP PL SYDNEY AU			249.58	
01 JUN	QANTAS AIRWAYS LTD MASCOT AU			357.60	
02 JUN	QANTAS AIRWAYS LTD MASCOT AU			564.31	
02 JUN	VIRGIN AUSTRALIA AIRLINSRING HILL AU			50.00	
02 JUN	VIRGIN AUSTRALIA AIRLINSRING HILL AU			0.65	
				Sub Total:	
				13,523.91	
04 JUN	Miscellaneous Transactions				
	TRANSFER CLOSING BALANCE TO BILLING ACCT			13,523.91 -	
				Sub Total:	
				13,523.91 -	
				Grand Total:	
				0.00	

I have checked the above details and verify that they are correct.

Cardholder Signature _____ Date _____

Transactions examined and approved.

Manager/Supervisor Signature _____ Date _____

S001033 / M001033 / 154 / CN1VPCP2



BusinessChoice Everyday VISA Card Statement

SHIRE OF ASHBURTON
6B HEDDITCH ST
ONSLow WA 6710

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
		8,000	8,000.00
Statement From	Statement To	Facility Number	
03 MAY 2017	04 JUN 2017	00028553	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	7,110.55	0.00	0.00	7,110.55 -	0.00	0.00	0.00

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment.

Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

Please remember any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

BusinessChoice Everyday VISA Card

Date of Transaction	Description	Debits/Credits	Cardholder Comments
04 MAY	Purchases QANTAS AIRWAYS LTD MASCOT AU	1,076.98	
05 MAY	QANTAS LUNA EVENTS FOOTSCRAY AU	1,837.40	
13 MAY	PIECE GOODS, NOTIONS AND OTH SODEXO REMOTE SITES AU TOM PRICE AU	1,050.00	
14 MAY	CATERERS SODEXO REMOTE SITES AU PANNAWONICA AU	340.00	
15 MAY	CATERERS SODEXO REMOTE SITES AU PANNAWONICA AU	352.55	
16 MAY	CATERERS SODEXO REMOTE SITES AU PANNAWONICA AU	340.00	
21 MAY	SODEXO REMOTE SITES AU PARABURDOO AU HOTELS, MOTELS, RESORTS - LO	660.00	
22 MAY	SODEXO REMOTE SITES AU PARABURDOO AU HOTELS, MOTELS, RESORTS - LO	850.00	
31 MAY	RED BREEZE TOM PRICE AU EATING PLACES, RESTAURANTS	603.62	
	Sub Total:	7,110.55	
04 JUN	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	7,110.55 -	
	Sub Total:	7,110.55 -	
	Grand Total:	0.00	

S001040 / M001040 / 154 / CN1VPCP2



I have checked the above details and verify that they are correct.

Cardholder Signature _____ Date _____

Transactions examined and approved.

Manager/Supervisor Signature _____ Date _____

000100117 0000100117 100117 000100117 000100117



BusinessChoice Everyday VISA Card Statement

SHIRE OF ASHBURTON
PO BOX 252
ONSLow WA 6710

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

Card Account Transaction Details

Account Name	_____	Card Number	_____	Credit Limit	5,000	Available Credit	5,000.00
Statement From	03 MAY 2017	Statement To	04 JUN 2017	Facility Number	00028553		

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	1,041.80	0.00	0.00	1,041.80 -	0.00	0.00	0.00

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment. Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

Please remember any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

BusinessChoice Everyday VISA Card			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
16 MAY	Purchases QANTAS AIRWAYS LTD MASCOT AU	683.80	
31 MAY	QANTAS MORSE COURT APARTMEN KARRATHA AU HOTELS, MOTELS, RESORTS - LO	358.00	
	Sub Total:	1,041.80	
04 JUN	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	1,041.80 -	
	Sub Total:	1,041.80 -	
	Grand Total:	0.00	

S001030 / M001030 / 154 / CN1VPCP2

I have checked the above details and verify that they are correct.

Cardholder Signature _____ **Date** _____

Transactions examined and approved.

Manager/Supervisor Signature _____ **Date** _____

LIST OF PAYMENTS FOR JUNE 2017

**(ACTING) CEO
\$10,000**

DS-MAY-17-01	09/05/2017 QANTAS	Return flights for Dale Stewart Para -Perth 02.06.17-06.06.17 - Work Roster	842.90
DS-MAY-17-07	25/05/2017 QANTAS	Amendment fee fare difference for CR Peter Foster's flight from Canberra the PRC Conference in Perth 23.06.17	563.19
DS-MAY-17-08	25/05/2017 QANTAS	Return flights for Dale Stewart Para-Perth 26.05.17-29.05.17 - Work Roster	1,252.00
DS-MAY-17-10	19/05/2017 KIMBERLEY GRANDE	Accommodation for CR Perter Foster to attend the Pilbara Kimerberley Forum in Kununurra 14.05.17-16.05.17	624.23
DS-MAY-17-11	19/05/2017 KIMBERLEY GRANDE	Accommodation for CR Doug Diver to attend the Pilbara Kimberley Forum in Kununurra 14.05.17-16.05.17	624.23
DS-MAY-17-12	19/05/2017 KIMBERLEY GRANDE	Accommodation for CR Kerry White to attend the Pilbara Kimberley Forum in Kununurra 14.05.17-16.05.17	624.23
DS-MAY-17-13	19/05/2017 KIMBERLEY GRANDE	Accommodation for Acting CEO Dale Stewart to attend the Pilbara Kimberley Forum in Kununurra 14.05.17 - 16.05.17	624.23
DS-MAY-17-02	17/05/2017 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT	Registration for CR Peter Foster to attend the National General Assembly of local Government in Canberra 17.06.17-23.06.17	1,154.00
DS-MAY-17-03	18/05/2017 SMARTSHEET	Annual subscription to Smartsheet - used for council decisions (Status Reports)	173.04
DS-MAY-17-09	19/05/2017 KIMBERLEY GRANDE	Accommodation for CR Linton Rumble to attend the Pilbara Kimberley Forum in Kununurra 14.05.17-16.05.17	624.30
DS-MAY-17-14	31/05/2017 DROPBOX	Premium dropbox subscription for media for the month of June 2017	13.82
DS-MAY-17-04	22/05/2017 TOM PRICE HOTEL MOTEL	Meals pre Council Dinner - Concillors and staff 22.05.17	266.70
DS-MAY-17-05	23/05/2017 BEADON BAY RESORT	Coffee for the Ordinary Council Meeting in Onslow 23.05.17	77.50
DS-MAY-17-06	23/05/2017 ONSLOW BEACH RESORT	Council Meeting Diiner - Councillors and staff 23.05.17	1,278.00

Total	8,742.37
--------------	-----------------

**DIRECTOR OF
CORPORATE
SERVICES
\$10,000**

JB-MAY-17-01	15/05/2017 AUSTRALIA POST	Prepaid Envelopes	679.80
JB-MAY-17-02	18/05/2017 THE BLUE POD COFFEE CO. P/L	Skim milk for vending machine and coffee pods	495.00
JB-MAY-17-03	01/05/2017 PIVOTEL	Spot tracker Emergency Beacons for staff travel within the Shire	630.36
JB-MAY-17-04	22/05/2017 BEADON BAY RESORT	Meals pre-council dinner - Councillors and staff 22.05.17	432.50
JB-MAY-17-05	22/05/2017 BEADON BAY RESORT	Refreshments pre-council dinner - Councillors and staff 22.05.17	264.50
JB-MAY-17-06	23/05/2017 ONSLOW BEACH RESORT	Breakfast for councillor Lynch for Council Meeting 22.05.17 - and J Bingham	52.50
JB-MAY-17-07	26/05/2017 CANBERRA RUBBER STAMPS	Self inking stamp SOA	182.80
JB-MAY-17-08	25/05/2017 SPOTLIGHT	Curtains for 283 Carob Street	88.99

Total	2,826.45
--------------	-----------------



BusinessChoice Everyday VISA Card Statement

SHIRE OF ASHBURTON
62 SOUTH YUNDERUP RD
SOUTH YUNDERUP WA 6208

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
		10,000	10,000.00
Statement From	Statement To	Facility Number	
03 MAY 2017	04 JUN 2017	00028553	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	1,996.90 -	8,742.37	0.00	0.00	6,745.47 -	0.00	0.00	0.00

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment. Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

Please remember any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

BusinessChoice Everyday VISA Card			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
19 MAY	Payments PAYMENT-BPAY-THANK YOU FINANCIAL INSTITUTIONS - MAN	1,996.90 -	
	Sub Total:	1,996.90 -	
	Purchases		
10 MAY	QANTAS AIRWAYS LTD MASCOT AU	842.90	
17 MAY	QANTAS		
17 MAY	AUSTRALIAN LOCAL GOV DEAKIN AU	1,154.00	
17 MAY	BUSINESS SERVICES NOT ELSEWH SMARTSHEET 8554202395 US	173.04	
	INC FX FEE AUD \$5.04 COMPUTER SOFTWARE		
22 MAY	TOM PRICE HOTEL MOTE TOM PRICE AU	266.70	
23 MAY	DRINKING PLACES (ALCOHOLIC B BEADON BAY RESORT PT ONSLOW AU	77.50	
23 MAY	DRINKING PLACES (ALCOHOLIC B ONSLOW BEACH RESORT ONSLOW AU	1,278.00	
26 MAY	DRINKING PLACES (ALCOHOLIC B QANTAS AIRWAYS LTD MASCOT AU	563.19	
26 MAY	QANTAS QANTAS AIRWAYS LTD MASCOT AU	1,252.00	
31 MAY	QANTAS Kimberley Grande Kununurra AU	624.23	
31 MAY	DRINKING PLACES (ALCOHOLIC B Kimberley Grande Kununurra AU	624.23	
31 MAY	DRINKING PLACES (ALCOHOLIC B Kimberley Grande Kununurra AU	624.23	
31 MAY	DRINKING PLACES (ALCOHOLIC B Kimberley Grande Kununurra AU	624.23	
31 MAY	DRINKING PLACES (ALCOHOLIC B Kimberley Grande Kununurra AU	624.23	

S001036 / M001036 / 154 / CN1VPCP2



BusinessChoice Everyday VISA Card			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
31 MAY	Kimberley Grande Kununurra AU DRINKING PLACES (ALCOHOLIC B	624.23	
31 MAY	Dropbox Y1MV793LNM8X db.tt/cchelp IE U. S. DOLLAR 9.99 INC FX FEE AUD \$0.40 ELECTRONIC/COMMERCE/INFORMAT	13.89	
	Sub Total:	8,742.37	
04 JUN	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	6,745.47 -	
	Sub Total:	6,745.47 -	
	Grand Total:	0.00	

I have checked the above details and verify that they are correct.

Cardholder Signature _____ Date _____

Transactions examined and approved.

Manager/Supervisor Signature _____ Date _____



BusinessChoice Everyday VISA Card Statement

SHIRE OF ASHBURTON
283 CAROB ST
TOM PRICE WA 6751

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
[REDACTED]	[REDACTED]	10,000	10,000.00
Statement From	Statement To	Facility Number	
03 MAY 2017	04 JUN 2017	00028553	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	2,826.42	0.00	0.00	2,826.42 -	0.00	0.00	0.00

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment. Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

Please remember any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

BusinessChoice Everyday VISA Card			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
15 MAY	AUST POST ONLINE SHO P MELBOURNE AU	679.80	
18 MAY	POSTAL SERVICES GOVERNMENT O BLUE POD COFFEE MULGRAVE AU	495.00	
18 MAY	EQUIPMENT RENTAL & LEASING S PIVOTEL SATELLITE WAHROONGA AU	630.36	
22 MAY	TELECOMMUNICATIONS EQUIPMENT BEADON BAY RESORT PT ONSLOW AU	432.50	
22 MAY	FAST FOOD RESTAURANTS BEADON BAY RESORT PL ONSLOW AU	264.50	
23 MAY	DRINKING PLACES (ALCOHOLIC B ONSLOW BEACH RESORT ONSLOW AU	52.50	
29 MAY	DRINKING PLACES (ALCOHOLIC B CANBERRA RUBBERSTAMP FYSHWICK AU	182.80	
29 MAY	STAMP & COIN STORES - PHILAT SPOTLIGHT PTY LTD SOUTH MELBOUR AU	88.96	
	ARTISTS SUPPLY STORES, CRAFT		
	Sub Total:	2,826.42	
	Miscellaneous Transactions		
04 JUN	TRANSFER CLOSING BALANCE TO BILLING ACCT	2,826.42 -	
	Sub Total:	2,826.42 -	
	Grand Total:	0.00	

S001038 / M001038 / 154 / CN1VPCP2



I have checked the above details and verify that they are correct.

Cardholder Signature _____ Date _____

Transactions examined and approved.

Manager/Supervisor Signature _____ Date _____

WWW.WESTPAC.COM.AU

LIST OF PAYMENTS FOR JUNE 2017

**MANAGER OF
COMMUNITY
SERVICES**

\$1,000				
AS-MAY-17-1	02/05/2017	QANTAS	Jimeoin Ashburton Comedy Tour fee for changing date of incoming flight for Jimeoin McKeown - 10th May to the 8th May	299.00
AS-MAY-17-10	23/05/2017	SANITY	Tom Price & Paraburdoo July School Holiday Program	21.38
AS-MAY-17-11	01/06/2017	COLES SUPERMARKETS - TOM PRICE	Supplies for Event Management training session	10.00
AS-MAY-17-2	10/05/2017	COLES SUPERMARKETS - TOM PRICE	Jimeoin Ashburton Comedy Tour - Extra supplies for Jimeoins Rider for Tom Price, Paraburdoo & Pannawonica	79.96
AS-MAY-17-3	10/05/2017	COLES SUPERMARKETS - TOM PRICE	Jimeoin Ashburton Comedy Tour, Extra Supplies for Jimoins Rider for Onslow	12.87
AS-MAY-17-5	10/05/2017	COLES SUPERMARKETS - TOM PRICE	Jimeoin Ashburton Comedy Tour - Glasses & Travel Bag for Jimeoins rider for Tom Price, Paraburdoo & Pannawonica	6.00
AS-MAY-17-6	10/05/2017	COLES SUPERMARKETS - TOM PRICE	Jimeoin Ashburton comedy tour batteries for lights used at Onslow Show	54.00
AS-MAY-17-7	13/05/2017	COLES SUPERMARKETS - TOM PRICE	Jimeoin Ashburton Comedy Tour platter food purchased for Jimeoins rider for Tom Price, Paraburdoo & Onslow	53.62
AS-MAY-17-8	13/05/2017	COLES SUPERMARKETS - TOM PRICE	Jimeoin Ashburton Comedy Tour - Soft Drink purchased for Jimeoins rider	12.00
AS-MAY-17-9	13/05/2017	COLES SUPERMARKETS - TOM PRICE	Jimeoin Ashburton Tour - Fruit & Cheese Platter for Jimeoins rider in Tom Price	55.00
AS-MAY-17-4	10/05/2017	LIQUORLAND TOM PRICE	Jimeoin Ashburton Comedy Tour beverages for Jimeoins Rider for Tom Price, Paraburdoo & Pannawonica	88.00
Total				691.83
Total Credit Cards				38,192.99

MUNICIPAL TOTALS	
EFT TRANSACTIONS	4,121,754.46
SUPER PAYMENTS	69,007.39
PAYROLL DEDUCTIONS	131,963.60
CHEQUES	390,842.05
CREDIT CARDS	38,192.99
BANK FEES	189.37
\$	4,751,949.86
TRUST TOTALS	
CHEQUES AND EFT TRANSACTION	57,277.14
\$	4,809,227.00



BusinessChoice Everyday VISA Card Statement

SHIRE OF ASHBURTON
SHIRE TRANSIT HOUSE LOT
498 SIRUS STREET
TOM PRICE WA 6751

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
		1,000	1,000.00
Statement From	Statement To	Facility Number	
03 MAY 2017	04 JUN 2017	00028553	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	691.83	0.00	0.00	691.83 -	0.00	0.00	0.00

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment. Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

Please remember any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

BusinessChoice Everyday VISA Card			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
03 MAY	QANTAS AIRWAYS LTD MASCOT AU	299.00	
10 MAY	QANTAS		
10 MAY	COLES 0328 TOM PRICE AU	79.96	
	GROCERY STORES, SUPERMARKETS		
10 MAY	COLES 0328 TOM PRICE AU	12.87	
	GROCERY STORES, SUPERMARKETS		
10 MAY	LIQUORLAND 3260 TOM PRICE AU	88.00	
	PACKAGE STORES - BEER, LIQUO		
10 MAY	COLES 0328 TOM PRICE AU	6.00	
	GROCERY STORES, SUPERMARKETS		
10 MAY	COLES 0328 TOM PRICE AU	54.00	
	GROCERY STORES, SUPERMARKETS		
13 MAY	COLES 0328 TOM PRICE AU	53.62	
	GROCERY STORES, SUPERMARKETS		
13 MAY	COLES 0328 TOM PRICE AU	12.00	
	GROCERY STORES, SUPERMARKETS		
13 MAY	COLES 0328 TOM PRICE AU	55.00	
	GROCERY STORES, SUPERMARKETS		
23 MAY	SANITY WEB STORE MILPERRA AU	21.38	
	MUSIC STORES- MUSICAL INSTRU		
01 JUN	COLES 0328 TOM PRICE AU	10.00	
	GROCERY STORES, SUPERMARKETS		
	Sub Total:	691.83	
	Miscellaneous Transactions		
04 JUN	TRANSFER CLOSING BALANCE TO BILLING ACCT	691.83 -	
	Sub Total:	691.83 -	
	Grand Total:	0.00	

S001034 / M001034 / 154 / CN1VPCP2



I have checked the above details and verify that they are correct.

Cardholder Signature _____ Date _____

Transactions examined and approved.

Manager/Supervisor Signature _____ Date _____

00010007 00010007 1307 00010007

**SHIRE OF ASHBURTON
2016/17 CAPITAL EXPENDITURE PROGRAM
As of 30 June 2017**

A	LTFP
B	Appendix A
C	Priority 2
D	IT Strategic Projects
E	New Requests
F	Asset Renewal Strategic Asset Management Plan
G	Council Workshop 24/5/16
H	2015/16 Carryover
I	Budget Amendments 16/17/Adjustments to Capex to match Chameleon

Project Progress			
Complete	●	4	
On Track	●	3	
Off Track	●	2	
In Trouble	●	1	

Budg No.	Dept	Category	Asset Class	Project Title	Responsible Officer	Current Budget	YTD Actual plus PO	Planning Start Date	Planning End Date	Work Start Date	Work Finish Date	Prog Code	Code	Carryover to 17/18?	Estimated Carryover	Comments
D 17.061	Corp	ASSET RENEWAL	Furniture & Equipment	Branch Repeaters Replacement	Al Lind	\$ 300,000	\$ 163,409	1/08/2016	29/10/2016	1/11/2016	31/03/2017	4.00	●	N	136,591	Complete
D 17.059	Corp	ASSET RENEWAL	Furniture & Equipment	AIMS (Sharepoint) upgrade	Al Lind	\$ 100,000	\$ -	-	-	-	-	2.00	●	Y	100,000	Roll over to next 17/18
H 15/16	Corp	ASSET NEW	Furniture & Equipment	Server Upgrade	Al Lind	\$ 351,000	\$ 323,750	1/01/2016	9/05/2016	9/05/2016	11/11/2016	4.00	●	N	27,250	Complete
E 17.038	CD	OPERATING EXPENDITURE	Furniture & Equipment	Christmas Decorations for Shire Buildings	Amber Stevenson	\$ 25,000	\$ 22,655	1/10/2016	31/10/2016	1/11/2016	31/05/2017	3.00	●	N	2,345	Final PO raised, invoice to be received
E 17.039	CD	ASSET NEW	Furniture & Equipment	Event Management Software	Amber Stevenson	\$ 15,000	\$ -	1/01/2017	31/01/2017	1/02/2017	28/02/2017	2.00	●	Y	15,000	In the process of comparing alternative software options - to be implemented after event compliance project is completed.
E	CD	ASSET NEW		Onslow Swimming Pool Office/Kiosk Fit-out	Andrew Price	\$ 37,000	\$ 27,654	-	-	1/12/2016	30/05/2017	3.00	●	N	9,346	Project almost complete
A 17.075	S&ED	ASSET NEW	Buildings	Paraburdoo CHUB - Business Case	Anika Serer	\$ 250,000	\$ 309	1/07/2016	31/03/2017	1/04/2017	18/10/2018	3.00	●	Y	249,691	Business Case complete
A 17.075	S&ED	ASSET NEW	Buildings	Paraburdoo CHUB - Construction	Anika Serer	\$ 13,589,013	\$ -	1/07/2016	31/03/2017	1/04/2017	18/10/2018	3.00	●	Y	13,589,013	On Target - detailed design currently underway
A 17.075	S&ED	ASSET NEW	Buildings	Paraburdoo CHUB - Professional Fees	Anika Serer	\$ 680,987	\$ 222,401	1/07/2016	31/03/2017	1/04/2017	18/10/2018	3.00	●	Y	458,586	On Target - architect & consultants engaged
A 17.067	S&ED	ASSET NEW	Town Infrastructure	Onslow Underground Power	Anika Serer	\$ 525,564	\$ 525,564	1/07/2016	31/12/2016	1/02/2017	30/06/2018	3.00	●	N	-	On Target - Horizon Power has commenced works
H 15/16	S&ED	ASSET NEW	Buildings	Paraburdoo Childcare	Anika Serer	\$ 620,053	\$ 517,593	-	-	1/07/2016	31/12/2016	4.00	●	N	102,460	Complete
E 17.139	S&ED	ASSET NEW	Furniture & Equipment	Furniture - C1618 - Time Lapse Camera	Anika/Janelle Fell	\$ 5,000	\$ -	1/07/2016	31/10/2016	1/11/2016	30/11/2016	4.00	●	N	5,000	Complete- Expenses journalled elsewhere-deemed non-capital under capitalisation policy
A 17.071	Infra	ASSET RENEWAL	Drainage	Drainage Renewals	Brenton Hall	\$ 1,000,000	\$ 25,816	1/08/2016	4/12/2017	6/06/2017	30/8/17	3.00	●	Y	974,184	Investigation and Design completed. Tender documents being prepared. Price for identified work is 70% higher than current budget. Funds to be rolled over and combined with 17/18 budget in order to complete identified works.
E	Infra	ASSET EXPANSION/UPGRADE	Buildings	Depot Lunch Room Upgrade	Brenton Hall	\$ 29,249	\$ 40,839	-	-	1/07/2016	31/07/2016	4.00	●	N	(11,590)	Complete
C 17.023	Infra	ASSET EXPANSION/UPGRADE	Infrastructure-Parks & Recreation	Street verge/Garden Improvement Paraburdoo Hospital	Brenton Hall	\$ 10,000	\$ 8,312	3/10/2016	30/11/2016	18/04/2017	30/06/2017	3.00	●	N	1,688	Works are awaiting cooler weather. Scheduled for completion 30 June
H 15/16	Infra	ASSET NEW	Infrastructure - Waste	Onslow Tip Closure	Brenton Hall	\$ 940,000	\$ 2,277	1/07/2016	31/01/2017	1/02/2017	30/06/2018	3.00	●	Y	937,723	Remaining funds to be used for revegetation of site when conditions are right for planting. Roll over funds to 17/18
H 15/16	Infra	ASSET EXPANSION/UPGRADE	Infrastructure - Waste	New Onslow Waste Facility	Brenton Hall	\$ 569,906	\$ 113,995	1/07/2016	30/06/2017	-	-	3.00	●	Y	455,911	This year is all planning. Roll over
H 15/16	Infra	ASSET RENEWAL		Drainage - First Ave Onslow	Brenton Hall	\$ 200,000	\$ 6,815	1/07/2016	30/11/2016	1/02/2017	30/04/2017	3.00	●	N	193,185	Contract awarded works to commence in April 2017 and undertaken as part of Shanks Road project. Works will be completed by 30 June
H 15/16	Infra	ASSET RENEWAL		Drainage - Shanks Rd Onslow	Brenton Hall	\$ 250,000	\$ 53,977	1/07/2016	31/10/2016	1/02/2017	31/03/2017	3.00	●	N	196,023	Contract awarded works to commence in April 2017 and undertaken as part of First Ave project. Works will be completed by 30 June
H 15/16	Infra	ASSET EXPANSION/UPGRADE		Shire Administration Carpark	Brenton Hall	\$ 19,195	\$ 19,195	1/08/2016	30/09/2016	1/10/2016	31/10/2016	4.00	●	N	(0)	Complete.
H 15/16	Infra	ASSET RENEWAL		Drainage - Tom Price	Brenton Hall	\$ 153,000	\$ 90,906	1/07/2016	31/07/2016	1/02/2017	30/04/2017	4.00	●	N	62,094	Complete.
E 17.052	CD	ASSET NEW	Infrastructure-Parks & Recreation	CCTV Skate Park Paraburdoo	Chantelle Bryce	\$ 30,000	\$ 15,445	1/09/2016	31/10/2016	1/11/2016	31/12/2016	4.00	●	N	14,555	Complete.
E	CD	ASSET NEW	Infrastructure-Parks & Recreation	Pannawonica BMX Facility	Chantelle Bryce	\$ 75,000	\$ 979	-	-	1/10/2016	31/10/2016	2.00	●	Y	74,021	Roll over 17/18 budget- Council's discretion 20 June 17
B 16.015A	CD	ASSET RENEWAL	Infrastructure-Parks & Recreation	Replace playground floor covering - Vic Hayton Memorial Pool	Chantelle Bryce	\$ 40,852	\$ 44,048	1/10/2016	31/10/2016	1/05/2017	30/05/2017	4.00	●	N	(3,196)	Complete.
E 17.055	CD	ASSET NEW	Infrastructure-Parks & Recreation	Lighting Nature Playground - Tom Price	Chantelle Bryce	\$ 4,500	\$ 4,500	1/10/2016	31/10/2016	1/10/2016	31/12/2016	4.00	●	N	-	Complete.
E 17.053	CD	ASSET NEW	Infrastructure-Parks & Recreation	Scoreboard for Indoor Cricket Nets Paraburdoo	Chantelle Bryce	\$ 5,000	\$ 10,521	1/09/2016	30/09/2016	1/10/2016	30/11/2016	4.00	●	N	(5,521)	Complete.
E 17.054	CD	ASSET NEW	Infrastructure-Parks & Recreation	Water Chiller Paraburdoo	Chantelle Bryce	\$ 15,000	\$ 150	1/09/2016	31/10/2016	1/10/2016	30/06/2017	1.00	●	Y	14,850	Funds need to be rolled over not enough \$\$ to complete project need extra 15K i.e Price rose to \$27K. Funds requested through new Capex Request Form
E 17.036	CD	ASSET EXPANSION/UPGRADE	Infrastructure-Parks & Recreation	Repairs Onslow Solar lights	Chantelle Bryce	\$ 14,400	\$ 150	1/10/2016	31/10/2016	1/11/2016	30/06/2017	2.00	●	Y	14,250	Works due to start next week will need to rollover funds 17/18 Budget
E 17.131	CD	ASSET NEW	Furniture & Equipment	Wireless PA for Onslow	Chantelle Bryce	\$ 40,000	\$ -	1/10/2016	31/10/2016	1/11/2016	30/06/2017	3.00	●	Y	40,000	Roll over funds 17/18
E 17.025	CD	ASSET NEW	Plant & Equipment	Replace existing Chlorine dosing system with a Procal Dry Chlorine dosing system - Vic Hayton Memorial pool	Chantelle Bryce	\$ 12,877	\$ 14,444	-	-	1/10/2016	31/10/2016	4.00	●	N	(1,567)	Complete
E	CD	ASSET NEW		Paraburdoo Pool shade structure	Chantelle Bryce	\$ 35,000	\$ 32,112	-	-	1/10/2016	31/10/2016	4.00	●	N	2,888	Complete
G 17.137	CD	ASSET NEW	Town Infrastructure	Town Entry Statement - Tom Price	Chantelle Bryce	\$ 10,000	\$ -	-	-	-	-	2.00	●	N	10,000	Funding will not be received- Ref to email 1 June 17 from Chantelle
C 16.082	CD	ASSET RENEWAL	Buildings	Office Painting Tom Price Library	Chantelle Bryce	\$ 15,000	\$ 17,085	1/09/2016	31/10/2016	1/11/2016	31/12/2016	4.00	●	N	(2,085)	Complete
C 16.084	CD	ASSET RENEWAL	Buildings	Office Painting Paraburdoo Library	Chantelle Bryce	\$ 15,000	\$ 15,040	1/09/2016	31/10/2016	1/11/2016	31/12/2016	4.00	●	N	(40)	Complete
G 17.134	CD	ASSET RENEWAL	Buildings	Office Painting - Pannawonica Library	Chantelle Bryce	\$ 15,000	\$ -	1/09/2016	31/10/2016	1/11/2016	31/12/2016	4.00	●	N	15,000	Complete
C 16.128	CD	OPERATING EXPENDITURE	Infrastructure-Parks & Recreation	Replace cover umbrella spray - Vic Hayton Memorial Pool	Chantelle Bryce	\$ 34,740	\$ 22,817	1/09/2016	31/10/2016	1/11/2016	30/11/2016	4.00	●	N	11,923	Complete
C 17.024	CD	ASSET NEW	Infrastructure-Parks & Recreation	Library Sign, Bike Racks (Library), Gazebo/Rotunda, Furniture (Community Garden)	Chantelle Bryce	\$ 85,000	\$ 30,469	-	-	1/02/2017	30/05/2017	3.00	●	Y	54,531	Roll over \$73,246 into 17/18
E 17.029	CD	ASSET EXPANSION/UPGRADE	Infrastructure-Parks & Recreation	Retiling Raised Beams around Pool or removing Raised Beams - Vic Hayton Pool	Chantelle Bryce	\$ 81,148	\$ 58,907	1/10/2016	30/11/2016	1/05/2017	30/06/2017	3.00	●	Y	22,241	Roll over 17/18
B 16.015C	CD	ASSET EXPANSION/UPGRADE	Infrastructure-Parks & Recreation	Playground upgrade - Onslow Oval	Chantelle Bryce	\$ -	\$ -	1/11/2016	31/12/2016	1/02/2017	30/06/2017	1.00	●	N	-	Project to be re-submitted in Capex 17/18, Budget Variation as per Council Meeting 23/05/17 reduced by \$313,000 to \$0
E 17.026	CD	ASSET EXPANSION/UPGRADE	Infrastructure-Parks & Recreation	Install new Starting Blocks - Vic Hayton Memorial Pool	Chantelle Bryce	\$ 20,000	\$ 87,080	1/10/2016	30/11/2016	1/12/2016	30/06/2017	4.00	●	N	(67,080)	Complete
C 16.170	CD	ASSET RENEWAL	Infrastructure-Parks & Recreation	Remove & Replace back section of oval fence - Top Oval - Paraburdoo	Chantelle Bryce	\$ 31,000	\$ 150	1/11/2016	30/11/2016	1/01/2017	30/05/2017	3.00	●	Y	30,850	Roll over funds into 17/18 \$ 30,850
E	CD	ASSET RENEWAL	Infrastructure-Parks & Recreation	Tom Price Basketball/Netball Courts urgent repairs	Chantelle Bryce	\$ 37,000	\$ -	1/04/2017	30/04/2017	1/05/2017	30/06/2017	2.00	●	Y	37,000	Budget Funds to be carried over - works to commence in Netball mid season Break July 17. No committed Po's
E	CD	ASSET RENEWAL	Infrastructure-Town	Notice Board Replacement - Paraburdoo Mall	Chantelle Bryce	\$ 20,000	\$ 18,224	1/04/2017	30/04/2017	1/05/2017	30/06/2017	3.00	●	Y	1,776	Rollover funds 17/18
C 16.104	CD	ASSET NEW	Infrastructure-Parks & Recreation	Wet Deck Repairs- Quentin Broad Swimming Pool	Chantelle Bryce	\$ 20,000	\$ 17,385	1/10/2016	30/11/2016	1/05/2017	30/06/2017	3.00	●	Y	2,615	Rollover funds 17/18
G 17.136	CD	ASSET RENEWAL	Buildings	Resurface Bowling Rink and construct Shade Sails/Roof- Tom Price	Chantelle Bryce	\$ 500,000	\$ -	-	-	-	-	2.00	●	N	500,000	Will only commence when grant application is successful- Unlikely to receive funds ds by 30 June- John has insight on this as per Chantelle's Email 1 June
E 17.049	CD	ASSET EXPANSION/UPGRADE	Buildings	Upgrade Sand Pit - Civic Centre Tom Price	Chantelle Bryce	\$ 26,700	\$ 25,490	1/11/2016	30/11/2016	1/01/2017	31/01/2017	4.00	●	N	1,210	Work is complete.
E 17.034	CD	ASSET EXPANSION/UPGRADE	Buildings	Upgrade Onslow MPC (Emergency Evacuation Centre) To comply with AS1670	Chantelle Bryce	\$ 55,000	\$ 7,770	1/11/2016	31/12/2016	1/01/2017	30/06/2017	3.00	●	Y	47,230	Rollover Funds 17/18: No PO's in Synergy
C 16.069	CD	ASSET NEW	Furniture & Equipment	Purchase of Freezer - Ashburton Hall	Chantelle Bryce	\$ 3,672	\$ -	1/10/2016	31/10/2016	1/11/2016	30/11/2016	4.00	●	N	3,672	Complete: Expenditure-G/L 17031- Moved from CAPEX To OPEX as per Asset CAP criteria
E 17.037	CD	ASSET RENEWAL	Plant & Equipment	Scrubber dryer for Onslow MPC	Chantelle Bryce	\$ 6,954	\$ 6,954	2/09/2016	2/09/2016	09/09/2016	09/09/2016	4.00	●	N	(0)	Work is complete.
C 16.038	CD	ASSET EXPANSION/UPGRADE	Infrastructure-Parks & Recreation	Structural Integrity & Building Compliance - Community Leased Reserves	Chantelle Bryce	\$ 150,000	\$ 86,522	1/09/2016	31/10/2016	1/11/2016	30/06/2017	3.00	●	Y	63,478	Rollover funds 17/18
B 16.015B	CD	ASSET RENEWAL	Infrastructure-Parks & Recreation	Removal of playground and replacement with new - Tjiluna Oval	Chantelle Bryce	\$ 61,000	\$ 150	1/09/2016	30/11/2016	1/01/2017	30/06/2017	3.00	●	Y	60,850	Rollover funds 17/18, No PO's in Synergy
A 17.064	CD	ASSET RENEWAL	Buildings	Aged Housing	Chantelle Bryce	\$ 100,000	\$ 2,969	1/11/2016	31/12/2016	1/01/2017	30/05/2017	3.00	●	Y	97,032	Rollover funds 17/18,
E 17.044	CD	OPERATING EXPENDITURE	WASTE	Waste Removal - Onslow Rodeo Grounds	Chantelle Bryce	\$ 250,000	\$ 65,410	1/11/2016	30/11/2016	1/01/2017	30/05/2017	3.00	●	Y	184,590	Roll over 37K 17/18 to be utilised for a Lift for Goods Shed Museum in Onslow. Bal derived by \$250,000 - 65,410 - \$147,384 in Po's not yet reflecting
H 15/16	CD	ASSET NEW	Plant & Equipment	Water Filtration Systems	Chantelle Bryce	\$ 25,000	\$ 18,960	1/11/2016	30/11/2016	1/01/2017	31/01/2017	4.00	●	N	6,040	Complete
H 15/16	CD	ASSET RENEWAL	Infrastructure-Parks & Recreation	Playground Audit	Chantelle Bryce	\$ 20,000	\$ -	1/10/2016	30/11/2016	1/12/2016	31/01/2017	4.00	●	N	20,000	Complete. Expenditure deemed Operating in nature and journalled to various accounts as per Claire

**SHIRE OF ASHBURTON
2016/17 CAPITAL EXPENDITURE PROGRAM
As of 30 June 2017**

A	LTFP
B	Appendix A
C	Priority 2
D	IT Strategic Projects
E	New Requests
F	Asset Renewal Strategic Asset Management Plan
G	Council Workshop 24/5/16
H	2015/16 Carryover
I	Budget Amendments 16/17/Adjustments to Capex to match Chameleon

Project Progress			
Complete	●	4	
On Track	●	3	
Off Track	●	2	
In Trouble	●	1	

Budg No.	Dept	Category	Asset Class	Project Title	Responsible Officer	Current Budget	YTD Actual plus PO	Planning Start Date	Planning End Date	Work Start Date	Work Finish Date	Prog Code	Code	Carryover to 17/18?	Estimated Carryover	Comments
H 15/16	CD	ASSET RENEWAL	Infrastructure-Parks & Recreation	Ian Blair Boardwalk	Chantelle Bryce	\$ 890,000	\$ 383,433	-	-	-	-	2.00	●	Y	506,567	Off-track due to funding issues-Funders are PDC, CDF and SOB. There is a lot of political issues around this project with Native Title Issues. Project progressing- Ref email 1 June 17
H 15/16	CD	ASSET EXPANSION/UPGRADE	Infrastructure-Parks & Recreation	Paraburdoo Peter Sutherland Light Upgrade	Chantelle Bryce	\$ 170,000	\$ -			1/09/2016	30/09/2016	4.00	●	N	170,000	Completed. All expense incurred in 15/16- \$95,427 . \$170K budgeted for 16/17, YTD Exp is \$0. As per Chantelle-the \$170 was not requested for 16/17.
E	S&ED	ASSET NEW	Land Held for Re-Sale-Current	Settlement Fees for Lot 46, TP Residential	Janelle Fell	\$ 2,500	\$ -	1/07/2016	30/06/2017			3.00	●	Y	2,500	Rio Tinto finalising due diligence. Contract of sale being prepared
C 16.025	S&ED	ASSET NEW	Land	Tom Price Industrial Subdivision, Lot 308	Janelle Fell	\$ 115,000	\$ -	1/07/2016	30/06/2017	1/12/2016	30/06/2017	3.00	●	Y	115,000	Land deconstraining being undertaken
H 15/16	S&ED	ASSET NEW	Land Held For Resale	Tom Price Industrial Subdivision, Planning	Janelle Fell	\$ 150,000	\$ 24,291	1/07/2016	30/06/2017	1/06/2016	30/06/2017	3.00	●	Y	125,709	Land deconstraining being undertaken
H 15/16	S&ED	ASSET NEW	Land Held For Resale	TP Industrial Land Subdivision Survey, Lot 350	Janelle Fell	\$ 55,000	\$ 85	1/07/2016	30/06/2017	1/06/2016	30/06/2017	3.00	●	Y	54,915	Land deconstraining being undertaken
H 15/16	S&ED	ASSET NEW	Land	Onslow Mixed Business - Surveying	Janelle Fell	\$ 30,000	\$ 2,746	1/07/2016	30/06/2017			3.00	●	Y	27,254	Council direction to be acquired
H 15/16	S&ED	ASSET NEW	Land	Onslow Mixed Business - Design	Janelle Fell	\$ 25,000	\$ -	1/07/2016	30/06/2017			3.00	●	Y	25,000	Council direction to be acquired
H 15/16	S&ED	ASSET NEW	Land	Onslow Mixed Business - Services	Janelle Fell	\$ 170,000	\$ 16,109	1/07/2016	30/06/2017			3.00	●	Y	153,891	Council direction to be acquired
B 16.007	Infra	ASSET RENEWAL	Plant & Equipment	Plant Replacement Program	Mark Reid	\$ 839,000	\$ 833,666	1/08/2016	30/05/2017	1/09/2016	23/06/2017	3.00	●	N	5,334	Last two major plant items secured,builds underway estimate second last week June as latest delivery date.
B 16.007	Infra	ASSET NEW	Plant & Equipment	Plant Replacement Program	Mark Reid	\$ 270,000	\$ 218,117	1/08/2016	30/05/2017	1/09/2016	15/06/2017	3.00	●	N	51,883	On schedule.
B 16.007	Infra	ASSET RENEWAL	Plant & Equipment	Plant Replacement Program	Mark Reid	\$ 715,500	\$ 706,810	1/08/2016	30/05/2017	1/09/2016	15/06/2017	3.00	●	N	8,690	Orders raise ,vehicles secured and have started to arrive. Final arrival estimated to be early June.
E	Infra	ASSET NEW	Land	Airport Hanger	Megan Walsh	\$ 1,675,000	\$ 135,417	1/07/2016	30/06/2017	10/04/2017	01/09/17	3.00	●	Y	1,539,583	Roll over as designs are being reviewed
E	Infra	ASSET EXPANSION/UPGRADE	Infrastructure - Airports	Pedestrian Path GA Apron	Megan Walsh	\$ 10,000	\$ 6,929					4.00	●	N	3,072	Works complete
E	Infra	ASSET EXPANSION/UPGRADE	Infrastructure - Airports	Runway Embankment Remediation	Megan Walsh	\$ 2,500,000	\$ -	20/01/2016	1/06/2017	1/09/2017	31/10/2017	3.00	●	Y	2,500,000	Drafting tender documentation
E	Infra	ASSET EXPANSION/UPGRADE	Infrastructure - Airports	Airport Sewer System	Megan Walsh	\$ 100,000	\$ 3,605	5/04/2017	12/04/2017	14/06/2017	30/06/2017	1.00	●	Y	96,395	All RFQ submissions came in over budget. Currently reviewing submission and scope for any possible flaws. Flagged as per Execs Meeting 2/6/174
E	Infra	ASSET RENEWAL	Plant & Equipment	Airport Plant & Equipment Renewal	Megan Walsh	\$ 10,000	\$ -			1/04/2017	10/05/2017	3.00	●	Y	10,000	Out of budget- carry forward PO but out of budget by \$7,700
H 15/16	Infra	ASSET EXPANSION/UPGRADE	Infrastructure - Airports	Onslo Airport General Lease Area	Megan Walsh	\$ 20,000	\$ 18,099	1/08/2016	31/10/2016	1/08/2016	31/12/2016	4.00	●	N	1,901	Works complete
H 15/16	Infra	ASSET EXPANSION/UPGRADE	Infrastructure - Airports	Onslo Airport - Drainage improvement	Megan Walsh	\$ 40,000	\$ -	31/10/2016	31/12/2016	15/11/2016	31/12/2016	3.00	●	N	40,000	Works not commencing
H 15/16	Infra	ASSET NEW	Infrastructure - Airports	Land Side Facilities	Megan Walsh	\$ 569,547	\$ 419,228	1/07/2016	30/11/2016	1/07/2016	15/07/2017	2.00	●	Y	150,319	Completion of fuel farm- Extra \$50,000 cushion for progress payment
16/17	Infra	ASSET RENEWAL	Infrastructure - Airports	Works Program/Airport - Capital GEN		\$ 10,000	\$ 10,330								(330)	
F 17.083	G&ES	ASSET RENEWAL	Buildings	Staff Housing Refurbishments	Michelle Mews	\$ 955,017	\$ 403,733	1/08/2016	19/10/2016	15/11/2016	27/06/2017	3.00	●	Y	551,284	Roll over to 17/18, No purchase orders in Synergy
A 17.063	G&ES	ASSET NEW	Buildings	Staff Housing - Tom Price	Michelle Mews	\$ 1,037,136	\$ 754,773	1/07/2016	10/04/2017	1/03/2017	24/05/2017	3.00	●	Y	282,363	Michelle to provide feed back- Roll over status
E	G&ES	ASSET NEW	Plant & Equipment	Onslow WiFi Project	Narelle Steele	\$ 50,000	\$ -					2.00	●	Y	50,000	TO BE ROLLED OVER TO 17/18. This project needs to go back to Council to determine if and where this project will proceed
H 15/16	G&ES	ASSET EXPANSION/UPGRADE	Infrastructure - Roads	Paraburdoo Info Bay	Narelle Steele	\$ 350,000	\$ 6,884	1/08/2016		1/03/2017	30/06/2017	3.00	●	Y	343,116	Being re-tendered. Carry over balance includes the Pos
H 15/16	G&ES	ASSET NEW	Infrastructure - Roads	Onslo VC & Museum Signage	Narelle Steele	\$ 28,000	\$ -	1/08/2016	30/11/2016	1/02/2017	30/04/2017	1.00	●	Y	28,000	Significant issues with this project, which Anika is currently discussing with the Shire President. Almagamated to BC410 for carry over 17/18 in Synergy
16/17	CD	ASSET RENEWAL	Buildings	CAP - MPC Onslow		\$ -	\$ 14,541								(14,541)	
H 15/16	G&ES	ASSET RENEWAL	Buildings	Onslo Muesum	Narelle Steele	\$ 44,105	\$ -	1/08/2016	30/11/2016	1/02/2017	30/04/2017	3.00	●	Y	44,105	Significant issues with this project, which Anika is currently discussing with the Shire President-\$44,105 from BC410 16/17-\$37206 as per council res Sept16: & GI 11146190-25,100 total carry forward 17/18
E	Infra	ASSET EXPANSION/UPGRADE	Infrastructure - Waste	Tom Price Landfill Cells Renewal/Construction	Nathan Benson	\$ 500,000	\$ 150	1/05/2017	31/07/2017	31/08/2017	30/10/2017	2.00	●	Y	499,850	Funding has been approved. SOW for Technical Specifications being developed.
F 17.100	Infra	ASSET RENEWAL	Infrastructure - Roads	Carpark Reseals	Nathan Benson	\$ 16,654	\$ -	1/09/2016	15/09/2016	19/09/2016	30/09/2016	4.00	●	N	16,654	Invoice has been received and is being reviewed. Invoice likely to be approved next week
C 16.005B	Infra	ASSET RENEWAL	Infrastructure - Roads	Roads - Re-Sheeting and Reconstruction	Nathan Benson	\$ 1,360,000	\$ -	1/10/2016	31/01/2017	1/02/2017	31/10/17	3.00	●	Y	1,360,000	A portion of Twitchen Road has been resheeted. The remaining funds will need to be carried over to 17/18. The roads being resheeted have been damaged by the rain event in January / February 2017 and are now the subject of WANDRRA 743.
E	Infra	ASSET RENEWAL	Infrastructure - Roads	Ashburton Meekatharra Road Resheet	Nathan Benson	\$ 13,308	\$ 6,688					3.00	●	Y	6,620	This road is covered in the resheeting program described above.
E	Infra	ASSET EXPANSION/UPGRADE	Infrastructure - Roads	Nameless Valley Rd Truck Rest Stop Upgrade	Nathan Benson	\$ 300,000	\$ 904	4/04/2017	30/05/2017	1/06/2017	31/07/2017	3.00	●	Y	299,096	Tender documents being prepared for supply of building. And the installation of the building. Installation likely to commence in June 2017 and carry over into July 2017. Flagged as per Execs Meeting 2/6/17
H 15/16	Infra	ASSET NEW		Footpaths Tom Price (15/16)	Nathan Benson	\$ 54,528	\$ 52,775	1/07/2016	22/07/2016	22/07/2016	31/07/2016	4.00	●	N	1,753	complete
H 15/16	Infra	ASSET NEW		Footpaths Paraburdoo (15/16)	Nathan Benson	\$ 53,125	\$ 53,175	1/07/2016	1/07/2016	2/07/2016	15/07/2016	4.00	●	N	(50)	complete
H 15/16	Infra	ASSET NEW		Footpaths Onslow (15/16)	Nathan Benson	\$ 45,344	\$ 45,344	1/07/2016	1/07/2016	2/07/2016	8/07/2016	4.00	●	N	-	complete
H 15/16	Infra	ASSET RENEWAL	Infrastructure - Roads	Roebourne Wittenoom Rd Resheet	Nathan Benson	\$ 2,018,181	\$ 793,305	1/08/2016	31/01/2017	1/02/2017	30/04/2017	3.00	●	Y	1,224,876	Tender awarded. Roadworks now delayed due to the discovery of Asbestos within the work site. The funding provider (Regional Road Group) has been notified of the delay. The Shire is working with a number of Government Agencies and the Contractor to develop a solution to enable the roadworks to commence. \$267K journalled to 15019 as per Council Meeting 23 May 17. Over budget of \$371,960
16/17	Infra	ASSET RENEWAL	Infrastructure - Roads	Twitchen Road Resheet	Nathan Benson	\$ -	\$ 101,140								(101,140)	
H 15/16	Infra	ASSET RENEWAL	Infrastructure Drainage	Paraburdoo Storm Water	Nathan Benson	\$ 336,765	\$ 336,765	1/07/2016	15/07/2016	16/07/2016	31/08/2016	4.00	●	N	(0)	Complete
H 15/16	Infra	ASSET RENEWAL	Infrastructure - Roads	Reseals	Nathan Benson	\$ 403,257	\$ 403,257	1/07/2016	9/09/2016	12/09/2016	20/09/2016	4.00	●	N	0	Complete. Invoice has been received and being checked
H 15/16	Infra	ASSET NEW	Infrastructure - Roads	Cattle Grids	Nathan Benson	\$ 64,805	\$ 58,927	1/10/2016	30/11/2016	1/12/2016	30/05/2017	4.00	●	N	5,878	Completed. Grids Supplied this FY. Installed using next FY budget.
B 16.016	Corp	ASSET EXPANSION/UPGRADE	Buildings	TP Admin Building Renovation	Nicky Tyson	\$ 379,913	\$ 106,092	1/08/2016	30/06/2017	1/09/2016	31/10/2017	3.00	●	Y	273,821	Remaining funds to be utilised for RFT 09.17 being awarded 23/05/2017. Po's \$273,821. Budget variation done \$29,913 as per Council Meeting 23/5/17
E 17.140	Corp	ASSET EXPANSION/UPGRADE	Furniture & Equipment	Shoring Box for Onslow Cemetery	Nicky Tyson	\$ 14,000	\$ 11,982			1/11/2016	30/11/2016	4.00	●	N	2,018	Works complete
E 17.056	DRS	ASSET EXPANSION/UPGRADE	Buildings	Re-locate dog exercise yard at Onslow Dog Pound & install new fence, septic tank and associated works	Pieter Burger	\$ 20,000	\$ 12,416	8/09/2016	22/09/2016	1/12/2016	30/06/2017	3.00	●	Y	7,584	Carry forward

