



Shire of
Katanning
Heart of the Great Southern

Monthly Financial Reports
June 2024



Heart of the Great Southern



SHIRE OF KATANNING

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 June 2024

*LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

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SHIRE OF KATANNING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

	Supplementary Information	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	8	5,020,494	5,020,494	5,016,765	(3,729)	(0.07%)	
Grants, subsidies and contributions	12	1,906,827	1,906,827	3,254,601	1,347,774	70.68%	▲
Fees and charges		1,916,732	1,916,732	2,147,475	230,743	12.04%	▲
Interest revenue		434,000	434,000	517,761	83,761	19.30%	▲
Other revenue		301,707	301,707	332,077	30,370	10.07%	▲
Profit on asset disposals	4	188,453	188,453	59,824	(128,629)	(68.26%)	▼
		9,768,213	9,768,213	11,328,503	1,560,290	15.97%	
Expenditure from operating activities							
Employee costs		(4,899,447)	(4,899,447)	(4,578,763)	320,684	6.55%	▲
Materials and contracts		(4,657,078)	(4,657,078)	(3,409,249)	1,247,829	26.79%	▲
Utility charges		(508,844)	(508,844)	(528,271)	(19,427)	(3.82%)	▼
Depreciation		(5,342,903)	(5,342,903)	(6,741,625)	(1,398,722)	(26.18%)	▼
Finance costs		(133,326)	(133,326)	(121,495)	11,831	8.87%	▲
Insurance		(490,713)	(490,713)	(477,713)	13,000	2.65%	▲
Other expenditure		(381,863)	(381,863)	(346,922)	34,941	9.15%	▲
Loss on asset disposals	4	(34,996)	(34,996)	0	34,996	100.00%	▲
		(16,449,170)	(16,449,170)	(16,204,038)	245,132	1.49%	
Non-cash amounts excluded from operating activities	Note 2(b)	5,189,446	5,321,089	7,023,796	1,702,707	32.00%	▲
Amount attributable to operating activities		(1,491,511)	(1,359,868)	2,148,261	3,508,129	257.98%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	471,593	471,593	301,261	(170,332)	(36.12%)	▼
Proceeds from disposal of assets	4	434,500	379,500	159,325	(220,175)	(58.02%)	▼
Proceeds from financial assets at amortised cost - self supporting loans		21,041	21,041	21,041	0	0.00%	
		927,134	872,134	481,627	(390,507)	(44.78%)	
Outflows from investing activities							
Payments for financial assets at amortised cost - self supporting loans		(21,041)	0	0	0	0.00%	
Payments for property, plant and equipment	3	(2,964,991)	(2,964,991)	(1,284,619)	1,680,372	56.67%	▲
Payments for construction of infrastructure	3	(1,241,180)	(1,241,180)	(441,760)	799,420	64.41%	▲
Amount attributable to investing activities		(3,300,078)	(3,334,037)	(1,244,752)	2,089,285	62.67%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	2	2,163,356	641,967	641,967	0	0.00%	
		2,163,356	641,967	641,967	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	9	(284,958)	(284,958)	(284,958)	0	0.00%	
Payments for principal portion of lease liabilities	10	(15,095)	0	0	0	0.00%	
Transfer to reserves	2	(732,497)	0	(721,058)	(721,058)	0.00%	▼
		(1,032,550)	(284,958)	(1,006,016)	(721,058)	(253.04%)	
Amount attributable to financing activities		1,130,806	357,009	(364,050)	(721,058)	(201.97%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		3,644,668	3,644,668	3,740,273	95,605	2.62%	▲
Amount attributable to operating activities		(1,491,511)	(1,359,868)	2,148,261	3,508,129	257.98%	▲
Amount attributable to investing activities		(3,300,078)	(3,334,037)	(1,244,752)	2,089,285	62.67%	▲
Amount attributable to financing activities		1,130,806	357,009	(364,050)	(721,058)	(201.97%)	▼
Surplus or deficit after imposition of general rates		(16,115)	(692,228)	4,279,732	4,971,960	718.25%	▲

KEY INFORMATION

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

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

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

SHIRE OF KATANNING
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 JUNE 2024

	Supplementary Information	30/06/2023	30 Jun 2024
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	1	10,971,581	11,128,092
Trade and other receivables		1,379,661	1,417,104
Other financial assets		4,317,399	4,481,353
Inventories	6	20,508	14,684
TOTAL CURRENT ASSETS		16,689,149	17,041,233
NON-CURRENT ASSETS			
Trade and other receivables		268,322	268,322
Other financial assets		392,607	416,292
Property, plant and equipment		57,764,644	55,794,788
Infrastructure		159,148,685	156,110,011
Right-of-use assets		15,319	15,319
Intangible assets		56,839	52,077
TOTAL NON-CURRENT ASSETS		217,646,416	212,656,809
TOTAL ASSETS		234,335,565	229,698,042
CURRENT LIABILITIES			
Trade and other payables	7	859,231	296,347
Other liabilities	11	4,422,028	4,865,089
Lease liabilities	10	15,095	15,095
Borrowings	9	284,958	0
Employee related provisions	11	630,441	630,441
Other provisions	11	1,112,890	929,590
TOTAL CURRENT LIABILITIES		7,324,643	6,736,562
NON-CURRENT LIABILITIES			
Lease liabilities	10	955	955
Borrowings	9	3,300,082	3,300,081
Employee related provisions		100,850	100,850
Other provisions		573,803	573,804
TOTAL NON-CURRENT LIABILITIES		3,975,690	3,975,690
TOTAL LIABILITIES		11,300,333	10,712,252
NET ASSETS		223,035,232	218,985,790
EQUITY			
Retained surplus		95,010,768	90,882,234
Reserve accounts	2	7,733,795	7,812,887
Revaluation surplus		120,290,669	120,290,669
TOTAL EQUITY		223,035,232	218,985,790

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

Judgements and estimates

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

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

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

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

SIGNIFICANT ACCOUNTING POLICES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 11 July 2024

SHIRE OF KATANNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

		Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 Jun 2024
(a) Net current assets used in the Statement of Financial Activity				
Current assets		\$	\$	\$
Cash and cash equivalents	1	5,896,054	10,971,581	11,128,092
Trade and other receivables		1,320,712	1,379,661	1,417,104
Other financial assets		4,343,573	4,317,399	4,481,353
Inventories	6	20,508	20,508	14,684
		11,580,847	16,689,149	17,041,233
Less: current liabilities				
Trade and other payables	7	(859,231)	(859,231)	(296,347)
Other liabilities	11	(4,422,028)	(4,422,028)	(4,865,089)
Lease liabilities	10	0	(15,095)	(15,095)
Borrowings	9	0	(284,958)	0
Employee related provisions	11	(630,441)	(630,441)	(630,441)
Other provisions	11	(1,112,890)	(1,112,890)	(929,590)
		(7,024,590)	(7,324,643)	(6,736,562)
Net current assets		4,556,257	9,364,506	10,304,671
Less: Total adjustments to net current assets	Note 2(c)	(4,556,257)	(5,624,233)	(6,024,939)
Closing funding surplus / (deficit)		0	3,740,273	4,279,732

(b) Non-cash amounts excluded from operating activities

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

		Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash amounts excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	4	(188,453)	(188,453)	(59,824)
Less: Movement in liabilities associated with restricted cash				318,310
Add: Loss on asset disposals	4	34,996	34,996	0
Add: Depreciation		5,342,903	5,342,903	6,741,625
- Financial assets at amortised cost - term deposits				23,685
- Pensioner deferred rates		0	15,173	0
- Employee provisions		0	(19,362)	0
- Other provisions		0	135,832	0
Total non-cash amounts excluded from operating activities		5,189,446	5,321,089	7,023,796

(c) Current assets and liabilities excluded from budgeted deficiency

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

		Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 Jun 2024
Adjustments to net current assets				
		\$	\$	\$
Less: Reserve accounts	2	(6,302,936)	(7,733,795)	(7,812,887)
Less: Financial assets at amortised cost - self supporting loans	6		0	26,174
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	9	0	284,958	0
- Current portion of lease liabilities	10	0	15,095	15,095
- Current portion of other provisions held in reserve		1,116,238	1,179,068	1,116,238
- Current portion of employee benefit provisions held in reserve	2	630,441	630,441	630,441
Total adjustments to net current assets	Note 2(a)	(4,556,257)	(5,624,233)	(6,024,939)

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF KATANNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