SHIRE OF ASHBURTON
2016/17 CAPITAL EXPENDITURE PROGRAM
As of 30 June 2017

A	LTFP
B	Appendix A
C	Priority 2
D	IT Strategic Projects
E	New Requests
F	Asset Renewal Strategic Asset Management Plan
G	Council Workshop 24/5/16
H	2015/16 Carryover
I	Budget Amendments 16/17/Adjustments to Capex to match Chameleon

Project Progress			
Complete	●	4	
On Track	●	3	
Off Track	●	2	
In Trouble	●	1	

Budg No.	Dept	Category	Asset Class	Project Title	Responsible Officer	Current Budget	YTD Actual plus PO	Planning Start Date	Planning End Date	Work Start Date	Work Finish Date	Prog Code	Code	Carryover to 17/18?	Estimated Carryover	Comments	
G	17.138	Infra	ASSET EXPANSION/UPGRADE	Infrastructure - Roads	Additional Shade Structure - Parburdoo Shopping Carpark	Pieter Burger	\$ 120,000	\$ 94,256	-	-	18/03/2017	30/06/2017	2.00	●	Y	25,744	This project is in two parts. 1. Supply and delivery of Shade structure and 2 installation of Shade Structure. As of April 2017 structure is being designed and manufactured. An RFQ will be issued for installation. At the Execs meeting 2/6/17, agreed to carry forward. PO's worth \$94,256.
H	15/16	Infra	ASSET EXPANSION/UPGRADE		Onslow Waste Transfer Station	Pieter Burger	\$ 429,000	\$ 367,605	1/08/2016	9/09/2016	1/11/2016	13/12/2016	4.00	●	N	61,395	The Onslow Rd/Waste Transfer Station Intersection is complete.
A	17.065	S&ED	ASSET NEW	Infrastructure-Parks & Recreation	Onslow Swimming Pool Construction	Sean Ripley	\$ 6,577,000	\$ 5,740,080			7/06/2016	20/01/2017	4.00	●	N	836,920	Complete
E		S&ED	ASSET EXPANSION/UPGRADE	Infrastructure-Town	Onslow Town Centre Street Light Upgrade Works	Sean Ripley	\$ 584,000	\$ 62,648	-	-	-	-	3.00	●	Y	521,352	Estimate only - carryover figure is likely to increase when figures are known
H	15/16	S&ED	ASSET NEW	Buildings	Staff Housing - Onslow	Sean Ripley	\$ 1,346,000	\$ 1,085,939	31/10/2016	3/01/2017	1/11/2016	12/05/2017	3.00	●	N	260,061	Programme pushed out 1-2 weeks
H	15/16	S&ED	ASSET EXPANSION/UPGRADE	Buildings	Onslow Caravan Park	Sean Ripley	\$ 105,000	\$ 95,502			1/07/2016	28/10/2016	4.00	●	N	9,498	Project complete - minor defects being rectified
H	15/16	S&ED	ASSET NEW	Infrastructure-Parks & Recreation	Onslow Multi Purpose Courts	Sean Ripley	\$ 76,308	\$ 75,185	1/07/2016	30/09/2016	9/10/2016	15/12/2016	4.00	●	N	1,123	Complete
	16/17	CD	ASSET NEW	Infrastructure-Parks & Recreation	Front Beach Furniture		\$ -	\$ 9,213								(9,213)	
H	15/16	S&ED	ASSET NEW	Buildings	Onslow Admin Office	Sean Ripley	\$ 790,275	\$ 769,721			1/07/2016	4/10/2016	4.00	●	N	20,554	Main OSC building and extension works now completed
H	15/16	S&ED	ASSET NEW	Infrastructure-Parks & Recreation	Onslow Skate Park	Sean Ripley	\$ 1,270,000	\$ 1,254,502	1/07/2016	9/09/2016	1/04/2017	29/04/2017	4.00	●	N	15,498	Complete
F	17.109	Infra	ASSET RENEWAL	Infrastructure - Roads	Kerb Replacement Program	Shane Godfrey	\$ 105,661	\$ 522	1/08/2016	30/11/2016	1/02/2017	30/6/17	3.00	●	N	105,139	Tenders assessed. Report to April Council Meeting. Construction to be completed by 30 June
A	17.066	Infra	ASSET RENEWAL	Footpaths	Footpaths	Shane Godfrey	\$ 100,000	\$ -	1/08/2016	30/11/2016	1/05/2017	30/06/2017	3.00	●	N	100,000	This is part of package of concrete works. Council will award Tender at April Council meeting.
	16/17	Infra	ASSET EXPANSION/UPGRADE	Buildings	Tom Price Depot Wash Down Bay		\$ -	\$ 19,500								(19,500)	
B	16.055	Infra	ASSET EXPANSION/UPGRADE	Infrastructure - Roads	Stadium Road Upgrade (Roads)	Shane Godfrey	\$ 1,135,000	\$ 165,741	1/09/2016	31/12/2016	1/05/2017	31/07/2017	3.00	●	Y	969,259	Design and community consultation completed. Contract awarded to Formstruct. Work will commence on 22 May 2017
E	17.132	Infra	ASSET NEW	Plant & Equipment	Depot Security	Shane Godfrey	\$ 41,995	\$ 47,155	1/08/2016	30/09/2016	1/11/2016	20/12/2016	4.00	●	N	(5,160)	Complete
H	15/16	Infra	ASSET NEW	Footpaths	Footpaths	Shane Godfrey	\$ 100,000	\$ -	1/02/2017	30/03/2017	1/04/2017	30/06/2017	3.00	●	N	100,000	Completion due by end of June as per Shane
H	15/16	Infra	OPERATING EXPENDITURE		Flood Damage Maintenance WANDRRA	Shane Godfrey	\$ 750,000	\$ 436,012	1/07/2016	31/10/2016	1/03/2017	30/04/2017	3.00	●	Y	313,988	Works at Banjima Drive are complete. The remaining funds will need to be carried over to 17/18 as these roads have been further damaged by the rain event in January / February 2017 and are now the subject of WANDRRA 743.
H	15/16	Infra	ASSET EXPANSION/UPGRADE	Infrastructure-Parks & Recreation	Paraburdoo Swimming Pool-Lighting Protection Works	Shane Godfrey	\$ 35,000	\$ 9,670	1/09/2016	28/10/2016	2/04/2017	30/05/2017	3.00	●	N	25,330	Work will occur when pool is closed in 2017
H	15/16	Infra	ASSET NEW	Infrastructure-Parks & Recreation	Tom Price Swimming Pool Lightning Protection	Shane Godfrey	\$ 95,000	\$ 57,889	1/09/2016	28/10/2016	2/04/2017	30/05/2017	3.00	●	N	37,111	Work will occur when pool is closed in 2017
B	16.036	Infra	ASSET EXPANSION/UPGRADE	Waste	Battery Storage Shed - Onslow & Paraburdoo	Sharon Mitchell	\$ 79,840	\$ 72,010	1/09/2016	30/11/2016	30/04/2017	30/09/2017	3.00	●	Y	7,830	Awarded to Byblos Construction Group.
H	15/16	Infra	ASSET EXPANSION/UPGRADE	Waste	TP Refuse Weigh Bridge	Sharon Mitchell	\$ 250,000	\$ 79,687	1/08/2016	30/10/2016	1/05/2017	30/09/2017	2.00	●	Y	170,313	Tenders assessed. Report to April Council Meeting. Construction to be completed in September 2017
H	15/16	Infra	ASSET NEW	Waste	Waste Accounting Software	Sharon Mitchell	\$ 77,000	\$ 10,530	1/09/2016	30/10/2016	1/03/2017	30/06/2017	3.00	●	Y	66,470	Purchase Order issued for works- work progressing
H	15/16	Infra	ASSET EXPANSION/UPGRADE	Infrastructure - Roads	Roebourne Wittenoom Rd Reconstruct & Seal	Brenton Hall	\$ 267,000	\$ -						●	Y	267,000	Newly created line to reflect Budget Variation as per Council Resolution 23/5/17 to contribute \$267 towards technical planning studies. Cross refer to C211,(see above).
						\$ 52,269,574	\$ 19,164,283							\$ 33,105,291			

Monthly Reconciliation Summary

As at 30th June 2017

Bank Accounts

Account	Balance as per Bank Statement	Balance as per General Ledger	Prepared By	Reviewed By	Date
Municipal Fund Westpac (83-0308) CBA (10169454)	\$4,210,399.46	\$4,210,399.46	Felicity Scott	Freemond Ng	06/07/2017
Trust Fund Westpac (830412)	\$447,869.33	\$447,869.33	Felicity Scott	Freemond Ng	06/07/2017
Reserve Account Westpac (17-5737) WA Treasury Royalties for Regions ODCF	\$27,436,097.01	\$27,436,097.01	Felicity Scott	Freemond Ng	06/07/2017
Business Cash Reserve Westpac (11-6454) Westpac (28-9047)	\$13,000,000.00	\$13,000,000.00	Felicity Scott	Freemond Ng	06/07/2017

Financials

Account	Balance per Trial Balance	Balance per General Ledger	Prepared By	Reviewed By	Date
Creditors G/L: 620000	\$757,696.85	\$757,696.85	Tanya Gaffney	Freemond Ng	05/07/2017
Sundry Debtors G/L:1600300	\$6,536,265.09	\$6,536,265.09	Stephanie Smith	Freemond Ng	05/07/2017
Rates	\$862,111.49	\$862,111.49	Saul Gordon	Andy Grant	06/07/2017

Shire of Ashburton
Municipal Fund Bank Reconciliation
As at 30 June 2017



Balance as per Westpac bank statement (83-0308)	\$3,889,453.79
Balance as per CBA bank statement (10169454)	\$2,364.84
PLUS	
Outstanding Deposits	\$38,678.98
LESS	
Unpresented Cheques	(\$311,312.05)
Unpresented EFT's	(\$83,885.83)
Receipts/(Payments) in Bank not posted to GL	(\$46,523.00)
Adjustments required	
Banking Adjustment - Muni to Trust	(\$25,863.86)
Banking Adjustment - Trust to Muni	\$0.00
Banking Adjustment - Muni TD to Muni	\$0.00
Banking Adjustment - Muni to Reserves	\$691,667.12
Banking Adjustment - Reserves to Muni	\$55,779.58
	\$4,210,359.57
Balance as per General Ledger	
Unreconciled Items	(\$39.89)
Account 600000	\$4,210,399.46
	\$4,210,359.57

Prepared By: Felicity Scott

\$0.00
IMBALANCE

Prepared Date: 06/07/2017

Reviewed By: Freemond Ng

Reviewed Date: 06/07/2017

Shire of Ashburton
Trust Fund Bank Reconciliation
 As at 30 June 2017



Balance as per bank statement	\$426,726.04
Plus	
Outstanding Deposits	\$473.04
Less	
Unpresented Cheques	(\$5,178.61)
Receipts/(Payments) in Bank not posted to GL	(\$15.00)
Adjustments required	
Banking Adjustment - Muni to Trust	\$25,863.86
Banking Adjustment - Trust to Muni	\$0.00
	\$447,869.33
 Balance per General Ledger	
Account 600020	\$447,869.33

Prepared Felicity Scott

\$0.00
IMBALANCE

Prepared Date: 04.07.2017

Reviewed By: Freemond Ng

Reviewed Date: 04/07/17

Shire of Ashburton
Business Cash Reserve Account Reconciliation
 As at 30 June 2017



Balance as per Interest Bearing Deposit \$33,423,869.00

A/c 11-6454 \$2,500,000.00

A/c 21-0379 \$33,423,869.00

Less Portion of Joint Term Deposit Relating to Reserve Funds (\$22,923,869.00)

PLUS

LESS

Adjustments required

\$13,000,000.00

Balance as per General Ledger

Account 600150

\$13,000,000.00

\$13,000,000.00

Prepared By: Felicity Scott

\$0.00
IMBALANCE

Prepared Date: 07/06/2017

Reviewed By: Freemond Ng

Reviewed Date: 08/06/2017

Shire of Ashburton
Reserve Account Reconciliation
As at 30 June 2017



Balance as per Short Term Investment	\$28,183,543.71
Reserve Fund Investment: a/c 17-5737	\$1,295,201.85
Portion of Reserve Funds Held in Joint Term Deposit A/c 21-0379	\$22,923,869.00
<u>WA Treasury Corporation:</u>	
Royalties for Region Funds in ODCF	\$3,964,472.86
Tom Price Sporting Precinct Facility Fund in ODCF	\$0.00
Plus	
Other Adjustments	
Transfer from Municipal	(\$691,667.12)
Transfer to Municipal	(\$55,779.58)
	\$27,436,097.01
Balance per General Ledger Accounts	
Account 600200	\$27,436,097.01
	\$27,436,097.01
Balance per Statement of Financial Position (EQUITY)	
Employee Entitlement Reserve	\$330,264.49
Plant Replacement Reserve	\$26,345.09
Infrastructure Reserve	\$5,051,781.47
Housing Reserve	\$910,788.89
Onslow Community Infrastructure Reserve	\$186,979.95
Property Development Reserve	\$2,767,145.93
Onslow Aerodrome Reserve	\$6,234,504.76
RTIO Partnership Reserve	\$2,154,159.91
Onslow Administration Building Reserve	\$0.00
Future Projects Reserve	\$3,294,184.52
Unspent Grants & Contributions Reserve	\$6,479,942.00
	\$27,436,097.01

Prepared By: Felicity Scott

\$0.00
IMBALANCE

Prepared Date: 06/07/2017

Reviewed By: Freemond Ng

Reviewed Date: 06/07/2017

15 February 2017

When replying please
Quote our ref: 360WASTE

FINAL CIRCULAR TO CREDITORS AND MEMBERS

Dear Sir/Madam

360 WASTE MANAGEMENT PTY LTD (IN LIQUIDATION)
ACN 161 931 513 ("the Company")
FORMERLY TRADING AS "PILBARA TRANSPORT AND LOGISTICS" AND "360 WASTE"

I refer to the above matter and my report to creditors dated 30 January 2017.

I advise that all outstanding matters in the winding up have been attended to and I am ready to finalise the liquidation.

1. DIVIDEND TO CREDITORS

There has been no dividend distribution to any class of creditors in the winding up.

2. RECEIPTS AND PAYMENTS

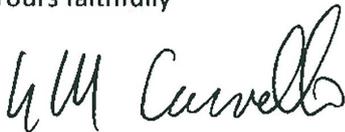
A summary of the Liquidator's receipts and payments for the period from 31 October 2016 to 15 February 2017 is enclosed.

3. FINALISATION OF THE LIQUIDATION

I advise that as the liquidation is bereft of funds and the affairs of the Company are fully wound up, I elected not to convene a Final Meeting of Creditors and Members in accordance with the provisions of section 509 of the Corporations Act 2001 ("the Act"), but I will lodge a Form 578 "Deregistration Request" with the Australian Securities and Investments Commission in accordance with the provisions of section 601AB of the Act effective as at 15 February 2017.

Should you have any queries in relation to the above matter, please contact Janice Tan of this office on (08) 6316 2600.

Yours faithfully



GM Carrello
Liquidator

360 Waste Management Pty Ltd (In Liquidation)
ACN 161 931 513

Summary of the Liquidator's Receipts & Payments from 31 October 2016 to 15 February 2017

RECEIPTS	\$
Accounts Receivable (Pre-Appointment)	1,646.54
Cash at Bank	10,459.46
GST Refunds	1,179.00
Total Receipts	13,285.00
PAYMENTS	
Bank Charges	(75.00)
Liquidator's Remuneration	(12,692.78)
Liquidator's Disbursements	(517.22)
Total Payments	(13,285.00)
Cash at Bank as at 15 February 2017	<u><u>0.00</u></u>



GM Carrello
Official Liquidator

Council Policy



Number	FIN07	Principles/ Framework	Community Strategic Plan 2017-2027 Goal 5 Inspiring Governance Objective 3 Council Leadership
Name	Investment		
File No	GV20		
Aim	<p>The purpose of this Policy is to invest the Shire of Ashburton's surplus funds, with consideration of risk and the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.</p> <p>To support the local bank, where possible, with the intention of ensuring the bank is retained within the Shire.</p>	Approval Date	OCM 17 March 1998 OCM 15 July 2003 OCM 18 June 2014 OCM 16 December 2016
		Monitor & Review	Director Corporate Services
		Last Review	
		Next Review	201
Application:	Elected Members and Staff	Review Period	Every 2 years
Statutory Environment	Local Government Act 1995 Trustees Act 1962 Local Government (Financial Management) Regulations 1996		

This policy is to remain in force until otherwise determined by the Council or superseded.

Policy Funds surplus to immediate requirements shall be deposited into an authorised institution, In accordance with Section 19 Local Government (Financial Management) Regulations

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment of Funds Policy, and not for speculative purposes.

Ethics and Conflicts of Interests

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. The Department of Local Government and Communities No.1 "Disclosure of Interests Affecting Impartiality" and No.21 "Disclosure of Financial Interests in Return" provide guidance for recognising and disclosing any conflict of interest.

Any independent advisors are required to disclose any actual or perceived conflicts of interest.

Approved Investments

Investments may only be made with authorised institutions as follows:

- An authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5 with a Standard & Poor's (or its equivalent) credit rating of BBB or higher; or
- The Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986.
- Bonds that are guaranteed by the Commonwealth or a State or Territory and which have a term not exceeding three years.

Prohibited Investments

Investments which are not allowed are as follows:

- Deposits with an institution except an authorised institution; and/or
- Deposits for a fixed term of more than 12 months;
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind or are in a foreign currency.

Professional Advice

The Shire may from time to time retain the services of suitably qualified investment professionals to provide assistance in investment strategy formulation, portfolio implementation and monitoring.

Any such independent advisor must be approved by Council and licensed by the Australian Securities and investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of this investment policy.

Any independent advisor engaged by the Shire is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investment they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

Investment Funds

All cash and investment held by the Shire are placed in common investments in accordance with Local Government (Financial Management) Regulation 1996 Regulation 8.

Risk Management Guidelines

Investments are restricted to bank investments only. The term of the investment will be based on forward cash flow requirements to ensure investment return on available surplus funds.

All investments obtained must comply with three key criteria relating to:

- Portfolio Credit Framework limit overall credit exposure of the portfolio
- Counterparty Credit Framework: limit exposure to individual counterparties/institution; and
- Term to Maturity Framework: limits based upon maturity of securities.

Portfolio Credit Framework

To control the credit quality on the investment portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA	A-1+	100%
AA	A-1+	100%
A	A-1	60%
BBB	A-2	20%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentage are no longer compliant with the Investment Policy, the investment will be diverted as soon as practicable.

Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA	A-1+	40%
AA	A-1+	40%
A	A-1	20%
BBB	A-2	10%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentage are no longer compliant with the Investment Policy, the investment will be diverted as soon as practicable

Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints: investment type	Term to Maturity
ADI Deposits	< 12 months
State/Commonwealth Government Bonds	< 3 years

Reporting and Review

Council will receive a monthly report on the investment portfolio, listing for each investment the institution, amount, term to maturity, maturity date, amount interest rate, and % of total portfolio represented by the individual investment. A summary of the composition of the investment portfolio by credit rating and institution will also be included.

Signature
(Signed)

(Print Name)
Shire
President

Kerry White

CEO's Report

Review of Risk Management, Legislative Compliance and Internal Controls

Undertaken by Moore Stephens Australia Pty Ltd, Report Provided: 13 December 2016, Audit Date: 24-25 October 2016

This progressed report was last presented to the Audit and Risk Committee meeting *14 March 2017*. Since this date, significant progress has been made as per below.

As at 30 June 2017:

Suggestions/Opportunities: 43

Completed: 23

Progressing: 20

This progressed report will be presented to the Audit and Risk Committee meeting to be held on the 18 July. The intent is to report to the Committee that all the improvements/suggestions have been further reviewed and acted upon since the March meeting.

Summary of Improvements (ref 9.1)

Extracted from the Review of Risk Management, Legislative Compliance and Internal Controls Report at the Shire of Ashburton, prepared by Moore Stephens (WA) Pty Ltd, 13 December 2016.

Key:

AM – Administration Manager, AIRM – Airport Manager, CD – Community Development, EO-CEO – Executive Officer – CEO, CEO&CSO - CEO & Councillor Support Officer, CS – Corporate Services, CS – FC – Corporate Services Finance Coordinator, CS-SC Corporate Services Support Coordinator (Tom Price) DRS – Development & Regulatory Services, EMC – Emergency Management Coordinator, EM-CD – Director Community Development, FM – Finance Manager, GO – Governance Officer, G&ES – Governance and Executive Services, IS – MSAM – Infrastructure Services – Manager of Strategic Asset Management, MC&T – Manager Communications & Tourism, MCS – Manager Community Services, MIS – Manager Information Services, MSAM - Manager Strategic Asset Management, OD – Organisational Development, PC - Procurement Coordinator, RC – Records Coordinator, S&ED – Strategic & Economic Development, S&WC – Safety & Wellbeing Coordinator, SODA - Senior Organisational Development Advisor.

Paragraph	Matter Noted	Improvements	Responsible Department/ Position	Responses	Date for completion	Potential Additional Costs	
6.2.1 (1)	CORP 5 Risk Management Policy	Risk recording and reporting is not currently occurring as required by Risk Management Policy.	We suggest risk recording and reporting be undertaken in accordance with the Risk Management Policy.	CS-AM OD-S&WC	COMPLETED – New policy created along with relevant procedures created for review by ARC and Council adoption	Completed	Costs met by the pool scheme funds
6.2.2 (2)	CORP 5 Risk Management Policy	We note the rating of consequences of risks does not consider the context in which the risk is being assessed.	We suggest the use of percentages when assessing consequences to enable the risk rating to be based on the context of the assessment being undertaken.	CS-AM OD-S&WC	COMPLETED – Considered and implemented with a percentage and numerical rating system. See new Risk Management Profile and Reporting tool that forms part of the new Risk Management procedure	Completed	
6.2.3 (3)	Internal Control Policy	Currently, no policy on internal controls has been adopted by Council.	We suggest an Internal Control Policy be formulated and adopted to formalise Council’s commitment to internal controls, based on a risk management process.	CS-AM CS-GO	PROGRESSING – A/CEO currently compiling internal control Directive	Feb 2018	Nil

Paragraph		Matter Noted	Improvements	Responsible Department/ Position	Responses	Date for completion	Potential Additional Costs
6.2.4 (4)	Legislative Compliance Policy	Currently, no policy on legislative compliance has been adopted by Council. We acknowledge a Governance Manual is available on the Shire website and covers the relevant matters, the administrative status of this document is however not clear.	We suggest a Legislative Compliance Policy be formulated and adopted to formalise Council's commitment to legislative compliance.	CS-AM CS-GO	Auditors have confirmed it is not a legislative requirement but a recommendation for "Best Practice" to ensure compliance is achieved. Governance Officer and Admin Manager have conducted extensive research, WALGA have provided essential feedback (email on request) stipulating no policy required given we have compliance systems in place, such as the automated Compliance Calendar. COMPLETED Acting AM has reviewed other Local Governments Policies in this area, can produce an example if required.	Completed	\$Nil
6.2.5 (5)	Occupational, Health and Safety Policy	Currently, no policy on occupational safety and health has been adopted by Council. We acknowledge a Policy is contained within the Occupational Safety and Health Manual.	We suggest an Occupational Safety and Health Policy be formulated and adopted to formalise Council's commitment to occupational safety and health.	CS-AM OD – S&WC	COMPLETED - EMP17 Occupational Safety & Health Management Directive – Approved EMTT 3/11/2016	Completed	\$Nil
6.2.6 (6)	FIN12 Purchasing Policy	We note the following matters in relation to the policy: Requirements where an exemption for calling tenders applies are not provided within the Policy. It is not apparent if the exemption for calling public tenders from WALGA Preferred Suppliers under paragraph 9 of the Policy requires multiple quotations as is the case for lower value purchases in accordance with paragraph 15 and 18. Paragraph 16 refers to the use of Panel Tenders for purchases over \$150,000, this is not provided for or mentioned elsewhere in the Policy. No reference to Policy FIN19 Panels of pre-qualified suppliers is made within the Policy.	We suggest the Policy be reviewed and amended to clearly detail requirements for purchases over \$150,000 which are exempt from tender requirements under Regulation 11 of the Local Government (Functions and General) Regulations 1996.	CS-AM CS-PC	PROGRESSING – Policy modifications mad. EMTT Reviewing. Agenda item for October Annual policy Review	October 2017	Nil

Paragraph		Matter Noted	Improvements	Responsible Department/ Position	Responses	Date for completion	Potential Additional Costs
6.2.7 (7)	FIN12 Purchasing Policy	We note there are no requirements stated for instances where the scope of a contract is amended or extended.	We suggest the Policy be amended to provide requirements where there is an extension or variation of a contract's scope after a contract is signed.	CS-AM CS-PC	COMPLETED – Policy modifications completed. Agenda for October Annual Policy review	Completed	Nil
6.2.8 (8)	FIN14 Tender Assessment Criteria Policy	We noted the Policy was last reviewed on 9 December 2015 and makes reference to clauses in FIN12 which have subsequently been amended.	We suggest the Policy be reviewed and amended for changes in legislation and other associated policies.	CS-AM CS-PC	COMPLETED - Policy adopted 14 March 2017 OMC	Completed	Nil
6.2.9 (9)	FIN16 GRV Rating of Improvements on Mining Tenements and Petroleum Licence Sites Policy	We note the Policy was last reviewed by Council in 2014 and was developed in 2012 in response to a Policy of the Minister for Local Government to standardise the application of GRV rating of resource projects for a three year trial period.	We suggest the Policy be reviewed to ensure its remains relevant and appropriate.	CS-EM CS-FM	COMPLETED - Modifications approved by Council as part of the December 2016 Review.	Completed	Nil
6.2.10 (10)	FIN19 Panels of Pre-Qualified Suppliers Policy	We note the Policy does not contain provisions in relation to how the local government will ensure clear, consistent and regular communication between the local government and pre-qualified suppliers, as required by the regulations.	We suggest the Policy be amended to set out all required matters.	CS-AM CS-PC	PROGRESSING – Acting Procurement Coordinator is amending the policy. Proposed changes for review by EMTT and further adoption by Council.	October 2017	Nil
6.2.11 (11)	ENG09 Asset Management Policy	We note there is no requirement within the Policy to utilise risk management techniques in the management of Shire assets.	We suggest the Policy be amended to require the use of risk management techniques in the management of Shire assets.	CS-AM IS-MSAM	PROGRESSING – Policy being review in conjunction with Asset Management Strategy and Plans, for review October OMC annual policy review.	October 2017	\$Nil

Paragraph		Matter Noted	Improvements	Responsible Department/ Position	Responses	Date for completion	Potential Additional Costs
6.2.12 (12)	REC05 Community Lease and Licence Agreements of Shire Assets Policy	We note the Policy was reviewed in December 2014. The Policy details set fee levels for various organisations for both leases and licenses. However, the setting of fees and charges is required to be done annually when adopting the annual budget by an absolute majority of Council (s6.16(3) of <i>Local Government Act 1995</i>).	We suggest the Policy be reviewed, and levels of fees removed from the Policy.	S&ED EM-CD	COMPLETED - As fees are still relevant and are listed for and specifically referred as guide only (they do not purport to set the fees) – therefore a decision has been made to keep them for transparency	Completed	\$?
6.2.13 (13)	REC05 Community Lease and Licence Agreements of Shire Assets Policy	We note license fees do not appear to have been limited to the cost of providing the service as required by s6.17(3) of <i>Local Government Act 1995</i> .	We suggest controls be developed to ensure license fees do not exceed the cost of issuing the license or providing the service.	S&ED-CS-FM	COMPLETED - - the licence fees referred to are not the licence fees that relate to S6.16 of the Local Government Act but licence fees permissible under the Land Administration Act as though they operated as a 'lease', therefore the concerns are not relevant or valid	Completed	\$NIL
7.1.1 (14)	Workforce Plan	No Workforce Plan was available.	We suggest a Workforce Plan to be developed for adoption by Council.	OD	COMPLETED - Organizational Development have developed a Work Force Plan, Updated as of 30 June 2017 by the OD Projects Coordinator. See attached	Completed	\$WAGES
7.1.2 (15)	Strategic Asset Management Strategy	We noted the Strategy does not include and assessment of risks associated with the delivery of assets to the community.	We suggest a formal assessment of risks in relation to the delivery of asset services to the community be included in the Asset Management Strategy or Asset Management Plans (to be developed).	IS-MSAM and CS-AM	PROGRESSING – <i>RFQ 26.17 Provision of Asset Management Plans and Strategy</i> via WALGA eQuotes 20/03/2017. RFQ Awarded to Assetivity, MSAM is working with the Consultant with the view to present to Council August 2017	August 2017	\$100,000 Budget allocation
7.1.3 (16)	Strategic Asset Management Strategy	We note the Shire has not developed formal asset management plans.	We suggest an Asset Management Plan be developed for adoption by Council.	IS-MSAM	PROGRESSING – <i>RFQ 26.17 Provision of Asset Management Plans and Strategy</i> via WALGA eQuotes 20/03/2017. RFQ Awarded to Assetivity, MSAM is working with the Consultant with the view to present to Council August 2017	August 2017	\$ As Above

Paragraph		Matter Noted	Improvements	Responsible Department/ Position	Responses	Date for completion	Potential Additional Costs
7.1.4 (17)	Local Emergency Management Arrangements	We note the Local Emergency Management Arrangements have not been reviewed in accordance with the requirements of the arrangements.	We suggest the Local Emergency Management Arrangements be reviewed in accordance with each of the documents.	DRS-EMC	COMPLETED - EMC has reviewed documentation and are current. Reviews are to be every 5 years if significant changes are required, otherwise arrangement stands.	Completed	\$NIL
7.1.5 (18)	Onslow Local Emergency Management Arrangements	We note the document available on the Shire website is watermarked as 'Confidential Draft' yet is signed by the chairperson of the LEMC.	We suggest controls be developed to ensure confidential documents are not made available on the Shire website. We also suggest standard procedures be developed to accurately show the status of documents and plans.	DRS-EMC CS-AM G&ES-MC&T	COMPLETED - EMC Reviewed website documentation, updated and changed to reflect correct status. EMC follows Legislative Procedures in the Emergency Management Act 2005 as well as Compliance Calendar to ensure actions are undertaken when required Last review 15 July 2015, next review due 2020 as per 2.8 Emergency Risk Management of the Onslow Local Emergency Management Arrangements.	Completed	\$NIL
7.1.6 (19)	Business Continuity Management Arrangements	We noted that a Business Continuity Management Plan has been partially developed and remains in draft.	We suggest the Business Continuity Management Plan be finalised and approved.	CS – D CS - AM	PROGRESSING - Corporate Services Director reviewed existing plans and progressed to CEO. Now for approval of ARC.	July 2017	\$
7.1.7 (20)	Record Keeping Plan	We note the Plan contains an assessment of Risks however not all identified risks have been rated in accordance with the Risk Management Policy.	We suggest risk when the record keeping plan is next reviewed an assessment of risks be undertaken in accordance with the Risk Management Policy.	CS-RC	Record Keeping Plan (including this recommendation) submitted to the State Records Office. COMPLETED -See attachment for document that was sent to State Records (CS - AM) submitted November 2015. Next review due March 2021	Completed	\$NIL
7.2.1 (21)	Draft Risk Management Framework	We note the framework is still in draft form and has not been finalised. The Risk Level Matrix and Assessment Criteria differs to the one contained within the Risk Management Policy.	To avoid possible misinterpretation of rated risks, we suggest the development of one context based risk level matrix and assessment criteria to be used for all risk assessments.	CS-AM OD-S&WC	PROGRESSING -New CORP 5 Policy and subsidiary Risk Management Framework procedures have been created and finalised. For review by ARC	July 2017	\$NIL

Paragraph		Matter Noted	Improvements	Responsible Department/ Position	Responses	Date for completion	Potential Additional Costs
7.2.2 (22)	Documented Procedures	Limited documented procedures currently exist.	Opportunities exist to improve standard operating procedures and ensure they are documented and key controls clearly identified. Once these procedures are developed and implemented, they require constant monitoring for adherence and to ensure they are effective.	CEO EXECS CS OD	PROGRESSING – (ongoing) All staff positions are completing procedure manuals for their areas of responsibility. These manuals are constantly updated on an as-needs basis. This is monitored and managed by the relevant responsible officers.	June 2018	\$NIL
7.2.3 (23)	Finance Department Procedures	We note the following matters in relation to the documented procedures: Key controls such as the prior authorisation of general journals, authorisation of creditor invoices for processing and payment and authorisation of credit limits for debtors are not documented within the procedures. Documented procedures for the processing of payroll are not included within the procedures.	We suggest the procedures be modified to clearly identify all key control requirements and procedures for processing and authorisation of payroll be documented.	CS-FM CS – FC OD	PROGRESSING – Document is under review and being updated by Organisational Development and the Finance Department. Recent amendments to ‘Accounts Payable’ section via Procurement. Full Finance Manual being updated and finalised by the Finance Coordinator. To be completed end of August 2017	November 2017	\$NIL
7.2.4 (24)	Draft procurement Coordinator Procedure Manual JA71	We note the Tender Register is only required to be completed as the final stage of the tender procedure.	We suggest the Tender Register be completed at each stage of the tender process, to help ensure all tenders called are recorded within the Register at all times.	CS-PC	COMPLETED - Procurement has an internal Tender Register containing all details from beginning to end (both on AIMS and hard copy), there is also the Public Tender Register which contains the details as per our legislative requirement.	Completed	Nil
7.2.5 (25)	EMP24 Credit Card Management Procedure	We noted the list of current credit card holders is not up to date, as required by the procedure.	We suggest the list of current credit card holders is updated.	CS-FM	COMPLETED	Completed	Nil
7.2.6 (26)	Checklists	Checklists of key functions are not maintained.	Creation of standard checklists may assist in evidencing key points of control.	SoA CEO - GM	PROGRESSING – Key checklists exist, however the responsibility of further investigation and implementation will be the responsibility of the Governance Manager.	December 2017	\$

Paragraph		Matter Noted	Improvements	Responsible Department/ Position	Responses	Date for completion	Potential Additional Costs
7.2.7 (27)	Workflow diagrams	Workflow diagrams have not been compiled.	In conjunction with the development of documented procedures and checklists, development of workflow process diagrams may assist in clearly identifying controls and processes to be followed.	CS OD SoA	PROGRESSING – To be developed	March 2018	\$?
7.2.8 (28)	Procedures for the raising of Landing Fees	We noted no independent procedures exist for monitoring aircraft passenger numbers in order to raise landing fees. We view the current system of relying on the airline to report the number of flights and passengers as inappropriate.	We suggest procedures and processes be developed to ensure passenger numbers are independently verified before raising the fee.	IS-AM	COMPLETED (subject to Audit & Risk Committee confirmation) NOTE: Landing fees are based on the weight of the planes and are monitored by AVDATA who are an independent company engaged by the Shire. Passenger Head Tax are the fees paid by the airlines to the SoA. These are generated on a monthly basis by the airlines based on the passenger numbers. The only way to monitor/verify this process would require a SoA staff member permanently based at the airport counting passengers for each flight. This is a common practice in all airports and is an “honour system”. The recommendation is noted and a procedure will be created and implemented whereby “random” passenger counts will be undertaken by SoA staff and used to verify the fees paid each month. TD - Confirmed that passenger numbers are provided as a monthly total and not on a flight by flight basis. Every flight in a reporting period would need to be counted to enable a verification. This is not practicable given costs.	Completed	\$?
7.2.9 (29)	Project Specific Risk Assessments	Documented risk assessments have been undertaken for a current major project and appear appropriate. However, the risk assessment was not in accordance with the Risk Management Policy.	We suggest the assessments be undertaken in accordance with the Risk Management framework.	SoA IS S&ED	COMPLETED –Addressed in the new Risk Management Framework/Procedures	Completed	Nil

Paragraph		Matter Noted	Improvements	Responsible Department/ Position	Responses	Date for completion	Potential Additional Costs
7.3.1 (30)	Code of Conduct	Volunteers and contractors are not bound by a Code of Conduct when performing functions on behalf of the Shire.	We suggest an expansion of the scope of the Code of Conduct to include actions by volunteers and contractors. Alternatively, a separate Code of Conduct be developed for volunteers and contractors.	CS-SC CD-MCS	PROGRESSING – Community Development have engaged an external consultant who is assisting with the implementation of a Volunteer Manual which will include full code of conduct details and requirements along with the full induction process.	September 2017	Nil
7.3.2 (31)	Occupational Safety and Health Manual	We note the manual contains comprehensive requirements for contractors. However, there is no requirement for contractors or volunteers to be inducted on the requirements contained in the Manual.	We suggest a requirement for the induction of volunteers and contractors be included in the Manual.	OD-S&WC CS-SC CD-MCS	PROGRESSING - Community Development have engaged an external consultant who is assisting with the implementation of a Volunteer Manual which will include full code of conduct details and requirements along with the full induction process.	September 2017	\$Nil
7.3.3 (32)	Experienced Staff	Experienced senior staff are expected to have a sound understanding of the requirements of their roles. We noted cases where, due to external limitations, current staff have been elevated to positions for which they have limited experience and no formal qualification.	Key positions should be reserved for staff with relevant experience and qualification and where this is not possible, formal training and development plans should be mandated.	SoA	COMPLETED - Noted – for implementation on an “as needs” basis.	Completed	Combined with 7.1.1
7.3.4 (33)	Staff Training	Training needs analysis and register have not been updated. A number of licences /skills accreditations have expired.	We suggest the Training Needs Analysis and Register be updated with procedures implemented to ensure licences/skills accreditations remain current.	OD-SODA	PROGRESSING – Implementation of new human resources software (“ELMO”) is still progressing and when finalised will retain and monitor this information more accurately. AM - OD-SODA to review the existing register and ensure update and implementation of current licences/skills.	December 2017	\$Nil
7.5.1 (34)	Information Systems Plans	We noted an IT Disaster Recovery Plan and IT Security Plan are in place, but have never been tested.	We suggest the IT Disaster Recovery Plan and IT Security Plan be tested.	CS-MIS	PROGRESSING - The plan will be tested. This test needs coordinated with third parties (such as Telstra) to ensure our backup systems are operating at an optimum. CS-MIS to trigger a test of both plans to determine viability and adequacy of plans.	June 2018	\$Nil

Paragraph		Matter Noted	Improvements	Responsible Department/ Position	Responses	Date for completion	Potential Additional Costs
7.5.2 (35)	IT Resources	No policy in place for the use of Shire IT equipment for private use.	We suggest a policy be created and implemented for the use of Shire IT equipment for private use.	CS-MIS OD	PROGRESSING - EMP04 Equipment & Key Policy/Directive is being finalised. CS-MIS to develop policy in conjunction with OD for all staff.	March 2018	\$
8.1.1 (36)	Risk Register	We noted risks documented within Council Meeting minutes are not maintained within a risk register.	We suggest risks documented within Council Meeting Minutes are recorded within the risk register.	CS-AM EO-CEO	PROGRESSING – CS AM and EO CEO to compile examples for review and implementation	March 2018	Nil
8.2.1 (37)	Minutes of Executive Management Group Meetings	No minutes of the Executive Management Group meetings were available for inspection.	We suggest minutes of the Executive Management Group meetings be maintained with risks, internal control and legislative compliance weaknesses identified in the minutes.	G&ES-EO-CEO	COMPLETED Minutes are documented and recorded in secure file GV27.	Completed	Nil
8.3.1 (38)	Risk Register	We reviewed a draft register and noted it is not being maintained up to date.	Risk Register to be reviewed/updated on a regular basis.	CS-AM	COMPLETED –Corporate Risk Register updated and to be maintained by Governance Manager See attachment	Completed	Nil
8.3.2 (39)	OSH Audit Response Register	We note the register contains 29 recommendations rated as high priority. Of these only 4 recommendations are recorded as complete. No dates are provided as to when the audit was undertaken or when the recommendations were finalised.	We suggest recommendations are dated to assist in following up on long outstanding matters.	OD-S&WC	COMPLETED There are 129 recommendations total, 66 in progress, 8 not started, 47 complete, 8 awaiting other action. More detail can be provided if required. It should be noted not all recommendations are practical or necessary to implement. It should also be noted of those recommendations the “in progress” can include those that have been fully implemented in high risk departments but not completed elsewhere due to competing priorities. S&WC to implement recommendations.	Completed	\$Nil
8.3.3 (40)	Incident Register	We note the register does not record any follow up measures to help prevent re-occurrence of incidents.	We suggest the Register records actions to be taken to help prevent re-occurrence of incidents.	OD-S&WC	COMPLETED The Action Register in system STEMS records all proactive and reactive actions (controls) following incidents; scheduled inspections; ad hoc observations and hazard reports etc. Auditors did not review this program.	Completed	Nil

Paragraph		Matter Noted	Improvements	Responsible Department/ Position	Responses	Date for completion	Potential Additional Costs
8.5.1 (41)	Employee Complaints / Grievance Handling	We note there are no procedures to ensure employee complaints remain confidential, recorded and responded to appropriately.	We suggest a documented procedure be developed to ensure all employee complaints are logged and followed up to ensure they are resolved.	OD-MOD	COMPLETED - EMP16 Grievances, Investigations and Resolution Management Directive modified accordingly (refer to Executive Team Meeting 1/12/2016). EMP22 Discrimination, Harassment and Bullying Management Directive modified accordingly (refer to Executive Team Meeting 24/11/2016).	Completed	\$NIL
8.5.2 (42)	Community Complaints Handling	Whilst we note there are procedures for community complaints in relation to assets, there are no procedures to ensure general community complaints are recorded and responded to appropriately within a defined timeframe.	We suggest a documented procedure be developed to ensure all community complaints are logged and forwarded to the appropriate officer then followed up to ensure they are resolved.	CS-AM G&ES CEO - GM	PROGRESSING - <i>See It Report</i> It is managed by the Assets Team. Which distributes reports to relevant department and record against the asset number. Reports are processed as an official Shire record and recorded in secure file. It is noted that we do not have a procedure for non-asset related complaints (Staff, Shire processes etc.) however these are being reviewed.	March 2018	\$NIL
8.6.1 (43)	Internal Audit	Currently, no internal auditors have been appointed, and limited internal audit functions have been undertaken.	We suggest that as the level of documented procedures increases, an expanded internal audit function to confirm adherence to documented policies and procedures may be required.	CS G&ES	PROGRESSING - Suggestion noted and included in the 2017/8 Budget. The creation of the Manager of Governance and Strategy will be responsible for the implementation and process of an internal audit program.	June 2018	\$

Council Policy



Number	CORP5	Principles/ Framework	Community Strategic Plan 2017-2027 Goal 05 Objective 3 Council Leadership
Name	Risk Management Policy		
File No	GV20		
Aim	The Shire of Ashburton is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient, and effective assessment of risk in all planning, decision making and operational processes.	Approval Date	OMC 21 March 2012 OMC 19 November 2014
		Monitor & Review	CEO
		Last Review	18 July 2017
Application:	Elected Members and Staff	Next Review	2019
Statutory Environment	Local Government Act (1995) 5.56(2)	Review Period	Every 2 years

Policy

1. Purpose

The Shire of Ashburton (“the Shire”) Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire’s strategies, goals or objectives.

2. Policy

It is the Shire’s Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public. Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire’s Integrated Planning Framework.

The Shire’s Executive Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as direct and monitor implementation, practice and performance.

Every employee, elected member, volunteer and contractor within the Shire is recognised as having a role in risk management.

Consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.

3. Definitions (from AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

4. Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

5. Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

6. Risk Management Framework: Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.

7. Risk Management Objectives

The adoption of consistent risk management processes within a comprehensive framework will help deliver on the objectives and benefits below:

- Optimise the achievement of our vision, experiences, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations

8. Risk Appetite

The Shire has defined its tolerance to risk, its risk appetite, through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and are to be noted within the individual risk assessment and approved by a member of the Executive Management Team.

9. Roles, Responsibilities & Accountabilities

Council's role is to -

- Review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria.
- Appoint / Engage External Auditors to report on financial statements annually.
- Establish and maintain an Audit & Risk Committee in terms of the Local Government Act.

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

10. Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire's Executive Management Team and will be formally reviewed by Council biennially.

Signed: Date: ____/____/____

Dale Stewart:

Acting Chief Executive Officer



File No: CORP_ORG

Policy Name:	CORP5 RISK MANAGEMENT POLICY
Policy Purpose:	The Shire of Ashburton is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient, and effective assessment of risk in all planning, decision making and operational processes.
Principles / Framework	Governance and Leadership
Application:	Elective Members and All Staff
Statutory Environment:	Local Government Act (1995) 5.56(2)
Minute Number:	11151; 11875
Approval Date:	Ordinary Meeting of Council 21 March 2012 Ordinary Meeting of Council 19 November 2014

Definition of Risk:

AS/NZS ISO 31000:2009 defines risk as “the effect of uncertainty on objectives.”

- A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative, or a deviation from the expected. An objective may be financial, related to health and safety, or defined in other terms.
- Risk Management is defined as the application of coordinated activities to direct and control an organisation with regard to risk.

Principles – Framework - Process

The Shire of Ashburton considers risk management to be an essential management function in its operations. They recognise that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk. Council is committed to the principles, framework and process of managing risk as outlined in AS/NZS ISO 31000:2009

The Shire of Ashburton will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. It will be applied to decision making through all levels of the organisation in relation to planning or executing any function, service or activity. In particular it will be applied to:

- Strategic and operational planning

- Receipt and Expenditure of large sums of money
- New strategies and procedures
- Management of projects, tenders and proposals
- Introducing significant change, and
- The management of sensitive issues.

Risk management objectives

- The achievement of organisational goals and objectives.
- Compliance with Local Government Act (1995) Regulation S5.56(2)
- The ongoing health and safety of all employees at the workplace
- Ensuring public safety within the Council's jurisdiction is not compromised.
- Limited loss or damage to property and other assets.
- Limited interruption to business continuity.
- Positive public perception of Council and the Shire.
- Application of equal opportunity principles in the workforce and the community.

Responsibilities

- Executives, managers and supervisors have the responsibility and accountability for ensuring that all staff effectively manage the risks within their own work areas. In each of these areas, risks should be anticipated and reasonable protective measures taken.
- All managers will encourage openness and honesty in the reporting and escalation of risks.
- All staff will be encouraged to alert management to the risks that exist within their area, without fear of recrimination.
- All staff will, after appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.
- All staff and employees will, as required, conduct risk assessments during the performance of their daily duties. The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.
- Failure by staff to observe reasonable directions from supervisors regarding the management of risks and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.
- It is the responsibility of every department to observe and implement this policy in accordance with procedures and initiatives that are developed by management from time to time.
- Council is committed morally and financially to the concept and resourcing of risk management.

Monitor and Review

The Organisation will implement a simple but robust reporting and recording system that will be regularly monitored to ensure closeout of risks and identification of ongoing issues and trends.

Risk management key performance indicators, relating to both organisational and personal performance will be developed, implemented and monitored, by the Shire's Executive and Council as appropriate

Risk Appetite and Tolerance Levels of the Shire of Ashburton

Consequences

DESCRIPTION	FINANCIAL	HEALTH	REPUTATION	OPERATION	ENVIRONMENT	COMPLIANCE	PROJECT
Insignificant	<Less than \$10,000	No injuries or illness	Unsubstantiated, low impact, low profile or "no news" item	Little impact	Little impact	Minor breach of policy, or process requiring approval or variance	Small variation to cost, timelines, scope or quality of objectives and required outcomes
Minor	\$10,000 – 100,000	First Aid treatment	Substantiated, low impact, low news item	Inconvenient delays	Minor damage or contamination	Breach of policy, process or legislative requirement requiring attention of minimal damage control	5-10% increase in time or cost or variation to scope or objective requiring managers approval
Major	\$100,000- \$500,000	Medical treatment	Substantiated, public embarrassment, moderate impact, moderate news profile	Significant delays to major deliverables	Environmental damage requiring restitution or internal cleanup	Breach requiring internal investigation, treatment or moderate damage control	10-20 % increase in time or cost or variation to scope or objective requiring Senior Management approval
Critical	\$500,000 - \$1million	Extensive injuries or disabilities	Substantiated, organisational embarrassment, high impact news profile, third party actions	Non-achievement of major deliverables	Minor Breach of legislation / significant contamination or damage requiring third party assistance	Breach resulting in external investigation or third party actions resulting in tangible loss and some damage to reputation	20—50 % increase in time or cost or significant variation to scope or objective requiring restructure of project and Senior Management or Council approval
Extreme	>More than \$1 million	Death or permanent disabilities	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Non-achievement of major deliverables	Major breach of legislation or extensive contamination and environmental damage requiring third party intervention	Breach resulting in external investigation or third party actions resulting in significant tangible loss and damage to reputation	>50% increase in cost or timeline, or inability to meet project objectives requiring the project to be abandoned or redeveloped.

Likelihood

LEVEL	DESCRIPTION	EXAMPLES	FREQUENCY
A	Almost Certain	Expected to occur in most circumstances	More than once per year

B	Likely	Will probably occur in most circumstances			At least once per year
C	Possible	Should occur at some time			At least once in three years.
D	Unlikely	Could occur at some time			At least once in ten years
E	Rare	May occur, only in exceptional circumstances			Less than once in fifteen years.

Consequence Likelihood		Insignificant 1	Minor 2	Major 3	Critical 4	Extreme 5
		Almost Certain A	H	H	E	E
Likely B	M	H	H	E	E	
Possible C	L	M	H	E	E	
Unlikely D	L	L	M	H	E	
Rare E	L	L	M	H	H	

E = Extreme Risk: Immediate action required by EM or Executive Management

H = High risk: Senior management attention needed

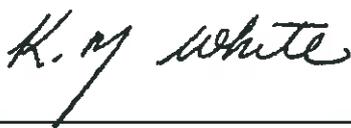
M = Medium risk: Managed by specific monitoring or response procedures

L = Low risk: Manage by routine procedures, unlikely to need specific application of resources

Key success factors

In using the risk matrix, the Shire of Ashburton recognises that in initial debate and assessment; that unless there are subject professionals or experts in the conversations; the results will only guide the assessment, but more information will be needed to further define the risk level.

The Shire recognises that priority for treatment and attention requires both quantitative and qualitative information to inform the decision making process.



Kerry White

Signed

Shire President

Monitor and Review:

Chief Executive Officer

Last Review Date:

19 November 2014

Next Review Date:

2016

Review Period:

Biennial

This policy is to remain in force until otherwise determined by the Council or superseded.

Risk Management Framework

Shire of Ashburton

July 2017

Contents

Introduction	2
Risk Management Policy	3
Purpose	3
Policy	3
Definitions (from AS/NZS ISO 31000:2009)	3
Risk:	3
Risk Management Framework: S	3
Risk Management Objectives	3
Risk Appetite	4
Roles, Responsibilities & Accountabilities	4
Monitor & Review	4
Risk Management Procedures	5
Governance	5
Framework Review	5
Operating Model	5
Governance Structure	6
Roles & Responsibilities	8
Document Structure (Framework)	9
Risk & Control Management	10
Risk & Control Assessment	10
Reporting Requirements	14
Coverage & Frequency	14
Indicators	14
Identification	15
Assess Data Quality and Integrity	15
Benchmarks	15
Monitor & Review	15
Risk Acceptance	15
Annual Controls Assurance Plan	16
Appendix A – Risk Assessment and Acceptance Criteria	17
MEASURES OF LIKELIHOOD	18
RISK MATRIX	18
RISK ACCEPTANCE	19
EXISTING CONTROLS RATINGS	19
Appendix B – Risk Profile Template	20
SOA CEO 020	20
Appendix C – Risk Theme Definitions	21

Introduction

The Policy and Procedures in this document form the Risk Management Framework for the Shire of Ashburton (“the Shire”). The framework sets out the Shire’s approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on Australia/New Zealand Standard ISO 31000:2009 Risk Management.

It is essential that all areas of the Shire adopt these procedures to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives is understood and managed.

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire along with existing time, resource and workload pressures.

Further information or guidance on risk management procedures is available from LGIS Risk Management.

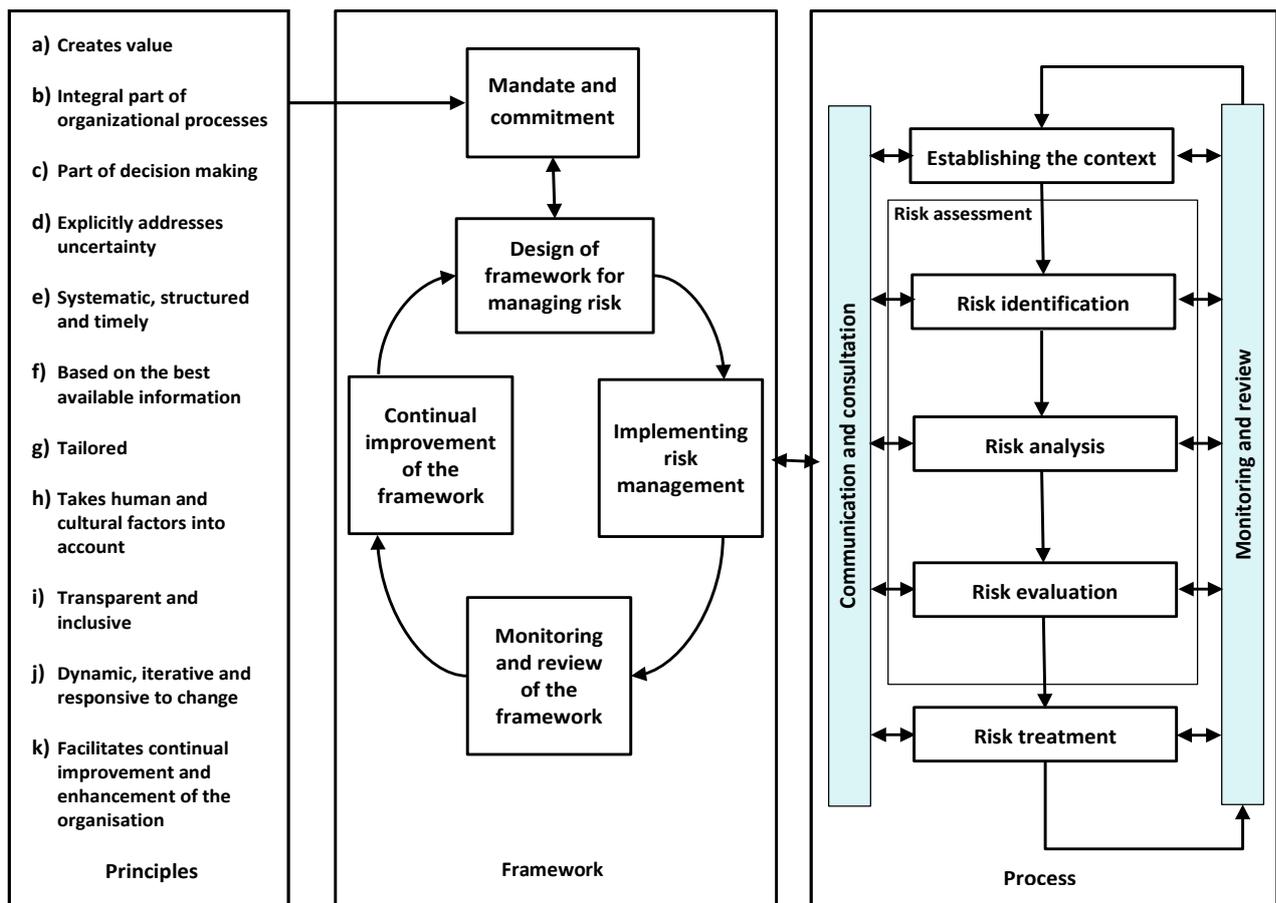


Figure 1: Risk Management Process (Source: AS/NZS 31000:2009)

Risk Management Policy

Purpose

The Shire of Ashburton ("the Shire") Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

Policy

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

The Shire's Executive Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as direct and monitor implementation, practice and performance.

Every employee, elected member, volunteer and contractor within the Shire is recognised as having a role in risk management.

Consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.

Definitions (from AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Framework: Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.

Risk Management Objectives

The adoption of consistent risk management processes within a comprehensive framework will help deliver on the objectives and benefits below:

- Optimise the achievement of our vision, experiences, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.

- Identify and provide for the continuity of critical operations

Risk Appetite

The Shire has defined its tolerance to risk, its risk appetite, through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and are to be noted within the individual risk assessment and approved by a member of the Executive Management Team.

Roles, Responsibilities & Accountabilities

Council's role is to -

- Review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria.
- Appoint / Engage External Auditors to report on financial statements annually.
- Establish and maintain an Audit & Risk Committee in terms of the Local Government Act.

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire's Executive Management Team and will be formally reviewed by Council biennially.

Signed: Date: ____/____/____

Dale Stewart: Acting Chief Executive Officer

Risk Management Procedures

Governance

Appropriate governance of risk management within the Shire of Ashburton (the “Shire”) provides:

- Transparency of decision making.
- Clear identification of the roles and responsibilities of risk management functions.
- An effective Governance Structure to support the risk framework.

Framework Review

The Risk Management Framework is to be reviewed for appropriateness and effectiveness biennially.

Operating Model

The Shire has adopted a “Three Lines of Defence” model for the management of risk. This model ensures roles; responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, Management and Community will have assurance that risks are managed effectively to support the delivery of the Strategic, Corporate & Operational Plans.

First Line of Defence

All **operational** areas of the Shire are considered ‘**1st Line**’. They are responsible for ensuring that risks within their scope of operations are identified, assessed, managed, monitored and reported. Ultimately, they bear ownership and responsibility for losses or opportunities from the realisation of risk. Associated responsibilities include;

- Establishing and implementing appropriate processes and controls for the management of risk (in line with these procedures).
- Undertaking adequate analysis (data capture) to support the decision-making process of risk.
- Prepare risk acceptance proposals where necessary, based on level of residual risk.
- Retain primary accountability for the ongoing management of their risk and control environment.

Second Line of Defence

The Shire’s Risk Framework Owners (Manager Administration & Manager Governance) act as the primary ‘**2nd Line**’. These positions own and manage the framework for risk management, draft and implement governance procedures and provide the necessary tools and training to support the 1st line process. The Executive Management Team supplements the second line of defence.

Maintaining oversight on the application of the framework provides a transparent view and level of assurance to the 1st & 3rd lines on the risk and control environment. Support can be provided by additional oversight functions completed by other 1st Line Teams (where applicable). Additional responsibilities include:

- Providing independent oversight of risk matters as required.
- Monitoring and reporting on emerging risks.
- Co-ordinating the Shire's risk reporting for the CEO & Executive Management Team and the Audit & Risk Committee.

Third Line of Defence

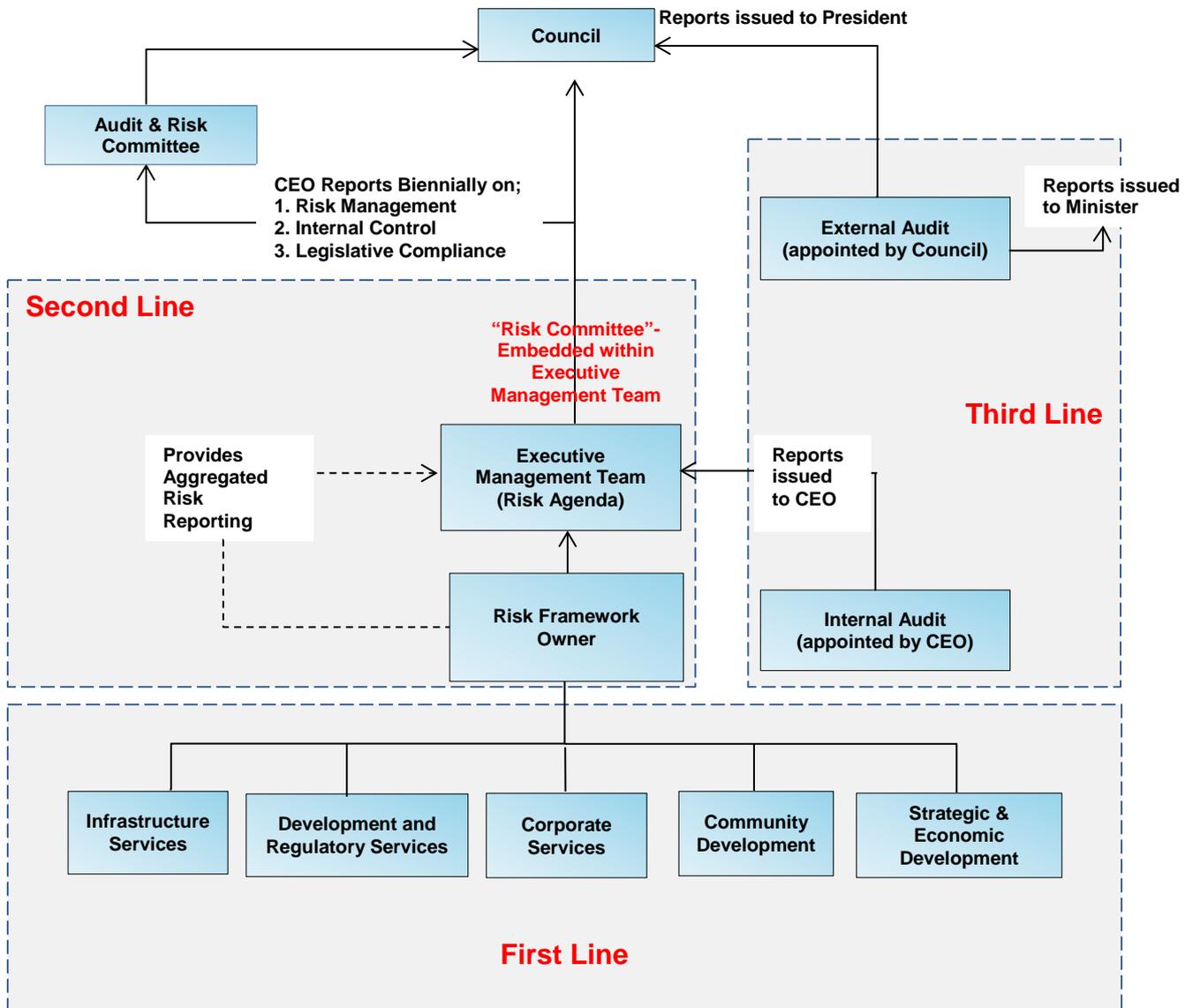
Internal self-audits & External Audits are the '**3rd Line**' of defence, providing assurance to the Council, Audit & Risk Committee and Shire Management on the effectiveness of business operations and oversight frameworks (1st & 2nd Line).

Internal Audit – Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The scope of which would be determined by the CEO with input from the Audit & Risk Committee.

External Audit – Appointed by Council on the recommendation of the Audit & Risk Committee to report independently to the President and CEO on the annual financial statements only.

Governance Structure

The following diagram depicts the current operating structure for risk management within the Shire.



Roles & Responsibilities

Council

- Review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria.
- Appoint / Engage External Auditors to report on financial statements annually.
- Establish and maintain an Audit & Risk Committee in terms of the Local Government Act.

Audit & Risk Committee

- Support Council in providing effective corporate governance.
- Oversight of all matters that relate to the conduct of External Audits.
- Independent, objective and autonomous in deliberations.
- Recommendations to Council on External Auditor appointments.

CEO / Executive Management Team

- Undertake internal Audits as required under Local Government (Audit) regulations.
- Liaise with Council in relation to risk acceptance requirements.
- Approve and review the appropriateness and effectiveness of the Risk Management Framework.
- Drive consistent embedding of a risk management culture.
- Analyse and discuss emerging risks, issues and trends.
- Document decisions and actions arising from risk matters.
- Own and manage the Risk Profiles at Shire Level.

Risk Framework Owner (Manager Governance & Corporate Strategy)

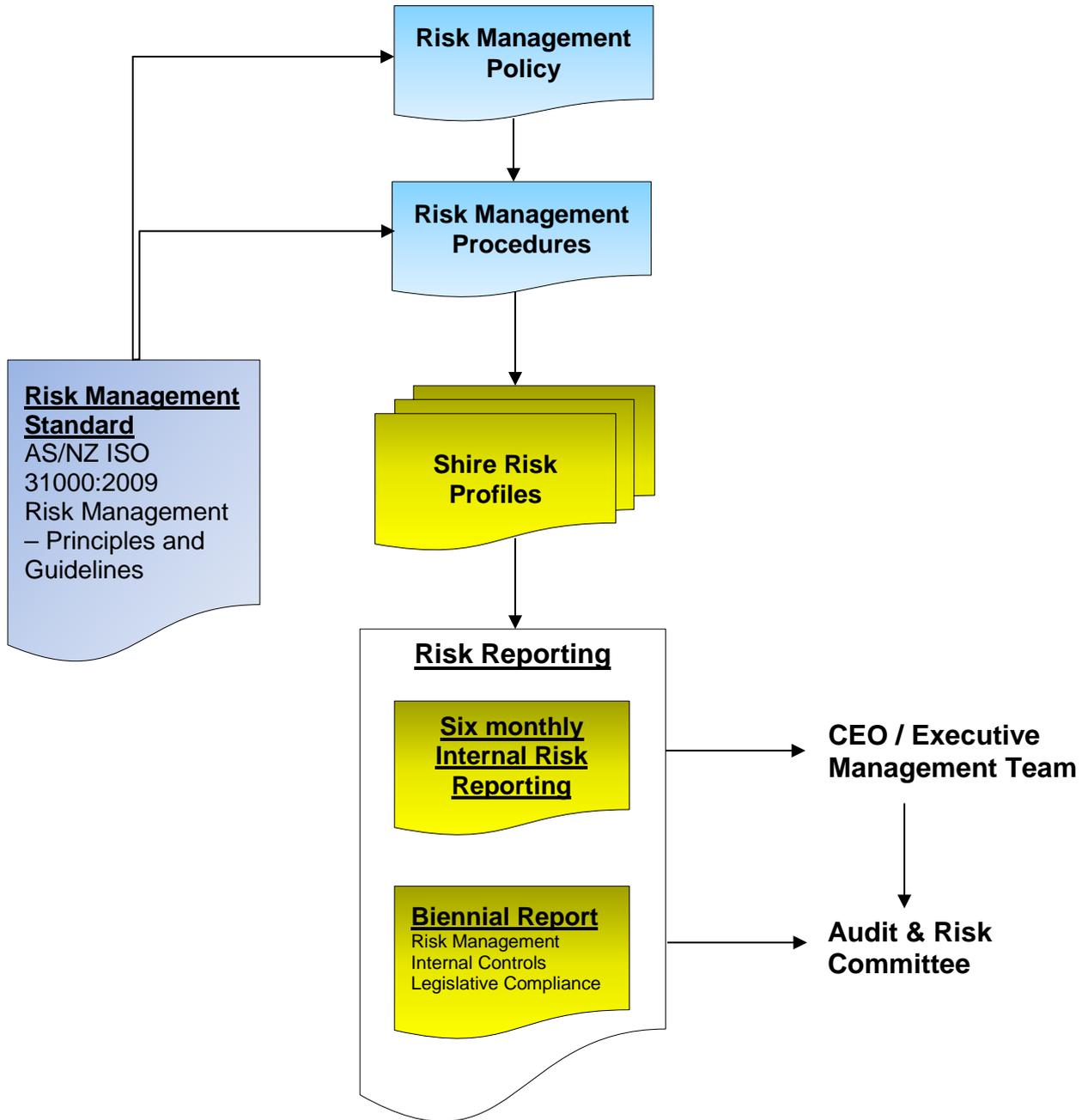
- Oversee and facilitate the Risk Management Framework.
- Champion risk management within operational areas.
- Support reporting requirements for Risk matters.
- Monitor KPI's for risk.

Managers / Teams

- Drive risk management culture within work areas.
- Own, manage and report on specific risk issues as required.
- Assist in the Risk & Control Management process as required.
- Conduct Risk Identification and Assessment when preparing Council Agenda item templates
- Highlight any emerging risks or issues accordingly.
- Incorporate 'Risk Management' into Management Meetings, by incorporating the following agenda items;
 - New or emerging risks.
 - Review existing risks.
 - Control adequacy.
 - Outstanding issues and actions.

Document Structure (Framework)

The following diagram depicts the relationship between the Risk Management Policy, Procedures and supporting documentation and reports.



Risk & Control Management

All Work Areas of the Shire are required to assess and manage the Risk Profiles on an ongoing basis.

Agenda items presented to council must include a Risk Assessment using the Frameworks criteria.

Each Manager, in conjunction with the Risk Framework Owner is accountable for ensuring that Risk Profiles are:

- Reflective of the material risk landscape of the Shire.
- Reviewed on at least a six monthly basis, or sooner if there has been a material restructure or change in the risk and control environment.
- Maintained in the standard format.

This process is supported by the use of data inputs, workshops and ongoing business engagement.

Risk & Control Assessment

To ensure alignment with AS/NZ ISO 31000:2009 Risk Management, the following approach is to be adopted from a Risk & Control Assessment perspective:

A: Establishing the Context

The first step in the risk management process is to understand the context within which the risks are to be assessed and what is being assessed, this forms two elements:

Organisational Context

The Shire's Risk Management Procedures provide the basic information and guidance regarding the organisational context to conduct a risk assessment; this includes Risk Assessment and Acceptance Criteria (Appendix A) and any other tolerance tables as developed. In addition, existing Risk Themes are to be utilised (Appendix C) where possible to assist in the categorisation of related risks.

Any changes or additions to the Risk Themes must be approved by the Manager Governance & Corporate Strategy or the CEO.

All risk assessments are to utilise these documents to allow consistent and comparable risk information to be developed and considered within planning and decision making processes.

Specific Risk Assessment Context

To direct the identification of risks, the specific risk assessment context is to be determined prior to and used within the risk assessment process.

For risk assessment purposes the Shire has been divided into three levels of risk assessment context:

1. Strategic Context

This constitutes the Shire's external environment and high-level direction. Inputs to establishing the strategic risk assessment environment may include;

- Organisation's Vision
- Stakeholder Analysis
- Environment Scan / SWOT Analysis
- Existing Strategies / Objectives / Goals

2. Operational Context

The Shire's day to day activities, functions, infrastructure and services. Prior to identifying operational risks, the operational area should identify its Key Activities i.e. what is trying to be achieved. Note: these may already be documented in business plans, budgets etc.

3. Project Context

Project Risk has two main components:

- **Direct** refers to the risks that may arise as a result of project activity (i.e. impacting on current or future process, resources or IT systems) which may prevent the Shire from meeting its objectives
- **Indirect** refers to the risks which threaten the delivery of project outcomes.

In addition to understanding what is to be assessed, it is also important to understand who are the key stakeholders or areas of expertise that may need to be included within the risk assessment.

B: Risk Identification

Using the specific risk assessment context as the foundation, and in conjunction with relevant stakeholders, answer the following questions, capture and review the information within each Risk Profile.

- What can go wrong? / What are areas of uncertainty? (Risk Description)
- How could this risk eventuate? (Potential Causes)
- What are the current measurable activities that mitigate this risk from eventuating? (Controls)
- What are the potential consequential outcomes of the risk eventuating? (Consequences)

C: Risk Analysis

To analyse the risks, the Shire's Risk Assessment and Acceptance Criteria (Appendix A) is applied:

- Based on the documented controls, analyse the risk in terms of Existing Control Ratings
- Determine relevant consequence categories and rate how bad it could be if the risk eventuated with existing controls in place (Consequence)
- Determine how likely it is that the risk will eventuate to the determined level of consequence with existing controls in place (Likelihood)
- By combining the measures of consequence and likelihood, determine the risk rating (Level of Risk)

D: Risk Evaluation

The Shire is to verify the risk analysis and make a risk acceptance decision based on:

- Controls Assurance (i.e. are the existing controls in use, effective, documented, up to date and relevant)
- Existing Control Rating
- Level of Risk
- Risk Acceptance Criteria (Appendix A)
- Risk versus Reward / Opportunity

The risk acceptance decision needs to be documented and acceptable risks are then subject to the monitor and review process. Note: Individual Risks or Issues may need to be escalated due to urgency, level of risk or systemic nature.

E: Risk Treatment

For unacceptable risks, determine treatment options that may improve existing controls and/or reduce consequence / likelihood to an acceptable level.

Risk treatments may involve actions such as avoid, share, transfer or reduce the risk with the treatment selection and implementation to be based on;

- Cost versus benefit
- Ease of implementation
- Alignment to organisational values / objectives

Once a treatment has been fully implemented, the Governance Officer is to review the risk information and acceptance decision with the treatment now noted as a control and those risks that are acceptable then become subject to the monitor and review process (Refer to Risk Acceptance section).

F: Monitoring & Review

The Shire is to review all Risk Profiles at least on a six monthly basis or if triggered by one of the following;

- Changes to context,
- A treatment is implemented,
- An incident occurs or due to audit/regulator findings.

The Risk Framework Owner is to monitor the status of risk treatment implementation and report on, if required.

The CEO & Executive Management Team will monitor significant risks and treatment implementation as part of their normal agenda item on a quarterly basis with specific attention given to risks that meet any of the following criteria:

- Risks with a Level of Risk of High or Extreme
- Risks with Inadequate Existing Control Rating
- Risks with Consequence Rating of Extreme
- Risks with Likelihood Rating of Almost Certain

The design and focus of the Risk Summary report will be determined from time to time on the direction of the CEO & Executive Management Team. They will also monitor the effectiveness of the Risk Management Framework ensuring it is practical and appropriate to the Shire.

G: Communication & Consultation

Throughout the risk management process, stakeholders will be identified, and where relevant, be involved in or informed of outputs from the risk management process. Council, through the Audit and Risk Committee will be provided with six-monthly update reports.

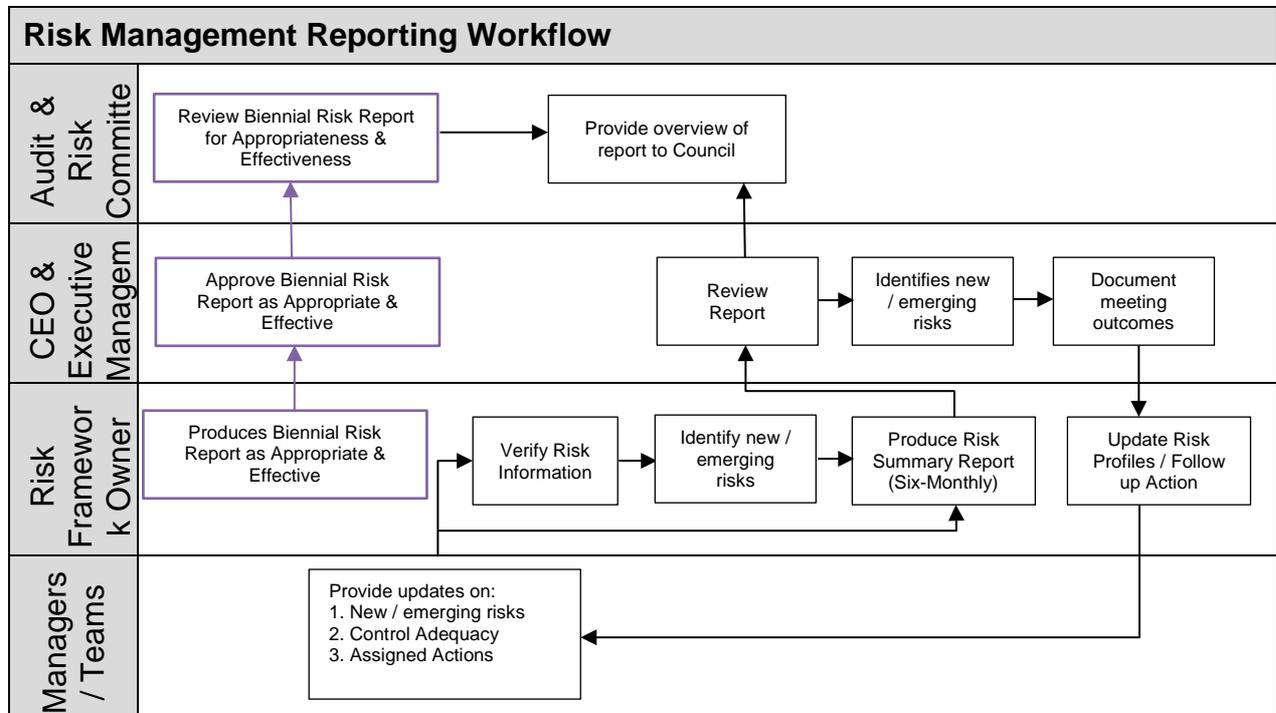
Risk management awareness and training will be provided to staff as part of their Training Program.

Risk management will be included within the employee induction process to ensure new employees are introduced to the Shire's risk management culture.

Reporting Requirements

Coverage & Frequency

The following diagram provides a high level view of the ongoing reporting process for Risk Management.



Each Work Area is responsible for ensuring:

- They continually provide updates in relation to new and emerging risks, control effectiveness and indicator performance to the Risk Framework Owner.
- Work through assigned actions and provide relevant updates to the Risk Framework Owner.
- Risks / Issues reported to the CEO & Executive Management Team are reflective of the current risk and control environment.

The Risk Framework Owner is responsible for:

- Ensuring Shire Risk Profiles are formally reviewed and updated, at least on a six monthly basis or when there has been a material restructure, change in risk ownership or change in the external environment.
- Producing a six-monthly Risk Report for the CEO & Executive Management Team which contains an overview Risk Summary for the Shire.
- Annual Compliance Audit Return completion and lodgement.

Indicators

Indicators are required to be used for monitoring and validating risks and controls. The following describes the process for the creation and reporting of Indicators:

Identification

The following represent the minimum standards when identifying appropriate Indicator risks and controls:

- The risk description and casual factors are fully understood
- The Indicator is fully relevant to the risk or control
- Predictive Indicators are adopted wherever possible
- Indicators provide adequate coverage over monitoring risks and controls

Assess Data Quality and Integrity

In all cases an assessment of the data quality and integrity must be completed to ensure that the Indicator data is relevant to the risk or Control.

Where possible the source of the data (data owner) should be independent to the risk owner. Overlapping Indicators can be used to provide a level of assurance on data integrity.

If the data or source changes during the life of the Indicator, the data is required to be revalidated to ensure reporting of the Indicator against a consistent baseline.

Benchmarks

Benchmarks are set based on the Shire's Risk Appetite. They may be set and agreed over three levels:

- Green – within appetite; no action required.
- Amber – the Indicator must be closely monitored and relevant actions set and implemented to bring the measure back within the green tolerance.
- Red – outside risk appetite; the Indicator must be escalated to the CEO & Executive Management Group where appropriate management actions are to be set and implemented to bring the measure back within appetite.

Monitor & Review

All active Indicators are updated as per their stated frequency of the data source.

When monitoring and reviewing Indicators, the overall trend should be considered over a longer timeframe than individual data movements. The trend of the Indicators is specifically used as an input to the risk and control assessment.

Risk Acceptance

Day-to-day operational management decisions are generally managed under the delegated authority framework of the Shire.

Risk Acceptance *outside* of the appetite framework is a management decision to accept, within authority levels, material risks which will remain outside appetite framework (refer Appendix A – Risk Assessment & Acceptance Criteria) for an extended period of time (generally 3 months or longer).

The following process is designed to provide a framework for those *outside* appetite framework identified risks.

The 'Risk Acceptance' must be in writing, signed by the relevant Manager and cover:

- A description of the risk.
- An assessment of the risk (e.g. Impact consequence, materiality, likelihood, working assumptions etc.)
- Details of any mitigating action plans or treatment options in place
- An estimate of the expected remediation date.

Reasonable action should be taken to mitigate the risk. A lack of budget to remediate a material risk outside of appetite is not sufficient justification in itself to accept a risk. Accepted risks must be continually reviewed through standard operating reporting structure (i.e. Executive Management Team).

Annual Controls Assurance Plan

The annual assurance plan is a monitoring schedule prepared by the Executive Management Team that sets out the control assurance activities to be conducted over the next 12 months. This plan needs to consider the following components.

- Coverage of all risk classes (Strategic, Operational, Project)
- Existing control adequacy ratings across the Shire's Risk Profiles.
- Consider control coverage across a range of risk themes (where commonality exists).
- Building profiles around material controls to assist in design and operating effectiveness reviews.
- Consideration to significant incidents.
- Nature of operations
- Additional or existing 2nd line assurance information / reviews (e.g. HR, Financial Services, IT)
- Frequency of monitoring / checks being performed
- Review and development of Indicators
- Timetable for assurance activities
- Reporting requirements

Whilst this document and subsequent actions are owned by the CEO, input and consultation will be sought from individual Work Areas.

Appendix A – Risk Assessment and Acceptance Criteria

MEASURES OF CONSEQUENCE

RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION (Social / Community)	COMPLIANCE	PROPERTY (Plant, Equipment, Buildings)	NATURAL ENVIRONMENT	FINANCIAL IMPACT	PROJECT	
								TIME	COST
Insignificant (1)	No injuries or illness	No material service interruption Less than 1 hour	Unsubstantiated, localised low impact on community trust, low profile or no media item.	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact managed by on site response	Less than \$10,000	Exceeds deadline by 5% of project timeline	Exceeds project budget by 5%
Minor (2)	First Aid Treatment	Short term temporary interruption – backlog cleared < 1 day	Substantiated, localised impact on community trust or low media item	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	\$10,000 - \$100,000	Exceeds deadline by 10% of project timeline	Exceeds project budget by 15%
Moderate (3)	Medical treatment / Lost time injury >10 Days	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	\$100,000 - \$1 million	Exceeds deadline by 15% of project timeline	Exceeds project budget by 25%
Major (4)	Lost time injury >30 Days / temporary disability	Prolonged interruption of services – additional resources; performance affected < 1 month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire/Officers	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	\$1million - \$5 million	Exceeds deadline by 20% of project timeline	Exceeds project budget by 35%
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of services non- performance > 1 month	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/Officers	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact	>\$5 million	Exceeds deadline by 25% of project timeline	Exceeds project budget by 45%

MEASURES OF LIKELIHOOD

Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

RISK MATRIX

Consequence		Insignificant	Minor	Moderate	Major	Extreme
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

RISK ACCEPTANCE

Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MEDIUM (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Executive Management Group
EXTREME (17-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO & Council

EXISTING CONTROLS RATINGS

Rating	Foreseeable	Description
Effective	There is little scope for improvement.	Processes (Controls) operating as intended and / or aligned to Policies & Procedures; are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested.
Adequate	There is some scope for improvement.	Whilst some inadequacies have been identified; Processes (Controls) are in place, are being addressed / complied with and are subject to periodic review and testing.
Inadequate	A need for corrective and / or improvement actions exist.	Processes (Controls) not operating as intended, do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time.

Appendix B – Risk Profile Template

SOA CEO 020

Risk Theme			Date
<i>(What could go right / wrong?)</i>			
<i>Definition of Theme</i>			
<i>Potential causes (What could cause it to go right / wrong?)</i>			
<i>List of potential causes</i>			
Controls (What we have in place to prevent it going wrong)	Type	Date	Shire Rating
<i>List of Controls</i>	Detective		
	Preventative		
	Recovery		
Overall Control Ratings:			
Consequence Category	Risk Ratings		Shire Rating
	Consequence:		
	Likelihood:		
Overall Risk Ratings:			
Indicators (These would 'indicate' to us that something has gone right / wrong)	Type	Benchmark	
<i>List of Indicators</i>	Leading		
	Lagging		
Comments			
<i>Rationale for all above ratings</i>			
Current Issues / Actions / Treatments	Due Date	Responsibility	
<i>List current issues / actions / treatments</i>			

Appendix C – Risk Theme Definitions

1. Asset Sustainability Practices

- Failure or reduction in service of assets, including cash management, budgeting and long term financial planning, infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated lifecycle from procurement to maintenance and ultimate disposal. Areas included in the scope are;
 - Inadequate design (not fit for purpose)
 - Ineffective usage (down time)
 - Outputs not meeting expectations
 - Inadequate maintenance activities.
 - Inadequate financial management and planning.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

2. Business & Community Disruption

- Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal Shire business activities. The event may result in damage to buildings, property, plant & equipment (all assets). This could be a natural disaster, weather event, or an act carried out by an external party (incl. vandalism). This includes;
 - Lack of (or inadequate) emergency response / business continuity plans.
 - Lack of training to specific individuals or availability of appropriate emergency response.
 - Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
 - Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc.

This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".

3. Failure to fulfil Compliance requirements

- Failures to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

It does include the Local Government Act, Health Act, Building Act, Privacy Act and all other legislative based obligations for Local Government.

This does not include Occupational Safety & Health Act (refer "Inadequate safety and security practices") or any Employment Practices based legislation (refer "Ineffective Employment practices")

4. Document Management Processes

- Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:
 - Contact lists.
 - Procedural documents.
 - 'Application' proposals/documents.
 - Contracts.
 - Forms, requests or other documents.

5. Employment Practices

- Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;
 - Breaching employee regulations (excluding OH&S)
 - Discrimination, Harassment & Bullying in the workplace
 - Poor employee wellbeing (causing stress)
 - Key person dependencies without effective succession planning in place
 - Induction issues
 - Terminations (including any tribunal issues)
 - Industrial activity

Care should be taken when considering insufficient staff numbers as the underlying issue could be process inefficiencies.

6. Engagement Practices

- Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For example;
 - Following up on any access & inclusion issues.
 - Infrastructure Projects.
 - Regional or District Committee attendance.
 - Local Planning initiatives.
 - Strategic Planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services - refer "Management of Facilities / Venues / Events / Services".

7. Environment Management.

- Inadequate prevention, identification, enforcement and management of environmental issues.

The scope includes;

- Lack of adequate planning and management of coastal erosion issues.
- Failure to identify and effectively manage contaminated sites (including groundwater usage).
- Waste facilities (landfill / transfer stations).
- Weed control.
- Ineffective management of water sources (reclaimed, potable)
- Illegal dumping / Illegal clearing / Illegal land use.

8. Errors, Omissions, Delays

- Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of;

- Human errors, incorrect or incomplete processing
- Inaccurate recording, maintenance, testing and / or reconciliation of data.
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- Inaccurate data being used for management decision making and reporting.
- Delays in service to customers
- Inaccurate data provided to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

9. External Theft & Fraud (incl. Cyber Crime)

- Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;

- - Fraud – benefit or gain by deceit
 - Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
 - Theft – stealing of data, assets or information (no deceit)

Examples include:

- Scam Invoices
- Cash or other valuables from 'Outstations'.

It does not include theft by an employee – refer "Misconduct".

10. Management of Facilities / Venues / Events / Services

- Failure to effectively manage the day to day operations of facilities and / or venues. This includes;
 - Inadequate procedures in place to manage the quality or availability.
 - Ineffective signage
 - Booking issues
 - Financial interactions with hirers / users
 - Oversight / provision of peripheral services (e.g. cleaning / maintenance)

11. IT & Communications Systems and Infrastructure

- Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:
 - - Hardware &/or Software
 - IT Network
 - Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management & Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Project / Change Management".

12. Misconduct

- Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:
 - Relevant authorisations not obtained.
 - Distributing confidential information.
 - Accessing systems and / or applications without correct authority to do so.
 - Misrepresenting data in reports.
 - Theft by an employee
 - Collusion between Internal & External parties

This does not include instances where it was not an intentional breach - refer Errors, Omissions or Delays, or Inaccurate Advice / Information.

13. Project / Change Management

- Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:
 - Inadequate Change Management Framework to manage and monitor change activities.
 - Inadequate understanding of the impact of project change on the business.
 - Failures in the transition of projects into standard operations.
 - Failure to implement new systems
 - Failures of IT Project Vendors/Contractors

14. Safety and Security Practices

- Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:
 - Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
 - Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc.).
 - Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc.).
 - Public Liability Claims, due to negligence or personal injury.
 - Employee Liability Claims due to negligence or personal injury.
 - Inadequate or unsafe modifications to plant & equipment.

It does not include the safety and wellbeing of volunteers – refer Employment Practices.

15. Supplier / Contract Management

- Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:
 - Concentration issues
 - Vendor sustainability

Delegated AuthorityDelegation Register
20162017



Contents

Delegated Authority Register	1
<u>1</u>	
Contents	2
Introduction	7
Purpose of Delegating Authority.....	7
Legislation	7
Associated Legislation.....	7
Delegation by the Chief Executive Officer.....	7
Acting through another person	8
PART 1	9
FUNCTIONS OF LOCAL GOVERNMENTS	9
PART 3 OF THE LOCAL GOVERNMENT ACT 1995	9
DA01-8 CLOSING CERTAIN THOROUGHFARES TO VEHICLES (EXCEEDING 4 WEEKS).....	10
DA01-9 PUBLIC LANDS - MAKING SUBMISSIONS ON BEHALF OF COUNCIL	11
PART 2	13
ADMINISTRATION.....	13
PART 5 OF THE LOCAL GOVERNMENT ACT 1995.....	13
DA02-1 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER	14
DA02-2 LEGAL PROCEEDINGS – LOCAL GOVERNMENT ACT 1995.....	15
DA02-4 DELEGATION OF POWERS AND DUTIES OF THE LOCAL GOVERNMENT ACT TO THE CEO	16
DA02-5 GIFT FOR ALL RETIRED COUNCILLORS.....	17
PART 3	18
FINANCIAL MANAGEMENT	18
PART 6 OF THE LOCAL GOVERNMENT ACT 1995.....	18
DA03-1 PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND.....	19
DA03-2 WRITE OFF OF MONIES OWING	20
DA03-9 CONSIDER OBJECTION TO THE RATE RECORD	21
DA03-10 CONCESSION FOR MINOR CHARGES.....	22
DA03-11 ACTIONS AGAINST LAND WHERE RATES OR SERVICE CHARGES UNPAID	23
PART 4	24
MISCELLANEOUS PROVISIONS.....	24
DA04-1 WITTENOOM CLAIMS – LEGAL.....	25
PART 5	26
LOCAL GOVERNMENT.....	26
(UNIFORM LOCAL PROVISION) REGULATIONS 1996	26
DA05-1 PRIVATE WORKS ON, OVER OR UNDER PUBLIC PLACES.....	27
PART 6	28
LOCAL GOVERNMENT.....	28
(FUNCTION AND GENERAL) REGULATIONS 1996.....	28

<u>DA06-1</u>	<u>DETERMINING THAT TENDERS DO NOT HAVE TO BE INVITED FOR THE SUPPLY OF GOODS AND SERVICES</u>	<u>29</u>
<u>DA06-2</u>	<u>TENDERS EVALUATION CRITERIA</u>	<u>30</u>
<u>DA06-3</u>	<u>MINOR VARIATION FOR GOODS OR SERVICES</u>	<u>31</u>
<u>DA06-4</u>	<u>EXPRESSIONS OF INTEREST</u>	<u>32</u>
<u>DA06-5</u>	<u>CHOICE OF ACCEPTABLE TENDERS FROM AN EXPRESSION OF INTEREST</u>	<u>33</u>
<u>DA06-6</u>	<u>AWARD TENDERS</u>	<u>34</u>
<u>DA06-7</u>	<u>STAFF AND EMPLOYEE PROPERTY LEASES CONTRACTS</u>	<u>35</u>
<u>DA06-8</u>	<u>LEASE AGREEMENTS INCLUDING USER AND LICENCE AGREEMENTS</u>	<u>36</u>
<u>PART 7</u>	<u>37</u>	
<u>OTHER LEGISLATION</u>		<u>37</u>
<u>DA07-1</u>	<u>APPROVE OR REFUSE BUILDING PERMIT</u>	<u>38</u>
<u>DA07-2</u>	<u>APPROVE OR REFUSE DEMOLITION PERMIT</u>	<u>39</u>
<u>DA07-3</u>	<u>GRANT OF OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE</u>	<u>40</u>
<u>DA07-4</u>	<u>EXTENSION OF PERIOD OF DURATION OF OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE</u>	<u>41</u>
<u>DA07-5</u>	<u>ISSUE AND REVOCATION OF BUILDING ORDERS</u>	<u>42</u>
<u>DA07-6</u>	<u>NOTICES OF REQUIRED BUILDING ALTERATIONS</u>	<u>43</u>
<u>DA07-7</u>	<u>ENCROACHMENT OVER, ON, OR UNDER STREET</u>	<u>44</u>
<u>DA07-8</u>	<u>APPOINTMENT OF AUTHORISED PERSONS (SWIMMING POOL INSPECTORS)</u>	<u>45</u>
<u>DA07-9</u>	<u>RECOVER THE CHARGE IMPOSED FOR PRIVATE SWIMMING POOL INSPECTION</u>	<u>46</u>
<u>DA07-10</u>	<u>APPOINTMENT OF AUTHORISED PERSONS – BUILDING ACT 2011</u>	<u>47</u>
<u>DA07-11</u>	<u>POWERS AND DUTIES – BUSH FIRES ACT 1954</u>	<u>48</u>
<u>DA07-12</u>	<u>PROHIBITED BURNING TIMES</u>	<u>49</u>
<u>DA07-13</u>	<u>PROSECUTIONS</u>	<u>50</u>
<u>DA07-14</u>	<u>DELEGATION TO CEO AND NOMINATED SHIRE OFFICERS AS AUTHORISED OFFICERS UNDER THE FOOD ACT 2008</u>	<u>51</u>
<u>DA07-15</u>	<u>ISSUE PROHIBITION ORDERS</u>	<u>52</u>
<u>DA07-16</u>	<u>CERTIFICATES OF CLEARANCE</u>	<u>53</u>
<u>DA07-17</u>	<u>AUTHORITY TO ISSUE CERTIFICATES UNDER SECTION 39 – LIQUOR ACT 1988</u>	<u>54</u>
<u>DA07-18</u>	<u>GRANTING OF A CERTIFICATE – FORM 26</u>	<u>55</u>
<u>DA07-19</u>	<u>APPOINTMENT OF AUTHORISED PERSONS – CAT ACT 2011</u>	<u>56</u>
<u>DA07-20</u>	<u>CEO'S DELEGATED AUTHORITY AND APPOINTMENT OF AUTHORISED PERSONS – DOG ACT 1976</u>	<u>57</u>
<u>DA07-21</u>	<u>APPOINTMENT OF AUTHORISED PERSONS –RESIDENTIAL TENANCY ACT 1997</u>	<u>58</u>
<u>DA07-22</u>	<u>PUBLIC HEALTH ACT 2016 POWERS AND DUTIES</u>	<u>59</u>
<u>PART 8</u>	<u>60</u>	
<u>SHIRE OF ASHBURTON</u>		<u>60</u>
<u>TOWN PLANNING SCHEME</u>		<u>60</u>

DA03-11 ACTIONS AGAINST LAND WHERE RATES OR SERVICE CHARGES UNPAID	21	Formatted
PART 4	22	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
MISCELLANEOUS PROVISIONS	22	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
DA04-1 WITTENOOM CLAIMS – LEGAL	23	Formatted
PART 5	24	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
LOCAL GOVERNMENT (UNIFORM LOCAL PROVISION) REGULATIONS 1996	24	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
DA05-1 PRIVATE WORKS ON, OVER OR UNDER PUBLIC PLACES	25	Formatted
PART 6	26	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
LOCAL GOVERNMENT (FUNCTION AND GENERAL) REGULATIONS 1996	26	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
DA06-1 DETERMINING THAT TENDERS DO NOT HAVE TO BE INVITED FOR THE SUPPLY OF GOODS AND SERVICES	27	Formatted
DA06-2 TENDERS EVALUATION CRITERIA	28	Formatted
DA06-3 MINOR VARIATION FOR GOODS OR SERVICES	29	Formatted
DA06-4 EXPRESSIONS OF INTEREST	30	Formatted
DA06-5 CHOICE OF ACCEPTABLE TENDERS FROM AN EXPRESSION OF INTEREST	31	Formatted
DA06-6 AWARD TENDERS	32	Formatted
DA06-7 STAFF AND EMPLOYEE PROPERTY LEASES CONTRACTS	33	Formatted
DA06-8 LEASE AGREEMENTS INCLUDING USER AND LICENCE AGREEMENTS	34	Formatted
PART 7	35	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
OTHER LEGISLATION	35	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
DA07-1 APPROVE OR REFUSE BUILDING PERMIT	36	Formatted
DA07-2 APPROVE OR REFUSE DEMOLITION PERMIT	37	Formatted
DA07-3 GRANT OF OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE	38	Formatted
DA07-4 EXTENSION OF PERIOD OF DURATION OF OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE	39	Formatted
DA07-5 ISSUE AND REVOCATION OF BUILDING ORDERS	40	Formatted
DA07-6 NOTICES OF REQUIRED BUILDING ALTERATIONS	41	Formatted
DA07-7 ENCROACHMENT OVER, ON, OR UNDER STREET	42	Formatted
DA07-8 APPOINTMENT OF AUTHORISED PERSONS (SWIMMING POOL INSPECTORS)	43	Formatted
DA07-9 RECOVER THE CHARGE IMPOSED FOR PRIVATE SWIMMING POOL INSPECTION	44	Formatted
DA07-10 APPOINTMENT OF AUTHORISED PERSONS – BUILDING ACT 2011	45	Formatted
DA07-11 POWERS AND DUTIES – BUSH FIRES ACT 1954	46	Formatted
DA07-12 PROHIBITED BURNING TIMES	47	Formatted
DA07-13 PROSECUTIONS	48	Formatted
DA07-14 DELEGATION TO CEO AND NOMINATED SHIRE OFFICERS AS AUTHORISED OFFICERS UNDER THE FOOD ACT 2008	49	Formatted
DA07-15 ISSUE PROHIBITION ORDERS	50	Formatted
DA07-16 CERTIFICATES OF CLEARANCE	51	Formatted
DA07-17 AUTHORITY TO ISSUE CERTIFICATES UNDER SECTION 39 – LIQUOR ACT 1988	52	Formatted
DA07-18 GRANTING OF A CERTIFICATE – FORM 26	53	Formatted

DA07 19 APPOINTMENT OF AUTHORISED PERSONS – CAT ACT 2011	54	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
DA07 20 CEO'S DELEGATED AUTHORITY AND APPOINTMENT OF AUTHORISED PERSONS – DOG ACT 1976	55	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
DA07 21 APPOINTMENT OF AUTHORISED PERSONS – RESIDENTIAL TENANCY ACT 1997	56	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
DA07 22 HEALTH ACT 2016 POWERS AND DUTIES	57	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
PART 8	58	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
SHIRE OF ASHBURTON TOWN PLANNING SCHEME	58	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
PLANNING AND DEVELOPMENT ACT 2005	58	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015	58	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
DA08 1 CERTAIN PLANNING FUNCTIONS RELATING TO SHIRE OF ASHBURTON TOWN PLANNING SCHEME	59	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
PART 9	63	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
COMMUNITY RELATIONSHIPS AND LOCAL LAWS AND REGULATIONS	63	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
DA09 2 AUTHORITY TO APPROVE DONATIONS	64	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
DA09 3 PARKING AND PARKING FACILITIES LOCAL LAW – AUTHORISED PERSONS	65	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
DA09 4 LOCAL GOVERNMENT PROPERTY LOCAL LAW – APPOINTMENT OF AUTHORISED PERSONS	66	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
DA09 5 LOCAL GOVERNMENT PROPERTY LOCAL LAW – AGREEMENTS, APPROVALS, SETTING ASIDE AND APPLICATIONS	67	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
DA09 6 EXTRACTIVE INDUSTRIES LOCAL LAW APPOINTMENT OF AUTHORISED PERSONS	68	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
DA09 7 ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES AND TRADING LOCAL LAW – APPOINTMENT OF AUTHORISED PERSONS	69	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
DA09 8 LOCAL GOVERNMENT (PARKING FOR PEOPLE WITH DISABILITIES) REGULATIONS 2014	70	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
DA09 10 SHIRE OF ASHBURTON FENCING LOCAL LAW 2014 – APPOINTMENT OF AUTHORISED PERSONS	71	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
PART 10	72	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
DELEGATIONS BY RESOLUTION	72	Formatted: Default Paragraph Font, Font: Calibri, 10 pt
DA10 01 SPECIFIC DELEGATIONS OF COUNCIL (RESOLUTIONS)	72	Formatted: Default Paragraph Font, Font: Calibri, 10 pt

Introduction

Purpose of Delegating Authority

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

Legislation

The Local Government Act 1995 allows for a local government to delegate to the Chief Executive Officer (CEO) the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in section 5.43. All delegations made by the Council must be by absolute majority decision. {S5.42 (1)}.