3 EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2023-24 year is \$10,000 or 5.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
Grants, subsidies and contributions	1,347,774	70.68%	▲
<i>Grants yet to be transferred from liabilities for the following purposes: Local Roads & Community Infrastructure, Every Club Grant, Insurance Scheme bonus - See Note 12 for detailed breakdown</i>			
Fees and charges	230,743	12.04%	▲
<i>Additional income from KLC Kiosk, KLC Membership Fees & Refuse Site Disposal Fees, & Building Licences</i>			
Interest revenue	83,761	19.30%	▲
<i>Interest continues to be higher than predicted due to interest rates.</i>			
Other revenue	30,370	10.07%	▲
<i>Additional income received for training reimbursements, and workers' compensation reimbursements.</i>			
Profit on asset disposals	(128,629)	(68.26%)	▼
<i>2023/2024 Asset disposals yet to occur in asset register</i>			
Expenditure from operating activities			
Employee costs	320,684	6.55%	▲
<i>Reduced costs primarily in area of Workers' Compensation Insurance, training & development, and works program</i>			
Materials and contracts	1,247,829	26.79%	▲
<i>Reduced costs primarily in area of demolition of recreation facilities, fire prevention, cemetery master plan, community development grant expenditure, KLC & reserves works program, rural road maintenance, KAC maintenance, building maintenance programs.</i>			
Utility charges	(19,427)	(3.82%)	▼
<i>Utility charges higher than predicted</i>			
Depreciation	(1,398,722)	(26.18%)	▼
<i>Depreciation will be increased due to 2022/2023 Audit qualification - bringing forward \$1,151,303 from that year.</i>			
Finance costs	11,831	8.87%	▲
<i>Costs lower than predicted.</i>			
Insurance	13,000	2.65%	▲
<i>Reduced costs on insurances relating to Infrastructure (Public Works Overheads)</i>			
Other expenditure	34,941	9.15%	▲
<i>Costs lower than predicted</i>			
Loss on asset disposals	34,996	100.00%	▲
<i>2023/2024 Asset disposals yet to occur in asset register</i>			
Non-cash amounts excluded from operating activities	1,702,707	32.00%	▲
<i>Increase in depreciation</i>			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(170,332)	(36.12%)	▼
<i>Reduced income due to RRG grant lower than expected, R2R not being claimed, and ChargeUp grant not being claimed</i>			
Proceeds from disposal of assets	(220,175)	(58.02%)	▼
<i>Sale of Land (21 Kaatanup Loop) not included in budget. Loader & Prim Mover disposed - other assets pending disposal</i>			
Outflows from investing activities			
Payments for property, plant and equipment	1,680,372	56.67%	▲
<i>Refer to Note 3 for details on Capital Program</i>			
Payments for construction of infrastructure	799,420	64.41%	▲
<i>Refer to Note 3 for details on Capital Program</i>			
Outflows from financing activities			
Transfer to reserves	(721,058)	0.00%	▼
<i>See Note 2 for details of variances</i>			
Surplus or deficit at the start of the financial year	95,605	2.62%	▲
<i>Will be confirmed following end-of-year processing</i>			
Surplus or deficit after imposition of general rates	4,971,960	718.25%	▲
<i>Will be confirmed following end-of-year processing</i>			

SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION

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SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

1 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash at Bank	Cash and cash equivalents	3,315,206		3,315,206		CBA	0.20%	
Term Deposit	Financial assets at amortised cost	0	4,507,527	4,507,527		WATC	4.39%	
Reserve Funds	Cash and cash equivalents	0	7,812,886	7,812,886		CBA	0.20%	
Trust Funds	Cash and cash equivalents	0	0		17,830	CBA	0.20%	
Total		3,315,206	12,320,413	15,635,619	17,830			
Comprising								
Cash and cash equivalents		3,315,206	7,812,886	11,128,092	17,830			
Financial assets at amortised cost		0	4,507,527	4,507,527	0			
		3,315,206	12,320,413	15,635,619	17,830			

KEY INFORMATION

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

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

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

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

SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024

2 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Leave reserve	744,023	25,050	0	0	769,073	744,023	32,563	0	0	776,586
Plant Replacement Reserve	511,587	14,300	50,687	(300,000)	276,574	511,587	20,160	0	(300,012)	231,735
Amherst Village Building Maintenance Reserve	181,757	2,400	10,000	(40,000)	154,157	181,757	7,955	10,000	0	199,712
Amherst Village Refundable Deposit Reserve	1,179,038	42,200	0	(105,000)	1,116,238	1,179,038	51,591	0	(142,800)	1,087,829
Old Saleyards Reserve	915,887	32,000	0	(350,000)	597,887	915,887	40,085	0	0	955,972
Waste Management Reserve	438,651	14,400	0	0	453,051	438,651	19,198	0	0	457,849
Land & Building Reserve	1,607,621	55,350	10,000	(1,081,506)	591,465	1,607,621	70,348	0	(159,155)	1,518,814
Land & Building Facilities for Seniors Reserve	350,819	11,500	0	(60,000)	302,319	350,819	15,354	0	0	366,173
Regional Sheep Saleyards Reserve	698,238	25,000	140,000	(96,850)	766,388	698,238	30,569	140,000	0	868,807
Christmas Decoration Reserve	62,810	1,820	10,000	(50,000)	24,630	62,810	2,749	0	0	65,559
GRV Revaluation Reserve	63,369	1,830	10,000	(50,000)	25,199	63,369	2,771	0	(40,000)	26,140
Quartermaine Oval Reserve	306,030	8,840	50,000	0	364,870	306,030	13,397	50,000	0	369,427
KLC Facilities Reserve	225,788	8,280	102,310	0	336,378	225,788	9,889	102,310	0	337,987
Election Reserve	34,237	890	10,000	(30,000)	15,127	34,237	1,498	0	0	35,735
Library Building Reserve	17,886	530	2,500	0	20,916	17,886	783	2,500	0	21,169
Community & Economic Development Reserve	270,770	8,900	0	0	279,670	270,770	11,850	0	0	282,620
Lake Ewlyamartup Facilities Reserve	20,575	550	5,000	0	26,125	20,575	901	5,000	0	26,476
Parks & Playgrounds Reserve	62,328	1,680	15,000	0	79,008	62,328	2,729	15,000	0	80,057
Katanning Aquatic Centre Reserve	6,959	1,180	15,000	0	23,139	6,959	306	15,000	0	22,265
Housing Reserve	35,422	300	45,000	0	80,722	35,422	1,553	45,000	0	81,975
	7,733,795	257,000	475,497	(2,163,356)	6,302,936	7,733,795	336,248	384,810	(641,967)	7,812,887

3 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - specialised	1,171,506	1,171,506	159,155	(1,012,351)
Plant and equipment	1,144,681	1,144,681	1,070,907	(73,774)
Motor Vehicles	288,230	288,230	44,057	(244,173)
Equipment	189,432	189,432	0	(189,432)
Paintings & Sculptures	171,142	171,142	10,500	(160,642)
Acquisition of property, plant and equipment	2,964,991	2,964,991	1,284,619	(1,680,372)
Infrastructure - roads	1,062,898	1,062,898	395,259	(667,639)
Footpaths	31,836	31,836	4,545	(27,291)
Parks & Ovals	92,000	92,000	0	(92,000)
Other	27,966	27,966	26,115	(1,851)
Bridges	26,480	26,480	15,841	(10,639)
Acquisition of infrastructure	1,241,180	1,241,180	441,760	(799,420)
Total capital acquisitions	4,206,171	4,206,171	1,726,379	(2,479,792)
Capital Acquisitions Funded By:				
Capital grants and contributions	471,593	471,593	301,261	(170,332)
Other (disposals & C/Fwd)	434,500	379,500	159,325	(220,175)
Reserve accounts				
Plant Replacement Reserve	300,000		300,012	300,012
Amherst Village Building Maintenance Reserve	40,000		0	0
Amherst Village Refundable Deposit Reserve	105,000		142,800	142,800
Old Saleyards Reserve	350,000		0	0
Land & Building Reserve	1,081,506		159,155	159,155
Land & Building Facilities for Seniors Reserve	60,000		0	0
Regional Sheep Saleyards Reserve	96,850		0	0
Christmas Decoration Reserve	50,000		0	0
GRV Revaluation Reserve	50,000		40,000	40,000
Election Reserve	30,000		0	0
Contribution - operations	1,136,722	3,355,078	623,827	(2,731,251)
Capital funding total	4,206,171	4,206,171	1,726,379	(2,479,792)