Associated Legislation

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

- Planning and Development Act 2005 including regulations, and adopted policies;
- Dog Act 1976 and regulations;
- Cat Act 2011 and regulations;
- Bush Fires Act 1954, regulations and local laws created under that Act;
- Health Act 1911 (as amended) regulations and local law created under that Act;
- Freedom of Information Act 1992;
- Land Administration Act 1997, as amended and regulations;
- Litter Act 1979 and regulations;
- Local Government (Miscellaneous Provisions) Act 1960 as amended;
- Caravan Parks and Camping Grounds Act 1995;
- Control of Vehicles (Off-Road Areas) Act 1978 and regulations;
- Spear-guns Control Act 1955;
- Strata Titles Act 1985;
- Food Act 2008;
- Environmental Protection Act 2005;
- Building Act 2011 and Building Regulations 2012

Some legislation provides for authorisation of Local Government officers to have powers as are necessary in order for them to perform their required duties as a specific function of the local government. These duties are carried out as "acting through" functions under [s.5.45\(s.5.45 \(2\)\)](#) of the *Local Government Act 1995*

The *Planning and Development Act 2005* recognises the WA Planning Commission to delegate under section 16(1) and (3)(e) "any function of the Commission under this Act or any other written law, except this power of delegation, a local government, a committee established under the *Local Government Act 1995*, or an employee of a local government."

Section 14(a)(iii) "Functions" of the *Planning and Development Act* recognises the functions of the Commission to advise the Minister on legislation and delegations associated with local planning schemes. This includes Council's Town Planning Scheme No.7.

Delegation by the Chief Executive Officer

The Act allows for the CEO to delegate any of the powers to another Employee.

{S5.44 (1)}. This must be done in writing. {S5.44 (2)} The Act allows for the CEO to place conditions on any delegations if desired. {S 5.44 (4)}

A register of delegations relevant to the CEO and other employees is to be kept and reviewed at least once every financial year. {S.5.46(S.5.46 (1) and (2))}. If a person is exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is used. {S 5.46 (3)}

The record is to contain the following information:

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

Departments responsible for a work process are to ensure that data is captured and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation. This includes recording of delegated authority of the CEO where applicable, once approved through a signed authority by the CEO.

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

There is no power for a person other than the CEO to delegate a power. (S 5.44 (1)).

Acting through another person

Local Government Act 1995 – Section 5.45 (2)

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

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

The key difference between a delegation and "acting through" is that a delegate exercises the delegated decision making function in his or her own right.

The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

The difference between a delegated authority to exercise a discretion on behalf of the Shire and acting through another person to undertake a function on behalf of the Shire where no discretion exists is reinforced by Section 56 of the Interpretation Act 1984 which states –

56. "May" imports a discretion, "shall" is imperative

- (1) Where in a written law the word "may" is used in conferring a power, such word shall be interpreted to imply that the power so conferred may be exercised or not, at discretion.
- (2) Where in a written law the word "shall" is used in conferring a function, such word shall be interpreted to mean that the function so conferred must be performed.

PART 1
FUNCTIONS OF LOCAL GOVERNMENTS

PART 3 OF THE LOCAL GOVERNMENT
ACT 1995

DA01-8

CLOSING CERTAIN THOROUGHFARES TO VEHICLES (EXCEEDING 4 WEEKS)

Function to be performed:
*This text is provided as a reference only.
 Delegates shall only act in full understanding of the delegated statutory power inclusive of conditions [see below].*

A local government may, after providing public notice of its intentions and reasons, inviting submissions and then considering submissions, order a thoroughfare to be wholly or partially closed to vehicles for a period exceeding 4 weeks.

Legislative Power or duty delegated: Section 3.50(1a) and 3.50(4) Local Government Act 1995

Legislative power to delegate Section 5.42 and Section 5.44 Local Government Act 1995

Policy ENG06 Road Closures

Delegation to: Chief Executive Officer

Delegation: The CEO is delegated the power to close a thoroughfare, wholly or partially, subject to Section 3.50 of the Local Government Act 1995.

Conditions and Exceptions: The permanent closure of thoroughfares to be referred to Council for determination

CEO delegates to: ~~Executive Managers~~Directors

Delegation delegated by the CEO The CEO delegates to the above Officers the exercise of this delegated power. The exercise of the delegated power does not include the power of delegation.

- Reporting Requirements:
- Action taken to close thoroughfares must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
 - Notification must be made to relevant Councillors via EMACCESS.
 - Delegation Form CEO 078 must be recorded in Synergy File GV01.176

Details of Review: 11 December 2013 PREVIOUSLY DA024 and DA029
 16 July 2014
 15 July 2015
 19 July 2016
18 July 2017

Formatted: Font: Arial
 Formatted: Normal

DA01-9

PUBLIC LANDS - MAKING SUBMISSIONS ON BEHALF OF COUNCIL

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power inclusive of conditions [see below].</i>	Council delegates to the CEO the function to make submissions to the Department of Lands for proposals referring to the Land Administration Act 1997 and Transfer of Land Act 1893.
Legislative Power or duty delegated:	Land Administration Act 1997 sections 28, 41, 46-48, 50, 51, 52, 86, 91, 144-150, 267 Transfer of Land Act 1893 section 70A
Legislative power to delegate	Section 5.42 and Section 5.44 Local Government Act 1995
Policy	N/A
Delegation to:	Chief Executive Officer
Delegation:	The CEO is delegated the power to perform functions under the following sections of: <i>Land Administration Act 1997:</i> S 28 Request dedication of roads through survey plans for Crown land subdivision S 41 Request reserve of Crown land for one or more purposes in the public interest S 46, 47 & 48 Request reserve be placed under care, control and management of the Shire S 50 Request revocation of existing Management Order over a reserve S 51 Request cancellation or change of purpose, or amend the boundaries of a reserve S 52 & 86 Request acquisition as Crown land: <ul style="list-style-type: none"> • Any alienated land designated for a public purpose on plan of survey • Any private road • Any alienated land in an abolished town site S 91 Request grant of licence for any purpose S144–150 Request: grant, amendment, cancellation of an easement for any purpose specified S 267 Request action against a person or persons who commit an offence on Crown land without permission or reasonable excuse <i>Transfer of Land Act 1893:</i> S 70A Request the Registrar to lodge, modify or remove a notification on a proprietors or prospective proprietors land by means of the certificate of title
Conditions and Exceptions:	<ul style="list-style-type: none"> • Minor road dedications, where road dedication is consistent with Council adopted plan, policy or adopted Council position or where no objections are received. • Minor reserve creation, where reserve creation is consistent with Council adopted plan, policy or adopted Council position or where no objections are received. • Where placing care, control and management of reserve under local government is consistent with Council adopted plan, policy or adopted Council position or where no objections are received. • Where revocation of reserve is consistent with Council adopted plan, policy or adopted Council position or where no objections are received. • Minor change to purpose or amendment to boundaries of a reserve or where a change to the purpose or boundaries of a reserve has no substantial consequence. • Where a request for the acquisition of land is consistent with Council adopted plan, policy or adopted Council position or where no objections are received. • Where no objections are received to creation of an easement.
CEO delegates to:	Executive Manager/Director -Strategic and Economic Development Executive Manager/Director Development and Regulatory Services Executive Manager/Director Infrastructure Services Principal Planner Manager Operations Infrastructure Services (S 28, 52 & 86) Compliance Officer (S 267)

Economic and Land Development Manager

Delegation delegated by the CEO

The CEO delegates to the above Officers the exercise of this delegated power. The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

- Action taken must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Notification must be made to relevant Councillors via EMACCESS.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.176

Details of Review:

18 November 2015
19 July 2016
18 July 2017

PART 2
ADMINISTRATION

PART 5 OF THE LOCAL GOVERNMENT
ACT 1995

DA02-1

APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER (~~FOR PERIODS OF 10 DAYS OR LESS~~)

Function to be performed:

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

Appointment of an Acting Chief Executive Officer from the class of persons as identified in Policy ELM24 Appointment of an Acting Chief Executive Officer for periods of 10 working days or less to undertake the CEO's functions.

Legislative Head of Power or duty delegated:

Section 5.36(1)(a) of the Local Government Act 1995 ELM24 Appointment of an Acting Chief Executive Officer

Legislative power to delegate:

Section 5.41 and 5.42 of the Local Government Act 1995

Policy:

ELM24 Appointment of an Acting Chief Executive Officer

Delegation to:

Chief Executive Officer

Delegation:

To undertake the CEO's functions.

Conditions and Exceptions:

- The appointment of an Acting CEO is to be from a class of persons as defined in the Policy ELM24 Appointment of an Acting Chief Executive Officer;
- Approval shall only be granted for appointments to the position of Acting Chief Executive Officer covering a period of 10 working days or less and only following consultation with the Shire President;
- In instances where an appointment is required for a period exceeding 10 days, then that proposed appointment must be presented to Council for determination prior to the appointment taking effect; and
- In the event of an unforeseen absenteeism of the CEO then the default CEO will be the Director- Corporate Services for a period of no more than 10 working days.

Delegation delegated by the CEO

The Chief Executive Officer is authorised to make appointments to the position of Acting Chief Executive Officer for periods of 10 days or less.

Reporting Requirements:

- The Chief Executive Officer must advise Elected Members, upon use of the delegation, of any appointments which are made to the position of Acting Chief Executive Officer under delegated authority.
- Details of the appointments must be recorded in Synergy under the appropriate File Number record to meet legislative requirements (including personal file).
- Delegation Form CEO 078 must be recorded in Synergy File GV01.167.

Details of Review:

11 December 2013
16 July 2014
15 July 2015
19 July 2016
~~18 July 2017~~ - 2017

DA02-2

LEGAL PROCEEDINGS – LOCAL GOVERNMENT ACT 1995

Function to be performed:

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

To allow the Chief Executive Officer to authorise legal expenses for Elected Members and Officers where a report cannot be presented to Council for approval and the expenses do not exceed \$5,000.

Legislative Power or duty delegated:

Section 6.7(2) of the Local Government Act 1995

Legislative power to delegate

Section 5.42 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to authorise legal expenses for Elected Members and Officers where a report cannot be presented to Council for approval subject to the Local Government Act 1995.

Conditions and Exceptions:

Subject to -

- Funds being available in the Shire's Annual Budget.
- Legal expenses do not exceed \$5,000 in respect of each application.

CEO delegates to:

N/A

Delegation delegated by the CEO

N/A

Reporting Requirements:

- Details of the appointments must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Elected members must be informed of approved applications via EMACCESS.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.167

Details of Review:

15 September 1998
 16 October 2001
 17 June 2003
 24 October 2006
 19 February 2008
 17 March 2009
 17 February 2010
 30 October 2011
 11 December 2013 ~~PREVIOUSLY~~ DA018
 16 July 2014
 15 July 2015
 19 July 2016
18 July 2017

DA02-4

DELEGATION OF POWERS AND DUTIES OF THE LOCAL GOVERNMENT ACT TO THE CEO

<p>Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i></p>	<p>The CEO's functions to be performed shall encompass all parliamentary legislation. As such, it is necessary for the Chief Executive Officer to hold those powers necessary for them to perform the functions required of them in an expeditious and competent manner.</p>
<p>Legislative Power or duty delegated:</p>	<p>Section 5.42 of the Local Government Act 1995</p>
<p>Legislative power to delegate</p>	<p>Section 5.41(i) of the Local Government Act 1995</p>
<p>Delegation to:</p>	<p>Chief Executive Officer</p>
<p>Delegation:</p>	<p>Council delegates to the Chief Executive Officer all of the delegable functions of the local government under all parliamentary legislation for the effective management of the Shire of Ashburton. This delegation is supplementary to the prescribed delegations in the Delegated Authority Register 2017.</p>
<p>Conditions and Exceptions:</p>	<p>The delegation takes into account s5.43 of the Local Government Act. The delegation shall only be used when; an urgent operational function needs to be implemented and is not already prescribed as a delegated function; or, it is problematic for Council to convene to otherwise make the decision. Elected members will where possible be given at least 24 hours' notice via EMACCESS of the CEO's intent to use this delegated authority.</p>
<p>Specification:</p>	<p>This delegation is limited only to the extent that a constraint is outlined by the statute within which the Chief Executive Officer is operating, to any Council resolutions in effect, and the following limitations and clarifications:</p> <p>LIMITATIONS – The CEO's delegated authority is subject to the following limitations:-</p> <ol style="list-style-type: none"> a) State Administrative Tribunals (SAT) negotiations and mediations up to a value of \$250,000 where there is a budget provision approved.- b) Dispose of minor plant and equipment with a depreciated value of not more than \$100,000 without the requirement of Council approval.
<p>CEO delegates to:</p>	<p>N/A</p>
<p>Delegation delegated by the CEO</p>	<p>N/A</p>
<p>Reporting Requirements:</p>	<ul style="list-style-type: none"> • Details of the appointments must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Elected members must be informed of approved applications at the next ordinary meeting of Council via OCM Agenda Item via the Executive Officer. • Elected Members will where possible be given at least 24 hours' notice via EMACCESS of the CEO's intent to use this delegated authority. • Delegation Form CEO 078 must be recorded in Synergy File GV01.176
<p>Details of Review:</p>	<p>11 December 2013 16 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u></p>

DA02-5

GIFT FOR ALL RETIRED COUNCILLORS

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Council delegates the function of authorising gifts for all retired Councillors as prescribed in 34AC of the Local Government Act
Legislative Power or duty delegated:	Section 5.100A of the Local Government Act 1995
Legislative power to delegate	Section 5.100A and 34AC of the Local Government Act 1995
Delegation to:	Chief Executive Officer
Delegation:	Council delegates to the Chief Executive Officer the delegable function of authorising gifts for all retired Councillors.
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. The retirement of a council member who has served at least one full 4 year term of office is prescribed under s5.100A(a) as circumstances in which a gift can be given to the Council member. 2. The amount as prescribed under section 5.100A(b) in respect of a gift given to a council member in the circumstances set out in sub-regulation (1).
CEO delegates to:	Executive Officer, Office of the CEO
Delegation delegated by the CEO	Functions delegated by the CEO to be undertaken by the Executive Officer, Office of the CEO to organise gifts for all retired Councillors as prescribed in 34AC of the Local Government Act.
Reporting Requirements:	<ul style="list-style-type: none"> • Details of the appointments must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Elected members must be informed via email. • Delegation Form CEO 078 must be recorded in Synergy File GV01.176
Details of Review:	<p>11 December 2013 16 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u></p>

PART 3
FINANCIAL MANAGEMENT

PART 6 OF THE LOCAL GOVERNMENT
ACT 1995

DA03-1

PAYMENTS FROM MUNICIPAL FUND AND TRUST FUND

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, each payment from the municipal fund or the trust fund is to be noted on a list compiled for each month which is to be presented to the next ordinary meeting of council.
Legislative Power or duty delegated:	Regulation 12(1)(a) of the Local Government (Financial Management) Regulations 1996
Legislative power to delegate	Section 5.42 and Section 5.44 Local Government Act 1995
Delegation to:	Chief Executive Officer
Delegation:	The Chief Executive Officer is delegated the power to make payments from the municipal fund or the trust fund, subject to Regulation 12(1) of the Local Government (Financial Management) Regulations 1996 and Council's Accounting Policy.
Conditions and Exceptions:	Subject to the requirements of Regulation 13 of the Local Government (Financial Management) Regulations 1996.
CEO delegates to:	Executive Managers <u>Directors</u> Finance Manager
Delegation delegated by the CEO	The CEO delegates to the above Officers the exercise of this delegated power. The exercise of the delegated power does not include the power of delegation.
Reporting Requirements:	<ul style="list-style-type: none"> • Details of the appointments must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Elected members must be informed of approved applications at the next ordinary meeting of Council via OCM Agenda Item. • Delegation Form CEO 078 must be recorded in Synergy File GV01.176
Details of Review:	15 September 1998 16 16 October 2001 17 June 2003 24 October 2006 19 February 2008 17 March 2009 24 June 2009 17 February 2010 30 October 2011 311 December 2013 PREVIOUSLY DA004 16 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u>

DA03-2

WRITE OFF OF MONIES OWING ~~(NOT RATES OR SERVICE CHARGES)~~**Function to be performed:**

*This text is provided as a reference only.
Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].*

A local government may waive or grant concessions in relation to any amount of money or write off any amount of money that it is owed to the local government

Legislative Power or duty delegated:

Section 6.12(1)(c) Local Government Act 1995

Legislative power to delegate

Section 5.42 and Section 5.44 Local Government Act 1995.

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to waive, grant concessions or write off any amount of money owed to the Shire, subject to section 6.12(2) of the Local Government Act 1995.

Conditions and Exceptions:

- CEO authorisation shall apply to an amount up to a value of \$10,000 per debtor;
- ~~Executive Manager/Director~~ Corporate Services has the authorisation up to a value of \$750 per debtor;
- Finance Manager has the authorisation to an amount up to the value of \$500 per debtor;
- Finance Officer/Rates has the authorisation to an amount up to the value of \$10 per debtor;
- With the exception of the last dot point relating to the Rates Officer, none of the above shall be construed as authorising rate or service charge debts being able to be written off.

Formatted: Font:

Authorised staff will need to take into consideration when making such decisions include:

- The amount involved;
- Impact of the writing off of the debt will have on the Council's finances and the debtor;
- The likelihood of ever recovering the debt.

CEO delegates to:

~~Executive Manager/Director~~, Corporate Services
Finance Manager

Delegation delegated by the CEO

The CEO delegates to the above Officers the exercise of this delegated power.
The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

- Details of waiver, concession or write off must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Elected members must be informed via EMACCESS of write off values above \$750 to \$10,000.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.167

Details of Review:

16 October 2001
17 June 2003
24 October 2006
19 February 2008
17 March 2009
17 February 2010
30 October 2011
11 December 2013
16 July 2014
15 July 2015
19 July 2016
18 July 2017

DA03-9

CONSIDER OBJECTION TO THE RATE RECORD

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

The local government is to promptly consider any objection to the rate record and may either disallow it or allow it, wholly or in part.

Legislative Power or duty delegated:

Section 6.76(5) Local Government Act 1995

Legislative power to delegate

Section 5.42 and Section 5.44 Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to consider any objection to the rate record and may either disallow it or allow it, wholly or in part, subject to section 6.76(5) of the Local Government Act 1995.

Conditions and Exceptions:

Nil

CEO delegates to:

~~Executive Officer, Corporate Services~~ Director Corporate Services
Finance Manager

Commented [NT1]: Does this need to be changed to....?

Formatted: Highlight

Delegation delegated by the CEO

The CEO delegates to the above Officers the exercise of this delegated power. The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

- Details of the appointments must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.176

Details of Review:

11 December 2013
16 July 2014
15 July 2015
19 July 2016
18 July 2017

DA03-10

CONCESSION FOR MINOR CHARGES

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A local government may approve the waiving or granting concessions in relation to any amount of money but shall not apply to an amount of money owing in respect of rates and service charges.

Legislative Power or duty delegated:

Section 6.12(1)(b) and 6.12(2) and (3) of the Local Government Act 1995

Legislative power to delegate

Section 5.42 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to approval concessions for minor charges where appropriate.

Conditions and Exceptions:

Authorisation only applies to charges less than \$1000. The delegate has the authority to deal with such matters relevant to the declaration.

CEO delegates to:

~~Executive Manager, Director~~ Corporate Services
~~Executive Manager, Director~~ Community Development

Delegation delegated by the CEO

The CEO delegates to the above Officers the exercise of this delegated power subject to a limit of \$1000. The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

- Details of minor variation must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.167

Details of Review:

15 September 1998
16 October 2001
17 June 2003
24 October 2006
19 February 2008
17 March 2009
17 February 2010
30 October 2011
11 December 2013 PREVIOUSLY DA002
16 July 2014
15 July 2015
19 July 2016
18 July 2017

DA03-11

ACTIONS AGAINST LAND WHERE RATES OR SERVICE CHARGES UNPAID

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].*

The local government is authorised to instigate legal proceedings to recover unpaid rates.

Legislative Power or duty delegated:

Local Government Act 1995:-
s6.56(1) Rates or service charges recoverable in court s6.60(2)(3)(4) Local government may require lessee to pay rent
s6.64(1)(3) Actions to be taken
s6.69(2)(3) Right to pay rates, service charges and costs, and stay proceedings
s6.74(1) Power to have land re-vested in the Crown if rates in arrears 3 years
s 6.2(1)[1] Provisions relating to lease of land where rates or service charges unpaid [Section 6.65]
s 6.3(1)[4] and (4)[1] Provisions relating to sale or transfer of land where rates or service charges unpaid [Section 6.68(3)]

Legislative power to delegate

Local Government Act 1995 Section 5.42 and Section 5.43

Delegation to:

Chief Executive Officer

Delegation:

Authority to instigate legal proceedings to recover unpaid rates:-

Conditions and Exceptions:

Subject to Schedule 6.2 in relation to the exercise of a power under section 6.64(1)(a).

CEO delegates to:

~~Executive Manager~~Director, Corporate Services

Delegation delegated by the CEO

Legal representation is limited by the Magistrates Court (Civil Proceedings) Act 2004

Reporting Requirements:

- Details of the determination must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.167

Details of Review:

23 January 2013
8 May 2013
11 December 2013 PREVIOUSLY DA049
16 July 2014
15 July 2015
19 July 2016
18 July 2017

PART 4 MISCELLANEOUS PROVISIONS

DA04-1

WITTENOOM CLAIMS – LEGAL

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power inclusive of conditions [see below].</i>	Authorise the provision of instruction to Shire Solicitors in relation to Wittenoom Based Asbestos claims against the Shire of Ashburton and authorises to settle those claims.
File No:	AS.WI.2
Section / Act	S9.24 and s9.29 of the Local Government Act 1995.
Date of Decision	Adopted at the Ordinary Meeting of Council held on 24 October 2006
Authority Delegated:-	The CEO is delegated to provide instructions to Shire Solicitors in relation to Wittenoom Based Asbestos claims against the Shire of Ashburton and to settle those claims.
Conditions:	Limit of Shire of Ashburton's portion of claim able to be settled to be a maximum of \$125,000.
Officer (s) upon whom Delegation conferred:	Chief Executive Officer
CEO delegates to:	Nil
Method of Recording Use of Delegation:	<ul style="list-style-type: none"> • Details of outcomes must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Elected members must be informed via EMACCESS. • Delegation Form CEO 078 must be recorded in Synergy File GV01.167
Details of Review	19 February 2008 17 March 2009 17 February 2010 30 October 2011 11 December 2013 PREVIOUSLY DA036 16 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u>

PART 5
LOCAL GOVERNMENT
(UNIFORM LOCAL PROVISION)
REGULATIONS 1996

DA05-1

PRIVATE WORKS ON, OVER OR UNDER PUBLIC PLACES

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	A local government may grant permission to a person to construct anything on, over or under a public thoroughfare or other public place that is local government property.
Legislative Power or duty delegated:	Regulation 17(2) of the Local Government (Uniform Local Provisions) Regulations 1996.
Legislative power to delegate	Section 5.42 and Section 5.44, Local Government Act 1995
Policy:	PLA03 Standard Development and Subdivision Conditions and Grounds of Refusal Policy
Delegation to:	Chief Executive Officer
Delegation:	The Chief Executive Officer is delegated the power to grant permission to a person to construct anything on, over or under a public thoroughfare or other public place that is local government property, subject to Regulation 17 of the Local Government (Uniform Local Provisions) Regulations 1996 and Schedule 3.1, Division 2, item 3 and section 3.25(1)(b) of the Local Government Act 1995.
Conditions and Exceptions:	That due process for the issuing of a notice under section 3.25 of the Act is followed.
CEO delegates to:	Executive Manager, Director Infrastructure Services Executive Manager, Director Development and Regulatory Services Principal Town Planner
Delegation delegated by the CEO	The CEO delegates to the above Officers the exercise of this delegated power. The exercise of the delegated power does not include the power of delegation.
Reporting Requirements:	<ul style="list-style-type: none"> • Details of the appointments must be recorded in Synergy under the appropriate File Number record to meet legislative requirements, (including personal file). • Delegation Form CEO 078 must be recorded in Synergy File GV01.176
Details of Review:	11 December 2013 16 July 2014 15 July 2015 19 July 2016 18 July 2017

PART 6
LOCAL GOVERNMENT
(FUNCTION AND GENERAL)
REGULATIONS 1996

DA06-1

DETERMINING THAT TENDERS DO NOT HAVE TO BE INVITED FOR THE SUPPLY OF GOODS AND SERVICES

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	A local government does not have to publicly invite tenders before it enters into a contract for the supply of goods or services even though the consideration under the contract is, or is expected to be, worth more than \$150,000 if it has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.
Legislative Power or duty delegated:	Section 3.57(1) of the Local Government Act 1995 and Regulation 11(2)(f) (f-ef) of the Local Government (Function and General) Regulations 1996.
Legislative power to delegate	Section 5.42 and Section 5.44 Local Government Act 1995
Policy:	FIN04 Buy Local – Regional Price Preference Policy FIN12 Procurement Purchasing Policy FIN14 Shire of Ashburton Tender Assessment Evaluation Criteria Policy
Delegation to:	Chief Executive Officer
Delegation:	The Chief Executive Officer is delegated the power to determine that the Shire has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier and not publicly invite tenders before the Shire enters into a contract for the supply of goods or services even though the consideration under the contract is, or is expected to be, worth more than \$150,000.
Conditions and Exceptions:	The determination is to be supported by a detailed report and subject to the requirements and conditions of Council's FIN12 Procurement Purchasing Policy.
CEO delegates to:	N/A
Delegation delegated by the CEO	N/A
Reporting Requirements:	<ul style="list-style-type: none"> • Details of the determination must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Delegation Form CEO 078 must be recorded in Synergy File GV01. 1617. • If a Shire Officer seeks, and has approved, a determination of Sole Supplier through DA06-1, a copy of the authorised DA must accompany any purchase order's raised for that supplier in lieu of completing SOA CEO 099 Purchasing Form. Please ensure you include the authorised DA with the PO, or Finance may reject your PO. • A copy of the authorised DA must also be sent to the Procurement Unit for notification and filing.
Details of Review:	11 December 2013 16 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u>

DA06-2

TENDERS EVALUATION CRITERIA

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	The local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.
Legislative Power or duty delegated:	Regulation 14(1), (2), (3), (4) or (5) of the Local Government (Function and General) Regulations 1996.
Legislative power to delegate	Section 5.42 and Section 5.44 Local Government Act 1995
Policy:	FIN12 Purchasing and Tender Policy FIN14 Shire of Ashburton Tender <u>Assessment/Evaluation Criteria</u> Policy
Delegation to:	Chief Executive officer
Delegation:	The Chief Executive Officer is delegated the power to determine in writing the tender evaluation criteria prior to tenders being advertised.
Conditions and Exceptions:	Nil
CEO delegates to:	<u>Executive Managers/Directors</u> Procurement Coordinator
Delegation delegated by the CEO	The CEO authorises the <u>Executive Managers/Directors</u> to determine in writing the tender evaluation criteria prior to tenders being advertised.
Reporting Requirements:	<ul style="list-style-type: none"> • Details of the variation to the evaluation criteria must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Follow (if applicable) a notice given under the conditions of the Local Government (Function and General) Regulations 1996 14(1) or (2), "a local government may vary the information referred to in (3) by taking reasonable steps to give each person who has sought copies of the tender documents or each acceptable tenderer, as the case may be, notice of the variation" (ADDENDUM) the details of the notice must be recorded in Synergy under the appropriate File Number to meet legislative requirements. • Delegation Form CEO 078 must be recorded in Synergy File GV01.176 • A copy of the authorised DA must also be sent to the Procurement Coordinator for notification and filing.
Details of Review:	15 September 1998 16 October 2001 17 June 2003 24 October 2006 19 February 2008 17 March 2009 17 February 2010 30 October 2011 12 February 2013 11 December 2013 16 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u>

DA06-3

MINOR VARIATION FOR GOODS OR SERVICES

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	A local government may, with the approval of the tenderer, make a minor variation in a contract for goods or services before it enters the contract with the successful tenderer.
Legislative Power or duty delegated:	Regulation 20(1) of the Local Government (Function and General) Regulations 1996.
Legislative power to delegate	Section 5.42 and Section 5.44 Local Government Act 1995
Delegation to:	Chief Executive Officer
Policy:	FIN04 Buy Local – Regional Price Preference Policy FIN12 Purchasing and Tender Policy
Delegation:	The Chief Executive Officer is delegated the power, with the approval of the tenderer, to make a minor variation in a contract for goods or services before the Shire enters the contract with the successful tenderer, subject to Regulation 20(1) of the Local Government (Functions and General) Regulations 1996.
Conditions and Exceptions:	That the variation is minor having regard to the total goods or services that tenderers were invited to supply
CEO delegates to:	Executive Managers Directors Procurement Coordinator
Delegation delegated by the CEO	The CEO delegates to the above Officers the exercise of this delegated power subject to a variation limit of less than 10% of the contract value. The exercise of the delegated power does not include the power of delegation.
Reporting Requirements:	<ul style="list-style-type: none"> • Details of the minor variation must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Delegation Form CEO 078 must be recorded in Synergy File GV01.167 • A copy of the authorised DA must also be sent to the Procurement Coordinator for notification and filing.
Details of Review:	11 December 2013 16 July 2014 15 July 2015 19 July 2016 18 July 2017

DA06-4

EXPRESSIONS OF INTEREST

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power inclusive of conditions [see below].*

Determine:

1. When to call tenders or not to call tenders [s3.57(1), F&G Reg.11]
2. The circumstances to invite tenders, though not required to do so [F&G Reg.13]
3. Selection criteria for the acceptance of tenders [F&G Reg.14(2a)]
4. The information to be disclosed to those interested in submitting a tender [F&G Reg.14(4)(a)]
5. Minor variations before entering into a contract [F&G Reg.20]
6. Appropriate circumstances (for application of the Expression of interest process) and to call for Expressions of Interest [F&G Reg.21]

Legislative Power or duty delegated:

S3.57 of the Local Government Act 1995
Local Government (Function and General) Regulations 1996

- Reg 11 Tenders to be invited for certain contracts
- Reg 13 Procedure when local government invites tenders though not required to do so
- Reg 14 (2a), (4)(a) and (5) Requirements for publicly inviting tenders
- Reg 20 Variation of requirements before entry into contract
- Reg 21 Limitation may be placed on who can tender

Legislative power to delegate

s5.42 Delegation of some powers or duties to the CEO and
s5.43 Limitations on delegations to the CEO of the Local Government Act 1995

Policy:

FIN04 Buy Local – Regional Price Preference Policy
FIN12 Purchasing ~~and Tender~~ Policy
FIN14 ~~Shire of Ashburton~~ Tender Assessment Evaluation Criteria Policy

Delegation to:

Chief Executive Officer

Delegation:

Authorisation is given to call for Expressions of Interest for the supply of goods or services where appropriate.

Conditions and Exceptions:

The delegate has the authority to deal with such matters relevant to this declaration.

Details of the expression of interest sought must be recorded in the appropriate record and in the Tender Register as required by the Local Government (Functions and General) Regulations 1996, Regulation 17.

A determination to call a tender must only occur where the procurement or disposal is identified in Annual Budget allocations.

Minor variations before entering a contract are limited to a maximum value of aggregated variations which remain under 10% of the total contract value and remain within the relevant adopted Budget allocation.

CEO delegates to:

~~Executive Managers~~ Directors
Procurement Coordinator

Reporting Requirements:

- Details to be recorded in the Expression of Interest Register to meet legislative requirements (Procurement Coordinator).
- A copy of the authorised DA must also be sent to the Procurement Coordinator for notification and filing.

Details of Review:

16 March 1999	17 February 2010
16 October 2001	30 October 2011
17 June 2003	11 December 2013 <u>PREVIOUSLY PREVIOUSLY</u> DA007
24 October 2006	16 July 2014
19 February 2008	15 July 2015
17 March 2009	19 July 2016
	<u>18 July 2017</u>

Shire of Ashburton – Delegated Authority Register last review July 2017
Page 32 of 74

DA06-5

CHOICE OF ACCEPTABLE TENDERS FROM AN EXPRESSION OF INTEREST

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].*

A local government must consider any submissions of interest that have not been rejected and decide which ones could satisfactorily supply the goods or services.

Legislative Power or duty delegated:

Regulation 23(3) of the Local Government (Function and General) Regulations 1996.

Legislative power to delegate

Section 5.42 and Section 5.44, Local Government Act 1995

Delegation to:

Chief Executive Officer

Policy:

FIN04 Buy Local – Regional Price Preference Policy
FIN12 Purchasing ~~and Tender~~ Policy
FIN14 ~~Shire of Ashburton~~ Tender ~~Assessment~~ Evaluation Criteria Policy

Delegation:

The Chief Executive Officer is delegated the power to consider any submissions of interest that have not been rejected and decide which ones could satisfactorily supply the goods or services, subject to Regulation 23(3) of the Local Government (Functions and General) Regulations 1996.

Conditions and Exceptions:

Subject to Regulation 14(2), 15(2), 17(2)(c) and 18(3) of the Local Government (Functions and General) Regulations 1996.

CEO delegates to:

Nil

Delegation delegated by the CEO

Nil

Reporting Requirements:

- Details of the expression of interest sought must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Details of the Expression of Interest must be recorded on the Tender Register to meet legislative requirements (Procurement Coordinator).
- Delegation Form CEO 078 must be recorded in Synergy File GV01.167
- A copy of the authorised DA must also be sent to the Procurement Coordinator for notification and filing.

Details of Review:

11 December 2013
16 July 2014
15 July 2015
19 July 2016
18 July 2017

DA06-6

AWARD TENDERS

Function to be performed:	A local government must consider any submissions of interest that have not been rejected and decide which ones could satisfactorily supply the goods or services. The local government may then execute the associated contract.
<i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	
Legislative Power or duty delegated:	S3.57 of the Local Government Act 1995 and Part 4 of the Local Government (Functions and General Regulations) 1996.
Legislative power to delegate	Local Government Act 1995 and Local Government (Functions and General Regulations) 1996
Delegation to:	Chief Executive Officer
Delegation:	The Chief Executive Officer is authorised to accept the tenders and to execute the associated contracts.
Policy:	FIN04 Buy Local – Regional Price Preference Policy FIN12 Purchasing and Tender Policy FIN14 Shire of Ashburton Tender Assessment <u>Evaluation Criteria</u> Policy
Conditions and Exceptions:	In order for the CEO to exercise this delegation, an endorsed Budget allocation must be provided for. For tender categories established (i.e. Plant, Services or Infrastructure) under Council Policy FIN14 a \$250,000 limit for each item will apply. The below exception applies, but is subject to details of the proposed tender assessment outcome being reported to Councillors via EMACCESS, inviting elected member comments or a request for the tender to be referred to Council - notice period on EMACCESS to be 72 hours: <ul style="list-style-type: none"> • Services – multi-year contracts up to \$1,000,000; and • Infrastructure Items – up to \$1,000,000.
CEO delegates to:	Nil
Delegation delegated by the CEO	Nil
Reporting Requirements:	<ul style="list-style-type: none"> • All awarded tenders to be recorded in the Tender Register to meet legislative requirements (Procurement Coordinator). • Elected Members must be informed via OCM Agenda Item via the Executive Officer. • Elected Members will be given at least 72 hours' notice via EMACCESS of the CEO's intent to use this delegated authority under "Conditions and Exceptions". • Delegation Form CEO 078 must be recorded in Synergy File GV01.167 • Delegation Form CEO 078 must be reported to Governance and Policy Officer. • Copy of submission to be provided to the Procurement Coordinator.
Details of Review:	15 September 1998 16 October 2001 17 June 2003 24 October 2006 19 February 2008 17 March 2009 17 February 2010 30 October 2011 13 February 2013 11 December 2013 PREVIOUSLY DA001 16 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u>

DA06-7

STAFF AND EMPLOYEE PROPERTY LEASES CONTRACTS

Function to be performed:

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

That authority is delegated to the Chief Executive Officer for the acquisition of property by way of leases for the purpose of staff housing and employee accommodation up to the value outlined in the budget.

Legislative Power or duty delegated:

- (a) Local Government Act 1995 Section 3.58
The local government in this section —
acquire has a meaning that accords with the meaning of dispose ;
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
- (b) Exempt land transactions prescribed (Act s. 3.59) it is the leasing of land to an employee of the local government for use as the employee's residence Local Government (Functions and General) Regulation 1996 30(2)(d) Section 3.58

Legislative power to delegate

Section 5.42 and Section 5.44, Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The authorisation is given for the acquisition of property by way of leases for the purpose of staff housing and employee accommodation up to the value outlined in the budget.

Conditions and Exceptions:

N/A

CEO delegates to:

Manager, Organisational Development

Delegation delegated by the CEO

The delegated authority to sign all leases for staff housing and employee accommodation with the following exception, namely, annual rentals of greater than \$52,000 per year to be with the Chief Executive Officer's prior individual endorsement.

Reporting Requirements:

- Details of outcomes must be recorded in Lease Register and recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.167

Details of Review:

23 January 2013
8 May 2013
11 December 2013 PREVIOUSLY DA049
16 July 2014
15 July 2015 - Change in Legislative Powers to reflect the functions to be performed.
19 July 2016
18 July 2017

DA06-8

LEASE AGREEMENTS INCLUDING USER AND LICENCE AGREEMENTS

Function to be performed:

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

That authority be delegated to the Chief Executive Officer to :

- establish, ~~and~~ renew and vary existing Lease Agreements including User and Licence Agreements as the "Lessor", for properties that are under the care, control and Management of the Shire of Ashburton;
- establish, renew and vary existing Lease Agreements including User and Licence Agreements and subsequent Sub-Lease Agreements (eg SES) as the "Lessee", for properties owned or controlled by:
 - The Crown;
 - A third party (eg Rio Tinto).

Legislative Power or duty delegated:

Section 3.58 Local Government Act 1995, Disposing of Property
Section 6.26 of the Local Government (Functions and General) Regulations 1996 regulation 30

Legislative power to delegate

Section 5.44, Local Government Act 1995

Policy

REC05 Community Lease and Licence Agreements of the Shire Assets (Facilities, Buildings and Land)

Delegation to:

Chief Executive Officer

Delegation:

The delegation is given for the establishment, renewal and variation of User and Licence Agreements, Commercial Lease Agreements, Community Lease Agreements and Sub-Lease Agreements both as the Lessor (care, control and Management of property) and Lessee (Crown or third party ownership of property) limited to:

- Each agreement not exceeding a total value of \$200,000 per annum; and
- Multi-year contracts not exceeding a total value of \$2,000,000.

Conditions and Exceptions:

Complies with Council Policy REC05 Community Lease and Licence Agreements of the Shire Assets (Facilities, Buildings and Land)
Compliance with Local Government Act 1995 s. 3.58(d), s. 6.26 and Local Government (Functions and General) Regulations 1996 r. 30(2)(b).

For leases/licenses for where the Shire is the Lessee (Crown or third party ownership of property), the lease is to be for a "peppercorn" amount or otherwise of a nominal cost to the Shire and may be suitably funded from the Shire's existing budget allocations.

CEO delegates to:

~~Executive Manager, Director~~ Strategic and Economic Development

Delegation delegated by the CEO

That authority be delegated to the ~~Executive Manager, Director~~ Strategic and Economic Development to sign lease contracts for the Ocean View Caravan Park as required.

Reporting Requirements:

- Details of outcomes must be recorded in the Lease Register and must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.167.

Details of Review:

10 December 2014
15 July 2015
19 July 2016
~~18 July 2017~~

PART 7 OTHER ~~LEGISLATION~~ LEGISLATION

The Local Government may delegate, appoint and authorise Shire staff directly under the following Acts:

Building Act 2011

Bush Fires Act 1985

Cat Act 2011

Dog Act 1976

Food Act 2008

Liquor Control Act 1988

Residential Tenancy Act 1997

Strata Titles Act 1985

BUILDING ACT 2011

DA07-1

APPROVE OR REFUSE BUILDING PERMIT

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A permit authority to which a certified application or an uncertified application is made must grant the building permit if it is satisfied that the application is in accordance with subsections 20(1)(a) to (s).

A permit authority to which an application is made must not grant the building permit unless it is satisfied as to each of the matters mentioned in subsection (1)(a) to (s).

A permit authority to which an application is made may refuse to grant the building permit applied for if it appears to the permit authority that there is an error in the information provided for the application or in a document that accompanied the application

A permit authority to which an application is made must not grant a building permit if to do so would be inconsistent with subsections (2)(a) and (b).

Legislative Power or duty delegated:

Section 20 of the Building Act 2011

Legislative power to delegate

Section 127 of the Building Act 2011

Delegation to:

Executive Manager, Development and Regulatory Services
Building Surveyors

Delegation:

To approve or refuse to approve plans and specifications submitted under section 20 of the Building Act 2011.

Conditions and Exceptions:

In undertaking the functions of this delegation, Building Surveyors must:

1. Be employed by the Shire in accordance with section 5.36 of the Local Government Act 1995; and
2. With respect to uncertified applications, hold the appropriate qualification as set out under Regulation 6 of the Local Government (Building Surveyors) Regulations 2008.

CEO delegates to:

Nil

Delegation delegated by the CEO

Nil

Reporting Requirements:

- Details of the action must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.176.

Details of Review:

11 December 2013 PREVIOUSLY DA 39, 40 AND 41
16 July 2014
15 July 2015
19 July 2016
18 July 2017

BUILDING ACT 2011

DA07-2

APPROVE OR REFUSE DEMOLITION PERMIT

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

The permit authority to which an application for a demolition permit is made must grant the demolition permit if it is satisfied that the permit complies with subsections (1)(a) to (o).

A permit authority to which an application for a demolition permit is made must not grant the demolition permit unless it is satisfied as to each of the matters mentioned in subsection (1)(a) to (o).

Legislative Power or duty delegated:

Section 21 of the Building Act 2011

Legislative power to delegate

Section 127 of the Building Act 2011

Delegation to:

~~Executive Manager, Director~~ Development and Regulatory Services
Building Surveyors

Delegation:

To approve or refuse to approve plans and specifications submitted under section ~~21~~21 of the Building Act 2011.

Conditions and Exceptions:

Delegation does not apply to places listed on the State's Register of Heritage Places or Council's Heritage Register, or to places classified by the National Trust.

In undertaking the functions of this delegation, Building Surveyors must be employed by the Shire in accordance with section 5.36 of the Local Government Act 1995.

CEO delegates to:

Nil

Delegation delegated by the CEO

Nil

Reporting Requirements:

- Details must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.167.

Details of Review:

11 December 2013 PREVIOUSLY DA 39, 40 AND 41
16 July 2014
15 July 2015
19 July 2016
18 July 2017

BUILDING ACT 2011

DA07-3

GRANT OF OCCUPANCY PERMIT OR BUILDING APPROVAL
CERTIFICATE

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<p>A permit authority to which an application is made must grant or modify the occupancy permit or grant the building approval certificate applied for if it is satisfied that the application is in compliance with subsections 58(1)(a) to (l).</p> <p>A permit authority to which an application is made must not grant or modify the occupancy permit or grant the building approval certificate applied for unless it is satisfied as to each of the matters mentioned in subsections (1)(a) to (l).</p>
Legislative Power or duty delegated:	Section 58 of the Building Act 2011
Legislative power to delegate	Section 127 of the Building Act 2011
Delegation to:	Executive Manager, Director -Development and Regulatory Services Building Surveyors
Delegation:	To approve, modify or refuse to approve applications submitted under Section 58 of the Building Act 2011.
Conditions and Exceptions:	In undertaking the functions of this delegation, Building Surveyors must be employed by the Shire in accordance with section 5.36 of the Local Government Act 1995.
CEO delegates to:	Nil
Delegation delegated by the CEO	Nil
Reporting Requirements:	<ul style="list-style-type: none"> • Details of the action must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Delegation Form CEO 078 must be recorded in Synergy File GV01.167.
Details of Review:	<p>11 December 2013 PREVIOUSLY DA 39, 40 AND 41</p> <p>16 July 2014</p> <p>15 July 2015</p> <p>19 July 2016</p> <p>18 July 2017</p>

BUILDING ACT 2011

DA07-4

EXTENSION OF PERIOD OF DURATION OF OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	A permit authority to which an application is made may extend the period in which the occupancy permit or modification, or the building approval certificate has effect and may do so even though the application was made after the expiration of the period.
Legislative Power or duty delegated:	Section 65(4) of the Building Act 2011
Legislative power to delegate	Section 127 of the Building Act 2011
Delegation to:	Executive Manager, Director Development and Regulatory Services Building Surveyors
Delegation:	To approve, modify or refuse to approve applications submitted under Section 65 of the Building Act 2011.
Conditions and Exceptions:	In undertaking the functions of this delegation, Building Surveyors must be employed by the Shire in accordance with section 5.36 of the Local Government Act 1995.
CEO delegates to:	Nil
Delegation delegated by the CEO	Nil
Reporting Requirements:	<ul style="list-style-type: none"> • Details of the action must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Delegation Form CEO 078 must be recorded in Synergy File GV01.167.
Details of Review:	11 December 2013 PREVIOUSLY DA 39, 40 AND 41 16 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u>

BUILDING ACT 2011

DA07-5

ISSUE AND REVOCATION OF BUILDING ORDERS

<p>Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i></p>	<p>A permit authority may make an order (a building order) in respect of one or more of the following</p> <p>–</p> <ul style="list-style-type: none"> (a) particular building work; (b) particular demolition work; (c) a particular building or incidental structure, whether completed before or after commencement day. <p>A permit authority may, but notice in writing, revoke a building order at any time and must serve each person to whom the order is directed with a copy of the notice.</p>
<p>Legislative Power or duty delegated:</p>	<p>Section 110(1) Building Orders and Section 133 Prosecutions of the Building Act 2011</p>
<p>Legislative power to delegate</p>	<p>Section 127 of the Building Act 2011</p>
<p>Delegation to:</p>	<p>Executive Manager, Director Development and Regulatory Services</p>
<p>Delegation:</p>	<p>To make building orders pursuant to section 110 and revoke building orders pursuant to section 117 of the Building Act 2011.</p>
<p>Conditions and Exceptions:</p>	<p>Coordinator Building Approvals may:</p> <ul style="list-style-type: none"> • Refer notices to the Shire's Lawyer where it is considered appropriate; and • Determine that an order is to remain in effect in accordance with section 117(2) of the Building Act 2011 where it is considered appropriate.
<p>CEO delegates to:</p>	<p>Nil</p>
<p>Delegation delegated by the CEO</p>	<p>Nil</p>
<p>Reporting Requirements:</p>	<ul style="list-style-type: none"> • Details of the action must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Delegation Form CEO 078 must be recorded in Synergy File GV01.167.
<p>Details of Review:</p>	<p>11 December 2013 PREVIOUSLY DA 39, 40 AND 41 16 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u></p>

BUILDING ACT 2011

DA07-6

NOTICES OF REQUIRED BUILDING ALTERATIONS

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

As per section 401 of the former provisions of the Local Government (Miscellaneous Provisions) Act 1960 a local government may, during or after the erection of a building in its district, give to the builder or owner of the building, written notice of anything, in the construction of the building —

- which tends to render the building unsafe or prejudicial to the public interest;
- which is not in compliance with, or is a departure from, the plans and specifications for the building, of which plans and specifications the approval of the local government has been obtained as required by this Act;
- which is a contravention of this Act; or
- which, where permission of the local government is required for carrying it out, has been carried out without that permission;

and requiring him to pull down or so alter the building as to remove the cause of the objection and on being served with the notice the builder or owner shall comply with the requisition, unless he applies to the State Administrative Tribunal under subsection (3) for a review of the decision to make the requisition and the State Administrative Tribunal sets aside the decision.

Legislative Power or duty delegated:

Section 401 of the former provisions of the Local Government (Miscellaneous Provisions) Act 1960

Legislative power to delegate

Section 127 of the Building Act 2011

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to serve notice on the builder or owner requiring alterations to a building, subject to Section 190 of the Building Act 2011 and as per the former provisions of Section 401 of the Local Government (Miscellaneous Provisions) Act 1960. The delegation is only for a proceeding prior to the commencement of the Building Act.

Conditions and Exceptions:

The Executive Manager, Development and Regulatory Services may:

- Refer notices to the Shire's Lawyer where it is considered appropriate; and
- Determine that an order is to remain in effect in accordance with section 117(2) of the Building Act 2011 where it is considered appropriate.

CEO delegates to:

~~Executive Manager, Director~~ Development and Regulatory Services
Building Surveyors

Delegation delegated by the CEO

The CEO delegates to the above Officers the exercise of this delegated power. The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

- Details of notices given must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.176.

Details of Review:

11 December 2013 PREVIOUSLY DA 39, 40 AND 41
16 July 2014
15 July 2015
19 July 2016
18 July 2017

BUILDING ACT 2011

DA07-7

ENCROACHMENT OVER, ON, OR UNDER STREET

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].*

Despite the Interpretation Act 1984 section 37(1) if, immediately before commencement day- a notice under section 400(3) of the former provisions was in effect.

Section 400(3) of the Local Government (Miscellaneous Provisions) Act 1960 states:

If, within 35 days after written notice by the local government to remove a building or part of a building or an awning, veranda, or balcony which is not erected, rebuilt, placed, or provided in conformity with the requirements of section 400, or to alter it so that as altered it will conform with those requirements, has been served on the owner or occupier of the building, it is not removed or so altered, the Magistrates Court may grant a warrant to the local government, authorising the local government forthwith to cause the building or the awning, veranda, or balcony, to the extent to which it so encroaches, to be taken down or altered to comply with those requirements and may make such order as to the costs of and incidental to the proceedings as the court thinks fit, and the local government, by its agents, servants and workmen may by authority of a warrant so granted, lawfully enter the land on which it stands and take down, and remove it, accordingly at the expense of the owner or occupier, and the local government may recover the amount of the expense of doing so from the owner or occupier in a court of competent jurisdiction, and a warrants so granted or an order so made is not subject to appeal.

Legislative Power or duty delegated:

Section 400 of the Local Government (Miscellaneous Provisions) Act 1960.

Legislative power to delegate

Section 127 of the Building Act 2011

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to serve notice on the owner or occupier to remove part of a building encroaching over, on or under a street, subject to Section 189(4)(a) of the Building Act 2011 and as per section 400(3) of the former provisions from the Local Government(Miscellaneous Provisions) Act 1960.

Conditions and Exceptions:

Nil

CEO delegates to:

~~Executive Manager, Director~~ Development and Regulatory Services
Building Surveyors

Delegation delegated by the CEO

The CEO delegates to the above Officers the exercise of this delegated power. The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

- Details of all notices issued must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.167.

Details of Review:

11 December 2013
16 July 2014
15 July 2015
19 July 2016
18 July 2017

BUILDING ACT 2011

DA07-8

APPOINTMENT OF AUTHORISED PERSONS (SWIMMING POOL INSPECTORS)

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	A local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions of the Building Act 2011 and the Building Regulations 2012.
Legislative Power or duty delegated:	Section 93 (2)(d) of the Building Act 2011 and s.53 of the Building Regulations 2012.
Legislative power to delegate	Section 5.42 and section 5.44 of the Local Government Act 1995
Delegation to:	Chief Executive Officer
Delegation:	The CEO is delegated the power to appoint authorised persons for the purpose of inspecting private swimming pools and enforcing the provisions of the Act, subject to Regulation 54(2)* of the Building Regulations 2012. <i>*Regulation 52 (2): For the purposes of section 93(2)(d) a person who was an authorised person for the purposes of section 245A of the repealed provisions immediately before repeal day is to be taken to be an authorised person in relation to the inspection of private swimming pool enclosures for the period commencing on repeal day and ending on the day that is 5 years after that day.</i>
Conditions and Exceptions:	Governance to be advised of the appointment of all authorised persons. External authorised organisations to be identified.
CEO delegates to:	Executive Manager, Director Development and Regulatory Services Swimming Pool Inspector
Delegation delegated by the CEO	To exercise this delegated power.
Reporting Requirements:	<ul style="list-style-type: none"> • Details of all swimming pools inspected must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Delegation Form CEO 078 must be recorded in Synergy File GV01.167 • Written delegations must be given and recorded in the Authorised Officers Register to meet legislative requirements (including personal file).
Details of Review:	11 December 2013 16 July 2014 15 July 2015 19 July 2016

BUILDING ACT 2011

DA07-9

RECOVER THE CHARGE IMPOSED FOR PRIVATE SWIMMING POOL INSPECTION

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	A local government may recover the amount of a charge imposed under Regulation 53(2) of the Building Regulations 2012 in a court of competent jurisdiction in association with the previous provisions of the Local Government (Miscellaneous Provisions) Act 1960.
Legislative Power or duty delegated:	Section 9.71(2)(3) of the Local Government Act 1995 and subject to Regulation 53(2) of the Building Regulations 2012.
Legislative power to delegate	Section 5.42 and section 5.44 of the Local Government Act 1995
Delegation to:	Chief Executive Officer
Delegation:	The CEO is delegated the power to recover the amount of a charge imposed for the inspection of a private swimming pool in a court of competent jurisdiction, subject to Regulation 53(2) of the Building Regulations 2012
Conditions and Exceptions:	Nil
CEO Appoints:	Executive Manager/Director Corporate Services Executive Manager/Director Development and Regulatory Services Finance Manager
Appointment:	The CEO delegates to the above Officers the exercise of this delegated power. The exercise of the delegated power does not include the power of delegation.
Reporting Requirements:	<ul style="list-style-type: none"> • Details of the recovery and court action must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Delegation Form CEO 078 must be recorded in Synergy File GV01.167.
Details of Review:	11 December 2013 16 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u>

BUILDING ACT 2011

DA07-10

APPOINTMENT OF AUTHORISED PERSONS – BUILDING ACT 2011

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	A local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions of the Building Act 2011 and the Building Regulations 2012
Legislative Power or duty delegated:	Section 96 (3) of the Building Act 2011
Legislative power to delegate	Section 5.42 and section 5.44 of the Local Government Act 1995
Delegation to:	Chief Executive Officer
Delegation:	Authority to appoint authorised persons for the purposes of the Building Act 2011 and the Building Regulations 2012 in relation to buildings and incidental structures located, or proposed to be located in the Shire's district.
Conditions and Exceptions:	<p>The Delegation is subject to <i>section 100(2) of the Building Act 2011:</i></p> <p><i>"The authorised person is not entitled to enter a part of a place in use as a residence, except –</i></p> <ol style="list-style-type: none"> <i>a) with the consent of an adult occupier; or</i> <i>b) under the authority of an entry warrant; or</i> <i>c) to take action under section 118(2) in relation to a building order emergency); and</i> <p><i>Section 127 (3) of the Building Act 2011</i></p> <p><i>(3) A delegation of a local government's powers or duties may be only to a local government employee"</i></p>
CEO Appoints:	Executive Manager, Director Development and Regulatory Services Compliance Officer
Appointment:	The CEO delegates to the above Officers the exercise of this delegated power. The exercise of the delegated power does not include the power of delegation.
Reporting Requirements:	<ul style="list-style-type: none"> • Details of the recovery and court action must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Delegation Form CEO 078 must be recorded in Synergy File GV01.176
Details of Review:	15 September 1988 16 July 2002 17 June 2003 24 October 2006 19 February 2008 17 March 2009 24 June 2009 17 February 2010 30 October 2011 11 December 2013 PREVIOUSLY DA022 28 February 2014 16 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u>

BUSH FIRES ACT 1954

DA07-11 POWERS AND DUTIES – BUSH FIRES ACT 1954

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	All powers, duties and functions of the local government under the Bush Fires Act 1954.
Legislative Power or duty delegated:	Bush Fires Act 1954
Legislative power to delegate	Section 48 – Delegation by local governments Bush Fires Act 1954
Delegation to:	Chief Executive Officer
Delegation:	No statutory power provided to sub-delegate s48(3)
Conditions and Exceptions:	Excludes powers and duties that: <ul style="list-style-type: none"> • are prescribed in the Act with the requirement for a resolution by the local government • are prescribed in the Act for performance by prescribed offices; or • are subject to separate delegate authority within this register.
CEO delegates to:	N/A
Delegation delegated by the CEO	N/A
Reporting Requirements:	<ul style="list-style-type: none"> • Details of all notices issued must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Delegation Form CEO 078 must be recorded in Synergy File GV01.167
Details of Review:	11 December 2013 16 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u>

BUSH FIRES ACT 1954

DA07-12

PROHIBITED BURNING TIMES

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].*

Determine to vary Prohibited Burning Times, in accordance with s17(7) and (8), regarding:

- shortening, extending, suspending or reimposing a period of prohibited burning times; or
- imposing a further period of prohibited burning times.

Legislative Power or duty delegated:

Bush Fires Act 1954

Legislative power to delegate

Section 17(10), Bush Fires Act 1954

Delegation to:

Chief Bush Fire Control Officer

Delegation:

No statutory power provided to sub-delegate s48(3)

Conditions and Exceptions:

1. The Minister may, by declaration published in the Gazette, declare the times of the year during which it is unlawful to set fire to the bush within a zone of the State mentioned in the declaration and may, by subsequent declaration so published, vary that declaration or revoke that declaration either absolutely or for the purpose of substituting another declaration for the declaration so revoked.
2. Where by declaration made under subsection (1) prohibited burning times have been declared in respect of a zone of the State then, subject to such variations (if any) as are made under that subsection from time to time, those prohibited burning times shall have effect in respect of that zone in each year until that declaration is revoked.
3. A copy of the Gazette containing a declaration published under subsection (1) shall be received in all courts as evidence of the matters set out in the declaration.
4. Where the FES Commissioner considers that burning should be carried out on any land, the FES Commissioner may suspend the operation of a declaration made under subsection (1), so far as the declaration extends to that land, for such period as the FES Commissioner thinks fit and specifies and subject to such conditions as may be prescribed or as the FES Commissioner thinks fit and specifies.

Reporting Requirements:

- Details of all notices issued must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.167

Details of Review:

15 September 1998
16 October 2001
17 June 2003
24 October 2006
20 March 2007
19 February 2008
17 March 2009
24 June 2009
17 February 2010
11 December 2013 PREVIOUSLY DA017
16 July 2014
15 July 2015
19 July 2016
18 July 2017

BUSH FIRES ACT 1954

DA07-13

PROSECUTIONS

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].*

Issue Infringement Notices.

Consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district.

Note: s59A(3) and Bush Fires (Infringements) Regulations 1958, Reg. 4(a) provide that only the President or the Chief Executive Officer may withdraw an infringement notice.

Legislative Power or
duty delegated:

Bush Fires Act 1954
s59(3) Prosecution of Offences
s59A(2) Alternative Procedure – Infringement Notices

Legislative power to delegate

Section 59(3) – Delegation by local governments Bush Fires Act 1954

Delegation to:

Chief Bush Fire Control Officer
Fire Control Officers
All Rangers
~~Executive Manager, Director~~ Development and Regulatory Services

Delegation:

No statutory power provided to sub-delegate s48(3)

Conditions and Exceptions:

Nil

Reporting Requirements:

- Details of all notices issued must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.167

Details of Review:

15 September 1998
16 October 2001
17 June 200
24 October 2006
20 March 2007
19 February 2008
17 March 2009
24 June 2009
17 February 2010
30 October 2011
11 December 2013 PREVIOUSLY DA016
16 July 2014
15 July 2015
19 July 2016
18 July 2017

FOOD ACT 2008

DA07-14

DELEGATION TO CEO AND NOMINATED SHIRE OFFICERS AS
AUTHORISED OFFICERS UNDER THE FOOD ACT 2008

<p>Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i></p> <p>Legislative Power or duty delegated:</p>	<p>The Council delegates to the CEO authority to exercise all of the functions conferred or imposed on the Shire, as an enforcement agency, under and subject to s.118(2) of the Food Act.</p> <p>Food Act 2008 s122 Appointment of Authorised Officers and s126 Infringement Notices</p>
<p>Legislative power to delegate</p>	<p>Section 118(2) of the Food Act 2008</p>
<p>Delegation to:</p>	<p>Chief Executive Officer</p>
<p>CEO Authorises: </p>	<p>The Chief Executive Officer appoints Authorised Officers, namely:</p> <ul style="list-style-type: none"> • Executive Manager, Director Development and Regulatory Services • Environmental Health Officers as Authorised Officers for all food premise types and under the Food Act 2008
<p>Conditions and Exceptions: </p>	<p>Powers under the Act limited to the following and the authorisation does not extend to the Financial Provisions of the Act:</p> <p>The Executive Manager, Director Development and Regulatory Services and the Environmental Health Officers as the Designated Officer for the purposes of Section 126 of the Food Act 2008:</p> <ol style="list-style-type: none"> 1) May, in a particular case, extend the period of 28 days within which the modified penalty may be paid, and the extension may be allowed whether or not the period of 28 days has elapsed; 2) May, whether or not the modified penalty has been paid, withdraw an infringement notice by sending the alleged offender a notice in the prescribed form stating that the infringement notice has been withdrawn." <p>Environmental Health Officers:</p> <ul style="list-style-type: none"> • Section 38 Entry, inspection and seizure • Section 126(2) Issuing of Infringement notices • Section 62 Issuing of Improvement Notices <p> </p> <p>The power to prosecute any person is only exercised by agreement of the Executive Manager, the Director Development and Regulatory Services</p>
<p>Reporting Requirements: </p>	<ul style="list-style-type: none"> • Details of all authorised officers appointed must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Delegation Form CEO 078 must be recorded in Synergy File GV01.167
<p>Details of Review: </p>	<p>30 October 2011 11 December 2013 PREVIOUSLYPREVIOUSLY DA047 16 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u></p>

FOOD ACT 2008

DA07-15

ISSUE PROHIBITION ORDERS

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

An enforcement agency may serve a prohibition order on the proprietor of a food business if it believes that:

- (a) any of the circumstances specified in section 62(a), (b), (c) or (d) exist; and
- (b)(i) The proprietor of a food business has not complied with an improvement notice within the time required by section 63 for compliance; or
- (b)(ii) The issue of the order is necessary to prevent or mitigate a serious danger to public health.

An enforcement agency may instigate proceedings against an alleged offender for breach of the Food Act 2008. Proceedings for an offence under this Act may only be instituted –

- (a) unless paragraph (b) applies – within 12 months after the date on which the offence is alleged to have been committed; or
- (b) if the proceedings are in respect of a sample of food – within 6 months after the date on which the sample was obtained.

Legislative Power or duty delegated:

Section 65 of the Food Act 2008
Section 125 of the Food Act 2008

Legislative power to delegate

Section 118 of the Food Act 2008

Delegation to:

Chief Executive Officer
All Environmental Health Officers

Delegation:

Environmental Health Officers are delegated the power to issue prohibition orders in accordance with section 65 of the Food Act 2008;

Environmental Health Officers are delegated the power to initiate appropriate legal action in accordance with section 125 of the Food Act 2008.

Conditions and Exceptions:

The power to prosecute any person is only exercised by agreement of Chief Executive Officer in conjunction with advice from the Shire's Lawyer.

Reporting Requirements:

- Details of all prosecutions must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.167

Details of Review:

11 December 2013 ~~PREVIOUSLY~~PREVIOUSLY DA047
16 July 2014
15 July 2015
19 July 2016
18 July 2017

FOOD ACT 2008

DA07-16

CERTIFICATES OF CLEARANCE

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

An enforcement agency, after making a prohibition order, must give a certificate of clearance if, after an inspection of the premises, part of the premises, vehicle or equipment, or the handling of food in the way or for the purpose, or the activities, specified in the order, the agency finds, by the agency's own inspection or the report of an authorised officer, that –

- (a) the premises are not, or the part of the premises, vehicle or equipment, or the handling of food by the food business in the specified way or for the specified purpose, or the carrying out of the specified activities is not, a serious danger to public health; and
- (b) the person on whom the prohibition order was served has complied with the prohibition order and any improvement notices served on the person.

An enforcement agency must give written notification to the 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 under Section 66 or 67.

Legislative Power or duty delegated:

Section 65 of the Food Act 2008
Section 67 of the Food Act 2008

Legislative power to delegate

Section 118 of the Food Act 2008

Delegation to:

Chief Executive Officer
All Environmental Health Officers

Delegation:

Environmental Health Officers are delegated the power to clear and remove a prohibition order in accordance with section 66 of the Food Act 2008, and to provide written notification as required with respect to any decision made not to issue a certificate of clearance following an inspection under either Section 66 or 67.

Conditions and Exceptions:

The power to prosecute any person is only exercised by agreement of the Chief Executive Officer.

Reporting Requirements:

- Details of all prosecutions must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.167

Details of Review:

11 December 2013
16 July 2014
15 July 2015
19 July 2016
18 July 2017

LIQUOR ACT 1988

DA07-17

AUTHORITY TO ISSUE CERTIFICATES UNDER SECTION 39 –
LIQUOR ACT 1988

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

An application made to the licensing authority for the grant or removal of a licence, or for a change in the use or condition of any premises shall be accompanied by a certificate from the local government for the district in which the premises to which the application relates are situated, or are to be situated, unless the licensing authority otherwise determines.

Legislative Power or
duty delegated:

Section 39 of the Liquor Control Act 1988

Legislative power to delegate

Section 39 of the Liquor Control Act 1988

Delegation to:

~~Executive Manager, Director~~ Community Development
~~Executive Manager, Director~~ Development and Regulatory Services
All Environmental Health Officers

Delegation:

To issue a certificate on behalf of the Shire, subject to section 39 of the Liquor Control Act 1988.

Conditions and Exceptions:

Nil

Reporting Requirements:

- Details of all certificates issued must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.167

Details of Review:

27 March 2009
25 June 2009
30 October 2011
11 December 2013 PREVIOUSLY DA038
16 July 2014
15 July 2015
19 July 2016
18 July 2017

STRATA TITLES ACT 1985

DA07-18

GRANTING OF A CERTIFICATE – FORM 26

<p>Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i></p>	<p>Issue prescribed Strata Title Local Government Certificate Form 26 Certificate of Approval under Section 25 of the Strata Titles Act 1985</p> <p>Power to determine applications for the issuing of a certificate of approval under section 25 of the Strata Titles Act 1985 for a plan of subdivision, re-subdivision or consolidation, except those applications that:</p> <p>(a) propose the creation of a vacant lot; (b) proposed vacant air strata in multi-tiered strata scheme developments; (c) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to: (i) a type of development; and/or (ii) land within an area, which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.</p>
<p>Legislative Power or duty delegated:</p>	<p>Strata Titles Act 1985 s25 Certificate of Commission</p>
<p>Legislative power to delegate</p>	<p>Local Government Act 1995, Section 5.42 and section 5.44 Planning and Development Act 2005, Section 16(3)(e) gazetted on 9 June 2009</p>
<p>Delegation to:</p>	<p>Executive Manager/Director Development and Regulatory Services Principal Town Planner</p>
<p>Delegation:</p>	<p>The above Officers are delegated the power to grant a certificate by the local government, subject to Section 25 of the Strata Titles Act 1985.</p>
<p>Conditions and Exceptions:</p>	<p>A local government that exercises the power referred to in clause 1 above (Functions to be performed) is to provide WAPC with data on all applications determined under this Instrument of Delegation at the conclusion of each financial year in the format prescribed by the WAPC.</p>
<p>Reporting Requirements:</p>	<ul style="list-style-type: none"> • Details of all notices issued must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Delegation Form CEO 078 must be recorded in Synergy File GV01.167
<p>Details of Review:</p>	<p>11 December 2013 16 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u></p>

CATS ACT 1954

DA07-19

APPOINTMENT OF AUTHORISED PERSONS – CAT ACT 2011

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	A local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions under the Cat Act 2011.
Legislative Power or duty delegated:	Section 48 of the Cat Act 2011
Legislative power to delegate	Cat Act 2011
Delegation to:	Chief Executive Officer
Delegation:	The Chief Executive Officer is delegated the power to appoint authorised persons for the purposes of performing particular functions under the Cat Act 2011.
Conditions and Exceptions:	Nil
CEO delegates to:	Executive Manager, Director Development and Regulatory Services All Rangers All Environmental Health Officers Customer Service Officers
Delegation delegated by the CEO	The CEO delegates to the above Officers the exercise of this delegated power. The exercise of the delegated power does not include the power of delegation.
Reporting Requirements:	<ul style="list-style-type: none"> • Details of all decision made must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Delegation Form CEO 078 must be recorded in Synergy File GV01.167
Details of Review:	11 December 2013 16 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u>

DOG ACT 1976

DA07-20

CEO'S DELEGATED AUTHORITY AND APPOINTMENT OF
AUTHORISED PERSONS – DOG ACT 1976

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A local government may delegated to the CEO all powers under the Dog Act 1976 for the purposes of performing its operational functions and appoints persons or classes of persons to be authorised for the purposes of performing particular functions under the Dog Act 1976. Nothing in section 10AA limits the ability of a local government's Chief Executive Officer to perform a function through an officer or agent.

Legislative Power or
duty delegated:

Legislative power to delegate

Section 10AA, 10AB and 26(3) of the Dog Act 1976
Section 3.2 of the Shire of Ashburton Dogs Local Law 2012
Section 10AA, 10AB and 26(3) of the Dog Act 1976
Section 3.2 of the Shire of Ashburton Dogs Local Law 2012

Delegation to:

Chief Executive Officer and nominate authorised officers under this Act.

Delegation:

The Chief Executive Officer is delegated the power to appoint authorised persons for the purposes of performing functions under the Dog Act 1976 and all powers under the Dog Act 1976 of which some key activities include:

- Establish and maintain dog management facilities (Section 11(1));
- Keep a register of dogs (Section 14(1));
- Grant exemption regarding the number of dogs that may be kept (Section 26(3));
- Approve kennel establishments (Section 27);
- Appoint persons to seize dogs (Section 29(1)); and
- Declare a dog to be a dangerous dog (Section 33E).

Conditions and Exceptions:

Withdrawal of an Infringement Notice can only to be approved by the Chief Executive Officer, Executive Manager, Director Infrastructure Services or Executive Manager, Director Development and Regulatory Services.

The authorised officers (excepting the Customer Service Officers) are appointed to undertake the powers of an authorised person under the Dog Act 1976 the Dog Regulations 1976 and the Dog (Restricted Breeds) Regulations No 2 2002. The appointment includes the power of an authorised person to declare a dog to be a dangerous dog under section 33E of the Act.

Customer Service Officers are authorised only to perform functions which are limited to the registration of animals within the Shire.

CEO delegates to:

Executive Manager, Director Development and Regulatory Services
All Rangers
All Environmental Health Officers
Customer Service Officers

Delegation delegated by the CEO

The above are authorised for the purposes of performing particular functions under the Dog Act 1976.

Reporting Requirements:

- Details of all decision made must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.167

Details of Review:

11 December 2013
16 July 2014
15 July 2015
19 July 2016
18 July 2017

RESIDENTIAL TENANCY ACT 1997

DA07-21

APPOINTMENT OF AUTHORISED PERSONS –RESIDENTIAL
TENANCY ACT 1997

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	The Commissioner of the Residential Tenancy Act 1997 may delegate to any person any of his or her powers or functions, other than the power of delegation to exercise functions associated with the Residential Tenancy Act 1997.
Legislative Power or duty delegated:	Section 9 of the Residential Tenancy Act 1997
Legislative power to delegate	Section 9 of the Residential Tenancy Act 1997
Delegation to: 	Chief Executive Officer Executive Manager, Director Strategic and Economic Development Manager, Organisational Development
Delegation: 	The Chief Executive Officer and Manager, Executive Manager, Director Strategic and Economic Development and Manager Organisational Development are delegated the power as authorised persons for the purposes of performing functions under the Residential Tenancy Act 1997.
Conditions and Exceptions:	Nil
CEO delegates to:	Nil
Delegation delegated by the CEO	Nil
Reporting Requirements: 	<ul style="list-style-type: none"> • Details of all decision made must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Delegation Form CEO 078 must be recorded in Synergy File GV01.167
Details of Review: 	11 December 2013 16 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u>

PUBLIC HEALTH ACT 2016

DA07-22 PUBLIC HEALTH ACT 2016 POWERS AND DUTIES

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	The Council delegates to the CEO all powers and duties conferred or imposed on the Shire of Ashburton by the Public Health Act 2016.
Legislative Power or duty delegated:	Public Health Act 2016
Legislative power to delegate	Section 21(1)(b)(i) of the Public Health Act 2016
Delegation to:	Chief Executive Officer
CEO Authorises:	The Chief Executive Officer appoints Authorised Officers, namely: <ul style="list-style-type: none"> • Environmental Health Officers as Authorised Officers
Conditions and Exceptions:	N/A
Reporting Requirements:	<ul style="list-style-type: none"> • Details of all authorised officers appointed must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Delegation Form CEO 078 must be recorded in Synergy File GV01.176
Details of Review:	14 February 2017 18 July 2017

PART 8

SHIRE OF ASHBURTON TOWN PLANNING SCHEME

PLANNING AND DEVELOPMENT ACT 2005

PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015

DA08-1

CERTAIN PLANNING FUNCTIONS RELATING TO SHIRE OF ASHBURTON TOWN PLANNING SCHEME

Function to be performed:

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

Assessing and determining applications for development approval;

All matters which arise out of the imposition of conditions on development approvals;

All matters delegated to the Shire under the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015, or functions that the Shire is authorised to exercise under that Act and Regulations.

The Council may require the preparation and presentation of a report to Council as a prerequisite to:

- the Council's support for a proposal to rezone or reclassify land in the District;
- the Council's support for an application to subdivide or amalgamate lots;
- the Council's support for an application for a Local Development Plan, Activity Centre Plan, or Structure plan; or
- the Council's consideration of an application for Development Approval.

Legislative Power or duty delegated:

Shire of Ashburton Town Planning Scheme, Planning and Development (Local Planning Schemes) Regulations 2015, and Sections 5.45 and 5.46 of the Local Government Act 1995.

Legislative power to delegate

Shire of Ashburton Town Planning Scheme

Delegation to:

Chief Executive Officer

Delegation:

A. ADVERTISING AND DETERMINING APPLICATIONS FOR DEVELOPMENT APPROVAL

Power/Duty

1. Notification and Advertising of Applications for Development Approval

In accordance with the Shire of Ashburton Local Planning Scheme and Planning and Development (Local Planning Schemes) Regulations 2015 determine that a particular development application will be advertised and notify the applicant accordingly.

Determine those landowners and occupiers to whom notice of an application for Development Approval required to be advertised shall be provided pursuant to the Shire of Ashburton Local Planning Scheme and Planning and Development (Local Planning Schemes) Regulations 2015.

Determine the requirement for consultation with other of authorities for an application for Development Approval pursuant to the Shire of Ashburton Local Planning Scheme and Planning and Development (Local Planning Schemes) Regulations 2015.

2. Consideration of Applications for Development Approval

Determine applications for Development Approval made in accordance with the Shire of Ashburton Local Planning Scheme, Planning and Development (Local Planning Schemes) Regulations 2015 and/or Statement of Planning Policy No. 1 – Residential Design Codes, irrespective of whether objections have been received and impose conditions or grounds of refusal as required.

3. Determine requests for Amending or Revoking a Development Approval

Determine requests for Amending or Revoking a Development Approval made in accordance with the Shire of Ashburton Local Planning Scheme and Planning and Development (Local Planning Schemes) Regulations 2015 where the original permit was issued under delegated authority.

4. Conditions

An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

B. ADVERTISING DEVELOPMENT PLANS, ACTIVITY CENTRE PLAN/S, OR STRUCTURE PLAN/S**Power/Duty**

1. Determine whether or not an application for a Development Plan/s, Activity Centre Plan/s, or Structure Plan/s for assessment and advertising complies with the Shire of Ashburton Local Planning Scheme No. 7 and Planning and Development (Local Planning Schemes) Regulations 2015.

Consider the submitted Development Plan/s, Activity Centre Plan/s, or Structure Plan/s and notify the applicant if the Plan complies with the Shire of Ashburton Local Planning Scheme No. 7 and Planning and Development (Local Planning Schemes) Regulations 2015 or if further information is required prior to the Plan being accepted for assessment and advertising.

2. Notification and Advertising of Applications for a Development Plan/s, Activity Centre Plan/s, Structure Plan/s

Determine the requirement for advertising for public comment for Development Plan/s, Activity centre plan/s, and Structure Plan/s pursuant to the Shire of Ashburton Local Planning Scheme and Planning and Development (Local Planning Schemes) Regulations 2015 and readvertising of modified Plan where necessary

3. Consideration of Applications for Local Development Plan/s, Activity Centre Plan/s, Structure Plan/s

Prepare report to the WAPC advising of Council's support or otherwise, including recommendations of proposed modification for Local Development Plan/s, Activity Centre Plan/s, Structure plan/s where no objections have been received pursuant to the Shire of Ashburton Local Planning Scheme and Planning and Development (Local Planning Schemes) Regulations 2015.

4. Conditions

An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

Prior to determining any application adoption or endorsement of a Local Development Plan, Activity Centre Plan or Structure Plan, the delegate shall ensure that a copy of the respective Plan has been provided to all Councillors and for Councillors to be given a period of not less than fourteen (14) days to request the delegate to refer the respective Plan to Council for determination.

C. ADVERTISING EXTENSION FOR PLANNING SCHEME AMENDMENTS, LOCAL DEVELOPMENT PLANS, ACTIVITY CENTRE PLAN/S, STRUCTURE PLAN/S**Power/Duty**

To extend the advertising period for planning scheme amendments and local development plans, where considered necessary to provide for adequate consultation and/or accommodate specific community consultation exercises (e.g. special electors meetings, workshops etc).

Conditions

An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

D. SUBDIVISION AND DEVELOPMENT DESIGN**Power/Duty**

To approve plans and impose Council's accepted Standards and Specifications on subdivisions and

developments and similar works done by the Shire.

Conditions

An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

E. CONSIDERATION OF WAPC REFERRALS OF APPLICATIONS FOR SUBDIVISION APPROVAL

Power/Duty

Pursuant to the Planning and Development Act 2005, provide comment to the Western Australian Planning Commission (WAPC) on matters associated with subdivision applications, proposed development plans (or similar) and licence applications.

F. CLEARANCE OF LOCAL GOVERNMENT CONDITIONS ASSOCIATED WITH SUBDIVISION APPROVAL

Power/Duty

Pursuant to the Planning and Development Act 2005 and where the WAPC has included conditions on a subdivision approval relevant to the Shire, determine the 'clearance' of a condition designated (LG) in a subdivision approval issued by the WAPC.

G. ISSUE OF CERTIFICATES (STRATA TITLES).

Power/Duty

Pursuant to the provisions of Section 23 of the Strata Titles Act 1985, the Executive Manager, Development and Regulatory Services and/or the Principal Town Planner is authorized to issue the appropriate certificates in respect to buildings as may be shown on a strata plan to be lodged for registration under the Act, where in the opinion of the Executive Manager, Development and Regulatory Services and/or the Principal Town Planner:

The buildings shown on the strata plan are first inspected to ensure compliance with town planning, health and engineering requirements as provided for in the Shire of Ashburton Local Planning Scheme and Residential Design Codes and Shire Policies; and

The buildings are of sufficient standard and suitable to be divided into lots pursuant to the Strata Titles Act.

H. DIRECTIONS REGARDING UNAUTHORIZED DEVELOPMENT

Power/Duty

To give directions in relation to unauthorized development and to authorize any action available to the responsible authority under the Planning and Development Act 2005 incidental to such written direction, including but not limited to issuing a notice to correct or amend the development or to commence legal action.

Conditions

An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

I. RESPONSIBLE AUTHORITY REPORTS TO THE DEVELOPMENT ASSESSMENT PANEL

Power/Duty

To submit Responsible Authority Reports to the Development Assessment Panel pursuant to Regulation 12 of the Planning & Development (Development Assessment Panels) Regulations 2011.

Conditions

The Chief Executive Officer is to advise Councillors of the lodgement of a Pilbara JDAP application in the 'Councillors Information Bulletin' and report to Council at the earliest opportunity, the outcome of the Pilbara JDAP decision.

Conditions and Exceptions: This Delegation does not preclude the Delegate or Sub-Delegate referring the categories of development or legal proceedings outlined above, to Council for determination, after having regard to the circumstances of a particular case.

CEO delegates to: ~~Executive Manager, Director~~ Development and Regulatory Services
Principal Town Planner
Town Planner
Compliance Officer

Delegation delegated by the CEO ~~The Executive Manager, The Director~~ Development and Regulatory Services, the Principal Town Planner, and Town Planner are delegated the power to take action for the administration and implementation of Town Planning Scheme.

The Compliance Officer is authorised under Part 9 – Administration, 9.1 Powers of the Scheme: (c) An officer of the Local Government, authorised by Local Government for the purpose, may at all reasonable times and with such assistance as may be required, enter any building or land for the purpose of ascertaining whether the provisions of the Scheme are being observed.

Reporting Requirements:

- Details of all approvals given and actions taken must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Award letter or other approved recording method must be recorded in Synergy File GV01.167

Details of Review:

24 October 2006
19 February 2008
17 March 2009
24 June 2010
17 February 2010
30 October 2011
11 December 2013
11 December 2013 (REVISED DA28 and DA35)
16 July 2014
15 July 2015
15 March 2016
18 July 2017

PART 9 COMMUNITY RELATIONSHIPS AND LOCAL LAWS AND REGULATIONS

DA09-2

AUTHORITY TO APPROVE DONATIONS

<p>Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i></p>	<p>Authority to approve donations in accordance with the provision of Council's REC08 Community Donations, Sponsorships and Funding Policy and FIN05 the Fees and Charges Schedule <u>as advertised annually</u> Policy;</p>
<p>Legislative Power or duty delegated:</p>	<p>Section 6.7(2) Local Government Act 1995</p>
<p>Legislative power to delegate</p>	<p>Section 5.42 and Section 5.44, Local Government Act 1995</p>
<p>Policy:</p>	<p>REC08 Community Donations, Sponsorships and Funding Policy FIN05 Fees and Charges Schedule <u>as advertised annually</u> Policy;</p>
<p>Delegation to:</p>	<p>Chief Executive Officer</p>
<p>Delegation:</p>	<p>The CEO is delegated the power to approve donations, sponsorship and waive fees and charges, subject to section 6.7(2) of the Local Government Act 1995.</p>
<p>Conditions and Exceptions:</p>	<p>Subject to –</p> <ul style="list-style-type: none"> <input type="checkbox"/> conditions contained in Council's REC08 Community Donations, Sponsorships and Funding Policy and FIN05 the Fees and Charges Schedule Policy; <input type="checkbox"/> funding being allocated in the Annual Budget
<p>CEO delegates to:</p>	<p>Executive Manager, Director Community Development</p>
<p>Delegation delegated by the CEO</p>	<p>The CEO authorises the Executive Manager, the Director Community Development to approve donations, sponsorship and waive fees and charges, subject to section 6.7(2) of the Local Government Act 1995.</p>
<p>Reporting Requirements:</p>	<ul style="list-style-type: none"> • Details of all donations made on behalf of the Shire must be recorded in Synergy under the appropriate File Number record to meet legislative requirements. • Delegation Form CEO 078 must be recorded in Synergy File GV01.176
<p>Details of Review:</p>	<p>11 December 2013 16 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u></p>

LOCAL LAWS

DA09-3

PARKING AND PARKING FACILITIES LOCAL LAW – AUTHORISED PERSONS

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	A local government may, in writing, appoint persons or classes of persons to be delegated for the purpose of performing particular functions.
Legislative Power or duty delegation:	Powers of the local government as prescribed in the Parking and Parking Facilities Local Law.
Legislative power to delegate:	Section 9.10 of the Local Government Act 1995
Delegation to:	Chief Executive Officer
Delegation:	The Chief Executive Officer is authorised to appoint persons or classes of persons to be authorised for the purpose of performing particular functions, subject to Section 9.10 of the Local Government Act 1995.
Conditions and Exceptions:	The appointment of persons is to relate to those functions of an authorised person under Section 1.4 of the Parking and Parking Facilities Local Law 2013.
CEO authorises:	Executive Manager, Director Infrastructure Services Executive Manager, Director Corporate Services Executive Manager, Director Development and Regulatory Services Manager, Environmental Health and Ranger Services
Authorisation by the CEO:	The CEO authorises to the above Officers the exercise of this authorisation power.
Reporting Requirements:	<ul style="list-style-type: none"> The authorisations are to be in writing and recorded in Synergy under the appropriate File Number record to meet legislative requirements (including the personnel file). A copy of the written authorisation and Delegation Form CEO 078 must be recorded in Synergy File GV01.167
Details of Review:	11 December 2013 16 July 2014 15 July 2015 19 July 2015 <u>18 July 2017</u>

LOCAL LAWS

DA09-4

LOCAL GOVERNMENT PROPERTY LOCAL LAW – APPOINTMENT OF AUTHORISED PERSONS

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].*

1. Authorise the determination of forms to be used in administering the Local Law to the Chief Executive Officer;
2. Delegate the administration of this Local Law to the Chief Executive Officer, including the appointment of authorised persons (under section 9.10 of the Act) to perform any of the functions of an authorised person under this Local Law

Legislative Power or duty delegation:

Powers of the local government as prescribed in the Local Government Property Local Law 2013.

Legislative power to delegate:

Section 9.10 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to appoint persons or classes of persons to be authorised for the purpose of performing particular functions, subject to Section 9.10 of the Local Government Act 1995

Conditions and Exceptions:

1. Delegates the determination of forms to be used in administering the Local Law to the Chief Executive Officer;
2. Delegates the administration of this Local Law to the Chief Executive Officer, including the appointment of authorised persons (under section 9.10 of the Act) to perform any of the functions of an authorised person under this Local Law, subject to the following –
 - the CEO may refer any matter, at his discretion, for decision of the Council;
 - the Council is to be provided details of any prosecutions under the Local Law;
 - only the Council is to –
 - i. make a determination under Part 2;
 - ii. enter into an agreement with a permit holder in respect of ownership of materials in a building (Part 3);
 - iii. restrict use of the airport through a designation under Division 5;
 - iv. hear an objection under Part 8;
 - v. appoint authorised persons who are not employees under section 9.10 of the Act.

CEO authorises:

~~Executive Manager/Director~~ Infrastructure Services
~~Executive Manager/Director~~ Corporate Services
~~Executive Manager/Director~~ Development and Regulatory Services
 All Environmental Health Officers
 All Ranger
 Waste Coordinator

Authorisation: by the CEO

The CEO authorises the above Officers the exercise of this authorisation power.

Reporting Requirements:

- The authorisations are to be in writing and recorded in Synergy under the appropriate File Number record to meet legislative requirements (including the personnel file).
- A copy of the written authorisation and Delegation Form CEO 078 must be recorded in Synergy File GV01.176

Details of Review:

11 December 2013
 16 July 2014
 15 July 2015
 19 July 2016

Formatted: Font: Arial Narrow, Bold, Font color: Text 1

Formatted: Normal, Indent: Left: 0.25"

[18 July 2017](#)

LOCAL LAWS

DA09-5

LOCAL GOVERNMENT PROPERTY LOCAL LAW – AGREEMENTS,
APPROVALS, SETTING ASIDE AND APPLICATIONS

Function to be performed:

*This text is provided as a reference only.
Delegators shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

Under the Local Government Property Local Law 2013 the local government may enter into agreements and grant approvals for use of local government property, grant applications for hire and set aside property for a specific use or uses.

Legislative Power or
duty delegation:

Powers of the local government as prescribed in the Local Government Property Local Law 2013.

Legislative power to delegate:

Section 9.10 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to make decisions on behalf of the Shire in relation to its Local Government Property Local Law 2013.

The Chief Executive Officer is delegated the power to appoint persons or classes of persons to be authorised for the purpose of performing particular functions, subject to Section 9.10 of the Local Government Act 1995.

Conditions and Exceptions:

Subject to Council's policies related to this delegation.

CEO authorises:

~~Executive Manager, Director~~ Infrastructure Services
~~Executive Manager, Director~~ Corporate Services
~~Executive Manager, Director~~ Development and Regulatory Services
Manager, Environmental Health ~~and Ranger Services~~

Authorisation by the CEO:

The CEO authorises the above Officers the exercise of this authorisation power.

Reporting Requirements:

- Details of all action taken must be recorded in Synergy under the appropriate File Number record to meet legislative requirements.
- Delegation Form CEO 078 must be recorded in Synergy File GV01.176

Details of Review:

11 December 2013
16 July 2014
15 July 2015
19 July 2016
[18 July 2017](#)

LOCAL LAWS

DA09-6

EXTRACTIVE INDUSTRIES LOCAL LAW – APPOINTMENT OF AUTHORISED PERSONS

Function to be performed:

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

That Council:

1. Authorise determination of forms to be used in administering the Local Law to the Chief Executive Officer;
2. Authorise the administration of this Local Law including any enforcement action and collection of the annual licence fee to the Chief Executive Officer,

Legislative Power or duty delegation:

Powers of the local government as prescribed in the Extractive Industries Local Law.

Legislative power to delegate

Section 9.10 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

That Council:

1. Authorise determination of forms to be used in administering the Local Law to the Chief Executive Officer;
2. The Chief Executive Officer is delegated the power to appoint persons or classes of persons to be authorised for the purpose of performing particular functions, subject to Section 9.10 of the Local Government Act 1995.
3. Authorise the administration of this Local Law including any enforcement action and collection of the annual licence fee to the Chief Executive Officer, but that the exercise of the following powers be reserved to the Council –
 - i. issue or refusal of a licence under Part 3.1(2)*;
 - ii. determination of a licence period under Part 3.1(3);
 - iii. cancellation of a licence under Part 4.2(1); and
 - iv. renewal or refusal to renew a licence under Part 4.3(4).

Conditions and Exceptions:

The appointment of persons is to relate to those functions of an authorised person under the Extractive Industries Local Law 2013.

CEO authorises:

~~Executive Manager, Director~~ Infrastructure Services
~~Executive Manager, Director~~ Corporate Services
~~Executive Manager, Director~~ Development and Regulatory Services
 Compliance Officer

Authorised by the CEO:

The CEO authorises the above Officers the exercise of this authorisation power.

Reporting Requirements:

- The authorisations are to be in writing and recorded in Synergy under the appropriate File Number record to meet legislative requirements (including the personnel file).
- A copy of the written authorisation and Delegation Form CEO 078 must be recorded in Synergy File GV01.167

Details of Review:

11 December 2013
 16 July 2014
 15 July 2015
 19 July 2016
18 July 2017

LOCAL LAWS

DA09-7

ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES AND
TRADING LOCAL LAW – APPOINTMENT OF AUTHORISED PERSONS

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Authorise the determination of forms to be used in administering the Local Law to the Chief Executive Officer; 2. Delegation of the administration of this Local Law to the Chief Executive Officer, including the appointment of authorised persons (under section 9.10 of the Act) to perform any of the functions of an authorised person under this Local Law.
Legislative Power or duty delegation:	Powers of the local government as prescribed in the Activities on Thoroughfares and Public Places and Trading Local Law.
Legislative power to delegate	Section 9.10 of the Local Government Act 1995
Delegation to:	Chief Executive Officer
Delegation:	The Chief Executive Officer is delegated the power to appoint persons or classes of persons to be authorised for the purpose of performing particular functions, subject to Section 9.10 of the Local Government Act 1995
Conditions and Exceptions:	<ol style="list-style-type: none"> 1. Authorise the determination of forms to be used in administering the Local Law to the Chief Executive Officer; 2. Authorise the administration of this Local Law to the Chief Executive Officer, including the appointment of authorised persons (under section 9.10 of the Act) to perform any of the functions of an authorised person under this Local Law is subject to the following – <ul style="list-style-type: none"> • The CEO may refer any matter, at his discretion, for decision of the Council; • The Council is to be provided details of any prosecutions under the Local Law; • Only the Council is to – <ol style="list-style-type: none"> i. adopt or vary policy containing conditions subject to which an application for a permit may be approved under Part 2; ii. hear an objection (Part 7); and iii. appoint authorised persons who are not employees under section 9.10 of the Act;
CEO authorises:	<p>Executive Manager, Director Infrastructure Services Executive Manager, Director Corporate Services Executive Manager, Director Development and Regulatory Services Principal Town Planner Compliance Officer All Environmental Health Officers All Rangers</p>
Authorisation by the CEO:	The CEO authorises the above Officers the exercise of this authorisation power.
Reporting Requirements:	<ul style="list-style-type: none"> • The authorisations are to be in writing and recorded in Synergy under the appropriate File Number record to meet legislative requirements (including the personnel file). • A copy of the written authorisation and Delegation Form CEO 078 must be recorded in Synergy File GV01.176
Details of Review:	11 December 2013 PREVIOUSLY DA021 16 July 2014 15 July 2015

REGULATIONS

19 July 2016

DA09-8

LOCAL GOVERNMENT (PARKING FOR PEOPLE WITH DISABILITIES)
REGULATIONS 2014

Function to be performed:

*This text is provided as a reference only.
Delegates shall only act in full
understanding of the delegated statutory
power, inclusive of conditions [see below].*

A local government may, in writing, appoint persons or classes of persons to be authorised for the purpose of performing particular functions. The regulations apply as if they were local laws.

Legislative Power or
duty delegation:

Powers of the local government as prescribed in the Local Government (Parking for People with Disabilities) Regulations 2014.

Legislative power to delegate

Section 9.10 of the Local Government Act 1995

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to appoint persons or classes of persons to be authorised for the purpose of performing particular functions, subject to Section 9.10 of the Local Government Act 1995.

Conditions and Exceptions:

The appointment of persons is to relate to those functions of an authorised person as prescribed in Section 9.10 of the Local Government Act 1995.

CEO delegates:

~~Executive Manager, Director~~ Infrastructure Services
~~Executive Manager, Director~~ Corporate Services
~~Executive Manager, Director~~ Development and Regulatory Services
Manager, Environmental Health ~~and Ranger Services~~
Emergency Management Coordinator
All Rangers

Authorisation by the CEO:

The CEO authorises the above Officers the exercise of this authorisation power.

Reporting Requirements:

- The authorisations are to be in writing and recorded in Synergy under the appropriate File Number record to meet legislative requirements (including the personnel file).
- A copy of the written authorisation and Delegation Form CEO 078 must be recorded in Synergy File GV01.176

Details of Review:

21 November 2014
15 July 2015
19 July 2016
18 July 2017

LOCAL LAW

DA09-10

SHIRE OF ASHBURTON FENCING LOCAL LAW 2014 – APPOINTMENT OF AUTHORISED PERSONS

Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	A local government may, in writing, appoint persons or classes of persons to be authorised for the purpose of performing particular functions in the administration of this Local Law including the determination of forms to be used in administering the Local Law to the Chief Executive Officer and any enforcement action and collection of fees to the Chief Executive Officer.
Legislative Power or duty delegation:	Powers of the local government as prescribed in the Fencing Local Law.
Legislative power to delegate	Section 9.10 of the Local Government Act 1995
Delegation to:	Chief Executive Officer
Delegation:	The Chief Executive Officer is delegated the power to appoint persons or classes of persons to be authorised for the purpose of performing particular functions in the administration of this Local Law including determination of forms to be used in administering the Local Law to the Chief Executive Officer and any enforcement action and collection of fees, subject to Section 9.10 of the Local Government Act 1995.
Conditions and Exceptions:	The appointment of persons is to relate to those functions of an authorised person as prescribed in Section 9.10 of the Local Government Act 1995.
CEO authorises to:	Executive Manager, Director -Infrastructure Services Executive Manager, Director Corporate Services Executive Manager, Director Development and Regulatory Services Emergency Management Coordinator Compliance Officer
Authorisation by the CEO:	The CEO authorises the above Officers the exercise of this authorisation power.
Reporting Requirements:	<ul style="list-style-type: none"> • The authorisations are to be in writing and recorded in Synergy under the appropriate File Number record to meet legislative requirements (including the personnel file). • A copy of the written authorisation and Delegation Form CEO 078 must be recorded in Synergy File GV01.176
Details of Review:	24 November 2014 15 July 2015 19 July 2016 18 July 2017

~~PART 10~~

~~DELEGATIONS BY RESOLUTION~~

~~DA10-01 — SPECIFIC DELEGATIONS OF COUNCIL (RESOLUTIONS)~~

<p>Function to be performed: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions (see below).</i></p>	<p>When a Council resolution states an action to be performed into the future are delegated to the CEO, the resolution should stay on the OCM Status Report until such time as the action is finalised including any actions exercising options to extend contracts.</p>
<p>Legislative Power or duty delegation:</p>	<p>Local Government Act 1995</p>
<p>Legislative power to delegate</p>	<p>Section 9.10 of the Local Government Act 1995</p>
<p>Delegation to:</p>	<p>Chief Executive Officer</p>
<p>Delegation:</p>	<p>The Chief Executive Officer is delegated the power to performing particular functions in the administration of an OCM Resolution determination subject to Section 9.10 of the Local Government Act 1995.</p>
<p>Conditions and Exceptions:</p>	<p>The appointment of persons is to relate to those functions of an authorised person as prescribed in Section 9.10 of the Local Government Act 1995.</p> <p>This Delegation does not get recorded on CEO 078 as this is a Resolution of Council already recorded via the Agenda Item.</p>
<p>CEO delegates to:</p>	<p>N/A</p>
<p>Delegation by the CEO:</p>	<p>N/A</p>
<p>Reporting Requirements:</p>	<ul style="list-style-type: none"> • The Resolution of Council is automatically recorded in Synergy under the appropriate File Number (Agenda and Minutes) record to meet legislative requirements. • Elected members must be informed of resolution status via the Status Report at each OCM in Agenda Item via the Executive Officer. • The resolution will remain on the Status Report until such time it is finalised.
<p>Details of Review:</p>	<p>24 November 2014 15 July 2015 19 July 2016</p>

COUNCIL APPROVED AUTHORISATIONS

Register ~~2017~~6



Contents

CAA01-1	APPLICATIONS FOR USE OF LAND UNDER SECTION 18 OF THE ABORIGINAL HERITAGE ACT 1972	5
CAA01-2	APPOINTMENT OF AUTHORISED PERSONS – CARAVAN PARKS AND CAMPING GROUNDS ACT 1995	6
CAA01-3	CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT 1978 – APPOINTMENT OF AUTHORISED PERSONS	7
CAA01-4	SPEAR-GUNS CONTROL ACT 1955 - APPOINTMENT OF INSPECTORS	9
CAA01-5	HEALTH LOCAL LAW – APPOINTMENT OF AUTHORISED PERSONS TO ISSUE OF LICENSES, REGISTRATIONS AND CONSENT	10
CAA01-6	HEALTH LOCAL LAW – APPOINTMENT OF AUTHORISED PERSONS	11
CAA01-7	FINES, PENALTIES AND INFRINGEMENT NOTICES ENFORCEMENT ACT 1994 – APPOINTMENT OF PROSECUTION OFFICERS	12
CAA01-8	APPOINTMENT OF AUTHORISED PERSONS – LITTER ACT 1979	13
CAA01-9	APPOINTMENT OF AUTHORISED PERSONS TO WITHDRAW INFRINGEMENT NOTICES - LITTER ACT 1979	14
CAA01-10	APPOINTMENT OF AUTHORISED PERSONS – CEMETERIES ACT 1986	15
CAA01-11	APPOINTMENT OF AUTHORISED AND APPROVED OFFICERS INFRINGEMENT NOTICES – CRIMINAL PROCEDURES ACT 2004	16

Formatted: Font color: Auto, Not Expanded by / Condensed by

COUNCIL APPROVED AUTHORISATIONS

These Acts do not contain a head of power to **delegate**.

Council **authorises** the appropriate staff to undertake the functions to be performed under each Act.