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

Initial recognition and measurement for assets held at cost

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

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

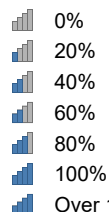
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The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

**SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2024**

3 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



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

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

		Amended		YTD Actual	Variance (Under)/Over
Account Description		Budget	YTD Budget		
		\$	\$	\$	\$
0304	Equipment - At Cost - Members	55,000	55,000	0	(55,000)
AC001	Purchase Of 01KA Ceo	68,230	68,230	0	(68,230)
CC05	CCTV Upgrades	25,000	25,000	0	(25,000)
CC07	CCTV - Town Upgrades	109,432	109,432	0	(109,432)
Z212	Amherst Bathroom Renovations	40,000	40,000	0	(40,000)
ST75	ECH Planning	1,026,506	1,026,506	159,155	(867,351)
PP04	Piesse Lake Residential Development	3,369	3,369	0	(3,369)
2676	Paintings & Sculptures - At Cost - Noongar Story Public Artwork Project	171,142	171,142	10,500	(160,642)
2677	Infrastructure Parks & Ovals - At Cost - Meeting Place	92,000	92,000	0	(92,000)
Z250	Cemetery Toilet Facilities	105,000	105,000	0	(105,000)
OI104	Wayfinding Signage	580	580	481	(99)
C010	Cullen Street Slk 0.00-0.70 (R2R)	13,334	13,334	0	(13,334)
C011	Clive St Carriageway (Conroy/Piesse)	32,062	32,062	0	(32,062)
C120	Curlew Street Slk 0.00-1.36 Gravel Resheet	3,409	3,409	0	(3,409)
C123	Tree Street Slk 0.00-0.35 Gravel Resheet	3,409	3,409	0	(3,409)
C127	Warren Road Slk 4.8-7.8 (Rrg)	14,009	14,009	3,676	(10,333)
C129	Carew Street Slk 0.62-0.947 (Rrg)	42,484	42,484	449	(42,035)
C131	Lake Coyrecup Road Slk 0.026-5.286 (R2R)	574	574	0	(574)
C132	Tabenup Road Slk 0.00-2.00 (R2R)	5,665	5,665	0	(5,665)
C133	Kiddie Road Slk 0.00-2.10 Gravel Resheet	5,430	5,430	0	(5,430)
C134	Dore Street Realignment & Associated Works	350,000	350,000	0	(350,000)
C135	Clive St - Slk 1.713-2.013 Asphalt Kobeelya To Piesse (Rrg)	200,000	200,000	60,468	(139,532)
C136	Pemble St - Slk 0.00-0.96 Reseal (Rrg)	110,000	110,000	79,852	(30,148)
C137	Butterworth Rd Slk 0.0-6.6 Resheet (R2R)	103,000	103,000	105,296	2,296
C138	Kelly Rd - Slk 4.1-10.2 Resheet (R2R)	143,337	143,337	144,247	910
C669	Clive Street Slk 1.05-1.93 (Rrg)	8,371	8,371	0	(8,371)
C679	Coate Street (Carew St To Conroy St) Council	21,814	21,814	0	(21,814)
C680	Emu Lane Resurfacing	6,000	6,000	1,270	(4,730)
C682	Cornwall Street Footpath	25,926	25,926	4,545	(21,381)
C688	Clive Street Footpath (Conroy To Piesse - Southern Side)	5,052	5,052	0	(5,052)
C689	Synott Avenue Footpath (Warren To Braeside)	858	858	0	(858)
C126	Bokarup Street Footbridge	26,480	26,480	15,841	(10,639)
AC011	Purchase Of Ka11363	256,043	256,043	254,796	(1,247)
AC047	Generator 60Kva	17,000	17,000	0	(17,000)
AC084	Purchase Of Mower - Ka25148	62,690	62,690	0	(62,690)
AC089	Purchase Of Prime Mover Ka24635	350,000	350,000	355,337	5,337
AC090	Purchase Of Sweeper Ka25293	394,198	394,198	394,198	0
AC022	Purchase Of Ka24568	55,000	55,000	0	(55,000)
AC072	Purchase Of Ka108	55,000	55,000	0	(55,000)
AC092	Purchase Of 1Ekh462 (Grader Ute)	55,000	55,000	0	(55,000)
AC093	Purchase Of Ka130 - Utility Depot	55,000	55,000	44,057	(10,943)
AC091	Purchase Of Sweeper - Saleyards	64,750	64,750	66,576	1,826
O33R1	Chargeup Charging Station	24,017	24,017	25,607	1,590
OI108	Standpipe Upgrades	0	0	28	28
		4,206,171	4,206,171	1,726,379	(2,479,792)

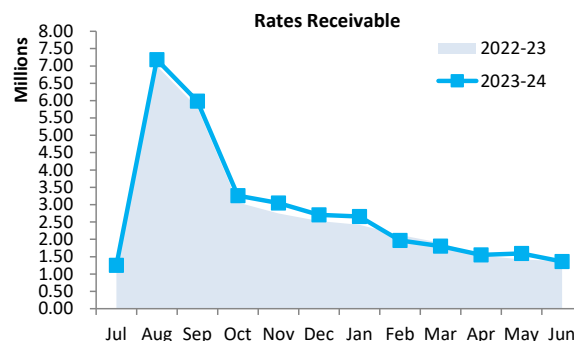
4 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land & Buildings								
	Lots 1-4 - 21 Kaatanup Loop			0	0	64,000	83,189	19,189	0
	Plant and equipment								
	Plant and equipment	232,968	379,500	181,528	(34,996)	35,501	76,136	40,635	0
	Motor Vehicles	48,075	55,000	6,925	0			0	0
		281,043	434,500	188,453	(34,996)	99,501	159,325	59,824	0

Asset Ref.	Asset description	Net Book				Net Book			
		Value	Proceeds	Profit	(Loss)	Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Governance								
	Toyota Prado 01KA (MV131)	48,075	55,000	6,925	0	0	0	0	0
	Housing								
	Lots 1-4 - 21 Kaatanup Loop	0	0	0	0	64,000	83,189	19,189	
	Transport								
	Hino Tip Truck KA11363 (P1)	0	70,000	70,000	0	0	0	0	0
	Isuzu DMAX SX C/Cab KA108 (MV135)	24,452	25,000	548	0	0	0	0	0
	Generator 60kva (PE145)	0	5,000	5,000		0	0	0	0
	Vibrating Hand Roller KA8838 (PE91)	2,040	3,000	960	0	0	0	0	0
	Ford Ranger Ute 1EKH462 (MV82)	0	25,000	25,000	0	0	0	0	0
	John Deere Mower - KA25148 (PE196)	14,879	18,500	3,621	0	0	0	0	0
	Cat 924H Loader KA24397 (PE124)	42,676	45,000	2,324	0	35,501	36,394	893	0
	Prime Mover KA24635 (PE175)	6,925	80,000	73,075	0	0	39,742	39,742	0
	Sweeper KA25293 (PE202)	111,920	100,000	0	(11,920)	0	0	0	0
	Toyota Hilux Dual Cab KA25652 (MV137)	30,076	7,000	0	(23,076)	0	0	0	0
	Ford BF Ute KA130 (PE66)	0	1,000	1,000	0		0	0	0
		281,043	434,500	188,453	(34,996)	99,501	159,325	59,824	0

5 RECEIVABLES

Rates receivable	30 June 2023	30 Jun 2024
	\$	\$
Opening arrears previous years	1,207,908	1,144,760
Levied this year	4,653,561	5,016,765
Less - collections to date	(4,401,856)	(4,857,757)
Gross rates collectable	1,459,613	1,303,768
Allowance for impairment of rates receivable	(314,853)	(314,853)
Net rates collectable	1,144,760	988,915
% Collected	75.1%	78.8%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(2,373)	101,625	6,687	2,872	292,399	401,210
Percentage	(0.6%)	25.3%	1.7%	0.7%	72.9%	
Balance per trial balance						
Trade receivables	(2,373)	101,625	6,687	2,872	292,399	401,210
GST receivable		26,979				26,979
Allowance for credit losses of other receivables					(314,853)	(314,853)
Total receivables general outstanding						113,336

Amounts shown above include GST (where applicable)

KEY INFORMATION

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

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

Classification and subsequent measurement

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

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

6 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 30 Jun 2024
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	(5,133)	(21,041)		(26,174)
Inventory				
Fuel	20,508	(5,824)		14,684
Total other current assets	15,375	(26,865)	0	(11,490)
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