ABORIGINAL HERITAGE ACT 1972

CARAVAN PARKS AND CAMPING GROUNDS ACT 1995

CEMETERIES ACT 1986

CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT 1978

FINES, PENALTIES AND INFRINGEMENT NOTICES ENFORCEMENT ACT 1994

HEALTH ACT 1911

LITTER ACT 1979

SPEAR-GUNS CONTROL ACT 1955

CRIMINAL PROCEDURES ACT 2004

ABORIGINAL HERITAGE ACT 1972

CAA01-1 APPLICATIONS FOR USE OF LAND UNDER SECTION 18 OF THE ABORIGINAL HERITAGE ACT 1972

Function to be performed: <i>This text is provided as a reference only. Authorisers shall only act in full understanding of the authorised statutory power, inclusive of conditions [see below].</i>	Make application to the Aboriginal Cultural Heritage Committee to use land for a purpose which, unless the Minister gives his consent under Section 18 of the Aboriginal Heritage Act 1972 (the Act), would be likely to result in a breach of section 17 of the Act in respect of any Aboriginal site that might be on the land.
Legislative Power or duty Authorised:	Section 18 of the Aboriginal Heritage Act 1972
Legislative power to Authorise	Section 5.41(i) of the Local Government Act 1995
Authorisation to:	Chief Executive Officer
Authorisation:	To make applications under section 18 of the Aboriginal Heritage Act 1972 in relation to land owned or managed by the Shire.
Conditions and Exceptions:	N/A
Chief Executive Officer Authorises to:	N/A
Authorisation Authorised by the CEO	N/A
Reporting Requirements:	Details of actions taken under this Authorisation are to be retained on the appropriate file or record. <i>Financial Interest Return Required - No</i>
Details of Review:	11 December 2013 21 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u>

CARAVAN PARKS AND CAMPING GROUNDS ACT 1995

CAA01-2 APPOINTMENT OF AUTHORISED PERSONS – CARAVAN PARKS AND CAMPING GROUNDS ACT 1995

<p>Function to be performed: <i>This text is provided as a reference only. Authorisers shall only act in full understanding of the authorised statutory power, inclusive of conditions [see below].</i></p>	<p>A local government —</p> <p>(a) may appoint such persons to be authorised persons for the purposes of this Act as the local government considers necessary; and</p> <p>(b) must issue each person appointed under paragraph (a) with an identity card, in the prescribed form, certifying that the person is an authorised person under this Act.</p>
<p>Legislative Power or duty Authorised:</p>	<p>The powers of a “authorised person” under the Caravan Parks and Camping Grounds Act 1995 and the Caravan and Camping Grounds Regulations 1997.</p>
<p>Legislative power to Authorise</p>	<p>Section 17(1) of the Caravan Parks and Camping Grounds Act 1995</p>
<p>Appointed as Authorised Person</p>	<p>For the purposes of Division 1 of Part 2 and Sections 22 and 23(5) and (7) of the Caravan Parks and Camping Grounds Act 1995:-</p> <ul style="list-style-type: none"> • Chief Executive Officer • Executive ManagersDirectors • Environmental Health Officers • Compliance Officer • Project Officers (Onslow) • Manager, Caravan Park (Onslow) <p>For the purposes of section 23(2) of the Caravan Parks and Camping Grounds Act 1995:-</p> <ul style="list-style-type: none"> • All Environmental Health Officers • All Rangers • Compliance Officer • Project Officers (Onslow) • Manager, Caravan Park (Onslow)
<p>Conditions and Exceptions:</p>	<p>The Environmental Health Officers, Compliance Officer, Project Officer (Onslow), Manager, Caravan Park (Onslow) and Rangers are empowered to sign such documents, issue notices and initiate appropriate legal action on behalf of the Shire when a breach of the said Act and related legislation warrants such action provided that the power to prosecute any person is only exercised by agreement of the Executive ManagersDirectors.</p>
<p>Reporting Requirements:</p>	<p>Any actions taken or notices issued are to be recorded on the appropriate file or record. Copies of applications, licences and notices are to be recorded on the appropriate file or record.</p> <p><i>Financial Interest Returns Required – Yes</i></p>
<p>Details of Review:</p>	<p>11 December 2013 21 July 2014 15 July 2015 19 July 2016 18 July 2017</p>

CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT 1978

CAA01-3 CONTROL OF VEHICLES (OFF-ROAD AREAS) ACT 1978 –
APPOINTMENT OF AUTHORISED PERSONS

<p>Function to be performed: <i>This text is provided as a reference only. Authorisers shall only act in full understanding of the authorised statutory power, inclusive of conditions (see below).</i></p>	<p>A local government may by resolution appoint —</p> <ul style="list-style-type: none"> • any employee of the local government; and • where the Minister by notice published in the <i>Government Gazette</i> authorises the local government to do so, any member of the council of that local government, to be an authorised officer for the purposes of this Act either in respect of the whole of its district or any part thereof defined in the appointment.
<p>Legislative Power or duty of the appointment</p>	<p>Powers of an authorised officer for the purposes of the Control of Vehicles (Off-road Areas) Act 1978 and the Control of Vehicles (Off-road Areas) Regulations 1979 for the whole of the district of the Shire.</p>
<p>Legislative power to Authorise</p>	<p>Section 38(3) of the Control of Vehicles (Off-road Areas) Act 1978</p>
<p>Appointed as Authorised Person</p>	<p>Chief Executive Officer Executive ManagerDirector, Infrastructure Services Executive ManagerDirector, Development and Regulatory Services Rangers Compliance Officer</p>
<p>Appointment</p>	<p>A person who is appointed as an authorised officer —</p> <ol style="list-style-type: none"> (a) has within the area of jurisdiction entrusted to him by the appointment the duties and powers of an authorised officer under this Act, and may exercise such powers within that area; (b) may exercise the powers conferred upon him by this Act in relation to any person or vehicle which he has reason to believe is concerned in a contravention of this Act notwithstanding that such person or vehicle is not then within the area of jurisdiction entrusted to him if that person or vehicle was pursued from that area or is known to have been in that area at the time of the contravention; (c) may, for the purposes of this Act in the course of his duty, enter on any land or, using only such force as is necessary, may enter a vehicle for the purpose of removing it.
<p>Conditions and Exceptions:</p>	<p>Withdrawal of an Infringement Notice can only to be approved by the Chief Executive Officer, Executive ManagerDirector, Development and Regulatory Services having regard for the Shire's Withdrawal of Infringement Notice Management Procedure.</p>
<p>Reporting Requirements:</p>	<p>Register of, and review of, Authorisations</p> <ol style="list-style-type: none"> (1) The chief executive officer of a local government is to keep a register of <ol style="list-style-type: none"> (a) Authorisations made under section 10AA(1); and (b) further Authorisations made under the authority of an Authorisation made under section 10AA(1).

- (2) At least once every financial year —
- (a) Authorisations made under section 10AA(1); and
 - (b) further Authorisations made under the authority of an Authorisation made under section 10AA(1), are to be reviewed by the Council.

Financial Interest Returns Required – Yes

Details of Review:

11 December 2013 PREVIOUSLY DA013
21 July 2014
15 July 2015
19 July 2016
18 July 2017

SPEAR-GUNS CONTROL ACT 1955

CAA01-4 SPEAR-GUNS CONTROL ACT 1955 - APPOINTMENT OF INSPECTORS

Function to be performed: <i>This text is provided as a reference only. Authorisers shall only act in full understanding of the authorised statutory power, inclusive of conditions [see below].</i>	In this Act unless the context requires otherwise — “Inspector” means any member of the Police Force of the State and any fisheries officer referred to in the Fish Resources Management Act 1994, and in the application of this Act in a prohibited area that comprises an area vested in or under the care, control and management of a local government, includes any person appointed by that local government as an inspector;
Legislative power or duty of appointment	The powers of an Inspector under the Spear-guns Control Act 1955.
Legislative power to appoint	Section 3 of the Spear-guns Control Act 1955
Appointed as Authorised Person	Chief Executive Officer Executive Manager Director; Development and Regulatory Services Rangers Compliance Officer
Appointment	The powers of an Inspector under the Spear-guns Control Act 1955 within the district of the Shire.
Reporting Requirements:	Appointment to be in writing and a copy kept on the Officers personal record. Details of exercising the Authorisation are to be recorded on the appropriate file or record. <i>Financial Interest Returns Required – No</i>
Details of Review:	11 December 2013 21 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u>

HEALTH ACT 1911

CAA01-5 HEALTH LOCAL LAW – APPOINTMENT OF AUTHORISED PERSONS TO ISSUE OF LICENSES, REGISTRATIONS AND CONSENT

Function to be performed: <i>This text is provided as a reference only. Authorisers shall only act in full understanding of the authorised statutory power, inclusive of conditions [see below].</i>	Under the Local Law 2013 the Shire may issue and revoke licenses and registrations for food businesses, register Lodging Houses and consent to the establishment of Offensive Trades.
Legislative Power or duty Authorised:	As prescribed in the Shire's Health Local Law 2013.
Legislative power to Authorise	Section 26 of the Health Act 1911
Appointed as authorised person:	Chief Executive Officer Executive Manager Director; Development and Regulatory Services Environmental Health Officers Rangers Compliance Officer
Appointment:	The above Officers are appointed to exercise and discharge all of the powers and functions of the Health Local Law 2013.
Conditions and Exceptions:	Approvals must meet all the requirements of the Health Local Law, Town Planning Scheme and Building Code. Setting of annual fees under sections 6.16 and 6.19 of the Local Government Act 1995 is excluded.
Reporting Requirements:	Details of the licenses and registrations approved and consent given must be in writing and recorded in the appropriate record to meet legislative requirements. <i>Financial Interest Returns Required - No</i>
Details of Review:	11 December 2013 21 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u>

HEALTH ACT 1911

CAA01-6 HEALTH LOCAL LAW – APPOINTMENT OF AUTHORISED PERSONS

Function to be performed: <i>This text is provided as a reference only. Authorisers shall only act in full understanding of the authorised statutory power, inclusive of conditions [see below].</i>	Under the Health Local Law 2013 the Shire may appoint persons to exercise and discharge the powers and duties of an authorised person under the Local Law.
Legislative Power or duty Authorised:	As prescribed in the Shire's Health Local Law 2013.
Legislative Power to Authorise:	Section 26 of the Health Act 1911
Appointed as Authorised Person:	Environmental Health Officers Rangers Compliance Officer
Appointment:	The above Officers are appointed to exercise and discharge all of the powers and functions of the Health Local Law 2013.
Conditions and Exceptions:	Nil
Reporting Requirements:	Details of the authorisations must be in writing and all actions taken recorded in the appropriate record to meet legislative requirements (including personal file). A copy of the written authorisation to be forwarded to Governance Officer for recording in the Authorised Officers Register. <i>Financial Interest Returns Required - No</i>
Details of Review:	15 September 1998 17 June 2003 24 October 2006 19 February 2008 17 March 2009 17 February 2010 30 October 2011 11 December 2013 PREVIOUSLY DA044 21 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u>

*FINES, PENALTIES AND INFRINGEMENT NOTICES ENFORCEMENT ACT 1994*CAA01-7 FINES, PENALTIES AND INFRINGEMENT NOTICES
ENFORCEMENT ACT 1994 – APPOINTMENT OF
PROSECUTION OFFICERS

<p>Function to be performed: <i>This text is provided as a reference only. Authorisers shall only act in full understanding of the authorised statutory power, inclusive of conditions [see below].</i></p>	<p>(1) For the purposes of this Part, the Registrar may approve a prosecuting authority as a prosecuting authority to which this Part applies.</p> <p>(2) The Registrar is not to approve a prosecuting authority unless the authority gives the Registrar written notice of those officers of the authority that are designated as prosecuting officers for the purposes of and in accordance with sections 16 and 22.</p> <p>(3) A prosecuting authority at any time may amend the written notice of designated prosecuting officers.</p>
<p>Legislative Power or duty Authorised:</p>	<p>Section 13 of the Fines Penalties and Infringement Notices Enforcement Act 1994.</p>
<p>Legislative power to Authorise:</p>	<p>Section 13(2) of the Fines, Penalties and Infringement Notices Enforcement Act 1994.</p>
<p>Appointment of authorised persons:</p>	<p>Chief Executive Officer Executive Manager<u>Director</u>, Infrastructure Services Executive Manager<u>Director</u>, Development and Regulatory Services Environmental Health Officers Rangers Emergency Management Coordinator</p>
<p>Appointment:</p>	<p>The CEO is Authorised the power to provide written notice to the Registrar designating those officers that are prosecution officers for the purposes of sections 16 and 22 of the Fines, Penalties and Infringement Notices Enforcement Act 1994.</p>
<p>Conditions and Exceptions:</p>	<p>In relation to local laws the designation allows -Signing of Enforcement Certificates to initiate prosecution(Section 16);</p> <p>Signing of Withdrawal of Proceedings Notices (Section 2) for those matters already registered with Fines Enforcement;</p>
<p>Reporting Requirements:</p>	<p>Details of all decision made must be recorded in the appropriate record to meet legislative requirements.</p> <p><i>Financial Interest Returns Required - Yes</i></p>
<p>Details of Review:</p>	<p>11 December 2013 21 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u></p>

LITTER ACT 1979

CAA01-8 APPOINTMENT OF AUTHORISED PERSONS – LITTER ACT 1979

<p>Function to be performed: <i>This text is provided as a reference only. Authorisers shall only act in full understanding of the authorised statutory power, inclusive of conditions [see below].</i></p>	<p>For the purposes of this Act an authorised officer is —</p> <p>(a) any member of the Police Force;</p> <p>(b) any person appointed as such pursuant to subsection (2) within the area of jurisdiction entrusted to him by the appointment;</p> <p>(c) within the district of a local government, any person who is —</p> <p style="margin-left: 20px;">(i) a member of the council of the local government;</p> <p style="margin-left: 20px;">(ii) an employee of the local government; or</p> <p style="margin-left: 20px;">(iii) an honorary inspector appointed by the local government under section 27AA.</p>
<p>Legislative power or duty of appointment</p>	<p>The powers of an authorised officer under the Litter Act 1979 and the Litter Regulations 1981.</p>
<p>Legislative power to Authorise</p>	<p>Section 26 of the Litter Act 1979</p>
<p>Appointed as Authorised Person</p>	<p>All elected members. All shire employees with delegated authority</p>
<p>Conditions and Exceptions:</p>	<p>Those persons appointed do not have the authority to withdraw infringement notices (subject to Authorisation 12.6).</p>
<p>Reporting Requirements:</p>	<p>Details of exercising the Authorisation must be recorded in the appropriate record to meet legislative requirements.</p> <p><i>Financial Interest Returns Required – No</i></p>
<p>Details of Review:</p>	<p>11 December 2013 PREVIOUSLY DA014 21 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u></p>

LITTER ACT 1979

CAA01-9 APPOINTMENT OF AUTHORISED PERSONS TO WITHDRAW INFRINGEMENT NOTICES - LITTER ACT 1979

Function to be performed:
This text is provided as a reference only. Authorisers shall only act in full understanding of the authorised statutory power, inclusive of conditions [see below].

- (4) An infringement notice may, whether or not the prescribed penalty has been paid, be withdrawn, at any time within 28 days after the service of the notice, by the sending of a notice, in the prescribed form, to the alleged offender at his last known place of residence or business, advising the alleged offender that the infringement notice has been withdrawn, and, in that event, the amount of any prescribed penalty that has been paid shall be refunded.
- (4a) A withdrawal notice sent under subsection (4) shall be signed by a person appointed in writing to withdraw infringement notices by the public authority.

Legislative power or duty of appointment

To sign withdrawal of infringement notices under section 30(4) of the Litter Act 1979.

Legislative power to Authorise

To sign withdrawal of infringement notices under section 30(4) of the Litter Act 1979.

Appointed as Authorised Person

Chief Executive Officer
~~Executive Manager/Director~~; Infrastructure Services
~~Executive Manager/Director~~; Corporate Services
~~Executive Manager/Director~~; Development and Regulatory Services

Reporting Requirements:

Details of withdrawal notices made must be recorded in the appropriate record to meet legislative requirements.

Financial Interest Returns Required – No

Details of Review:

11 December 2013
 21 July 2014
 15 July 2015
 19 July 2016
18 July 2017

CEMETERIES ACT 1986

CAA01-10 APPOINTMENT OF AUTHORISED PERSONS – CEMETERIES ACT 1986

<p>Function to be performed: <i>This text is provided as a reference only. Authorisers shall only act in full understanding of the authorised statutory power, inclusive of conditions [see below].</i></p>	<p>A Board means a cemetery board established under Section 7 or deemed to have been established under this Act an in relation to a cemetery means the Board responsible for the care, control and management of that Cemetery.</p>
<p>Legislative Power or duty Authorised:</p>	<p>Under Sections 10 and 47 of the Cemeteries Act 1986 –</p> <ul style="list-style-type: none"> • A Board may authorise funds to be expended for the performance of any of the functions or any other purpose approved by the Minister; • A Board may appoint such employees, either full time or part time, as it considers necessary to enable it to carry out its functions; and • A Board may engage under contract for services such professional and technical and other assistance as it considers necessary to enable it to carry out its functions.
<p>Legislative Power or duty authorisation:</p>	<p>Powers of the local government as prescribed in the Parking and Parking Facilities Local Law.</p> <p>Section 9.10 of the Local Government Act 1995</p>
<p>Legislative power to Authorise</p>	<p>Section 10 and Section 47 of the Cemeteries Act 1986</p>
<p>Appointed as Authorised Person</p>	<p>The Board shall consist of:</p> <ul style="list-style-type: none"> • Chief Executive Officer • Executive Manager<u>Director</u>, Corporate Services • Administration Manager, Corporate Services • Corporate Services Support Officer (Onslow)
<p>Conditions and Exceptions:</p>	<p>Nil</p>
<p>Reporting Requirements:</p>	<p>Any actions taken or notices issued are to be recorded on the appropriate file or record.</p> <p><i>Financial Interest Returns Required - No</i></p>
<p>Details of Review:</p>	<p>11 December 2013 21 July 2014 15 July 2015 19 July 2016 <u>18 July 2017</u></p>

CRIMINAL PROCEDURE ACT 2004 ~~and HEALTH (ASBESTOS) REGULATIONS 1992~~

CAA01-11 APPOINTMENT OF AUTHORISED AND APPROVED OFFICERS
INFRINGEMENT NOTICES – CRIMINAL PROCEDURES ACT
2004

<p>Function to be performed: <i>This text is provided as a reference only. Authorisers shall only act in full understanding of the authorised statutory power, inclusive of conditions [see below].</i></p>	<p>The local government may appoint persons or class of persons to be authorised or approved officers for the purposes of Part 2 of the Criminal Procedure Act 2004 to allow infringement notices to be issued.</p>
<p>Legislative Power or duty Authorised:</p>	<p>Regulation 15D(5) Health Asbestos Regulations 1992</p>
<p>Legislative power to Authorise:</p>	<p>Part 2 Criminal Procedure Act 2004</p>
<p>Appointment of authorised and approved persons:</p>	<p>Authorised Officers: Executive ManagerDirector, Development and Regulatory Services Environmental Health Officers Rangers Compliance Officer</p> <p>Approved Officers: Chief Executive Officer</p>
<p>Appointment:</p>	<p>Authorised officers for the purposes of Part 2 of the Criminal Procedures Act 2004 are the persons who are authorised to issue infringement notices under the Regulations on behalf of the local government. This appointment must be in writing.</p> <p>Approved officers for the purpose of Part 2 of the Criminal Procedure Act 2004 are the persons authorised to extend the period to pay or withdraw an infringement notice. A person appointed as an approved officer is not eligible to also be appointed as an authorised officer for the purposes of Part 2 of the Criminal Procedures 2004 Act. This appointment must be in writing.</p>
<p>Conditions and Exceptions:</p>	<p>The local government must issue a person authorised to issue infringement notices with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices under the Regulations.</p>
<p>Reporting Requirements:</p>	<p>Details of all decision made must be recorded in the appropriate record to meet legislative requirements.</p>
<p>Details of Review:</p>	<p>14 February 2017 <u>18 July 2017</u></p>



Government of **Western Australia**
 Department of **Health**
 Office of the Director General

Ref: F-AA-40086
 Contact: Robert Mullane
 (08) 9388 4935

Mr Tim Brokenshire
 Manager Environmental Health
 Shire of Ashburton
 PO Box 567
 TOM PRICE WA 6751

Dear Mr Brokenshire

**ADVICE OF ACCEPTANCE OF OFFER FOR COMMUNITY SERVICES REQUEST
 DOHRQ102015K FOR ENVIRONMENTAL HEALTH SERVICES IN REGIONAL AND
 REMOTE ABORIGINAL COMMUNITIES**

The Department of Health (the 'State Party') is now pleased to accept your Offer relating to the above Community Services Request. Acceptance of this Offer creates a Service Agreement which will be referred to as DOH2016-82-11 from date of acceptance between the Shire of Ashburton ABN 45 503 070 070 (the 'Service Provider') and the State Party.

The Service Agreement DOH2016-82-11 is for the provision of environmental health services for a period of two years from 1 July 2016 to 30 June 2018.

There are two, one-year extension options, exercisable at the absolute discretion of the State Party.

The following details have been accepted:

Price: \$126,944.00 (excluding GST)

Service Payment Variation: The service payment is fixed for the first year of the Term.

On each anniversary of the Service Agreement commencement date, the Service Payment will be varied in accordance with the Western Australian Government Indexation Policy for the Non-Government Human Services Sector.

189 Royal Street East Perth Western Australia 6004
 Telephone (08) 9222 4002 Fax (08) 9222 4314 TTY 1800 067 211
 Letters PO Box 8172 Perth Business Centre Western Australia 6849
 ABN 28 684 750 332
<http://www.health.wa.gov.au>

Department of Health – promoting a smoke free environment

- 2 -

Terms & Conditions:

Note that these are terms and conditions accepted by the State Party for the purposes of the Service Agreement which constitute departures from, or variation of, the Community Services Request document and/or the General Provisions for the Purchase of Community Services by Public Authorities – February 2012 Edition.

“None”

Management Issues:

- (a) For this agreement, your initial State Party point of contact is Jennie Logan of the Environmental Health Directorate on (08) 9388 4943. Jennie Logan is responsible for the following service agreement management issues:
- performance monitoring of service provider;
 - minor dispute resolution issues;
 - day-to-day service provider arrangements such as premises access and security issues;
 - statutory compliance issues such as occupational health and safety, environmental, industrial and human resource management issues;
 - payments and remuneration arrangements; and
 - monitoring the currency of relevant insurance coverage.
- (b) Payment of Accounts: Payment of accounts will be made by the State Party via a Recipient Created Tax Invoice agreement between the Service Provider and the State Party.
- (c) As the Principal to the contract, the State Party is also responsible for major dispute resolution, extensions, variations and termination.
- (d) A formal contract management plan will be utilised by the State Party for the purpose of day-to-day management issues.

If you are in agreement with the above please sign the attached “Acknowledgement of Receipt of Service Agreement DOH2016-82-11 Award Letter” and return it to the nominated State Party representative.

For further information please contact Robert Mullane, Principal Advisor Aboriginal Environmental Health on (08) 9388 4935.

Yours sincerely



Dr D J Russell-Weisz
DIRECTOR GENERAL

of June 2016

Att.

- 3 -

COMMUNITY SERVICES REQUEST DOHRQ102015K FOR ENVIRONMENTAL HEALTH SERVICES IN REGIONAL AND REMOTE ABORIGINAL COMMUNITIES WITH DEPARTMENT OF HEALTH

ACKNOWLEDGMENT OF RECEIPT OF SERVICE AGREEMENT DOH2016-82-11 AWARD LETTER

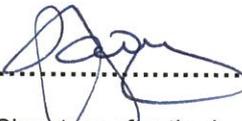
Please sign in the presence of a witness and return this page prior to 30 June 2016 in hard copy to:

Jennie Logan
Acting Senior Program Officer
Department of Health
Environmental Health Directorate
PO Box 8172
PERTH BUSINESS CENTRE WA 6849

As an interim measure, this acknowledgement may be returned via email to jennie.logan@health.wa.gov.au or facsimile (08) 9388 4905 pending return of the hard copy within the time specified above.

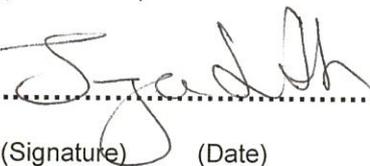
I/We, Shire of Ashburton (ABN 45 503 070 070) acknowledge receipt of the Service Agreement Award Letter dated 09 June 2016 from the Department of Health in relation to Community Services Request DOHRQ102015K and agree that that Award Letter, and clause 2 of the *General Provisions* referred to in that Award Letter, set out the terms of the Service Agreement.

**Signed on behalf of
the Service Provider by:**

.....  26-06-16
(Signature of authorised officer) (Date)

..... NEIL HARTLEY
(Print Name)

Witness:

.....  26-6-16
(Signature) (Date)

..... JANICE SMITH
(Print Name)

Policy Name

HTH02 - ABORIGINAL ENVIRONMENTAL HEALTH

Council Policy



Number	HTH02	Principles/ Framework	Community Strategic Plan 2012-2022 Goal 1 – Vibrant and Active Communities Objective 1.1 – Connected, Caring and Engaged Communities Objective 1.3 – Quality Education, Healthcare, Aged Care and Youth Services Goal 3 – Unique Heritage and Environment Objective 3.2 – Leading Regional Sustainability
Name	Aboriginal Environmental Health	Approval Date	OCM 18 July 2017
File No	GV20	Monitor & Review	Environmental Health
Aim	This policy articulates the commitment of the Shire to help improve the health outcomes of Aboriginal and Torres Strait Islander people and communities within the Ashburton Local Government area in partnership with environmental health professionals working in those communities, and other relevant stakeholder organisations.	Last Review	N/A – new policy
Application:	Councillors and staff	Next Review	2021
Statutory Environment	<i>Public Health Act 2016</i>	Review Period	Every 4 years

This policy is to remain in force until otherwise determined by the Council or superseded.

Background

In December 2007, the Council of Australian Governments (COAG) agreed to a partnership between all levels of government to work with Indigenous communities to close the gap in Indigenous disadvantage (Council of Australian Governments 2007).

There is evidence that Aboriginal and Torres Strait Islander populations suffer a disproportionate impact from both increased exposure to environmental hazards and decreased access to environmental health services. Aboriginal and Torres Strait Islander peoples are more likely to live in conditions considered to be unacceptable by general Australian standards. This includes overcrowding, poorly maintained buildings, high housing costs relative to income, high costs for food and associated food security, poor food safety practices and a lack of basic environmental health infrastructure, such as adequate sanitation, water supplies, waste management services and appropriate housing (National Aboriginal Community Controlled Health Organisation 2003).

In line with the policy principles endorsed by Health Ministers in 2010, the Shire of Ashburton (the "Shire") agrees that good environmental health conditions are an essential requirement for maintaining and improving the health of Aboriginal and Torres Strait Islander communities (Australian Health Ministers' Conference 2010).

The Shire is committed to assisting in the national effort to achieve equitable health outcomes for Aboriginal and Torres Strait Islander populations and acknowledges the inequalities, both past and present, that Aboriginal and Torres Strait Islander people have endured that present many challenges to closing the health gap. The Shire will continue to advocate for improvement in the health status of Aboriginal and Torres Strait Islander populations in part through support of the seven key targets of Closing the Gap (2016), which are to:

- Close the gap in life expectancy between Indigenous and non-Indigenous Australians within a generation (by 2031).
- Halve the gap in mortality rates for Indigenous children under five within a decade (by 2018).
- 95 per cent of all Indigenous four-year-olds enrolled in early childhood education (by 2025)
- Close the gap between Indigenous and non-Indigenous school attendance within five years (by 2018).
- Halve the gap for Indigenous children in reading, writing and numeracy achievements within a decade (by 2018).
- Halve the gap for Indigenous Australians aged 20-24 in Year 12 attainment or equivalent attainment rates (by 2020).
- Halve the gap in employment outcomes between Indigenous and non-Indigenous Australians within a decade (by 2018).

Scope

The scope of this policy is to outline the Shire's Aboriginal Environmental Health Policy principles and actions for its Employees and elected members and to recognise the important role of environmental health in improving health outcomes of Aboriginal and Torres Strait Islander populations in the Shire.

Policy Principles

To affirm that the Shire:

- Acknowledges that Aboriginal and Torres Strait Islander people have suffered and continue to suffer from the legacy of dispossession economically, legally, culturally and spiritually. The Shire supports reconciliation, recognition and equal rights of Aboriginal and Torres Strait Islander people.
- Acknowledges that environmental health programs serve to prevent illness, injury and even death. Such programs can result in an overall net social and economic gain for the community

including disease prevention, extended lives, enhanced productivity and less time lost from family, education and work by materially reducing environmental risk factors to health and wellbeing.

- Acknowledge that environmental health programs can also help to reduce the vulnerability of communities against emergency situations such as acts of nature (bushfire, cyclones etc) and epidemics etc.
- Endeavour to ensure that each Aboriginal and Torres Strait Islander community should benefit, wherever possible, from the services of relevant and targeted environmental health programs.

Actions

The Shire will:

- Encourage greater participation of Aboriginal and Torres Strait Islander people in the environmental health profession and workforce;
- As a contribution to the Closing the Gap framework, advocate that environmental health programs servicing Aboriginal and Torres Strait Islander communities be supported, by the State Government, to allow maintenance at the staffing and funding levels necessary in order for them to deliver health outcomes and or continue to be effective, empower localised workforce and to and satisfy environmental health standards;
- Develop programs for improved Aboriginal and Torres Strait Islander health outcomes in partnership with the State Government and relevant stakeholders such as Aboriginal Corporations, other service providers and not for profit organisations;
- Encourage the development and involvement of appropriately qualified and trained environmental health practitioners in Aboriginal and Torres Strait Islander communities.
- Refer to relevant Government guidance documents such as the Guidelines for Aboriginal and Torres Strait Islander Terminology Queensland Health 2011 on appropriate terminology when working and corresponding with Aboriginal and Torres Strait Islander people and communities, and for use in all relevant policy, planning, programs and resource development;
- Undertake an annual review of baseline data (including information such as resident population, infrastructure, maintenance programs, waste disposal programs, emergency preparation etc) of the Shire's Aboriginal and Torres Strait Islander communities as a reference point for consideration of future Environmental Health programs;
- Engage with any State Government consultation regarding future planning for remote Aboriginal and Torres Strait Islander communities within the Shire of Ashburton and ensure that the views of local communities are adequately invited and considered.

Definitions

(Adapted from Guidelines for Aboriginal and Torres Strait Islander Terminology Queensland Health 2011, except Aboriginal and Torres Strait Islander Environmental Health Practitioner)

Aboriginal and Torres Strait Islander

According to s51 (25) of the High Court of Australia (1983): An Aboriginal or Torres Strait Islander person is a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives.

Community/communities

In Aboriginal and Torres Strait Islander cultures, community is primarily about country, (extended) family ties, and shared experience. Community is about inter-relatedness and belonging and is central to Aboriginal and Torres Strait Islander cultures.

It is generally acceptable to use the term 'community' to refer to Aboriginal and Torres Strait Islander people living within a particular geographical region. However, the diversity of the Aboriginal and Torres Strait Islander people within that community should be considered where applicable.

Aboriginal and Torres Strait Islander Environmental Health Practitioner

A person employed to work in environmental health with some level of accredited training. This term encompasses 'Indigenous Environmental Health Worker (IEHW)', and 'Aboriginal Environmental Health Worker (AEHW)'. It can also be used to collectively refer to any person with or without environmental health qualifications working in this area, such as an Environmental Health Officer, Environmental Health Coordinator, Environmental Health Supervisor, Healthy Housing Workers and Animal Welfare Workers.

References

Australian Health Ministers' Conference 2010, *Policy Principles on which to Base Improvements for Aboriginal and Torres Strait Islander Environmental Health*, viewed 2 December 2016, <http://www.health.gov.au/internet/main/publishing.nsf/Content/ohp-environment-policy-principles-atsi>

Council of Australian Governments 2007, *National Agreement*, viewed 2 December 2016, <http://www.coagreformcouncil.gov.au/agenda/indigenous.cfm>.

Commonwealth of Australia 2010, *Environmental Health Practitioner Manual*, viewed 2 December 2016, <http://www.health.gov.au/internet/main/publishing.nsf/Content/ohp-enhealth-manual-atsi-cnt>

National Aboriginal and Torres Strait Islander Health Plan 2013-2023, Department of Health viewed 15 May 2014, <http://www.health.gov.au/internet/main/publishing.nsf/Content/natsih-plan>

2016 Closing the Gap report, Council of Australian Governments (COAG). Department of the Prime Minister and Cabinet. <http://closingthegap.dpmc.gov.au/>

Queensland Aboriginal and Islander Health Council 2011, *Making Links for Healthy Places*, viewed 15 May 2014, <http://www.qaihc.com.au/resources/publications/>.

Queensland Health 2011, *Guidelines for Aboriginal and Torres Strait Islander Terminology Queensland Health*, viewed 15 May 2014, <http://www.health.qld.gov.au/atsihealth/documents/terminology.pdf>.



Government of **Western Australia**
Department of **Health**

**PREFERRED SERVICE
PROVIDER REQUEST FOR:
Environmental Health Services
in Regional and Remote
Aboriginal Communities –
Pilbara**

Request Number: DOHRQ102015 K

(Shire of Ashburton)

Issued By: Department of Health – (“**State Party**”)

Closing Time: 2:30pm

12 February 2016, Perth, Western Australia

TABLE of CONTENTS

PART A: What are the services to be purchased?	3
1.1 Background	3
1.2 Service Requirement	3
PART B: Where can you get more information?	7
2.1 State Party Contact Details	7
2.2 Other Useful Resources	7
PART C: How will this Procurement Process work?.....	8
3.1 Purpose of this Request	8
3.2 Terms and Conditions of this Procurement Process	8
3.3 Service Agreement Framework	8
PART D: How can you lodge an Offer?	9
4.1 Lodgement Details	9
4.2 Closing Time	9
4.3 Late Lodgement	9
4.4 Offer Validity Period	9
PART E: How will your Offer be assessed?	10
5.1 State Government Policies	10
5.2 Evaluation Criteria	10
PART F: Key Service Agreement Details	11
PART G: Guide to the Response Form	14
PART H: Response Form.....	14
7.1 Respondent Details	15
7.2 Disclosure Requirements	16
7.3 Qualitative Criteria	21
7.4 Price Schedule	24
ATTACHMENT 'A' -	25
ATTACHMENT 'B' – Aboriginal Environmental Health Program Core Service Elements	27

PART A: What are the services to be purchased?

Respondents are to read and keep this part.

1.1 Background

In accordance with the service review conducted by the State Party on 19 March 2015 and discussions with your organisation, it has been determined that there is an ongoing community need for the delivery of this service.

Funding for the Aboriginal Environmental Health Program (AEHP) was established by the Department of Health (DOH) in 1994 due to identified gaps in service provision in regional and remote Aboriginal communities. This program targets the Aboriginal population in regional and remote areas to address the increasing demand on primary health services by promoting health behaviour changes.

Environmental Health is encompassed within the broader area of public health. It involves the assessment, correction, control and prevention of environmental factors that adversely affect human health and provides opportunities for improved health outcomes and health promoting environment.

Environmental health is an important and essential conduit for effective health promotion, risk and disease prevention and safe and hygienic housing. An environmental health presence in regional and remote communities is essential to ensure that health and housing services improve community living conditions and minimise health risks.

The Department of Health (DOH) is seeking environmental health services for regional and remote Aboriginal communities located in the Kimberley, Goldfields, Pilbara and Mid-West regions.

As an approved Preferred Service Provider, Shire of Ashburton is asked to read and familiarise itself with the material contained in this Community Services Preferred Service Provider Request (“the Request”).

1.2 Service Requirement

The service specifications are built on the *National Aboriginal and Torres Strait Islander Environmental Health Action Plan 2012-2015*. A new Plan is expected to be developed for the outgoing years; however it is not anticipated that this will have any effect on the model of service delivery nor type of services to be delivered.

1.2.1 Community Outcomes

The major objective of the AEHP’s outcomes is to provide people with information, knowledge and understanding to improve and manage their own personal and family hygiene and the environmental conditions within the domestic home and community. Modifying lifestyles is a key to reducing the continual reliance on health services in the future.

The community outcomes of the AEHP in regional and remote Aboriginal communities are:

- Improve and maintain environmental health standards of Aboriginal communities; and
- Reduce adverse health outcomes from exposure to risks in the living environment.

1.2.2 Service Level Outcomes

The expected service level outcomes that the Service Providers will deliver include:

Monitoring and Coordination

- Coordination of local contractors to:
 - improve access to safe drinking water;
 - improve levels of building maintenance in residential buildings, improved siting of new buildings and improved environmental health conditions;
 - reduce electrical power service interruptions, improved levels of maintenance and safety of all electrical infrastructure and equipment,
 - reduce exposure to animal related risks;
 - reduce exposure to pests and mosquito health risks and access to suitable products to reduce the threat from pests;
 - improve dust control measures;
 - improve waste management practices;
 - improve climate control practices; and
 - reduce the effects of natural emergency events by management measures.

It is important to note that under this Request and subsequent Service Agreement, the Service Provider is be responsible for the delivery of utilities and essential services. The Service Provider should monitor the supply and quality of those utilities and essential services and in the event that the delivery of those services is assessed by the Service Provider as being likely to adversely affect the health of community members, the Service Provider is required to refer faults in community infrastructure to the relevant agency. Therefore, in this case “Co-ordination” means to refer, report or advocate for the necessary response or improvements.

Education

- Improved awareness of environmental factors that lead to:
 - improved access to safer drinking water;
 - improved disposal of wastewater, reduced exposure to waste water risks, reduced emergency waste water maintenance requests;
 - improved disposal of household and community waste and improved management of landfill sites through recycling, and reduced exposure to landfill waste sites;
 - reduced exposure to animal related risks;
 - improved access to secure and safe food supply and food handling; and
 - increased acceptance of the learnings from the Healthy Living Practices.

1.2.3 Community Environmental Health Action Plan (CEHAP)

For the community where the Services are to be delivered, the Service Provider will develop and implement a Community Environmental Health Action Plan (CEHAP). The Service Provider must participate in the respective regional Aboriginal Environmental Health Forum. This Forum brings together health and non-health agencies to encourage collaboration between Service Providers and plan regional specific activities. The decisions of the Forum may require the Service Provider to adapt the CEHAP. Changes made to the CEHAP may require the Service Provider to alter the service and service delivery to meet identified and/or emerging community needs that have arisen from the Forum.

The CEHAP plans are to involve the core environmental health service elements around the following functions/roles:

- a) Monitoring and Coordination

COMMUNITY SERVICES REQUEST

- b) Education and Promotion
- c) Planning, Activity and Service Provision Reporting.

A detailed description of the Aboriginal Environmental Health Program Core Service Elements can be found in Attachment B.

1.2.4 Developing and Implementing the CEHAP

In delivering the requirements of the CEHAP, the Service Provider will work in a coordinated and collaborative manner with other agencies engaged in delivering health and non-health services that affect environmental health conditions in the Aboriginal communities located in the Pilbara region.

Other agencies may include the WA Country Health Population Health Units, Aboriginal Medical Services, Department of Housing, utility and other essential service providers and Local Government.

In developing and implementing the CEHAP, the Service Provider is expected to:

- consult and collaborate with the community to assess the needs of each specified community;
- negotiate with the community on the services to be delivered (i.e. who, what, where, when, how often, etc);
- incorporate the needs assessment and negotiated services into a written CEHAP; and
- provide a minimum of one copy of the CEHAP to the specified community and one copy to the Department of Health (CEHAP template available from the State Party).

Once the CEHAP has been developed, the Service Provider will:

- deliver the services described in the CEHAP;
- provide Activity Reports (where, when, what, number of times and time taken) as per template;
- provide a report every six months detailing to the State Party what services have been delivered as per template;
- review and evaluate the CEHAP and the needs of each specified community at least once every two years, or more often if circumstances change; and
- conduct an annual community survey to measure the environmental health conditions and standards of each specified community. The survey tool will be provided by the State Party.

1.2.5 Responsibilities of the Service Provider.

Each Service Provider is responsible for:

- ensuring that they have a robust governance model to oversee that the environmental health services are implemented, delivered and managed in accordance with the agreed terms and conditions of the Service Agreement;
- employing qualified, competent and skilled environmental health staff;
- ensuring staff have access to ongoing training and professional development; and
- collaborating and supporting the co-ordination of the service delivery through local and regional forum networks.

1.2.6 Target Populations

The AEHP provides for all people living in Aboriginal communities located in the Goldfields, Pilbara, Kimberley, Mid-West regions. This request specifically targets the communities in the Pilbara region.

1.2.7 Output Indicators

The output indicators include providing an Activity Data Report on a weekly basis. The report will include the following items;

- Number and dates of visits to each specified community;
- Number of hours travelling to and from each specified community;
- The specific activities and number of times undertaken in the specified community;
- Number of hours undertaking the activities in the specified community; and
- Activities reviewed/compared against each CEHAP.

The Service Provider may use an electronic, on-line, or paper based reporting template that is available from the State Party.

1.2.8 Outcome Indicators

The outcome indicators to be used to measure the impact and success of the AEHP will include the change over time in the number and percentage of Aboriginal people attending medical and hospital services for treatment of environmental health attributable (symptomatic of) diseases and illnesses relating to:

- Skin;
- Enteric (e.g. diarrhoea and vomiting);
- Upper respiratory tract infection;
- Ear, nose and throat;
- Eye (e.g. Trachoma), and
- Social and emotional wellbeing.

PART B: Where can you get more information?

2.1 State Party Contact Details

The State Party Representatives listed below are authorised to deal with any enquiries about this Request. Please make sure any communication in relation to this Request is directed to these representatives only.

2.1.1 Technical and General Enquiries:

Name: Robert Mullane
 Title: Acting Principal Advisor, Aboriginal Environmental Health
 Telephone: (08) 9388 4935
 E-mail: Robert.Mullane@health.wa.gov.au

2.1.2 Other contacts

Name: Claire Comrie
 Title: Acting Senior Program Officer
 Telephone: (08) 9388 4943

Name: Matt Lester
 Title: Manager, Science and Policy Unit
 Telephone: (08) 9388 4819

2.1.3 Advice on Submitting Offers

Name: Robert Mullane
 Telephone: (08) 9388 4935

2.2 Other Useful Resources

The Department of Finance has a number of resources on its website that can assist organisations with the preparation of a response to community services Requests for Tender. For example, a comprehensive [Guide to Community Services Tendering for Service Providers](#) is available, along with access to important Service Agreement documents such as the [General Provisions](#).

PART C: How will this Procurement Process work?

Respondents are to read and keep this part.

3.1 Purpose of this Request

The purpose of this Request is to engage your organisation in accordance with the PSP provisions of the *Delivering Community Services in Partnership* (DCSP) Policy.

This PSP Request document is used to:

- a. provide information about the proposed procurement process;
- b. invite your organisation, as a PSP, to submit an Offer; and
- c. in conjunction with the [Process Terms and Conditions](#) (explained in section 3.2), to set out:
 - i. the requirements that must be met to submit a valid Offer;
 - ii. the Evaluation Criteria that the State Party will use to evaluate your Offer; and
 - iii. the Terms and Conditions of the PSP procurement process.

3.2 Terms and Conditions of this Procurement Process

The [Delivering Community Services in Partnership Purchase of Community Services by Public Authorities Process Terms and Conditions and Definitions \(Request for Offers\) February 2012 Edition](#) (the 'Process Terms and Conditions') document is deemed to be incorporated into this Request.

The *Process Terms and Conditions* is an important document to read and understand as it sets out the Terms and Conditions associated with this PSP procurement process including certain definitions that will be used throughout. **If your organisation submits an Offer, it will be deemed that your organisation has agreed to all of the terms contained within this Request document, the General Provisions and the Process Terms and Conditions.** A copy of the *Process Terms and Conditions* document is available from the Department of Finance [website](#).

3.3 Service Agreement Framework

The Service Agreement formed as a result of this PSP Request will comprise all of the following documents:

- a. the Award Letter;
- b. your organisation's Offer;
- c. this Request document, including any addenda issued; and
- d. the [General Provisions](#) (February 2012 edition).

There are also provisions, including clause 2.3 of the *General Provisions*, which explain the rules of precedence that will be applied if there is an inconsistency between any of the documents listed above.

PART D: How can you lodge an Offer?

Your Organisation is to read and keep this part.

4.1 Lodgement Details

You are only able to lodge an Offer for this PSP Request process in one of the ways listed in this section. While other methods of lodgment are outlined in the *Process Terms and Conditions*, be aware that they may not be applicable to this PSP Request process. Therefore you must only lodge your Offer in one of the following ways:

- a) Your organisation may lodge an Offer **BY DIRECT E-MAIL** to:

John.Perrett@health.wa.gov.au

If you lodge an Offer in electronic form via e-mail, you must ensure that the electronic copy of the Offer is in one of the following file formats and extensions:

.doc (*Microsoft compatible*) or .pdf (*Adobe compatible*)

N.B: Zipped files acceptable

- b) Your organisation may lodge Offers **BY HAND OR BY POST** at:

227 Stubbs Terrace, SHENTON PARK WA 6008 (Hand)

or

PO Box 8172 PERTH BUSINESS CENTRE WA 6849 (Post),

4.2 Closing Time

The closing date and time for lodgment of Offers is as set out on the front page of this Request.

4.3 Late Lodgement

Offers that are not received in full by the closing date and time cannot be evaluated by the State Party. Please refer to the specific conditions regarding the lodgment of Offers (including late lodgment) set out in the *Process Terms and Conditions* document.

4.4 Offer Validity Period

The Offer Validity Period is nine months.

Unless an Offer is withdrawn in writing, it will remain open for acceptance by the State Party from the Request closing date until the end of the Offer Validity Period.

PART E: How will your Offer be assessed?

Respondents are to read and keep this part.

5.1 State Government Policies

There are a number of State Government policies that apply to this PSP Request process, including but not limited to the following:

- the *Delivering Community Services in Partnership* (DCSP) Policy;
- the *Value for Money* policy;
- the *Probity and Accountability* policy; and
- the *Open and Effective Competition* policy;

The DCSP Policy is available to view or download from the [Department of Finance website](#). The remaining policies listed above are available to view or download from the [State Supply Commission website](#). The State Party will apply each of these State Government policies, as amended from time to time, to the assessment of Offers.

5.2 Evaluation Criteria

Offers will be evaluated to determine the extent to which they will deliver value for money to the State Party. This is a key policy objective of all Government Procurement in Western Australia as it helps to ensure the best possible community outcomes are achieved for every dollar spent.

A value for money assessment does not simply consider price. While price is a factor taken into account, all costs, benefits and risks associated with each Offer are assessed when making a value for money decision.

To determine if an organisation's Offer represents value for money, the State Party will assess:

- a. Your Offer's performance against the [Qualitative Criteria](#) listed in the Response Form.
- b. Your Offer's performance against the [Disclosure Requirements](#) listed in the Response Form.
- c. Your Offer's [Price Schedule](#) as required by the Response Form.
- d. Any other information that the State Party considers relevant to your organisation's Offer.

Further details about the type of information the State Party may consider when making a value for money assessment can be found in the [Process Terms and Conditions](#) document. More information about overall Evaluation process can be found in the [Community Services Guide to Tendering for Service Providers](#).

The State Party reserves the right to decline any Offer that does not properly address, or meet to the State Party's satisfaction, any evaluation criterion or other requirements contained in this PSP Request. For further information see Clause 4 of the *Process Terms and Conditions*.

PART F: Key Service Agreement Details

Your organisation is to read and keep this part.

The following table outlines key terms associated with the Service Agreement that may be formed as a result of this PSP Request process. Please note that these terms do not represent all of the terms that will form part of the Service Agreement. The *General Provisions* document outlines further important terms and should be read by Respondents prior to submitting an Offer.

1. State Party	The State Party is the Department of Health, Director General.
2. The Term of the Service Agreement	The Term of the Service Agreement is 2 years and two months.
3. Service Agreement Commencement Date	The Service Agreement Commencement Date is 1 May 2016.
4. Extensions	The State Party has two options to extend the Term, each option having one year duration.
5. Notice of Extension	Clause 3.2(b)(ii) of the <i>General Provisions</i> applies.
6. Payment Schedule	<p>An initial payment of 16.6% of the annual Service Payment will be made on the 1 May 2016.</p> <p>Thereafter the following payments will be made:</p> <ul style="list-style-type: none"> • 1 July 33.4%; • 1 November 25.0%; • 1 February 25.0%; and • 1 May 16.6% <p>during the term of the Service Agreement.</p>
7. Service Payment Variation	<p>The Service Payment is fixed for the first year of the Term.</p> <p>Each year, the Service Payment will be varied in accordance with the Western Australian Government Indexation Policy for the Non-Government Human Services Sector.</p>
8. Submission of Invoices	<p>Submission of invoices:</p> <p>Invoices are to be submitted within 10 working days prior to - 1 July, 1 November, 1 February and 1 May each year.</p>

9. Service Agreement Management Requirements	<u>State Party Representative – Contact address and facsimile details</u>		
	Robert Mullane 227 Stubbs Tce SHENTON PARK WA 6008 Tel: 93884935 Fax: 93884905		
	<u>Reporting Requirements</u>		
	<u>Type of Report</u>	<u>Frequency</u>	<u>Due</u>
	Activity Reports	Weekly	Weekly
	Service Reports*	Twice yearly	Within 4 weeks of June 30; and Dec 31 each year
	CEHAP*	Annually	Within 4 weeks of completion
	Community Surveys*	Annually	Within 4 weeks of completion
	Staff Report and AEHP Asset Register*	Annually	Within 4 weeks of June 30
	Insurances - Certificate of Currency	Annually	Within 30 days of renewal
Audited Annual Financial Statements	Annually	NGOs - within 4 weeks of October 31 LGs - within 4 weeks of receipt of Auditors Report	
*Templates are available and will be provided by the State Party if required.			
<u>Meetings</u>			
A Service Agreement management meeting will be held annually between the State Party's representative and the Service Provider. Subject to the outcome of the annual meeting further management meetings may be required.			
<u>Contract Key Performance Indicators</u>			
The KPI's are the:			
<ul style="list-style-type: none"> • Timely receipt of the Output Indicators described in section 1.4 of Part A of this Request document. • Timely receipt of service reports every six (6) months (as outlined above) • Timely receipt of current/updated CEHAPs for each specified community • Timely receipt of completed annual community survey to measure the environmental health conditions and standards of each specified community using the assessment tool provided by the Department of Health • Timely receipt of annual Auditor's report and Financial Statements • Timely receipt of annual staff report and AEHP asset register report • Timely receipt of relevant Certificates of Currency 			

10. Insurance Requirements	Please refer to Part H, Section 6.3.1 for information regarding insurance requirements associated with this Request.
11. Confidential Information	For the purposes of paragraph (b) of the definition of “Confidential Information” in clause 1.2 of the <i>General Provisions</i> , there is no information that is specified by the State Party as confidential.
12. Intellectual Property Owner	The WA Department of Health is the owner of the Intellectual Property Rights in New Material for the purposes of Clause 7 of the <i>General Provisions</i> .
13. Police Clearance	Refer to clause 14.4 of the <i>General Provisions</i> .
14. Working with Children	Refer to clause 14.5 of the <i>General Provisions</i> .
15. Government Policies	For the purposes of clause 1.4 of the <i>General Provisions</i> , no obligations relating to Government procurement policies are specified.
16. Disability Access and Inclusion Plan	A report to the State Party in accordance with Clause 21 of the <i>General Provisions</i> must be provided by 31 March each year of the Service Agreement Term. Refer to Attachment ‘A’

PART G: Guide to the Response Form

The Respondent is to read and keep this part.

6.1 Information to consider when preparing an Offer

- Make sure the Offer addresses each requirement in this section including:
 - the Respondent Details section;
 - the Disclosure Requirements;
 - the Qualitative Criteria; and
 - the Price Schedule.
- When completing the Respondent Details section, make sure you are clear about the distinction between your organisation's Legal Entity name and Trading name. They can often be different and it is important for the State Party to know both in order to enter into a Service Agreement.
- When completing this Section, always take into account the requirements of the proposed service (Section 1.2), and the Key Service Agreement Details (Part F).
- When addressing the Qualitative Criteria, make sure you provide full details of any claims, statements or examples provided. Also make sure you double check the respective weightings of each Qualitative Criterion. In this Request:
 - Each Qualitative Criterion does not have an equal percentage weighting. Therefore, the weightings identify the relative importance of each Qualitative Criterion. Please refer to section 6.4 for further information.
- When completing the Price Schedule in Section 7.3, ensure a sustainable price for the services is offered. Pricing should take into account all costs of providing the service. This may include, but is not limited to: start up costs, administration costs, overhead costs and staffing costs.
- The Response Form is formatted in a way that makes it easy for Respondents to download and complete. If you wish to supply information outside of, or additional to the Response Form for one or more sections, ensure any attachments adopt the same structure, numbering and headings as are used in the Response Form and are clearly labelled to enable easy identification by the State Party.
- Further information about completing a Request document can be found in the [Community Services Guide to Tendering for Service Providers](#).

PART H: Response Form

This part **must** be completed by the Respondent and submitted to the State Party in accordance with Part D, section 4.1.

You are only required to submit this part (PART H) to the State Party.

7.1 Respondent Details

Please provide all of the following details in the table format below.

Respondent Information	
Name of legal entity:	<i>Shire of Ashburton</i>
ACN:	<i>Nil</i>
Trading name:	<i>Shire of Ashburton</i>
ABN (if applicable):	<i>45 503 070 070</i>
Contact person:	<i>Tim Brokenshire</i>
Contact person position title:	<i>Manager Environmental Health</i>
Registered address or address of principal place of business:	<i>246 Poinciana Street Tom Price WA 6751</i>
E-mail:	<i>soa@ashburton.wa.gov.au</i>
Telephone number:	<i>0891884411</i>
Facsimile number:	<i>0891892252</i>
Address and facsimile number for service of contractual notices (leave blank if same as above):	
Business Details	
Is the Respondent a small business that employs less than twenty (20) people? <small>*This information is collected by the Department of Finance for statistical purposes only, and will not be used by the State Party in its evaluation of the Offer.</small>	(No)
Is the Respondent a not-for-profit** entity? If Yes , please provide an extract of the relevant provisions of the Respondent's constitution or governing documents. <small>**For the purposes of this Request, the Respondent is a "not-for-profit entity" if its constitution or governing documents prohibit distribution of profits or gains to individual members, both while the Respondent is a going concern and on its dissolution.</small>	(No)

Is the Respondent a Local Government Authority?	(Yes)
Is the Respondent's financial information available via the Australian Charities and Not-for-profits Commission's (ACNC) Register, and does the Respondent agree that the State Party can use this information in lieu of the Respondent providing it as part of its Offer***? ***Respondents are responsible for ensuring that the information available via the ACNC Register is correct and that no material changes to the information have occurred since it was reported to the ACNC.	(Yes)

Proposed Service Details	
Name of Service:	<i>Shire of Ashburton Aboriginal Environmental Health program</i>
Physical Address of Service Delivery Venue:	<i>246 Poinciana Street Tom Price WA 6751</i>
Service Delivery Area (Geographical):	<i>Local Government Area for the Shire of Ashburton</i>

7.2 Disclosure Requirements

Respondents are to provide answers to ALL of the Disclosure Requirements below.

7.2.1 Insurance

The Respondent must confirm whether it has, or will obtain, all of the required insurances outlined below:

a) Public Liability Insurance:

Public liability insurance covering the legal liability of the Service Provider and the Service Provider's personnel arising out of the Services for an amount of not less than **\$20 million** for any one occurrence and unlimited in the aggregate.

b) Professional Indemnity Insurance:

- Professional indemnity insurance covering the legal liability of the Service Provider and the Associates under the Service Agreement, if awarded, arising out of any act, negligence, error or omission made or done by or on behalf of the Service Provider, or any subcontractor in connection with the Service Agreement for a sum of **\$1 million** for any one claim and in the annual aggregate, with a provision of one automatic reinstatement of the full sum insured in any one period of insurance.
- Professional Indemnity Insurance required under this clause must be extended to include:

- i. fraud, dishonesty, defamation, breach of confidentiality, infringement of patent, copyright, design, trade mark or circuit layout rights;
- ii. loss of or damage to documents and data; and
- iii. breach of Chapters 2 and 3 of the Australian Consumer Law and the Australian Consumer Law (WA).

c) Workers' Compensation Insurance:

- Workers' compensation insurance in accordance with the provisions of the Workers' Compensation and Injury Management Act 1981 (WA), including cover for common law liability for an amount of not less than \$50 million for any one occurrence in respect of workers of the Service Provider. The insurance policy must be extended to cover any claims and liability that may arise with an indemnity under section 175(2) of the Workers' Compensation and Injury Management Act 1981.

d) Motor Vehicle Third Party Insurance:

- Motor vehicle third party insurance covering legal liability against property damage and bodily injury to, or death of, persons (including bodily injury gap protection) caused by motor vehicles used in connection with the Services for an amount of not less than \$20 million for any one occurrence and unlimited in the aggregate.

e) Compulsory Motor Vehicle Third Party Insurance:

- Compulsory third party insurance as required under any statute relating to motor vehicles used in connection with the Services.

RESPONDENT TO COMPLETE

Does the Respondent have the required insurances specified in Section 7.2.1 above?

(Yes) refer to attached certificate of currency

If Yes, please complete the table below*:

*Please note: while certificates of currency included.

Type of Insurance	Insurer	ABN	Policy No.	Insured Amount	Expiry Date	Exclusions, if any
1.Public Liability Insurance	LGIS	59 780 338 975	000004	100,000,000	30/6/16	Certificate of currency included
2. Professional Indemnity	LGIS	59 780 338 975	000004	100,000,000	30/6/16	Certificate of currency included
3. Workers' Compensation including common law liability of \$50 million	LGIS	59 780 338 975	000540	Min 50,000,000	30/6/16	Certificate of currency included
4. Motor Vehicle Third Party Insurance	ZURICH	13000296640	24000238VFT	20,000,000	30/6/16	Certificate of currency included
5. Compulsory Motor Vehicle Third Party Insurance	ZURICH	13000296640	24000238VFT	30,000,000	30/6/16	Certificate of currency included

If no, does the Respondent confirm that if it is awarded a Service Agreement as a result of this Request process, that the required insurance policies as set out in Section 7.2.1 above will be obtained prior to the commencement of the Service Agreement?

(N/A)

If No, please provide reasons why:

COMMUNITY SERVICES REQUEST

7.2.2 Contractual Compliance

The Respondent must confirm whether it will comply with the terms of the proposed Service Agreement (including, without limitation, the Service Agreement Details listed in Part F and the *General Provisions*).

RESPONDENT TO COMPLETE

Does the Respondent agree to comply with the terms of the proposed Service Agreement as detailed in section 7.2.2 above?

(Yes)

If No, the Respondent must set out:

- a. the clause or provision it will not comply with;
- b. the extent of non-compliance – including the alternative clause or provision, if any, or a description of any changes it requires to the Service Agreement; and
- c. the reason for non-compliance.

7.2.3 Criminal Convictions

The Respondent must disclose whether:

- the Respondent; or
- any Director or other Officer of the Respondent; or
- any Specified Personnel;

has been convicted of a criminal offence that is punishable by imprisonment or detention. The Respondent is not required to disclose convictions that are spent convictions under the *Spent Convictions Act 1998 (WA)* or equivalent legislation of another State or Territory of Australia.

RESPONDENT TO COMPLETE

Has any person described in Section 6.3.3 above been convicted of a criminal offence that requires disclosure under this Section?

(No), As section 6.3.3 does not exist in this document to describe “any person”. To provide some response to this question as the contact person for this application I can declare that I (Tim Brokenshire) have never been convicted of a criminal offence. In Addition all employees within the Shire need to undergo a police clearance prior to employment.

If Yes, please provide details:

7.2.4 Conflict of Interest

The Respondent must declare and provide details of any actual, potential or perceived conflicts of interest.

RESPONDENT TO COMPLETE

Are there any circumstances, arrangements or understandings which constitute, or may reasonably be perceived to constitute, an actual or potential conflict of interest with either the Respondent’s obligations under this Request or the performance of the Service Agreement (if awarded) by the Respondent?

(No)

If Yes, please provide details below as to how the actual, potential or perceived conflict of interest arises and provide details of the Respondent’s strategy for managing it:

COMMUNITY SERVICES REQUEST

7.2.5 Respondent Capacity, Association and Subcontracting

The Respondent is required to disclose whether it is acting as an agent or a trustee for another person/s, whether it is acting jointly or in association with another person/s (in a consortium), or whether it has engaged, or intends to engage, another person/s as a subcontractor in connection with the supply of these services.

RESPONDENT TO COMPLETE

Is the Respondent acting as an agent or trustee for another person or persons?

(No)

If Yes, please provide details: N/A

Is the Respondent acting jointly or in association with another person or persons (i.e. a consortium)?

(No)

If Yes, please provide details: N/A

Has the Respondent engaged, or does the Respondent intend to engage, another person or persons as a subcontractor in connection with the supply of services under this potential Service Agreement.

(No)

If Yes, please provide details: N/A

7.2.6 Financial Viability

The Respondent is required to provide audited annual financial reports (or if not available, then at the discretion of the State Party, financial accounts prepared by an external certified accountant) if they **do not** already provide services on behalf of the State Party. This requirement includes:

- the full financial statements for the most recent **two** financial years including profit and loss statements for each year, balance sheets as at the end of each year and a statement of cash flows for each year.

RESPONDENT TO COMPLETE

If the Respondent does not already provide services on behalf of the State Party, is the Respondent willing and able to provide full financial statements in accordance with section 7.2.6?

(Yes)

If Yes, the Respondent will be required to produce the relevant reports at the request of the State Party.

If No, please provide an explanation below:

7.2.7 Competitive Neutrality

If the Respondent is a local government body, the Respondent's Offer must:

- be calculated on a full commercial basis (in accordance with the guidelines issued by the Western Australian Department of Treasury available at <http://www.treasury.wa.gov.au/cms/content.aspx?id=1726>;
- be certified by the Chief Executive Officer of the Respondent; and
- be verified by an independent expert, if appropriate.

Certification must be in the form of a letter from the Chief Executive Officer of the Respondent certifying that the Offer has been calculated on a full commercial basis.

RESPONDENT TO COMPLETE

If the Respondent is a tertiary institution or a statutory or government body (including a Public Authority), has the Respondent included certification in accordance with section 6.3.7?

(Yes) refer to attached letter

If Yes, please attach certification letter from the Chief Executive Officer.

If No, please provide an explanation:

7.3 Qualitative Criteria

In making a Value for Money assessment of each Respondent's Offer, the State Party will evaluate the extent to which they satisfy the Qualitative Criteria set out in this Section. Responses to the Qualitative Criteria are designed to demonstrate the Respondent's capacity and/or experience, and all sub-criteria must be addressed. Also make sure that any claims or statements made to address any aspect of the Qualitative Criteria should be supported through the use of examples.

To reduce the administrative burden on a Respondent, DOH offers to use existing relevant information to form part of the Evaluation Panel's consideration for Qualitative Criteria 2 (Skills Capacity and Experience) and 3 (Organisational and Planning Capability). This may include: documents shared in the design of the service specification, targets and reporting requirements; previous service reports; the service review; information available on a Respondent's website and in Annual Reports as relevant considerations in relation to the Qualitative Criteria. Relevant considerations are those which are evidence based, objective and/or publicly available.

Respondents are not required to respond to Criteria 2 (Skills Capacity and Experience) and 3 (Organisational and Planning Capability). However, if a Respondent wishes to address Criteria 2 and/or Criteria 3, the Evaluation Panel will include all submissions in its considerations. Any additional information relating to Criteria 2 and 3 that is provided by a Respondent will be assessed in conjunction with the information already available to WA Health and will form part of the Evaluation Panel's considerations, in accordance with the principles of fairness detailed in the Department of Finance's Community Services Evaluation Handbook.

1. Service Methodology (40% Weighting)

It is necessary to respond to this criterion.

The Respondent will be assessed on the degree to which the Respondent has an adequate appreciation and understanding of the requirements of the Request, and the Respondent is able to provide services described Section 1.2.

A Respondent is to provide a detailed service delivery model clearly describing:

- the methodology for the achievement of service specific outcomes/ this includes the anticipated sustainable service volume per year;
- if any sub-contractors will form part of the methodology;
- the quality of the service and the quantity of service outputs to be delivered;
- service delivery locations; and
- an outline of evidence based approaches to support service delivery.

RESPONDENT TO COMPLETE:

Respondent to provide its response to the Service Methodology criterion: refer to responses below

The methodology for the achievement of service specific outcomes (this includes the anticipated sustainable service volume per year);

To achieve service delivery of the core service elements as described in Attachment B we propose to have a full time employee (AEHW) engaged at 40 hours per week focusing on direct contact with all communities within the Shire. To support that role we propose to provide backup support to that position with two EHO's, one based in Tom Price and the other based in Onslow.

Management for the position will be provided by the Manager for Environmental Health. The Manager role will provide sustainability for service delivery by managing Planning, Activity & Service Provision reporting. The Manager for Environmental Health will take a lead role in managing the core service elements of;

- Monitoring and coordinating

- Health Education and Promotion
- Planning, Activity & Service Provision reporting

Will any sub-contractors will form part of the methodology;

No subcontractors will form part of the methodology. However it is proposed that the Shire will establish a Pilbara AEH Forum to provide a supportive network for all service providers that provide services to Aboriginal communities.

Collaborative action from the Shires EH Team will occur with any service provider that is receiving funding under this program within our deliverable capacity.

The quality of the service and the quantity of service outputs to be delivered;

Quality of service delivered will be guaranteed by the support of 2 EHO's. One based in Onslow and the other based in Tom Price. Best practice service provision will be supported by networking with other service providers via a Pilbara AEH Forum. Further quality of service provision will be monitored by regular networking with the Environmental Health Directorate's Science and Policy Unit.

In relation to quantity of service outputs the Shire is proposing a full time AEHW position to meet deliverables described in Attachment B.

Further the Shire has an Emergency Management Officer that will support Emergency Management issues within Aboriginal communities. The Shire also provides solid waste removal via a wheelie bin collection service to the communities of Wakathuni, Bellary and Bindi.

Service delivery locations;

All formalised and non-formalised aboriginal communities within the Shire of Ashburton Local Government Area, this includes Lore ground sites or other cultural event sites. Also when required equitable support to aboriginal people within town sites.

An outline of evidence based approaches to support service delivery

Service delivery will be guided by the National Aboriginal and Torres Strait Islander Environmental Health Action Plan 2012-2015.

Service delivery will also be guided by the requirements of the Community Environmental Health Action Plan (CEHAP). We will work in a coordinated and collaborative manner with other agencies engaged in delivering health and non-health services that affect environmental health conditions in the Aboriginal communities located in the Pilbara region.

Evidence provided by the Environmental Health Coordinating Committee (EHNCC), the peak coordinating body in Aboriginal environmental health in WA and the survey results from the 2008 report on Environmental Health Needs of Aboriginal Communities in WA.

2. Skills, Capacity and Experience (40% Weighting)

It is not necessary to respond to this criterion.

The Respondent will be assessed on the degree to which it has the skills and experience to perform the requirements of the proposed Service Agreements.

The State Party will utilise existing information and relevant considerations in order to evaluate the Respondent against this Qualitative Criterion. However, should the Respondent wish to provide a response it must:

- provide information regarding organisational skills and capacity to perform the requirements set out in the proposed Service Agreement including coordination and monitoring, education and reporting roles;
- describe how the organisation ensures staff have the cultural sensitivity and respect to discharge their duties in the different Aboriginal communities that it serves;
- describe how the organisation ensures staff maintain and develop relevant skills and experience with regard to the delivery of services; and
- provide details of Service Agreements for similar services provided, including a detailed description of those services, when the service was performed, the number of years the service has been delivered, and similarities between those services and this proposed Service Agreement.

The Respondent should also include referee details including name and title, organisation, contact telephone number and email address.

RESPONDENT TO COMPLETE: Not Applicable

Respondent to provide its response to the Skills, Capacity and Experience criterion.

3. Organisational and Planning Capability (20%)

It is not necessary to respond to this criterion.

The Respondent will be assessed on the degree to which it has the organisational planning and resourcing capability to support and perform the proposed Service Agreement.

The State Party will utilise existing information and relevant considerations in order to evaluate the Respondent against this Qualitative Criterion. However, should the Respondent wish to provide a response it must:

- demonstrate its organisational planning and resourcing capability, including number of operational and management staff;
- identify the key risks that may impact on service delivery and provide explanation of how these risks will be mitigated and/or managed;
- address how the services will remain sustainable for the duration of the Service Agreement;
- describe how it will engage/network with local providers to report incidents and faults, and ensure the relevant escalation procedures are followed.
- the key policies, procedures and guidelines in place to ensure a relevant and high quality service is provided; and
- provide evidence of governance arrangements and experience in ensuring accountability in relation to operations.

RESPONDENT TO COMPLETE: Not Applicable

Respondent to provide its response to the Organisational and Planning Capability:

7.4 Price Schedule

In making a Value for Money assessment of your organisation's Offer, the State Party will assess how the following Offered Price represents value for money.

If the Offered Price is consideration for a taxable supply under the GST Act, the Offered Price will be deemed to be inclusive of all GST applicable to the taxable supply at the rate in force for the time being.

RESPONDENT TO COMPLETE:

Is the Respondent registered for the purposes of GST?

Yes

The Offered Price will be deemed to include the cost of complying with this PSP Request and the *General Provisions* and the cost of complying with all matters and things necessary or relevant for the performance of the Service Agreement.

There is a Fixed Budget of \$126,944 (excluding GST and Indexation) for this PSP Request Process as outlined below:

RESPONDENT TO COMPLETE:

Does the Respondent agree to the Fixed Budget for this Request as set out in section 7.4?

(Yes)

If Yes, please include a breakdown of the Fixed Budget in the following table:

<i>Service Element</i>	<i>2015/16 Price (AUD) excl. GST and Indexation</i>	<i>2015/16 Hours (2 Months)</i>	<i>2016/17 Price (AUD) excl. GST and Indexation</i>	<i>2016/17 Hours</i>	<i>2017/18 Price (AUD) excl. GST and Indexation</i>	<i>2017/18 Hours</i>
<i>Delivering the Services</i>	<i>21,157</i>	<i>320</i>	<i>126,944</i>	<i>2080</i>	<i>126,944</i>	<i>2080</i>
<i>Total Price (AUD) and Hours</i>	<i>21,157</i>	<i>320</i>	<i>126,944</i>	<i>2080</i>	<i>126,944</i>	<i>2080</i>

If No, please provide details of the elements that are not agreed to, and reasons why:

End of Response Form

ATTACHMENT 'A' - Disability Access and Inclusion Plan Service Provider Report

Reporting sheet of accessible activities provided by service provider to contracting State Government agency;

Purpose

This reporting sheet assists service providers to record access activities in the desired outcome areas of their contracting State Government agency's Disability Access and Inclusion Plan. If services are provided for a range of State Government agencies, this same reporting sheet can be provided to them all.

Once a year you should forward this reporting sheet to the contracting State Government agency indicating which outcomes have been progressed with a brief summary of activities undertaken. This sheet also serves as a quick reference for all service provider's staff about how to provide a more accessible service.

Name of Service Provider: Shire of Ashburton

Activities by service providers broadly consistent with DAIP outcome areas include:

DAIP Outcome	Activities
1. People with disabilities have the same opportunities as other people to access services and events.	The Shire has an inclusive employment policy and a Disability Access and Inclusion Plan
2. People with disabilities have the same opportunities as other people to access buildings and other facilities.	All new public buildings and buildings that get renovated are built to comply with relevant Australian standards. Access for disabled is considered during approval process at all approved events
3. People with disabilities receive information in a format that will enable them to access information as readily as other people are able to access it.	Councils Communications are formatted to be inclusive of the population demographic and is also responsive to inclusiveness on an as needs basis.
4. People with disabilities receive the same level and quality of service from staff as other people receive.	Council has an equal employment opportunity policy that it implements in all areas of employment
5. People with disabilities have the same opportunities as other people to make complaints.	Council has an equal employment opportunity policy that it implements in all areas of employment
6. People with disabilities have the same opportunities as other people to participate in any public consultation.	Councils community consult process ensure that all people have the same opportunity to participate

Assistance

WA Health DAIPS can be accessed through the Department of Health website at <http://www.health.wa.gov.au/publications/daip.cfm>

Resources

Additional information about creating access for people with disabilities is available on the Disability Services Commission website in Access and Universal Design at: <http://www.dsc.wa.gov.au>

Of particular interest may be:

Access Resource Kit (ARK) — contains information and checklists about the practical issues involved with the provision of access for people with disabilities. Each checklist may be used to identify access barriers and possible ways to overcome these barriers.

Buildings — A Guide to Access Requirements 2001 — provides information on planning, designing, developing and managing buildings and facilities to ensure that they are accessible. It includes information about access codes, standards and relevant legislation.

Creating Accessible Events — assists event organisers and function coordinators design, plan and conduct events which are accessible for people with disabilities.

State Government Access Guidelines for Information, Services and Facilities

You Can Make a Difference to Customer Relations for People with Disabilities in Local Government and State Government Agencies, 2000 — a CD based training package about customer service for people with disabilities. This can be ordered from the Commission's Community Access and Information Branch on 9426 9384

ATTACHMENT 'B' – Aboriginal Environmental Health Program Core Service Elements

The Aboriginal Environmental Health Program provides environmental health services and related support to Aboriginal people living in WA's regional and remote Aboriginal communities. Within that context the core service elements are designed around the roles of:

1. Monitoring & Coordination,
2. Education & Promotion, and
3. Planning, Activity and Service Provision Reports.

1. Monitoring and Coordinating

Objective

Improve and maintain environmental health standards and conditions in the Aboriginal communities located regional and remote areas of Western Australia.

Environmental Health service providers are responsible for ensuring that environmental health related services delivered to Aboriginal communities do not risk or negatively affect health. In many instances, the delivery of essential, municipal and other services affecting environmental health is not the responsibility of the service provider. However, the service provider does have an important role in reporting failures, breakdowns and identifying health risks to the entity that provides the particular service.

Any environmental health service acts primarily to fix a problem when identified or, if unable, to refer the 'fault/issue' to the relevant service agency. Documenting referrals is a reporting responsibility. Where "report" is used in the range of core elements (below) of environmental health, the service provider must apply reporting process as follows:

1. Report to the local representative of the applicable agency responsible for the service;
2. In the event that the fault is not attended to in a timely manner, report to the regional representative of the applicable agency; and
3. If the fault remains outstanding report to the State Party representative or delegate.

A summary of all referrals and reports to any other service providers must be documented and submitted in the Activity Reports by the service provider to the State Party representative or delegate.

In providing an environmental health service, the service provider must assess and consider the needs of each of communities to be serviced in terms of the following core elements of environmental health as affects those communities.

1.1 Drinking Water

1.1.1 Remote Area Essential Program (RAESP) serviced Communities

In collaboration with the Department of Housing and the regional RAESP contractor, the service provider will, as appropriate:

- a. keep records on the type of water infrastructure provided to Aboriginal communities from source to tap including water source, treatment process and storage tanks;

- b. report on the management of community water including:
 - i. maintenance of water infrastructure;
 - ii. testing of water;
 - iii. how results of water testing are conveyed to community including bacterial and/or chemical alerts; and
 - iv. how often water tanks are cleaned; and how quickly problems are resolved by the contractor;

- c. report on any water quality issues in the community, what attention is required and scheduled upgrades/maintenance/repairs and treatment requirements.

1.1.2 Non-RAESP serviced Communities

The service provider will, as appropriate:

- a. provide advice on water quality, supply, safe storage and use; and

- b. record and report on the type of water infrastructure provided to each community from source to tap including age, operation and capacity.

1.2 Waste Management

1.2.1 Waste Water

The service provider will, as appropriate:

- a. ensure that waste water is removed from living areas and does not make people sick by monitoring, recording and referring faults to the community waste water service provider. Monitoring and inspection of waste water systems may include, but is not restricted to, items including :
 - i. installation, maintenance and management of:
 - house and community building based waste water apparatus for the treatment of sewage (septic tank, leech drain) and any toilet, bath, basin, sink or trough and the pipes, drains and fittings required for the proper functioning of waste water disposal;
 - community waste water infrastructure including common effluent disposal systems and sewerage ponds including operation, capacity and fencing;
 - ii. identifying the presence of grey and black waste water in or around homes and community areas that may be escaping from the waste water system; and
 - iii. monitor and report on the condition of septic tanks and lids.

- b. provide and/or organise emergency pump outs and clearing or unblocking of septic tanks, leach drains, grease traps and associated household plumbing, toilets and drains.

1.2.2 Solid Waste (Rubbish)

The service provider will, as appropriate:

- a. provide advice on the design and capacity and management of landfill sites including:
 - i. fencing, access, trenches and covering waste with fill;
 - ii. separation/sorting of putrescibles (domestic, industrial and clinical waste) and inert (building materials, whitegoods, furniture, car bodies);
 - iii. recycling of inert waste items; and
 - iv. the risk to the health of the community from its landfill site;

- b. report on waste management infrastructure including:
 - i. frequency and manner of collection from homes;
 - ii. vehicle and equipment condition for collection (bins, rubbish collection vehicle, trailer, lifting devices) and what machinery or vehicles are available to the community to manage the landfill site;
 - iii. who provides the service and who funds it (number of people employed, their role);
 - iv. how rubbish is disposed or sorted at the landfill site and what the condition of the landfill is including loose litter and how it is managed;
 - v. what skills there are in the community to manage site; and
 - vi. community satisfaction with the service provided;
- c. report on activity at the landfill site including whether children, adults or animals have access and evidence of scavengers (animals) at the tip;
- d. provide advice on the management of clinical and hazardous waste including investigating what clinical and hazardous waste is generated in the community, how these waste types are managed and what are the best options for disposal;
- e. report on community rubbish issues including general community litter and litter within each property; and
- f. provide assistance with and/or coordinate community clean-ups as required.

1.3 Housing Supply and Maintenance

The service provider will, as appropriate:

- a. provide advice and support to community residents with regard to housing including:
 - i. maintenance and repairs of health hardware required in the home;
 - ii. mapping and recording of all housing service providers and contacts;
- b. develop relationships with housing and maintenance service providers;
- c. report deficiencies in homes and repairs required that affect health;
- d. record referrals made for repairs and completion/response times;
- e. provide assistance with basic repairs to health hardware in homes including water and waste water infrastructure, and provide assistance in organising trades people to attend to repairs;
- f. provide local intelligence on construction of housing and other community building and infrastructure with regard to compliance to building standards. Liaise with Local Government Authorities, Community Administration, Department of Housing and/or contractors regarding any construction work within the community; and
- g. in collaboration with Aboriginal Medical Services or other Health Services, establish and implement an environmental health referral process for patients with repeated presentations of environmentally caused medical conditions (such as, but not limited to scabies, skin and gastro-intestinal infections) seeking assistance in identifying and remediating risks in the home and living environment.

1.4 Power Supply

The service provider will, as appropriate:

- a. report on the quality of power service provided to the community including power infrastructure, capacity and the condition of operation such as frequency of breakdown, repair response times, personnel responsible for power supply maintenance, and services in the community dependent on power supply (clinic, store, school); and
- b. report on the quality of power hardware in community housing including frequency of supply interruption and identification of causes, exposed wiring and risks to safety in and around the home, upgrades, repairs, maintenance conducted and use of power cards in the community (individual house meters, availability of power cards).

1.5 Animal Management

The service provider will, as appropriate:

- a. develop and lead dog health and management programs. Work with the community to encourage participation in dog health program visits including promotion of visits, community awareness of the benefits and community support and assistance for the EH team providing the service;
- b. consult with the regional environmental health coordinator/agency to plan scheduled visits to the communities;
- c. report to the regional Dog Health Program coordinator each calendar quarter on all use of Cydectin, Covinan and pentobarbitone stating the communities where the program was delivered and the number of dogs treated;
- d. assist with and coordinate veterinary visits to communities for surgical de-sexing of dogs and other domestic animals;
- e. implement animal management strategies in the community including identifying who provides this service, working with the community to develop a framework that protects people from aggressive dogs, identifying strategies to deal with problematic dogs and the responsibility of their owners and develop relationships with local government rangers; and
- f. advise on animal health products to be stocked at the community store or administration office.

1.6 Food Safety and supply

The service provider will, as appropriate:

- a. provide advice and assistance on the safe storage and preparation of food in the community and homes;
- b. develop a working relationship with any common food providers in the community (store, community kitchen, take away, school) and assist with compliance with the Food Act with the local government authority;
- c. report on food delivery and transportation to the community; and
- d. assist the regional nutritional workforce with the promotion of healthy food access, choice and use at community level.

1.7 Pest and Mosquito Control

The service provider will, as appropriate:

- a. ensure all environmental health practitioners (EHPs) are trained in basic pest control activities;
- b. provide advice and assistance in pest management including:
 - i. identifying pest problems in the community;
 - ii. identifying pest management service providers;
 - iii. assist with organising scheduled visits to treat community houses;
 - iv. organise pest management options for between service visits; and
 - v. assist pest control service providers in treatment of all community houses by encouraging community members' preparation of houses for treatment;
- c. assist with developing a store of pest control equipment and products for use in the community.

1.8 Dust Control

The service provider will, as appropriate:

- a. provide advice on dust prevention measures at the community and household level such as exploration of greening opportunities and sealing or compacting of roads; and
- b. participate in community greening activities.

1.9 Climate Control

The service provider will, as appropriate, provide advice on climate control measures at the community and household level with regard to:

- a. shading areas in and around the house or meeting areas;
- b. greening opportunities;
- c. safe installation and operation of fans and air-conditioning; and
- d. safe swimming/bathing areas.

1.10 Emergency Management

The service provider will, as appropriate, assist communities to prepare for seasonal events including:

- a. cyclones - preparation should include the removal of loose/ unsecured building material posing a risk in high winds;
- b. the wet season – preparation should consider flood prevention and mitigation plans, the storage of bulk non-perishable foods; and
- c. bushfires – preparation should include identifying fire fuel risks in and around living areas and any local response resources for house fires in the community.

2. Environmental Health Education and Promotion Services

Objectives

The service provider must actively participate in environmental health education and promotion for Aboriginal community residents in the **communities for which it is responsible**. The environmental health education and promotion activities will be developed in collaboration with the relevant Regional Aboriginal Environmental Health Forum to:

- increase awareness of environmental health programs and services;
- educate about hygiene and the link between living conditions and health risks; and
- deliver health promotion relating to germ and hygiene management, disease transmission and managing risks to health from the living environment.

Description:

In collaboration with the relevant Regional Aboriginal Environmental Health Forum, Aboriginal Medical Services, local governments, the Population Health Units, the Department of Health-Aboriginal Environment Health and other relevant agencies as required, the service provider must provide an Environmental Health (EH) education and promotion service, promote sustainable EH practices and provide and/or facilitate a training, mentoring and support service for Aboriginal communities.

2.1 Aboriginal Communities and other target groups

Health education and promotion activities may include but are not restricted to the following:

- a. specific Trachoma targeted programs;
- b. healthy living practices such as reducing crowding, controlling dust (greening) and temperature (greening, shade, trees, fans, air-conditioning), reducing risky situations (trauma), maintaining water quality; nutrition (healthy food options, cooking), promoting good health in general;
- c. good hygiene and healthy living practices including hand washing, face washing, personal body washing, domestic/household (washing clothes and bedding, food hygiene, general

cleanliness), germ theory and use of 'Mr Germ and the Germinator' and 'No Germs on Me' resources and other hygiene resources as developed for environmental health practitioners;

- d. the importance of effective plumbing systems and how they work (removing wastewater, sewage, what can and cannot be put down toilets and drains, how to unblock drains);
- e. the importance of electrical safety in the home and community;
- f. the treatment and disposal of domestic and community solid waste including food waste;
- g. parasites -the recognition of common parasites, sources of contraction, life cycle, health consequences, treatment and prevention;
- h. animal management programs – dog and cat control (de-sexing, pregnancy prevention), animal care & training (food, hygiene, washing, parasitic control), animal faeces disposal;
- i. drinking water – treatment options and reason for treatment. Understanding of boil water notices and other notices issued for drinking water quality; and
- j. mosquito and other pest borne diseases – treatment and prevention strategies including slashing of weeds particularly around water sources, elimination/reduction in number of potential breeding sites, storage of food, disposal of waste, cleaning up around yard, flyscreen installation and pest control;

NB: Target groups may include:

- community Councils;
- individual families and households;
- schools;
- mothers/women's groups;
- health clinics;
- allied health staff (including Aboriginal Health Practitioners); and
- individual residents during in-home referrals.

2.2 Environmental Health Referrals

In collaboration with Aboriginal Medical Services or the WA Country Health Service, the service provider will as appropriate establish and implement a targeted environmental health educational intervention, based on a referral process for patients with repeated presentations of environmentally caused medical conditions (such as scabies, skin and gastro-intestinal infections) seeking assistance in identifying and remediating risks in the home and living environment. Where this type of referral service is required, developed and endorsed by medical services and regional EH planning forum the Service Provider must participate in the referral response.

3. Planning, Activity and Service Provision Reports

Objective

The service provider to provide an environmental health service that is evidence based and addresses the needs of Aboriginal people living in the community(ies) it is responsible for.

Description

The service provider must plan and implement an environmental health service that meets the needs of Aboriginal people living in the community/s that it is responsible for and report, as required, on that service to the relevant Regional Aboriginal Environmental Health Forum and the State Party Representative

In delivering the above the service provider must do the following:

3.1 Community Environmental Health Action Plan (CEHAP)

The service provider must prepare CEHAPs for each remote community serviced and review these plans every **two years** of the Service Agreement.

3.2 Emergency Management

In consultation with the Department of Fire and Emergency Services (DFES) and depending on access to emergency services and equipment, the service provider must contribute/assist with development of community specific Emergency Management Plans covering some or all of the following:

- flood;
- fire;
- storm/cyclones;
- drinking water quality issues and/or supply interruptions; and
- food supply

3.3 Data Collection

The service provider must monitor and survey the environmental health conditions of each of the communities it is responsible for and assist with data and accredited information collection programs as requested by the State Party Representative or delegate.

Schedule of Fees and Charges 2017/18

G/L Code	Responsible Officer	Description	Basis of Charge	GST Y/N	Statutory fee "S"	Adopted Fees 2016/17	Proposed Fees 2017/18 V2	Forecast Income	Change (\$)	Change (%)	NEW?	Act or Regulation
BUSINESS UNIT: INFRASTRUCTURE SERVICES												
Waste Management Director Infrastructure												
HOUSEHOLD / DOMESTIC REFUSE COLLECTION												
Household / Domestic Waste Receptacle Charges												
102603	Director Infrastructure	Weekly service - 240 litre bin	per bin per year	N		\$ 453.00	\$ 473.00	\$ 891,605.00	\$ 20.00	4.42%		
102683	Director Infrastructure	Weekly service - Additional 240 litre bin	per bin per year	N		\$ 453.00	\$ 355.00		-\$ 98.00	-21.63%		
102633	Director Infrastructure	Non Rateable Land - Weekly service 240 litre bin	per bin per year	N		\$ 453.00	\$ 473.00		\$ 20.00	4.42%		
102633	Director Infrastructure	Replacement (lost/stolen/damaged) 240 litre bin - First replacement is free of charge for damaged bins only.	per bin	N		\$ 153.00	\$ 156.00		\$ 3.00	1.96%		
COMMERCIAL / INDUSTRIAL REFUSE COLLECTION												
Commercial / Industrial Waste Receptacle Charge												
102763	Director Infrastructure	Weekly service - 240 litre bin	per bin per year	N		\$ 800.00	\$ 840.00	\$ 614,040.00	\$ 40.00	5.00%		
102763	Director Infrastructure	Weekly service - Additional 240 litre bin	per bin per year	N		\$ -	\$ 630.00	\$ 247,715.00	\$ 630.00		Y	
102763	Director Infrastructure	Weekly service - 1100 m3 Bulk Bin	per bin per year	N		\$ 1,700.00	\$ 1,785.00	\$ 381,990.00	\$ 85.00	5.00%		
102763	Director Infrastructure	Weekly service - Additional 1100 m3 Bulk Bin	per bin per year				\$ 1,340.00	\$ 174,300.00	\$ 1,340.00		Y	
102633	Director Infrastructure	Replacement (lost/stolen/damaged) 240 litre bin - First replacement is free of charge for damaged bins only.	per bin	N		\$ 153.00	\$ 153.00		\$ -	0.00%		
102633	Director Infrastructure	Replacement (lost/stolen/damaged) 1100 m3 bin - Onslow - First replacement is free of charge for damaged bins only.	per bin	N		\$ 650.00	\$ 1,500.00		\$ 850.00	130.77%		
102633	Director Infrastructure	Replacement (lost/stolen/damaged) 1100 m3 bin - Tom Price and Paraboradoo - First replacement is free of charge for damaged bins only.	per bin	N		\$ 650.00	\$ 1,350.00		\$ 700.00	107.69%		
COMMUNITY GROUP REFUSE COLLECTION												
Community Group Waste Receptacle Charge												
102763	Director Infrastructure	Weekly service - 240 litre bin	per bin per year	N		\$ 226.50	\$ 230.50		\$ 4.00	1.77%		
102763	Director Infrastructure	Weekly service - Additional 240litre bin	per bin per year	N		\$ 226.50	\$ 187.50		-\$ 39.00	-17.22%		
102763	Director Infrastructure	Replacement (lost/stolen/damaged) 240 litre bin - First Replacement if free for damaged bins only.	per bin	N		\$ 76.50	\$ 78.00		\$ 1.50	1.96%		
102763	Director Infrastructure	Weekly service - 1100 m3 Bulk Bin	per bin per year	N		\$ 850.00	\$ 865.00		\$ 15.00	1.76%		
102763	Director Infrastructure	Replacement (lost/stolen/damaged) 1100 m3 bin - Onslow	per bin	N		\$ 325.00	\$ 331.00		\$ 6.00	1.85%		
102763	Director Infrastructure	Replacement (lost/stolen/damaged) 1100 m3 bin - Tom Price and Paraboradoo <i>Community Groups with a Community Lease or Licence Agreement as defined in Policy RECO5 requiring a weekly bin service will receive a 50% discount on Household or Commercial (where applicable) Refuse Collection charges and charged as per above.</i>	per bin	N		\$ 325.00	\$ 331.00		\$ 6.00	1.85%		
OTHER REFUSE COLLECTION												
Services Provided												
102763	Director Infrastructure	Event Short Term Hire 240L Bins - includes delivery of bins and 1 collection of full bins and removal of bins (minimum charge of 5 bins or part thereof)	Per 5 bins or less.	Y		\$ 10.00	\$ 200.00		\$ 190.00	1900.00%	Y	
102763	Director Infrastructure	Event Short Term Hire - Additional Empties (Minimum charge of 5 bins or part thereof)	Per 5 bins or less			\$ 0.00	\$ 150.00		\$ 150.00		Y	
102763	Director Infrastructure	Event Short Term Hire 1100m3 bin includes delivery of bin and 1 collection of full bin and removal of bin	per bin			\$ 20.00	\$ 393.00		\$ 373.00	1865.00%	Y	
102763	Director Infrastructure	Event Short Term Hire 1100m3 bins - Additional Empties	per bin			\$ 0.00	\$ 178.00		\$ 178.00		Y	
100023	Director Infrastructure	Duplicate billing dockets & statements	each	Y		\$ 5.00	\$ 10.00		\$ 5.00	100.00%		
102763	Director Infrastructure	Single Collections & Short term hire (eg. food van), missed bin collection, additional one off collection - 1100m3 bin (per bin and each additional empty)	per bin	Y		\$ 120.00	\$ 169.00		\$ 49.00	40.83%		
102763	Director Infrastructure	Bin Replacement - Onslow (1100m3 only)	per bin	Y		\$ -	\$ 1,650.00		\$ 1,650.00		Y	
102763	Director Infrastructure	Bin Replacement - Tom Price & Paraboradoo (1100m3 only)	per bin	Y		\$ -	\$ 1,485.00		\$ 1,485.00		Y	
102633	Director Infrastructure	Single Collections & Short term hire (eg. food van), missed bin collection, additional one off collection - 240 litre bin (per bin and each additional empty)	per bin	Y		\$ 70.00	\$ 128.00		\$ 58.00	82.86%		
DISPOSAL CHARGES												
Tom Price Waste Disposal Facility												
102613	Director Infrastructure	Domestic (Household) Waste Disposal Fee (private residents only). Excludes fire extinguishers, gas bottles, white goods, earthmoving/truck tyres and car bodies	M3			no charge	\$ 0.00					
102613	Director Infrastructure	Waste oil containers (Empty) and Oily Rags and Filters - 20 Litres and above (inc. 210 Litre (44 Gallon) drums)	each	Y		\$ 11.00	\$ 12.00	\$ 2,970.00	\$ 1.00	9.09%		
102613	Director Infrastructure	Waste oil containers (Empty) and Oily Rags and Filters - Less than 20 Litres	each	Y		\$ 30.00	\$ 30.00	\$ 4,230.00	\$ -	0.00%		
102613	Director Infrastructure	Commercial / Industrial Waste - Sorted (Minimum charge one cubic metre) - This includes putrescible waste, greenwaste, concrete/bricks/tiles, pallets and paper/cardboard (Definition of Sorted - Less than 10% of the load has material that could be removed and stockpiled)	M3	Y		\$ 54.00	\$ 60.00	\$ 1,250,000.00	\$ 6.00	11.11%		

Schedule of Fees and Charges 2017/18

G/L Code	Responsible Officer	Description	Basis of Charge	GST Y/N	Statutory fee "S"	Adopted Fees 2016/17	Proposed Fees 2017/18 V2	Forecast Income	Change (\$)	Change (%)	NEW?	Act or Regulation
102613	Director Infrastructure	As above	tonnes	Y			\$ 200.00					
102613	Director Infrastructure	Commercial /Industrial Waste - Unsorted (Minimum charge one cubic metre) - This includes putrescible waste, concrete/bricks/tiles, pallets, paper/cardboard and contaminated greenwaste (Definition of Unsorted - more than 10% of the load has material that could be removed and stockpiled)	M3	Y		\$ 108.00	\$ 120.00		\$ 12.00	11.11%		
102613	Director Infrastructure	As above	tonnes	Y			\$ 400.00					
102613	Director Infrastructure	Fire Extinguishers (Emptied) - Commercial and domestic charges apply. Must be decommissioned by an approved Contractor	each	Y		\$ 15.00	\$ 15.30	\$ 1,275.75	\$ 0.30	2.00%		
102613	Director Infrastructure	Car, motorbike and light vehicle tyres (with or without rims) - Commercial and Domestic Charges Apply	each	Y		\$ 16.00	\$ 16.30	\$ 20,294.40	\$ 0.30	1.88%		
102613	Director Infrastructure	Truck tyres - with rims removed	each	Y		\$ 16.00	\$ 20.00		\$ 4.00	25.00%		
102613	Director Infrastructure	Commercial and Domestic Gas bottles (valve intact). Must be decommissioned by an approved method. Only accept GAS BOTTLES NOT GAS CYLINDERS	each	Y		\$ 15.00	\$ 15.30	\$ 173.25	\$ 0.30	2.00%		
102613	Director Infrastructure	Waste oil (cooking & machinery) - (Minimum Charge one litre) - Domestic - maximum 20 litres - Commercial - maximum 100 litres - Note: containers must be charged for separately	per litre	Y		\$ 2.00	\$ 2.05	\$ 3,850.00	\$ 0.05	2.50%		
102613	Director Infrastructure	Grease (Tubes and Containers) - (Minimum charge one litre)	per litre	Y			\$ 10.00		\$ 10.00		Y	
102613	Director Infrastructure	Paints - Minimum Charge one litre	per litre	Y		\$ 2.00	\$ 2.05	\$ 534.00	\$ 0.05	2.50%		
102613	Director Infrastructure	Scrap Metal - (Minimum charge one cubic metre)	M3	Y		\$ 22.00	\$ 25.00	\$ 87,895.00	\$ 3.00	13.64%		
102613	Director Infrastructure	As above	tonnes	Y			\$ 192.31					
102613	Director Infrastructure	White Goods - Degassed Only - Certificate of Degassification to be provided	each	Y		\$ 22.00	\$ 22.40	\$ 9,378.60	\$ 0.40	1.82%		
102613	Director Infrastructure	Vehicle batteries (including motor cycle & boat) - Lead Acid Only	each	Y		\$ 11.00	\$ 11.20	\$ 4,785.00	\$ 0.20	1.82%		
102613	Director Infrastructure	Asbestos - Double wrapped (appointment only) - Minimum charge - one cubic metre	M3	Y		\$ 160.00	\$ 162.80	\$ 6,720.00	\$ 2.80	1.75%		
102613	Director Infrastructure	As above	tonnes	Y			\$ 814.00					
102613	Director Infrastructure	Burial Fee - (Asbestos, Medical and Contaminated Waste)	per load	Y		\$ 54.00	\$ 55.00	\$ 2,551.50	\$ 1.00	1.85%		
102613	Director Infrastructure	Car Bodies Only - Commercial and Domestic Fees Apply - (All oils, fuels and batteries must be removed)	each	Y		\$ 54.00	\$ 55.00	\$ 2,200.00	\$ 1.00	1.85%		
102613	Director Infrastructure	Clean fill - suitable for site operations.	M3	Y			\$ 0.00	\$ 0.00	\$ -		#DIV/0!	
102613	Director Infrastructure	Green Waste	M3	Y		0.00			\$ -		Y	
102613	Director Infrastructure	Industrial Bulk Containers (IBCs) empty	each	Y		\$ 150.00	\$ 152.70	\$ 2,205.00	\$ 2.70	1.80%		
102613	Director Infrastructure	Deceased animal	each	Y		\$ 10.00	\$ 10.20	\$ 441.00	\$ 0.20	2.00%		
102613	Director Infrastructure	Medical waste (minimum charge 1m3)	M3	Y		\$ 160.00	\$ 163.00	\$ 1,344.00	\$ 3.00	1.88%		
102613	Director Infrastructure	As above	tonnes	Y			\$ 543.33					
102613	Director Infrastructure	Special Solid Waste (Industrial Bulk Container) - Full - Minimum charge \$1200.00	each	Y		\$ 1,200.00	\$ 1,220.00		\$ 20.00	1.67%		
Paraburdo Waste Disposal Facility												
100958	Director Infrastructure	Domestic / Household Waste Disposal Fee (private residents only)	M3			no charge	\$ 0.00					
100958	Director Infrastructure	Waste oil containers (Empty) and Oily Rags and Filters - 20 Litres and above (inc. 210 Litre (44 Gallon) drums)	each	Y		\$ 11.00	\$ 12.00		\$ 1.00	9.09%		
100958	Director Infrastructure	Waste oil containers (Empty) and Oily Rags and Filters - Less than 20 Litres	each	Y		\$ 30.00	\$ 30.00		\$ -	0.00%		
100958	Director Infrastructure	Commercial / Industrial Waste - Sorted (Minimum charge one cubic metre) - This includes putrescible waste, greenwaste, concrete/bricks/tiles, pallets and paper/cardboard (Definition of Sorted - Less than 10% of the load has material that could be removed and stockpiled)	M3	Y		\$ 54.00	\$ 60.00	\$ 200,000.00	\$ 6.00	11.11%		
102613	Director Infrastructure	As above	tonnes	Y			\$ 200.00					