7 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(343)	68,063	2,525	1,886	0	72,131
Percentage	-0.5%	94.4%	3.5%	2.6%	0.0%	
Balance per trial balance						
Sundry creditors	(343)	68,063	2,525	1,886	0	72,131
Accrued salaries and wages					28,345	28,345
ATO liabilities		16,074				16,074
Other payables		(5,007)				(5,007)
Rates paid in Advance					113,472	113,472
Bonds & Deposits					54,214	54,214
Accrued Interest on Loans					17,118	17,118
Total payables general outstanding						296,347

Amounts shown above include GST (where applicable)

KEY INFORMATION

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

8 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Reassessed	Revenue	Revenue	Reassessed	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Gross Rental Value	0.119201	1,201	20,289,429	2,418,509	1,000	2,419,509	2,413,147	(282)	2,412,865
Unimproved value									
Unimproved Value	0.007540	203	228,209,000	1,720,696		1,720,696	1,719,218		1,719,218
Sub-Total		1,404	248,498,429	4,139,205	1,000	4,140,205	4,132,365	(282)	4,132,083
Minimum payment									
Minimum Payment \$									
Gross rental value									
Gross Rental Value	1,152	609	3,903,900	701,568		701,568	707,049		707,049
Unimproved value									
Unimproved Value	1,152	153	10,332,181	176,256		176,256	177,633		177,633
Sub-total		762	14,236,081	877,824	0	877,824	884,682	0	884,682
Concession						(2,685)			
Amount from general rates						5,015,344			5,016,765
Ex-gratia rates						5,150			
Total general rates						5,020,494			5,016,765

9 BORROWINGS

Repayments - borrowings

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
New Administration Building	158	2,039,001			(103,076)	(103,076)	1,935,925	1,935,925	(76,512)	(90,527)
<i>Repayments due November & May</i>										
Aged & Key Worker Housing	159	601,113			(44,560)	(44,560)	556,553	556,553	(7,733)	(11,827)
<i>Repayments Due November & May</i>										
Plant - Watercart	160	128,873			(16,702)	(16,702)	112,171	112,171	(1,085)	(1,942)
<i>Repayments due November & May</i>										
Plant - Grader	161	189,521			(24,562)	(24,562)	164,959	164,959	(1,595)	(2,856)
<i>Repayments Due November & May</i>										
Plant - Road Sweeper	163	200,374			(39,384)	(39,384)	160,990	160,990	(6,718)	(7,989)
<i>Repayments Due November & May</i>										
Plant - Truck	164	181,290			(35,633)	(35,633)	145,657	145,657	(6,078)	(7,228)
<i>Repayments Due November & May</i>										
		3,340,172	0	0	(263,917)	(263,917)	3,076,255	3,076,255	(99,721)	(122,369)
Self supporting loans										
Katanning Country Club										
<i>Repayments Due November & May</i>		200,374	0	0	(21,041)	(21,041)	179,333	179,333	(9,310)	(10,957)
		200,374	0	0	(21,041)	(21,041)	179,333	179,333	(9,310)	(10,957)
Total		3,540,546	0	0	(284,958)	(284,958)	3,255,588	3,255,588	(109,031)	(133,326)
Current borrowings		284,958					0			
Non-current borrowings		3,255,588					3,255,588			
		3,540,546					3,255,588			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

10 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2023	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
SG Fleet	22401/00	16,050				(15,096)	16,050	954		0
Total		16,050	0	0	0	(15,096)	16,050	954	0	0
Current lease liabilities		15,095					15,095			
Non-current lease liabilities		955					955			
		16,050					16,050			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 June 2024
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		85,285	0	272,277		357,562
Capital grant/contributions liabilities		4,336,743	0	170,784	0	4,507,527
Total other liabilities		4,422,028	0	443,061	0	4,865,089
Employee Related Provisions						
Provision for annual leave		297,782	0	0	0	297,782
Provision for long service leave		332,659	0	0	0	332,659
Total Provisions		630,441	0	0	0	630,441
Other Provisions						
Amherst Refundable Deposits		1,112,890	0	0	(183,300)	929,590
Total Other Provisions		1,112,890	0	0	(183,300)	929,590
Total other current liabilities		6,165,359	0	443,061	(183,300)	6,425,120

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

KEY INFORMATION

Provisions

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

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2023	Liability	Liability	30 Jun 2024	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	Revenue	\$	\$
Grants and subsidies								
Governance	0			0		30,063	30,063	41,338
General purpose funding	35,545			35,545		240,000	240,000	2,680,336
Law, order, public safety	422			422		250,173	250,173	146,924
Health	0			0		0	0	307
Education and welfare	6,819			6,819		244,334	244,334	87,665
Housing	10,000			10,000		10,000	10,000	0
Recreation and culture	25,000			25,000		32,346	32,346	27,455
Transport	0			0		245,878	245,878	263,076
Economic services	7,500	332,847	(120,347)	220,000		854,033	854,033	7,500
	85,286	332,847	(120,347)	297,786	0	1,906,827	1,906,827	3,254,601
Grant Detail								
Financial Assistance Grants	35,545			35,545		86,000	86,000	2,632,324
ESL Administration Fee (GPF)				0		4,000	4,000	4,000
Commissions & Contributions (TPL)				0		90,000	90,000	107,193
Debt Collection Legal Expenses Reimbursement (GPI)				0		150,000	150,000	48,012
Insurance Scheme Surplus (ADM)				0		30,063	30,063	37,338
Grant Income - Fire Prevention				0		77,000	77,000	0
BFB LGGS Income	422			422		47,580	47,580	45,254
CESM Contributions & Reimbursements				0		125,593	125,593	101,671
Every Club Grant Scheme 2022-2025	25,000			25,000		25,000	25,000	27,000
Youth Activities Grant Income (CDOW)				0		34,834	34,834	27,697
Seniors Week Grant Income (CDOW)				0		1,000	1,000	0
National Youth Week Grant Income (CDOW)				0		1,000	1,000	0
Thank-A-Volunteer Day Grant Income				0		1,000	1,000	0
Piaf Grant Income	1,000			1,000		1,000	1,000	0
Cultural Awareness	5,819			5,819		25,000	25,000	0
Lotterywest - Community Capacity Building				0		120,000	120,000	0
Harmony Festival Grant Income (CDOW)				0		60,500	60,500	59,968
Grant Income - Other Housing	10,000			10,000		10,000	10,000	0
Direct Road Grant (MRBD)				0		153,378	153,378	153,378
Street Light Subsidy (MRBD)				0		2,500	2,500	2,504
Regional Venues Improvement Fund Grant Income				0		5,346	5,346	0
Retb Exhibition Reimbursements				0		2,000	2,000	0
Grant Income - Saleyards	7,500			7,500		7,500	7,500	7,500
Drought Affected Communities Grant				0		300,000	300,000	0
Local Roads & Community Infrastructure Phase 1 Grant		18,347	(18,347)	0		18,390	18,390	0
Local Roads & Community Infrastructure Phase 2 Grant		102,000	(102,000)	0		102,237	102,237	0
Local Roads & Community Infrastructure Phase 3 Grant		87,500		87,500		175,906	175,906	0
Local Roads & Community Infrastructure Phase 4A Grant		125,000		125,000		250,000	250,000	0
Grant Revenue (HAI)				0		0	0	307
Kidsport				0		0	0	455
	85,286	332,847	(120,347)	297,786	0	1,906,827	1,906,827	3,254,601

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Jun 2024	Current Liability 30 Jun 2024	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Transport	0			0		458,440	458,440	301,261
Economic services	0			0		13,153	13,153	0
	0	0	0	0	0	471,593	471,593	301,261
Capital Grant Detail								
Regional Road Group Grant				0		268,817	268,817	111,638
Roads to Recovery Funding				0		189,623	189,623	189,623
Chargeup Charging Station Grant				0		13,153	13,153	0
	0	0	0	0	0	471,593	471,593	301,261

SHIRE OF KATANNING

SUPPLEMENTARY INFORMATION

FOR THE PERIOD ENDED 30 JUNE 2024

14 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2023	Amount Received	Amount Paid	Closing Balance 30 Jun 2024
	\$	\$	\$	\$
CLAG Funding	0	17,830		17,830
	0	17,830	0	17,830



Shire of
Katanning
Heart of the Great Southern

List of Accounts Paid
June 2024



Heart of the Great Southern

Schedule of Accounts Paid - June 2024

EFT Payments	Date	Name	Description	Amount	Total
EFT37972	07/06/2024	BGL Solutions		-\$	9,082.33
INV-0006467	29/05/2024		Grounds Maintenance - Admin Building	\$ 429.00	
INV-0006468	30/05/2024		Grounds maintenance - AAPG & Lions Park	\$ 8,653.33	
EFT37973	07/06/2024	Liberty Oil Australia		-\$	22,184.95
FI311004627	16/05/2024		Depot Stock - Unleaded Petrol	\$ 1,430.32	
FI311004628	16/05/2024		Depot Stock - Diesel	\$ 20,754.63	
EFT37974	07/06/2024	Solutions IT Balcatta		-\$	1,956.32
INV-100436	08/05/2024		ICT Hardware	\$ 368.04	
INV-100590	03/06/2024		New Computer Setup	\$ 1,588.28	
EFT37975	07/06/2024	Katanning Security Protection		-\$	222.00
00000760	29/05/2024		Security Services - Call Out	\$ 222.00	
EFT37976	07/06/2024	Canon Australia		-\$	187.02
8124234971	17/05/2024		Library Copier charges - May 2024	\$ 187.02	
EFT37977	07/06/2024	WA Contract Ranger Services		-\$	4,347.75
00005519	25/05/2024		Ranger services: 13/05/2024 - 26/05/2024	\$ 4,347.75	
EFT37978	07/06/2024	Michelle Salter		-\$	4,025.00
APR-JUN2324	23/05/2024		Councillor Allowances - April - June 2023/24	\$ 4,025.00	
EFT37979	07/06/2024	Westbooks		-\$	173.06
341802	28/05/2024		Library Stock - Books	\$ 18.49	
341804	28/05/2024		Library Stock - Books	\$ 154.57	
EFT37980	07/06/2024	Easifleet		-\$	1,121.87
198928	05/06/2024		Vehicle Lease - 1HZF416	\$ 1,121.87	
EFT37981	07/06/2024	Integrated ICT		-\$	4,477.44
32467	27/05/2024		Software Subscriptions - Microsoft 365 licences	\$ 2,361.04	
32517	28/05/2024		Software Subscriptions - Server Warranty Extension	\$ 96.80	
32608	31/05/2024		ICT Hardware - UniFi Port	\$ 2,019.60	
EFT37982	07/06/2024	Team Global Express Pty Ltd		-\$	71.20
0637-S408620	12/05/2024		Team Global Express Freight Charges	\$ 34.25	
0638-S408620	19/05/2024		Team Global Express Freight Charges	\$ 36.95	
EFT37983	07/06/2024	Market Creations Agency		-\$	2,150.50
I103-12	23/05/2024		CouncilConnect Website - Modules	\$ 1,100.00	
JB35-11	23/05/2024		Business Cards for Staff	\$ 225.50	
I103-13	30/05/2024		CouncilConnect Website - Modules	\$ 825.00	
EFT37984	07/06/2024	Belinda Knight		-\$	15,100.25
BK169	31/05/2024		Contracting Service - Financial Services	\$ 4,180.00	
BK170	31/05/2024		Contracting Service - Financial Services	\$ 10,920.25	
EFT37985	07/06/2024	Exurban Rural & Regional Planning		-\$	6,414.79
URP-4511	03/06/2024		Town Planning Consultancy - May 2024	\$ 6,414.79	
EFT37986	07/06/2024	Warren Blackwood Waste		-\$	15,546.10
19194	22/05/2024		Waste Collection Service - Recycling Service	\$ 5,409.50	

Schedule of Accounts Paid - June 2024

19195	26/05/2024	Waste Collection Service - Regular Service	\$	4,727.10	
19196	04/06/2024	Waste Collection Service - Recycling Service	\$	5,409.50	
EFT37987	07/06/2024	Cannon Hygiene		-\$	1,179.27
97983898	14/05/2024	Sanitary unit service	\$	1,179.27	
EFT37988	07/06/2024	Katanning & Districts Pony Club		-\$	308.00
20240513	13/05/2024	Reimbursement - Pest Control Service	\$	308.00	
EFT37989	07/06/2024	Great Southern Fuel Supplies		-\$	5.50
15012844	29/05/2024	New Fuel Cards - KA1100 & 01KA	\$	5.50	
EFT37990	07/06/2024	Paul Totino		-\$	4,025.00
APR-JUN2324	23/05/2024	Councillor Allowances - April - June 2023/24	\$	4,025.00	
EFT37991	07/06/2024	AMPAC Debt Recovery		-\$	17,938.57
107077	10/05/2024	Debt recovery - Debtors	\$	1.10	
107140	17/05/2024	Debt recovery - Rates	\$	17,892.37	
107147	17/05/2024	Debt recovery - Debtors	\$	45.10	
EFT37992	07/06/2024	Water Corporation		-\$	2,263.48
90 07673 96 2	29/05/2024	Water usage - Cullen St Standpipe	\$	438.65	
90 24453 26 7	04/06/2024	Service Charges - 1/8 Kaatanup Loop	\$	260.69	
90 24441 53 0	04/06/2024	Service Charges - 19 Kaatanup Loop	\$	260.69	
90 24453 27 5	04/06/2024	Service Charges - 3/8 Kaatanup Loop	\$	260.69	
90 24453 28 3	04/06/2024	Service Charges - 4/8 Kaatanup Loop	\$	260.69	
90 24453 29 1	04/06/2024	Service Charges - 2/8 Kaatanup Loop	\$	260.69	
90 24464 55 6	04/06/2024	Service Charges - 2/5 Kaatanup Loop	\$	260.69	
90 24464 56 4	04/06/2024	Service Charges - 3/5 Kaatanup Loop	\$	260.69	
EFT37993	07/06/2024	Plastics Plus		-\$	270.60
363027	01/06/2024	BFB Supplies - Storage Bins	\$	270.60	
EFT37994	07/06/2024	PFD Food Services		-\$	2,239.00
LL499011	10/05/2024	KLC Cleaning Order	\$	285.25	
LL527116	15/05/2024	Kiosk Stock Order	\$	782.50	
LL594861	22/05/2024	Kiosk Stock Order	\$	1,171.25	
EFT37995	07/06/2024	Obst Contracting Trust		-\$	9,130.00
INV-0355	28/05/2024	KLC Maintenance - Fencing	\$	9,130.00	
EFT37996	07/06/2024	Leader Press		-\$	315.00
191,913	09/05/2024	Cemetery Stationery - Burial Books	\$	315.00	
EFT37997	07/06/2024	ABC Distributors WA		-\$	98.23
165385	10/05/2024	KLC Cleaning Stock	\$	98.23	
EFT37998	07/06/2024	City of Albany		-\$	1,100.00
104941	16/05/2024	SLWA Regional Subsidy 2023/24	\$	1,100.00	
EFT37999	07/06/2024	Department of Fire & Emergency Services		-\$	23,577.59
157406	23/05/2024	Emergency Services Levy 2023/24 - Quarter 4	\$	23,577.59	
EFT38000	07/06/2024	Global Spill Control		-\$	4,488.30
217871	20/05/2024	Depot Maintenance - Spill Equipment	\$	4,488.30	