Schedule of Fees and Charges 2017/18

G/L Code	Responsible Officer	Description	Basis of Charge	GST Y/N	Statutory fee "S"	Adopted Fees 2016/17	Proposed Fees 2017/18 V2	Forecast Income	Change (\$)	Change (%)	NEW?	Act or Regulation
100958	Director Infrastructure	Commercial /Industrial Waste - Unsorted (Minimum charge one cubic metre) - This includes putrescible waste, concrete/bricks/tiles, pallets, paper/cardboard and contaminated greenwaste (Definition of Unsorted - more than 10% of the load has material that could be removed and stockpiled)	M3	Y		\$ 108.00	\$ 120.00		\$ 12.00	11.11%		
102613	Director Infrastructure	As above	tonnes	Y			\$ 400.00					
100958	Director Infrastructure	Fire Extinguishers (Emptied) - Commercial and domestic charges apply. Must be decommissioned by an approved Contractor.	each	Y		\$ 15.00	\$ 15.30	\$ 31.50	\$ 0.30	2.00%		
100958	Director Infrastructure	Car, motorbike and light vehicle tyres (with or without rims) - Commercial and Domestic Charges Apply	each	Y		\$ 16.00	\$ 16.30	\$ 621.60	\$ 0.30	1.88%		
100958	Director Infrastructure	Truck tyres - with rims removed	each	Y		\$ 16.00	\$ 20.00		\$ 4.00	25.00%		
100958	Director Infrastructure	Commercial and Domestic Gas bottles (valve intact). Must be decommissioned by an approved method. Only accept GAS BOTTLES NOT GAS CYLINDERS	each	Y		\$ 15.00	\$ 15.30	\$ 63.00	\$ 0.30	2.00%		
100958	Director Infrastructure	Waste oil (cooking & machinery) - (Minimum Charge one litre) - Domestic - maximum 20 litres - Commercial - maximum 100 litres - Note: containers must be charged for separately	per litre	Y		\$ 2.00	\$ 2.05	\$ 1,616.00	\$ 0.05	2.50%		
100958	Director Infrastructure	Grease (Tubes and Containers) - (Minimum charge one litre)	per litre	Y		\$ -	\$ 10.00		\$ 10.00		Y	
100958	Director Infrastructure	Paints - (Minimum Charge one litre)	per litre	Y		\$ 2.00	\$ 2.05		\$ 0.05	2.50%		
100958	Director Infrastructure	Scrap Metal - (Minimum charge one cubic metre)	M3	Y		\$ 22.00	\$ 25.00	\$ 7,500.00	\$ 3.00	13.64%		
100958	Director Infrastructure	White Goods - Degassed Only - Certificate of Degassification to be provided	each	Y		\$ 25.00	\$ 22.40	\$ 4,856.25	-\$ 2.60	-10.40%	Y	
100958	Director Infrastructure	Vehicle batteries (including motor cycle & boat) - Lead Acid Only	each	Y		\$ 11.00	\$ 11.20	\$ 924.00	\$ 0.20	1.82%		
100958	Director Infrastructure	Asbestos - Double wrapped (appointment only) - Minimum charge - one cubic metre	M3	Y		\$ 160.00	\$ 162.80	\$ 2,688.00	\$ 2.80	1.75%		
102613	Director Infrastructure	As above	tonnes	Y			\$ 814.00					
100958	Director Infrastructure	Burial Fee - (Asbestos, Medical and Contaminated Waste)	per load	Y		\$ 54.00	\$ 55.00	\$ 1,020.60	\$ 1.00	1.85%		
100958	Director Infrastructure	Car Bodies Only - Commercial and Domestic Fees Apply - (All oils, fuels and batteries must be removed)	each	Y		\$ 54.00	\$ 55.00	-\$ 2,200.00	\$ 1.00	1.85%		
100958	Director Infrastructure	Clean fill - suitable for site operations.	M3	Y			\$ 0.00		\$ -		#DIV/0!	
100958	Director Infrastructure	Green Waste	M3	Y		0.00	\$ -		\$ -		Y	
100958	Director Infrastructure	Industrial Bulk Containers (IBCs) empty	each	Y		\$ 150.00	\$ 152.70		\$ 2.70	1.80%		
100958	Director Infrastructure	Deceased animal	each	Y		\$ 10.00	\$ 10.20		\$ 0.20	2.00%		
100958	Director Infrastructure	Medical waste (minimum charge 1m3)	M3	Y		\$ 160.00	\$ 163.00		\$ 3.00	1.88%		
102613	Director Infrastructure	As above	tonnes	Y			\$ 543.33					
100958	Director Infrastructure	Special Solid Waste (Industrial Bulk Container) - Full - Minimum charge \$1200.00	each	Y		\$ 1,200.00	\$ 1,220.00		\$ 20.00	1.67%		
Onslow Waste Transfer Station												
100023	Director Infrastructure	Domestic / Household Waste Disposal Fee (private residents only)	M3			no charge	\$ 0.00					
100023	Director Infrastructure	Waste oil containers (Empty) and Oily Rags and Filters - 20 Litres and above (inc. 210 Litre (44 Gallon) drums)	each	Y		\$ 11.00	\$ 12.00		\$ 1.00	9.09%		
100023	Director Infrastructure	Waste oil containers (Empty) and Oily Rags and Filters - Less than 20 Litres	each	Y		\$ 30.00	\$ 30.00	\$ 270.00	\$ -	0.00%		
100023	Director Infrastructure	Commercial / Industrial Waste - Sorted (Minimum charge one cubic metre) - This includes putrescible waste, greenwaste, concrete/bricks/tiles, pallets and paper/cardboard (Definition of Sorted - Less than 10% of the load has material that could be removed and stockpiled)	M3	Y		\$ 54.00	\$ 60.00	\$ 150,000.00	\$ 6.00	11.11%		
102613	Director Infrastructure	As above	tonnes	Y			\$ 200.00					
100023	Director Infrastructure	Commercial /Industrial Waste - Unsorted (Minimum charge one cubic metre) - This includes putrescible waste, concrete/bricks/tiles, pallets, paper/cardboard and contaminated greenwaste (Definition of Unsorted - more than 10% of the load has material that could be removed and stockpiled)	M3	Y		\$ 108.00	\$ 120.00		\$ 12.00	11.11%		

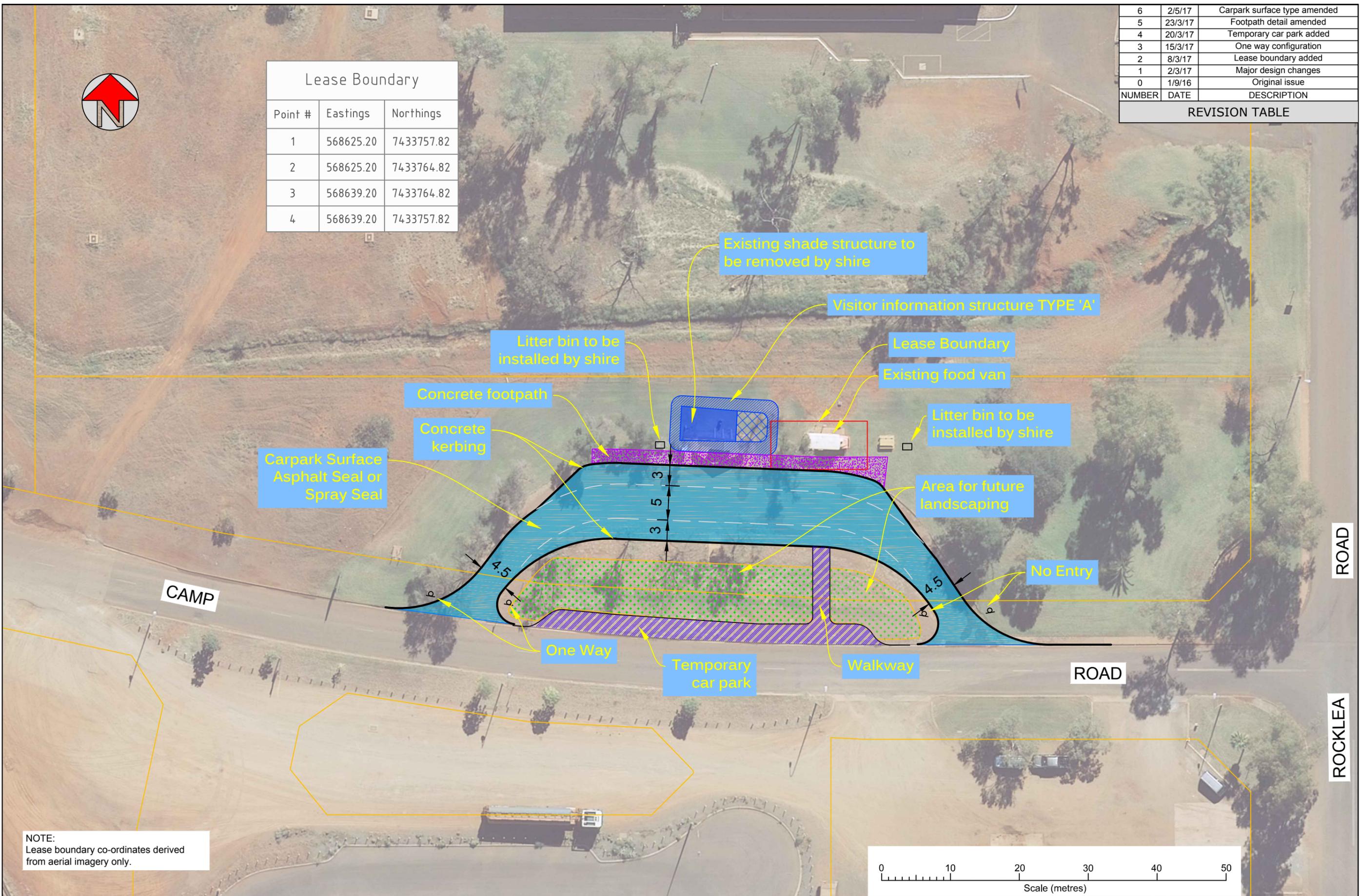
Schedule of Fees and Charges 2017/18

G/L Code	Responsible Officer	Description	Basis of Charge	GST Y/N	Statutory fee "S"	Adopted Fees 2016/17	Proposed Fees 2017/18 V2	Forecast Income	Change (\$)	Change (%)	NEW?	Act or Regulation
102613	Director Infrastructure	As above	tonnes	Y			\$ 400.00					
100023	Director Infrastructure	Fire Extinguishers (Emptied) - Commercial and domestic charges apply. Must be decommissioned by an approved Contractor.	each	Y		\$ 15.00	\$ 15.30		\$ 0.30	2.00%		
100023	Director Infrastructure	Car, motorbike and light vehicle tyres (with or without rims) - Commercial and Domestic Charges Apply	each	Y		\$ 16.00	\$ 16.30		\$ 0.30	1.88%		
100023	Director Infrastructure	Truck tyres - with rims removed	each	Y		\$ 16.00	\$ 20.00		\$ 4.00	25.00%		
100023	Director Infrastructure	Commercial and Domestic Gas bottles (valve intact). Must be decommissioned by an approved method. Only accept GAS BOTTLES NOT GAS CYLINDERS	each	Y		\$ 15.00	\$ 15.30		\$ 0.30	2.00%		
100023	Director Infrastructure	Waste oil (cooking & machinery) - (Minimum Charge one litre) - Domestic - maximum 20 litres - Commercial - maximum 100 litres - Note: containers must be charged for separately	per litre	Y		\$ 2.00	\$ 2.05	\$ 1,310.00	\$ 0.05	2.50%		
100023	Director Infrastructure	Grease (Tubes and Containers) - (Minimum charge one litre)	per litre	Y		\$ -	\$ 10.00		\$ 10.00		Y	
100023	Director Infrastructure	Paints - (Minimum Charge one litre)	per litre	Y		\$ 2.00	\$ 2.05		\$ 0.05	2.50%		
100023	Director Infrastructure	Scrap Metal - (Minimum charge one cubic metre)	M3	Y		\$ 22.00	\$ 25.00	\$ 13,800.00	\$ 3.00	13.64%		
100023	Director Infrastructure	White Goods - Degassed Only - Certificate of Degassification to be provided	each	Y		\$ 22.00	\$ 22.40	\$ 8,097.58	\$ 0.40	1.82%		
100023	Director Infrastructure	Vehicle batteries (including motor cycle & boat) - Lead Acid Only	each	Y		\$ 11.00	\$ 11.20	\$ 381.15	\$ 0.20	1.82%		
100023	Director Infrastructure	Asbestos - not accepted	M3	Y					\$ -	#DIV/0!		
100023	Director Infrastructure	Burial Fee	per load	Y		\$ 54.00	\$ 55.00		\$ 1.00	1.85%		
100023	Director Infrastructure	Car Bodies Only - Commercial and Domestic Fees Apply - (All oils, fuels and batteries must be removed)	each	Y		\$ 54.00	\$ 55.00		\$ 1.00	1.85%		
100023	Director Infrastructure	Clean fill - suitable for site operations.	M3	Y			\$ 0.00	\$ -	\$ -	#DIV/0!		
100023	Director Infrastructure	Green Waste	M3	Y		0.00	\$ -		\$ -		Y	
100023	Director Infrastructure	Industrial Bulk Containers (IBCs) empty	each	Y		\$ 150.00	\$ 152.70		\$ 2.70	1.80%		
100023	Director Infrastructure	Deceased animal	each	Y		\$ 10.00	\$ 10.20		\$ 0.20	2.00%		
100023	Director Infrastructure	Medical waste (minimum charge 1m3)	M3	Y		\$ 160.00	\$ 163.00		\$ 3.00	1.88%		
102613	Director Infrastructure	As above	tonnes	Y			\$ 543.33					
100023	Director Infrastructure	Special Solid Waste (Industrial Bulk Container) - Full - Minimum charge \$1200.00	each	Y		\$ 1,200.00	\$ 1,220.00		\$ 20.00	1.67%		

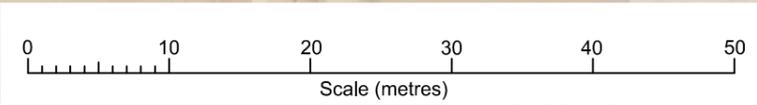
NUMBER	DATE	DESCRIPTION
6	2/5/17	Carpark surface type amended
5	23/3/17	Footpath detail amended
4	20/3/17	Temporary car park added
3	15/3/17	One way configuration
2	8/3/17	Lease boundary added
1	2/3/17	Major design changes
0	1/9/16	Original issue

REVISION TABLE

Lease Boundary		
Point #	Eastings	Northings
1	568625.20	7433757.82
2	568625.20	7433764.82
3	568639.20	7433764.82
4	568639.20	7433757.82



NOTE:
Lease boundary co-ordinates derived from aerial imagery only.



DESIGN PRELIMINARY UNLESS SIGNED TROY DAVIS Executive Manager of Infrastructure Services	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">DRAWN GW</td> <td style="width: 50%;">DESIGNED BH</td> </tr> <tr> <td>SURVEY</td> <td>CHECKED</td> </tr> <tr> <td colspan="2">Datum:</td> </tr> <tr> <td>Horizontal: MGA. Zone 50.</td> <td>Orig. Size</td> </tr> <tr> <td>Vertical: A.H.D.</td> <td>A3</td> </tr> </table>	DRAWN GW	DESIGNED BH	SURVEY	CHECKED	Datum:		Horizontal: MGA. Zone 50.	Orig. Size	Vertical: A.H.D.	A3	 Poinciana Street Tom Price WA 6751 Ph 08 9423 203	PROJECT TITLE SHIRE OF ASHBURTON PROPOSED VISITOR INFORMATION AREA SHEET TITLE CONCEPT - PARABURDOO	SCALE 1:500 DWG No. 160807-PBO-01	DATE SEPTEMBER 2016 REV No. 6
DRAWN GW	DESIGNED BH														
SURVEY	CHECKED														
Datum:															
Horizontal: MGA. Zone 50.	Orig. Size														
Vertical: A.H.D.	A3														



shire of Ashburton

**VISITOR
INFORMATION
BAYS**

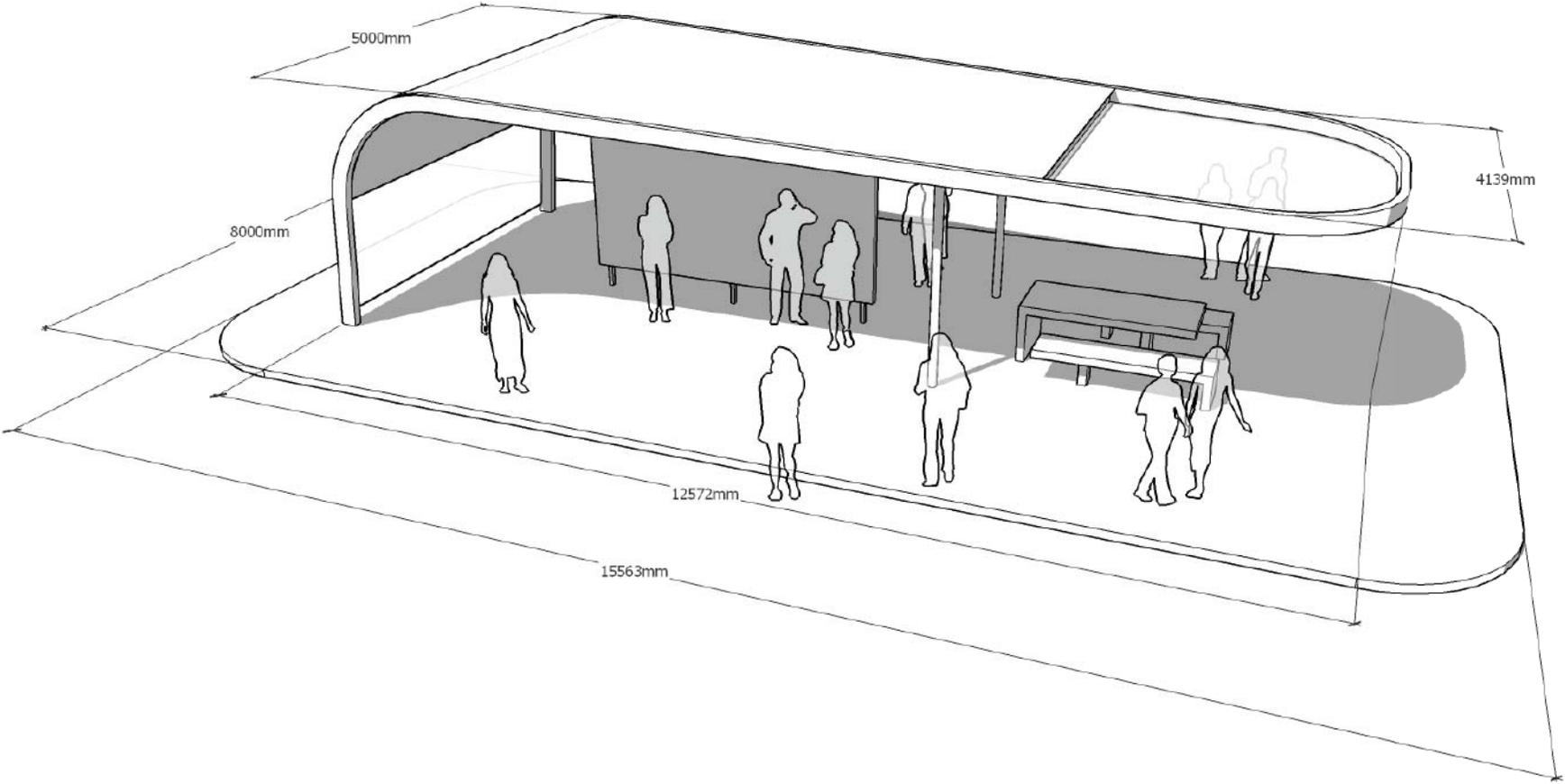


key2
creative
smarter communications

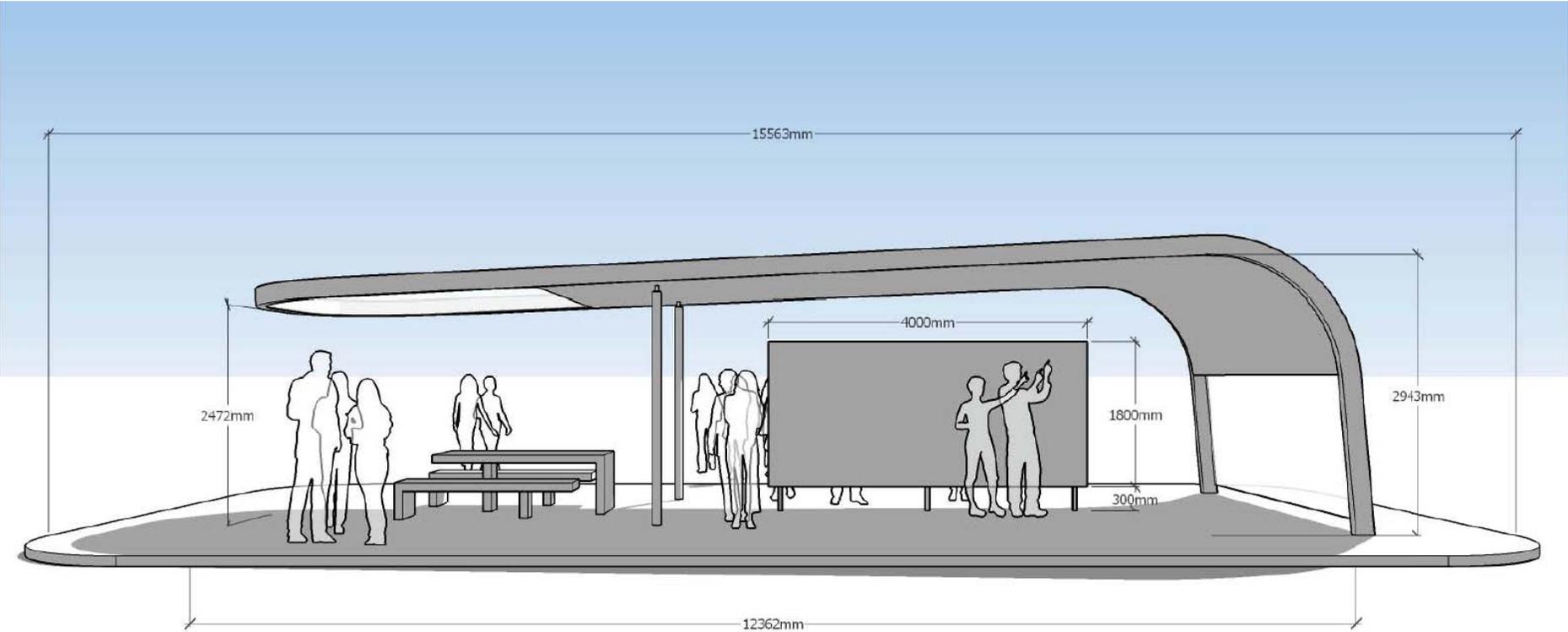
Visitor Information Bays

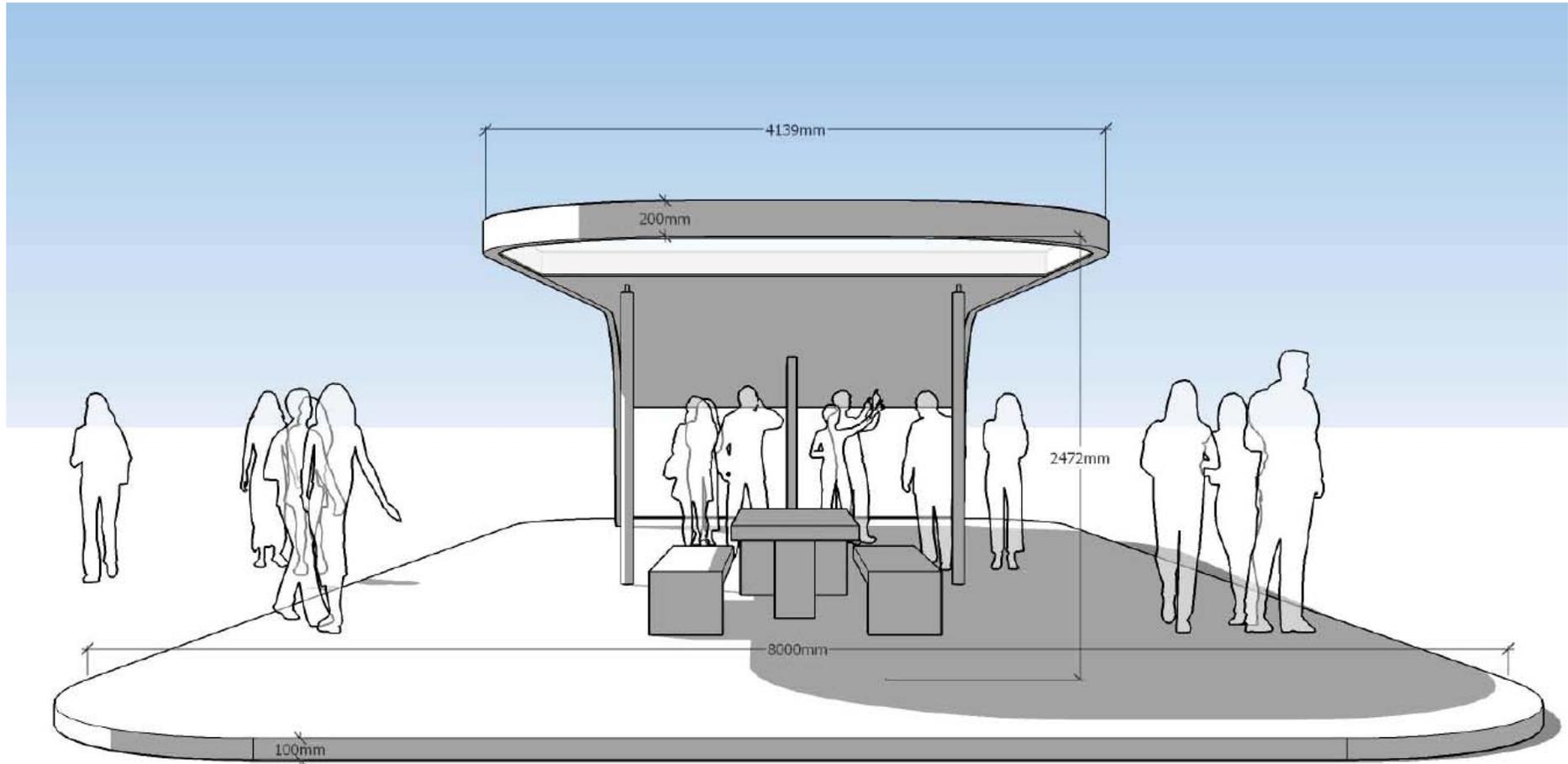
Measurements

Visitors Information Bay
TYPE A – LARGE (WITH SEATING)

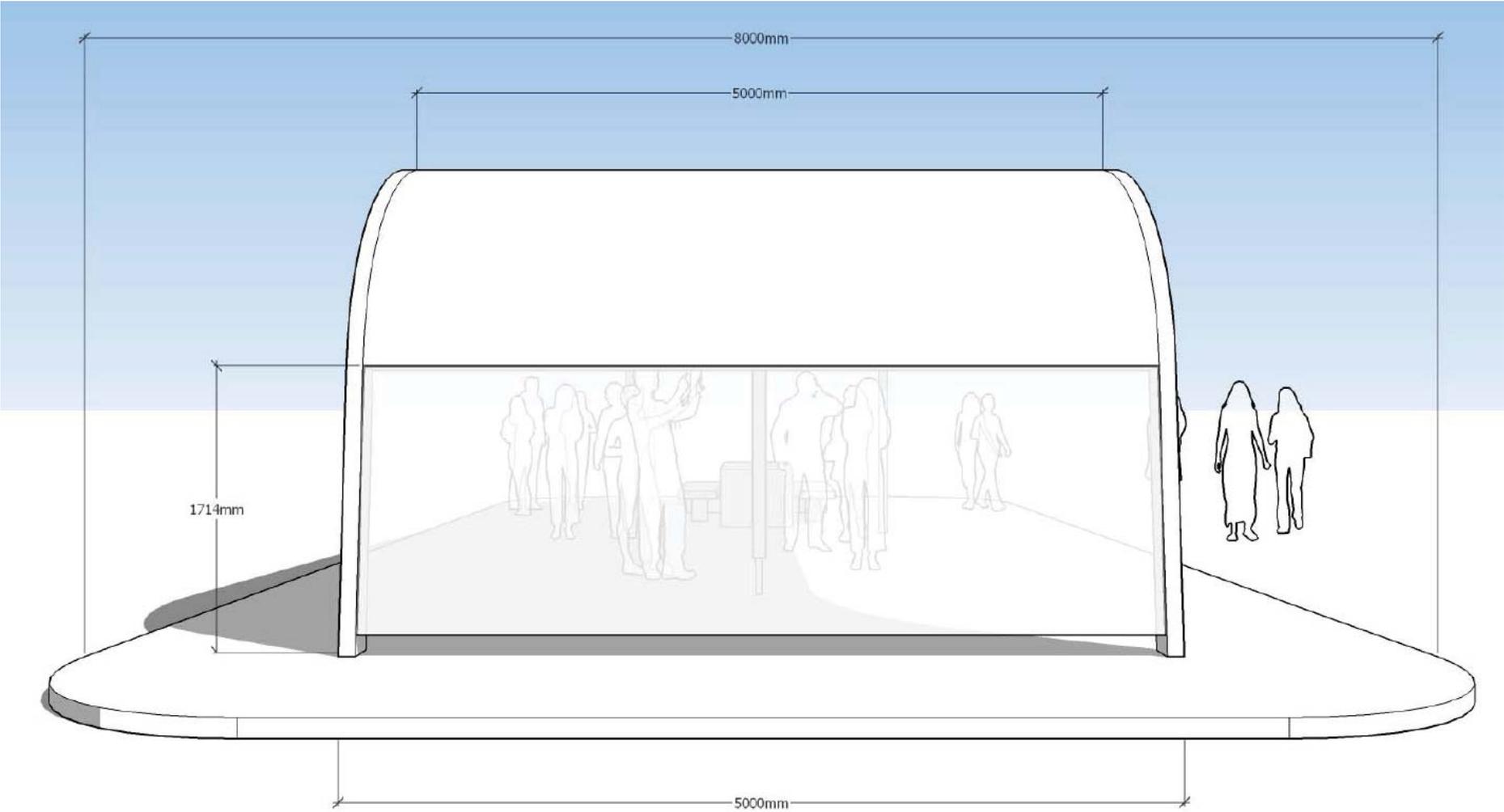


Visitors Information Bay
TYPE A – LARGE (WITH SEATING)





Visitors Information Bay
TYPE A – LARGE (WITH SEATING)



Visitors Information Bay
TYPE A – LARGE (WITH SEATING)



- ① CORTEN STEEL STRUCTURE
- ② CORTEN STEEL LASER CUT PANEL
- ③ 4 X 1.8M INFORMATION SIGN
- ④ CONCRETE PAD
- ⑤ TABLE SETTING

Visitors Information Bay
TYPE A – LARGE (WITH SEATING)



- ① CORTEN STEEL STRUCTURE
- ② CORTEN STEEL LASER CUT PANEL
- ③ 4 X 1.8M INFORMATION SIGN
- ④ CONCRETE PAD
- ⑤ TABLE SETTING

EMPLOYMENT

General Positions



SHIRE OF ASHBURTON

NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATES 2017/18

In accordance with section 6.36 of the Local Government Act 1995, the Shire of Ashburton hereby gives notice of its intention to impose the following differential rates and minimum payment.

Rate Code Description: GRV Commercial/Industrial/Tourism:
Rate in the S: 0.052081
General Minimum Payment S: 1037.50

Rate Code Description: GRV Residential/Community
Rate in the S: 0.051980
General Minimum Payment S: 830.00
Lesser* Minimum Payment S: 622.50

Rate Code Description: UV Mining/Industrial
Rate in the S: 0.390116
General Minimum Payment S: 1037.50

Rate Code Description: UV General
Rate in the S: 0.198959
General Minimum Payment S: 1037.50

The figures shown above are estimates and may change as part of Council deliberations after consideration of any submission.

Submissions are invited from electors and ratepayers in respect of the proposed rates, minimum payment and any related matters by 12:00 noon Friday 14 July 2017.

Submissions are to be addressed to the Chief Executive Officer, PO Box 567, Tom Price WA 6751 or via email soa@ashburton.wa.gov.au.

Electors and ratepayers may view a document describing the objects and reasons for each proposed rate and the minimum payment at the Shire of Ashburton offices and libraries during normal working hours or at www.ashburton.com.au/the-shire/rates

Dale Stewart
Acting Chief Executive Officer

Cheer on your local team



See sporting notices appearing every day in

The West Australian



Simple Price-Wise Cremations

Budget *Quality* Affordable
Cremation Service

From \$2440*

Incl Cremation Fee

Metropolitan Area Only 24/7

9381 7022

*Conditions Apply

Deceased Estates

TRUSTEES ACT 1962

DECEASED ESTATES

Notice to Creditors and Claimants

CREDITORS and other persons having claims (to which Section 63 of the Trustees Act 1962 relates) in respect of the Estates of the undermentioned deceased persons are required to send particulars of their claims to me on or 23 July 2017 after which date I may convey or distribute the assets, having regard only to the claims of which I then have notice.

BULLEN, Glen, also known as Glen Marcus Bullen, late of Cotton Creek Community via Newman formerly of 35 Spoonbill Crescent, South Hedland died 04.05.2015 (DE33130731 EM26)

GRIFFIN, Noel Douglas, also known as Noel Douglas Griffen, late of Italian Community Nursing Home, 33 Kent Road, Marangaroo, died 31.08.2016 (DE33050172 EM37)

HOLMES, Bertha Helen, late of Windsor Park Aged Care Facility, 110 Star Street, Carlisle died 12.04.2017 (DE19830598 EM36)

MAINWARING, Maurice Murray, also known as Murray, late of Regent Gardens, 248 Lyon Road, Aubin Grove, died 20.05.2017 (DE19671521 EM36)

MATHIE, Neil, also known as Neil S Mathie, late of Concorde Nursing Home, 25 Anstey Street, South Perth, died 17.08.2015 (PM33095723 TM52)

MOULES, Ronald Bruce, late of 28 Wilderness Drive, Dawesville, died 05.04.2017 (DE19960960 EM113)

TOWNSEND, Lesley Kathleen, late of Unit 158 Sunderland House, Airforce Estate, Bull Creek Drive, Bull Creek died 10.05.2017 (DE19753839 EM13)

TREWERN, Hazel Maud.

TRACTOR DRIVER/Farmhand
Seeding wheat crops. D/lic. Australian exp. Immed start.
9061 7027 0429 635 001

TRANSPORT DRIVERS & COURIERS



DRIVERS REQUIRED

MC lic for E/W. Small family company. Good conditions.
Ph Jason 0419 915 264

Trades and Technical

MOTOR MECHANIC
Fulltime for busy workshop in Malaga. Experience essential.
lp6616801@gmail.com

Local Govt. Notices



SHIRE OF ASHBURTON ADOPTED FEES AND CHARGES FOR THE 2017/2018 FINANCIAL YEAR

FEES TO APPLY FROM 1 JULY 2017

Notice is hereby given pursuant to Section 1.7 in conjunction to Section 6.19 of the Local Government Act 1995, that the Shire of Ashburton has Adopted Fees and Charges for the 2017/18 financial year, effective from 1 July 2017.

The schedule of fees and charges for financial year 2017/18 has been adopted by Council at the ordinary meeting held on 20 June 2017.

The fees and charges schedule is available at all Shire Offices and can also be downloaded from the website at www.ashburton.wa.gov.au

Dale Stewart

ral Service to the life of odore Symons conducted at TTA Cemetery, Chapel, on Y (29.6.2017) ing at 10.30am. nclusion of the e cortege will for a Burial ing at 12.30pm.



HATLEY CRES
S 9370 5315
funerals.com.au

DN:
and friends are invited to attend a on of Life Service yl Thompson to Our Chapel 401 o Road Balcatta SDAY (27.6.2017) ing at 12pm.



0 732 766
TTA - STIRLING

DN:
neral Service for Mr Clive Neville formerly of Arthur will take place in matorium Chapel, Street, BUNBURY, ing at 12pm SDAY Afternoon (17).

IAM BARRETT & SONS
9721 4311

BUNBURY
an eTribute at funerals.com.au

Funeral Directors

"After
rishment,
elter and
panionship
stories



Shire of Ashburton
 Administration Centre
 246 Poinciana Street
 PO Box 567, Tom Price, WA, 6751
 E soa@ashburton.wa.gov.au
 T (08) 9188 4444
 F (08) 9189 2252

Enquiries: (08) 9188 4444
 Our Ref: XX/XX

27 June 2017

ashburton.wa.gov.au

ABN 45 503 070 070

XXXXXX
 XXXXXX
 XXXXX
 WA xxx

Dear Mr xxx

RE: Proposed Differential Rates 2017/18 – Application for Concession

I am writing to inform you of recent Council decisions impacting your rates for 2017/18.

At the Council Meeting of 20 June 2017, Council resolved to apply a 2% increase to the 2016/17 rates in the dollar for most rate categories. For non-Mining UV properties however, including rural tourism and pastoral properties it is proposed for 2017/18 to have a new UV General Rate Category with an effective rate in the dollar of \$0.198959 for 2017/18, with a 71% eligibility concession (reduction) available to genuine pastoral properties on application.

The objectives and reasons for proposing this level and new rate category is set out in the 'Notice of Intention to Levy Differential Rates 2017/18' which may be viewed either on the Shire's website or at the Shires Administration Offices.

As a pastoral property owner, Council is considering granting you a concession equivalent to the difference payable between an increase of 2% on 2016/17 rate in the dollar levels and the proposed 2017/18 (i.e. \$0.198959) rate in the dollar subject to conditions.

In summary, your rates for 2017/18 are intended to reflect an increase of 2% on average given valuation increases / decreases that may have occurred with some properties from year to year.

Enclosed is the Shire's Draft 'Application for Concession' form which will need to be completed for Council to consider granting you a concession.



Council welcomes comment in writing to the undersigned, by Friday 14th July 2017 on the following:

- The proposal for a concession at 71% for eligible Pastoral properties and or the proposed draft Concession Form;
- The proposed 2% effective rate increase for Pastoral properties for 17/18; and
- Other such matters relating to the proposed differential rates for 17/18 as you might care to comment on.

Should you require further clarification of information on this proposal, then please contact, Saul Gordon Rates Clerk on telephone 08 9188 4442 or email at Saul.Gordon@Ashburton.wa.gov.au.

Yours Sincerely,

Dale Stewart
Acting Chief Executive Officer



Draft Application for Concession on Municipal Rates and Charges 2017/18

(This form is to be returned to Shire of Ashburton, PO Box 567, Tom Price WA 6751 or emailed to soa@ashburton.wa.gov.au)

Part A – Customer Details

Assessment No:

Business Name:

Station Name:

Full Name:

Address:

Suburb:

Postcode:

Contact (H):

(M):

Email:

Part B – Declaration to be completed by Pastoral Property Owners

I declare my Pastoral Property that relates to the Shire of Ashburton is (i) used predominantly for Pastoral purposes; (ii) is the predominant income generated for the owner from the property; and (iii) meets the Australian Taxation Office guideline of whether or not a person is carrying on the business of primary production per Subsection 995-1 (1) of the Income Tax Assessment Act 1936.

Signature of Applicant: _____ / ____ / ____

Office Use Only

- The application was received by 35 days of the date of issue of the applicant and that 50% of the rates were paid by the due date or entered into an eligible instalment arrangement.

SoA Signature: _____ / ____ / ____

Shire of Ashburton

Lot 246, Poinciana Street, Tom Price, 6751

PO Box 567, Tom Price, WA, 6751

T: (08) 9188 4444

F: (08) 9189 2252

E: soa@ashburton.wa.gov.au

Uncontrolled Document When Printed

SOA CS 063 Version 1.0 21/06/2017



Draft Application for Concession on Municipal Rates and Charges 2017/18

(This form is to be returned to Shire of Ashburton, PO Box 567, Tom Price WA 6751 or emailed to soa@ashburton.wa.gov.au)

Part A – Customer Details

Assessment No:	A50001	
Business Name:	CHEELA PLAINS PASTORAL CO PTY LTD	
Station Name:	Cheela Plains	
Full Name:	EVAN ROBERT PENSINI	
Address:	CHEELA PLAINS STATION, PMB 246	
Suburb:	PARABURDOO WA	Postcode: 6754
Contact	(H): 08 91 898 084	(M): 0451 898 084
Email:	robinpensini@bigpond.com	

Part B – Declaration to be completed by Pastoral Property Owners

I declare my Pastoral Property that relates to the Shire of Ashburton is (i) used predominantly for Pastoral purposes; (ii) is the predominant income generated for the owner from the property; and (iii) meets the Australian Taxation Office guideline of whether or not a person is carrying on the business of primary production per Subsection 995-1(4) of the Income Tax Assessment Act 1936.

Signature of Applicant: *Evan Pensini* - 4 1 7 1 2 0 1 7

Office Use Only

- The application was received by 35 days of the date of issue of the applicant and that 50% of the rates were paid by the due date or entered into an eligible instalment arrangement.

SoA Signature: _____ / ____ / ____



Draft Application for Concession on Municipal Rates and Charges 2017/18

(This form is to be returned to Shire of Ashburton, PO Box 567, Tom Price WA 6751 or emailed to soa@ashburton.wa.gov.au)

Part A – Customer Details

Assessment No: A34536

Business Name:

Station Name: Mt Stuart Station

Full Name: MARTIN + DE BURGH AVERY

Address: PO BOX 17

Suburb: BADGINNARA Postcode: 6521

Contact (H): 99430530 / 96524068 (M):

Email: avery01@acti08.net.au

Part B – Declaration to be completed by Pastoral Property Owners

I declare my Pastoral Property that relates to the Shire of Ashburton is (i) used predominantly for Pastoral purposes; (ii) is the predominant income generated for the owner from the property; and (iii) meets the Australian Taxation Office guideline of whether or not a person is carrying on the business of primary production per Subsection 995-1 (1) of the Income Tax Assessment Act 1936.

Signature of Applicant: Robert Avery 7/7/2017

Office Use Only

- The application was received by 35 days of the date of issue of the applicant and that 50% of the rates were paid by the due date or entered into an eligible instalment arrangement.

SoA Signature: _____ / / _____

(This form is to be returned to Shire of Ashburton, PO Box 567, Tom Price WA 6751 or emailed to soa@ashburton.wa.gov.au)

Part A – Customer Details	
Assessment No:	A34741
Business Name:	
Station Name:	MT STUART STATION
Full Name:	MARTIN + DEBORAH AVERY
Address:	PO BOX 17
Suburb:	BADGINARAH
Postcode:	6521
Contact	(H): 99430530 / 96524068 (M):
Email:	avery01@acti8.net.au

Part B – Declaration to be completed by Pastoral Property Owners
<p>I declare my Pastoral Property that relates to the Shire of Ashburton is (i) used predominantly for Pastoral purposes; (ii) is the predominant income generated for the owner from the property; and (iii) meets the Australian Taxation Office guideline of whether or not a person is carrying on the business of primary production per Subsection 995-1 (1) of the Income Tax Assessment Act 1936.</p>
<p>Signature of Applicant: <u>Deborah Avery</u> <u>7/7/2017</u></p>

Office Use Only
<input type="checkbox"/> The application was received by 35 days of the date of issue of the applicant and that 50% of the rates were paid by the due date or entered into an eligible instalment arrangement.
<p>SoA Signature: _____ / _____</p>



Draft Application for Concession on Municipal Rates and Charges 2017/18

(This form is to be returned to Shire of Ashburton, PO Box 567, Tom Price WA 6751 or emailed to soa@ashburton.wa.gov.au)

Part A – Customer Details	
Assessment No:	A35928
Business Name:	<i>V. C. Raja A. Bhargava. Corp</i>
Station Name:	Ullawarra Station
Full Name:	<i>Charlie Saffthorne</i>
Address:	<i>P.O. Box 1294</i>
Suburb:	<i>Pannawarron</i>
Postcode:	<i>6701</i>
Contact (H):	<i>08 99412998</i>
(M):	
Email:	

Part B – Declaration to be completed by Pastoral Property Owners
<p>I declare my Pastoral Property that relates to the Shire of Ashburton is (i) used predominantly for Pastoral purposes; (ii) is the predominant income generated for the owner from the property; and (iii) meets the Australian Taxation Office guideline of whether or not a person is carrying on the business of primary production per Subsection 995-1 (1) of the Income Tax Assessment Act 1936.</p>
<p>Signature of Applicant: <i>C. Saffthorne</i> / /</p>

Office Use Only
<input type="checkbox"/> The application was received by 35 days of the date of issue of the applicant and that 50% of the rates were paid by the due date or entered into an eligible instalment arrangement.
<p>SoA Signature: _____ / /</p>

SHIRE OF ASHBURTON
 Recd. No: *1773426*
 12 JUL 2017
 File: *RVO2*
 Officer: _____

Shire of Ashburton
 Lot 246, Poinciana Street, Tom Price, 6751
 PO Box 567, Tom Price, WA, 6751
 T: (08) 9188 4444
 F: (08) 9189 2252
 E: soa@ashburton.wa.gov.au
 Uncontrolled Document When Printed
 SOA CS 063 Version 1.0 21/06/2017



Peter Fairclough
General Manager – Policy, Government
& Public Affairs

14 July 2017

Mr Dale Stewart
A/Chief Executive Officer
Shire of Ashburton
PO Box 567
Tom Price WA 6751

Via email: soa@ashburton.wa.gov.au

Dear Mr Stewart

SHIRE OF ASHBURTON - PROPOSED DIFFERENTIAL RATES 2017-18

Thank you for the opportunity to comment on the Shire of Ashburton's proposed differential rates for 2017-18.

Chevron Australia Pty Ltd (Chevron) appreciates the Shire's consideration of previous years' submissions with respect to differential rates. We continue to have a strong interest in this matter as the operator of the Gorgon and Wheatstone projects and the Barrow Island oilfield, all of which are located within the Shire of Ashburton (Shire). All of these Chevron-operated assets pay annual rates to the Shire under the UV Mining/Industrial rate category.

Chevron notes the Shire has commissioned Moore Stephens to provide advice regarding the differential rates for this year, which offers considerable commentary on UV Mining/Industrial rate category, noting among other things that –

- Most of the Shire's rate revenue is derived from UV properties and a high percentage is generated from the Mining/Industrial differential rate;
- The rate in the dollar is high compared to the comparison local governments; and
- A small number of assessments contribute the majority of the revenue.

These points are borne out by the 2016-17 Budget whereby around \$23 million or around 80% of the Shire's budgeted rate revenue has been derived from this category of ratepayer. Moore Stephens also highlights that, of comparison Shires, the Shire of Ashburton already applies the highest rate in the dollar for mining related properties, based on the 2016-17 rate.

Noting the foregoing, the Shire's Notice of Intention to Levy Differential Rates, proposing a rate increase to 39.0116 cents per dollar for the UV Mining/Industrial category, is of significant concern to Chevron.

The comments contained within the Supporting Statement of Rating Information for 2017-18 that the increased rate is to *'reflect the additional financial impact mining and related industries have on Shire infrastructure and services relevant to other land use types'* does not acknowledge the additional contribution to the Shire by Chevron, nor the unique circumstances of our operations, particularly on Barrow Island which have no impact on Shire infrastructure and services.

Our Gorgon and Barrow Island oil operations are entirely self-sufficient, given their remote location.

In relation to the Wheatstone Project, the lots held by Chevron within the Ashburton North Strategic Industrial area (Lots 567, 568 & 1577) were developed by Chevron, with the Wheatstone joint venture participants bearing all associated costs including:

- Structure Plan/s;
- Wheatstone Development Plan;
- rezoning land;
- planning approvals;
- building assessment;
- road construction and maintenance;
- filling and drainage;
- water supply;
- waste water treatment;
- power generation;
- rubbish collection and disposal; and
- recreation facilities.

The Chevron LNG Plants and Accommodation has minimal financial impact on the Shire's infrastructure and services. The development of the Barrow Island operations have also been wholly borne by Chevron and its JV partners.

More than \$250 million has been committed by the Wheatstone Project to social and critical infrastructure for the Onslow community. Additionally, Chevron maintains a number of private roads, electricity, water and waste services to minimise the burden on municipal services.

The Supporting Statement of Rating Information for 2017-18 also states:

'The objective is to raise a higher level of rate revenue from mining and related infrastructure properties than from other UV General category properties to contribute toward current and future costs associated with the provision of civil infrastructure for services and facilities including, but not limited to, transport, recreation, community and leisure facilities, waste management and planning and development costs.'

Chevron considers this rationale to be inequitable and does not reflect that the UV Mining/Industrial category is a small group of ratepayers, that already contribute 80% of the Shire's revenue. Again, the Wheatstone Project's contribution to the Onslow community has delivered transport, recreation community and leisure facilities to the town.

The Moore Stephens rate review report identifies the established rating principles of:

- objectivity;
- fairness and equity;
- consistency;

- transparency; and
- administrative efficiency.

The Report notes: *Rating structures should identify the predominant use of the land by means of an objective Assessment.* In terms of fairness and equity the report notes the Department of Local Government and Communities under delegated authority from the Minister for Local Government wrote to the Shire in August 2015 stating:

'In the future, the Shire may wish to consider establishing separate categories to take account of the different types of activity in the current UV Mining/Industrial category to ensure fairness and equity among the diverse ratepayers in the category.'

Chevron would be interested in exploring this matter further with the Shire in the interests of better achieving established rating principles.

In the interim, Chevron recommends no increase to the current rate for UV Mining/Industrial ratepayers.

Chevron acknowledges the challenges of determining the 2017-18 council rates. However, Chevron is concerned that the 2016-17 rate of 38.2467 cents per dollar for UV Mining/Industrial ratepayers is already high and the proposed increase does not reflect the considerable contribution from the resources sector ratepayers and perpetuates an inequitable rates burden.

Chevron therefore seeks that the Shire reconsider the differential rate for the UV Mining/Industrial category and would welcome the opportunity to discuss this matter with you.

Please contact Cara Babb (Government Affairs Advisor) on 9216 4490 or Cara.Babb@chevron.com if you would like to discuss this matter further.

Yours sincerely



Peter Fairclough

Rating Model 2017/18

Rate Category	Total Props	UV	GRV	General Min	Lesser Min	RiD	2016/17 RiD	RiD diff	Calculated Rates	Props on Min	Concession	Actual Rates to Raise
GRV RESIDENTIAL/COMMUNITY	2,619		85,438,414	830	622.50	\$ 0.051853	\$ 0.050961	1.75%	\$ 4,430,237	120	7%	4,498,292
GRV COMMERCIAL/INDUSTRIAL/TOURISM	187		20,548,404	1,037.50		\$ 0.051954	\$ 0.051060	1.75%	\$ 1,067,572	48		1,092,666
UV MINING/INDUSTRIAL	985	73,482,703		1,037.50		\$ 0.389160	\$ 0.382467	1.75%	\$ 28,596,529	417		28,849,782
UV GENERAL	45	6,995,147		1,037.50		\$ 0.198472	\$ 0.162445	22.18%	\$ 1,388,341	4	67%	1,390,103
	5113	148,252,486	129,415,082						35,482,679			35,830,843