Schedule of Accounts Paid - June 2024

EFT38001	07/06/2024	Grande Food Service		-\$	403.58
4232300	29/05/2024	Kiosk Stock Order	\$	403.58	
EFT38002	07/06/2024	Elizabeth Marie Guidera		-\$	5,900.00
APR-JUN2324	23/05/2024	Councillor Allowances - April - June 2023/24	\$	5,900.00	
EFT38003	07/06/2024	John Christian Goodheart		-\$	4,025.00
APR-JUN2324	23/05/2024	Councillor Allowances - April - June 2023/24	\$	4,025.00	
EFT38004	07/06/2024	Katanning Furnishings		-\$	676.50
20830	02/05/2024	Refuse Site Furniture - Workstation	\$	615.00	
20880	27/05/2024	Refuse Site Furniture - Assembly	\$	61.50	
EFT38005	07/06/2024	Kowalds News & Glasshouse		-\$	381.78
Q0000000169	31/05/2024	Annual Magazine Subscription	\$	280.98	
SN00 0039 3105 2024	31/05/2024	Admin Daily Newspapers	\$	100.80	
EFT38006	07/06/2024	Kristy Nicole D'Aprile		-\$	11,525.00
APR-JUN2324	23/05/2024	Councillor Allowances - April - June 2023/24	\$	11,525.00	
EFT38007	07/06/2024	Katanning Stock & Trading		-\$	741.65
6/50	27/05/2024	Depot Buildings Maintenance - Tubing	\$	594.00	
7/1	29/05/2024	Building Maintenance - Depot	\$	147.65	
EFT38008	07/06/2024	Matthew Gavin Collis		-\$	4,025.00
APR-JUN2324	23/05/2024	Councillor Allowances - April - June 2023/24	\$	4,025.00	
EFT38009	07/06/2024	QFH Multiparts		-\$	189.95
910800358	14/05/2024	Protective Equipment - Safety Boots	\$	189.95	
EFT38010	07/06/2024	Nilfisk Australia Pty Ltd		-\$	172.45
PSI0193531	20/05/2024	KLC Cleaning - Squeegee Blade Kit	\$	172.45	
EFT38011	07/06/2024	National Seniors Australia Katanning Branch		-\$	50.00
20240530	30/05/2024	Reimbursement - Refund of Bond	\$	50.00	
EFT38012	07/06/2024	Ian Bruce Hanna		-\$	4,025.00
APR-JUN2324	23/05/2024	Councillor Allowances - April - June 2023/24	\$	4,025.00	
EFT38013	07/06/2024	South Regional TAFE		-\$	350.00
20240516	16/05/2024	Reimbursement - Refund of Bonds	\$	350.00	
EFT38014	07/06/2024	WA Hino Sales & Service		-\$	280,228.30
F4652	30/04/2024	Purchase of Hino Truck - KA11363	\$	280,228.30	
EFT38015	07/06/2024	WesTrac		-\$	2,542.08
SI 1766576	22/05/2024	CAT Compactor Maintenance - Repairs	\$	2,542.08	
EFT38016	07/06/2024	Wy Wurry Electrical		-\$	538.00
INV-06621	01/06/2024	KLC Maintenance - Repair Water Fountains	\$	538.00	
EFT38017	14/06/2024	Centurion Garage Doors		-\$	3,575.00
779090	07/06/2024	Annual Roller Door Service - 25 Marmion Drive	\$	275.00	
779091	07/06/2024	Annual Roller Door Service - 61A Conroy Street	\$	275.00	
779092	07/06/2024	Annual Roller Door Service - Unit 1/6 Hill Way	\$	275.00	
779097	07/06/2024	Annual Roller Door Service - 1/19 Kaatanup Loop	\$	550.00	
779098	07/06/2024	Annual Roller Door Service - 2/5 Kaatanup Loop	\$	275.00	

Schedule of Accounts Paid - June 2024

779099	07/06/2024	Annual Roller Door Service - 3/5 Kaatanup Loop	\$	275.00
779100	07/06/2024	Annual Roller Door Service - 1/8 Kaatanup Loop	\$	275.00
779103	07/06/2024	Annual Roller Door Service - 2/8 Kaatanup Loop	\$	275.00
779104	07/06/2024	Annual Roller Door Service - 3/8 Kaatanup Loop	\$	275.00
779105	07/06/2024	Annual Roller Door Service - 4/8 Kaatanup Loop	\$	275.00
779083	07/06/2024	Annual Roller Door Service - 61B Conroy Street	\$	275.00
779094	07/06/2024	Annual Roller Door Service - Unit 2/6 Hill Way	\$	275.00
EFT38018	14/06/2024	Albany Business Centre	-\$	2,442.00
00008510	28/05/2024	Community Workshop - Grant Writing	\$	2,442.00
EFT38019	14/06/2024	Katanning Rotary Club	-\$	600.00
20240605	05/06/2024	Reimbursement - Refund of Bond	\$	600.00
EFT38020	14/06/2024	CGS Tyres	-\$	996.00
1012628	06/06/2024	KA694 Van Maintenance - Replace Rear Tyres	\$	421.00
1012629	10/06/2024	KA25293 Isuzu Sweeper Truck - Parts	\$	530.00
1012668	10/06/2024	2KA Isuzu D-Max Maintenance - Puncture Repair	\$	45.00
EFT38021	14/06/2024	Australian Taxation Office	-\$	29,499.00
20240606	06/06/2024	PAYG - Week Ending: 05/06/2024	\$	29,499.00
EFT38022	14/06/2024	Burgess Rawson	-\$	1,870.14
22044	05/06/2024	Water Usage - Katanning Railway Yard	\$	687.51
22045	05/06/2024	Water Usage - Katanning Railway Yard	\$	69.38
22046	05/06/2024	Water Usage - Katanning Railway Yard	\$	696.97
22047	05/06/2024	Water Usage - Katanning Railway Yard	\$	416.28
EFT38023	14/06/2024	AMPAC Debt Recovery	-\$	1,803.49
107241	24/05/2024	Debt recovery - Rates	\$	1,459.00
107248	24/05/2024	Debt recovery - Debtors	\$	344.49
EFT38024	14/06/2024	BTW Rural Supplies	-\$	2,028.50
41981	24/05/2024	Brushcutter Maintenance	\$	810.00
42096	24/05/2024	Effluent Maintenance - PVC Fittings	\$	932.00
42098	24/05/2024	Effluent Maintenance - Fittings	\$	286.50
EFT38025	14/06/2024	Water Corporation	-\$	1,528.78
90 07691 11 6	31/05/2024	Water Usage - Forrest Rd Katanning	\$	16.56
90 07680 64 4	04/06/2024	Water usage - Saleyards	\$	1,512.22
EFT38026	14/06/2024	BOC Limited	-\$	128.52
4036735776	29/05/2024	Container service - May 2024	\$	128.52
EFT38027	14/06/2024	Department of Energy, Mines, Industry Regulation & Safety	-\$	1,157.41
BSLIJAN2024	31/01/2024	Building Services Levy - Jan 2024	\$	113.30
BSLMAY2024	31/05/2024	Building Services Levy - May 2024	\$	1,044.11
EFT38028	14/06/2024	Tyrepower Katanning	-\$	275.00
159937	14/03/2024	Parts - New battery	\$	275.00
EFT38029	14/06/2024	Wagin SWAT Pest Control	-\$	132.00
INV-00429	07/06/2024	Pest Control - White Ant Treatment	\$	132.00

Schedule of Accounts Paid - June 2024

EFT38030	14/06/2024	PFD Food Services		-\$	341.60
LL662599	29/05/2024	Kiosk Stock Order	\$	341.60	
EFT38031	14/06/2024	Kojonup BMC Embroidery		-\$	1,917.00
10015	06/06/2024	Uniform Order - April 2024	\$	1,087.00	
10040	10/06/2024	Works Uniform Order - June 2024	\$	830.00	
EFT38032	14/06/2024	Office Works Business Direct		-\$	1,099.55
614480518	24/05/2024	Stationery Order - Admin & Governance	\$	1,099.55	
EFT38033	14/06/2024	Fleet Comercial Gymnasiums Pty Ltd		-\$	2,075.70
84766	29/05/2024	KLC Gym Maintenance - New Gymnasium Equipment	\$	2,075.70	
EFT38034	14/06/2024	Ray Ford Signs		-\$	673.20
INV-0273	05/06/2024	Signage Order - Traffic signs	\$	673.20	
EFT38035	14/06/2024	Greenfield Technical Services		-\$	7,150.00
INV-4018	28/05/2024	Airport - Preliminary Aerodrome Assessment	\$	7,150.00	
EFT38036	14/06/2024	Osh Group		-\$	2,611.95
E012094	11/06/2024	Fitness for Work Assessment	\$	2,611.95	
EFT38037	14/06/2024	ABC Distributors WA		-\$	1,357.40
165546	23/05/2024	Cleaning Order - Sanitising Products	\$	1,357.40	
EFT38038	14/06/2024	J&S Castlehow Electrical		-\$	2,836.90
180578	23/05/2024	CCTV Maintenance - Relocate Camera	\$	2,836.90	
EFT38039	14/06/2024	Emu Lane		-\$	84.00
1-905	30/05/2024	Kiosk Stock - Coffee Beans	\$	84.00	
EFT38040	14/06/2024	James Wood		-\$	116.15
20240607	07/06/2024	Reimbursement - Catering for Art Gallery Events	\$	116.15	
EFT38041	14/06/2024	Katanning Districts Carpet Care		-\$	847.00
65	09/04/2024	KLC Maintenance - Floor Cleaning	\$	847.00	
EFT38042	14/06/2024	Katanning Stock & Trading		-\$	385.40
7/3	10/06/2024	Building Maintenance - Town Hall	\$	159.00	
7/4	11/06/2024	Building Maintenance - Historical Society	\$	226.40	
EFT38043	14/06/2024	Landgate		-\$	224.70
393368	21/05/2024	Valuation Services	\$	224.70	
EFT38044	14/06/2024	McIntosh & Sons		-\$	1,634.60
1920455	28/05/2024	Saleyards Skid Steer Parts - Forks	\$	1,634.60	
EFT38045	14/06/2024	Modern Teaching Aids		-\$	705.38
45964307	29/05/2024	Library Materials - Craft Supplies	\$	98.95	
45964089	29/05/2024	Library Furniture & Equipment	\$	606.43	
EFT38046	14/06/2024	MoHana Catering		-\$	150.00
00000237	23/05/2024	Catering - Council OCM	\$	150.00	
EFT38047	14/06/2024	QFH Multiparts		-\$	189.95
910799445	14/05/2024	Uniforms & PPE - Safety Boots	\$	189.95	
EFT38048	14/06/2024	Katanning Reticulation		-\$	259.46
0003308	09/01/2024	Quartermaine Oval Maintenance - Emergency Pipe Repairs	\$	222.99	

Schedule of Accounts Paid - June 2024

0003379	23/04/2024	Quartermaine Oval Maintenance - Retic Repairs	\$	36.47	
EFT38049	20/06/2024	Avantgarde Technologies		-\$	1,420.10
ES 2078	04/06/2024	CCTV Maintenance - June 2024	\$	1,420.10	
EFT38050	20/06/2024	Dormakaba Australia		-\$	165.00
35WA1217192	29/05/2024	Automatic Sliding Door Maintenance - KLC	\$	165.00	
EFT38051	20/06/2024	Paul & Warner Resources		-\$	330.00
S150843	31/05/2024	Fire detection & alarm monitoring - Admin Building	\$	330.00	
EFT38052	20/06/2024	BGL Solutions		-\$	1,903.00
INV-0006474	31/05/2024	Quartermaine Oval Maintenance - Weekly Mow	\$	462.00	
INV-0006491	03/06/2024	Quartermaine Oval Maintenance - Spraying	\$	517.00	
INV-0006495	07/06/2024	Quartermaine Oval Maintenance - Weekly Mow	\$	462.00	
INV-0006502	14/06/2024	Quartermiane Oval Maintenance - Weekly Mow	\$	462.00	
EFT38053	20/06/2024	Canon Australia		-\$	417.16
8124262775	04/06/2024	Admin Copier charges - May 2024	\$	417.16	
EFT38054	20/06/2024	ABA Security & Electrical		-\$	557.96
39560	01/05/2024	Security alarm monitoring - Library	\$	161.96	
39584	03/05/2024	Monitoring of the SofiBeacon 2	\$	132.00	
39585	03/05/2024	Monitoring of the SofiBeacon 3	\$	132.00	
39583	03/05/2024	Monitoring of the SofiBeacon 1	\$	132.00	
EFT38055	20/06/2024	Hersey's Safety		-\$	923.48
SH49327	03/05/2024	Assorted Depot Materials	\$	923.48	
EFT38056	20/06/2024	Integrated ICT		-\$	511.03
32685	31/05/2024	Software Subscriptions - Trend Micro Antivirus	\$	231.00	
32723	31/05/2024	Software Subscriptions - M365 Backup	\$	280.03	
EFT38057	20/06/2024	Team Global Express Pty Ltd		-\$	133.84
0639-S408620	02/06/2024	Team Global Express Freight Charges	\$	133.84	
EFT38058	20/06/2024	Market Creations Agency		-\$	3,195.50
II03-14	13/06/2024	CouncilConnect Website - Modules	\$	3,195.50	
EFT38059	20/06/2024	West Australian Newspapers		-\$	600.00
1007010420240531	31/05/2024	Advertisement - Shire Matters Newsletter	\$	600.00	
EFT38060	20/06/2024	Jeert Mia Aboriginal Corporation		-\$	635.00
224	25/03/2024	Catering - Women in Conversation about Culture Event	\$	635.00	
EFT38061	20/06/2024	CGS Tyres		-\$	2,574.45
1012691	10/06/2024	John Deere Grader - New Tyre	\$	2,574.45	
EFT38062	20/06/2024	Danny Peter Tracey		-\$	153.04
A609	19/06/2024	Rates Refund - A609	\$	153.04	
EFT38063	20/06/2024	St Lukes Family Practice		-\$	132.00
46835	18/06/2024	Fit for work - Pre-employment Medical	\$	132.00	
EFT38064	20/06/2024	AMPAC Debt Recovery		-\$	3,463.83
107302	31/05/2024	Debt recovery - Rates	\$	3,445.75	
107329	31/05/2024	Debt recovery - Debtors	\$	18.08	

Schedule of Accounts Paid - June 2024

EFT38066	20/06/2024	Katanning H Hardware		-\$	496.25
102036152	07/05/2024	Materials - Lake Ewlyamartup BBQs	\$	79.90	
102036769	22/05/2024	Standpipe Maintenance	\$	43.85	
107000210	22/05/2024	Road Maintenance Tools - Drill bits	\$	35.90	
106033745	31/05/2024	Parks & Gardens Equipment	\$	336.60	
EFT38067	20/06/2024	Connect CCS		-\$	114.40
00116978	15/06/2024	Alarm monitoring - Call centre	\$	114.40	
EFT38068	20/06/2024	BTW Rural Supplies		-\$	220.00
42186	31/05/2024	Parks & Gardens Equipment	\$	130.00	
42208	31/05/2024	Parks & Gardens Equipment - Maintenance	\$	90.00	
EFT38069	20/06/2024	Australia Post		-\$	84.84
1013275659	03/06/2024	Daily Postage - May 2024	\$	84.84	
EFT38070	20/06/2024	Burando Hill		-\$	206.77
K32688INV	21/05/2024	KA277 Isuzu D-Max - New Spray Wand	\$	206.77	
EFT38071	20/06/2024	National Livestock Reporting Service		-\$	1,237.50
90055435	31/05/2024	Livestock Market Reports	\$	1,237.50	
EFT38072	20/06/2024	SOS Office Equipment		-\$	75.09
SOS630952	31/05/2024	KLC copier charges - May 2024	\$	75.09	
EFT38073	20/06/2024	Omnicom Media Group Australia Pty Ltd		-\$	2,184.63
1743741	31/05/2024	Advertisement - Vacant Positions	\$	444.29	
1743742	31/05/2024	Advertisement - Auction Dates	\$	870.17	
1743743	31/05/2024	Advertisement - Auction Dates	\$	870.17	
EFT38074	20/06/2024	Tyrepower Katanning		-\$	1,306.00
160620	01/05/2024	Isuzu Tipper Truck Maintenance - New Tyres	\$	900.00	
160800	15/05/2024	Tyre maintenance - Puncture repair	\$	61.00	
160887	21/05/2024	BFB Supplies - Recovery Tracks	\$	345.00	
EFT38075	20/06/2024	Office Works Business Direct		-\$	122.14
614593970	31/05/2024	Library Stationery - May 2024	\$	122.14	
EFT38076	20/06/2024	Powervac Pty Ltd		-\$	876.45
576627	23/05/2024	Saleyards Nilfisk Sweeper Maintenance - Service	\$	876.45	
EFT38077	20/06/2024	Albany Office Products Depot		-\$	798.01
694938	19/04/2024	Admin Stationery Materials - Toner	\$	798.01	
EFT38078	20/06/2024	Fleet Network Pty Ltd		-\$	854.29
133156	05/06/2024	Vehicle Lease - CEO Vehicle	\$	854.29	
EFT38079	20/06/2024	Emerald Garden		-\$	110.00
56	24/04/2024	Anzac Day 2024 - Wreath	\$	110.00	
EFT38080	20/06/2024	ABC Distributors WA		-\$	5,763.23
165697	05/06/2024	Organisation Cleaning Order 2024	\$	5,763.23	
EFT38081	20/06/2024	Albany Records Management		-\$	165.00
0012978	01/06/2024	Records Management - Document Bin Exchange	\$	165.00	
EFT38082	20/06/2024	Australia Day Council of Western Australia		-\$	762.00

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INV-2146	30/05/2024	Annual Subscription - Auspire Gold Membership	\$	762.00	
EFT38083	20/06/2024	Frontline Fire & Rescue Equipment		-\$	2,739.00
82430	31/05/2024	BFB Supplies - Fullface Respirators	\$	2,739.00	
EFT38084	20/06/2024	Coca-Cola Amatil		-\$	1,126.33
0234198512	06/06/2024	Kiosk Stock Order	\$	538.49	
0234244865	13/06/2024	Kiosk Stock Order	\$	587.84	
EFT38085	20/06/2024	Grande Food Service		-\$	787.37
4232611	05/06/2024	Kiosk Stock Order	\$	293.48	
4232944	12/06/2024	Kiosk Stock Order	\$	493.89	
EFT38086	20/06/2024	Katanning Glass Supplies		-\$	723.80
00008632	06/06/2024	KLC Maintenance - Replace Broken Glasspane	\$	723.80	
EFT38087	20/06/2024	Katanning Stock & Trading		-\$	220.35
6/49	24/05/2024	Depot Tools - Pick-up Tool	\$	24.00	
7/2	07/06/2024	Building Maintenance Officer Purchases	\$	196.35	
EFT38088	20/06/2024	QFH Multiparts		-\$	189.95
910924402	05/06/2024	Uniforms & PPE - Safety Boots	\$	189.95	
EFT38089	20/06/2024	WesTrac		-\$	197.14
SI 1768825	31/05/2024	CAT Compactor Maintenance - Repairs to Grease Lines	\$	197.14	
EFT38090	20/06/2024	Winc Australia		-\$	1,519.19
9045214396	02/05/2024	Stationery Order - Works Crew	\$	595.19	
9045262586	09/05/2024	KLC Cleaning & Stationery Order	\$	282.63	
9045344331	21/05/2024	Admin Stationery Order - May 2024	\$	472.04	
9045358243	22/05/2024	KLC Cleaning - Public Amenities	\$	169.33	
EFT38091	28/06/2024	Gypsy Kitchen Co		-\$	400.00
INV-0132	26/06/2024	Catering - Council Forum	\$	400.00	
EFT38092	28/06/2024	BGL Solutions		-\$	2,910.05
INV-0006511	19/06/2024	Hockey Oval Maintenance - Spraying	\$	699.05	
INV-0006512	19/06/2024	Quartermaine Oval Maintenance - Broadspraying	\$	770.00	
INV-0006514	19/06/2024	Quartermaine Oval Maintenance - Fertiliser	\$	517.00	
INV-0006517	21/06/2024	Quartermaine Oval Maintenance - Weekly Mow	\$	462.00	
INV-0006523	23/06/2024	Hockey Oval Maintenance - Fortnightly Mow	\$	462.00	
EFT38093	28/06/2024	MCG Fire Services		-\$	8,230.71
INV-3730	30/04/2024	Organisation Fire Services April 2024	\$	8,230.71	
EFT38094	28/06/2024	Canon Australia		-\$	175.27
8124285948	17/06/2024	Library Copier charges - Jun 2024	\$	175.27	
EFT38095	28/06/2024	WA Contract Ranger Services		-\$	8,461.75
00005559	08/06/2024	Ranger services: 27/05/2024 - 09/06/2024	\$	4,160.75	
00005587	22/06/2024	Ranger services: 10/06/2024 - 23/06/2024	\$	4,301.00	
EFT38096	28/06/2024	Easifleet		-\$	1,121.87
199916	19/06/2024	Vehicle Lease - 1HZF416	\$	1,121.87	
EFT38097	28/06/2024	Katanning Cleaning		-\$	15,499.00

Schedule of Accounts Paid - June 2024

12	05/06/2024	Cleaning contract - May 2024	\$	15,499.00	
EFT38098	28/06/2024	Integrated ICT		-\$	96.80
32836	18/06/2024	Software Subscriptions - Server Warranty Extension	\$	96.80	
EFT38099	28/06/2024	Team Global Express Pty Ltd		-\$	1,010.35
0641-S408620	16/06/2024	Team Global Express Freight Charges	\$	1,010.35	
EFT38100	28/06/2024	Elizabeth French Consulting		-\$	18,768.96
240403	20/05/2024	Environmental Health Officer - April 2024	\$	10,427.20	
240503	20/06/2024	Environmental Health Officer - May 2024	\$	8,341.76	
EFT38101	28/06/2024	City of Nedlands		-\$	6,599.51
72054	05/06/2024	Reimbursement of Long Service Leave	\$	6,599.51	
EFT38102	28/06/2024	Warren Blackwood Waste		-\$	15,941.70
19239	07/06/2024	Waste Collection Service - Front Lift Bins	\$	1,078.00	
19240	08/06/2024	Waste Collection Service - Regular Service	\$	4,727.10	
19241	15/06/2024	Waste Collection Service - Recycling Service	\$	5,409.50	
19242	23/06/2024	Waste Collection Service - Regular Service	\$	4,727.10	
EFT38103	28/06/2024	Katanning Glazing & Security		-\$	1,252.90
INV-1441	14/06/2024	Kaatanup Loop Maintenance - Window Maintenance	\$	1,252.90	
EFT38104	28/06/2024	Shire of Broomehill Tambellup		-\$	175.00
5565	11/06/2024	Staff Training - Fire Warden Training	\$	175.00	
EFT38105	28/06/2024	St Lukes Family Practice		-\$	132.00
46985	18/06/2024	Fit for Work - Pre-employment Medical	\$	132.00	
EFT38106	28/06/2024	Australian Taxation Office		-\$	31,093.00
20240620	20/06/2024	PAYG: Week Ending - 19/06/2024	\$	31,093.00	
EFT38107	28/06/2024	Great Southern Fuel Supplies		-\$	6,645.49
MAY2024	31/05/2024	Fuel card purchases - May 2024	\$	6,184.48	
17008665	21/06/2024	Depot Materials - Coolant	\$	461.01	
EFT38108	28/06/2024	AMPAC Debt Recovery		-\$	328.00
108314	07/06/2024	Debt recovery - Rates	\$	328.00	
EFT38109	28/06/2024	Great Southern Toyota		-\$	382.21
JC34046770	15/05/2024	KA09 Maintenance - Scheduled Service	\$	382.21	
EFT38110	28/06/2024	Water Corporation		-\$	7,181.18
90 07809 50 8	18/06/2024	Water usage - Langawiera Rd Standpipe	\$	1,394.67	
90 07809 30 5	19/06/2024	Water usage - Katanning Nyabing Rd Standpipe	\$	1,968.07	
90 07810 13 8	20/06/2024	Water usage - Trimmer Rd Standpipe	\$	1,870.60	
90 07810 67 2	21/06/2024	Water usage - Great Southern Hwy Standpipe	\$	1,947.84	
EFT38111	28/06/2024	Watson's Liquid Waste		-\$	560.00
3078	21/06/2024	KLC Maintenance - Grease Traps	\$	560.00	
EFT38112	28/06/2024	Gnowangerup Auto Electrics		-\$	410.23
INV-0576	26/06/2024	CESM Vehicle Maintenance - Replacement Battery	\$	410.23	
EFT38113	28/06/2024	Omnicom Media Group Australia Pty Ltd		-\$	672.33
4281633	31/05/2024	Advertising - BFB	\$	385.41	

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4282252	31/05/2024	Advertising - BFB	\$	286.92	
EFT38114	28/06/2024	PFD Food Services		-\$	1,305.80
LL791488	12/06/2024	Kiosk Stock Order	\$	918.80	
LL861234	19/06/2024	Kiosk Stock Order	\$	387.00	
EFT38115	28/06/2024	Ray Ford Signs		-\$	907.50
INV-0313	19/06/2024	Signage Order - Traffic Signs	\$	907.50	
EFT38116	28/06/2024	Bernard Seeber Architects		-\$	4,023.25
554.01.001	31/05/2024	Quartermaine Oval Upgrade - Architectural services	\$	4,023.25	
EFT38117	28/06/2024	Moore Australia Audit (WA)		-\$	6,050.00
436473	26/06/2024	Audit Service - Drought Communities Program	\$	6,050.00	
EFT38118	28/06/2024	Prompt Safety Solutions		-\$	8,800.00
745	12/06/2024	WHS Service Proposal	\$	8,800.00	
EFT38119	28/06/2024	Fleet Network Pty Ltd		-\$	854.29
133660	19/06/2024	Vehicle Lease - CEO Vehicle	\$	854.29	
EFT38120	28/06/2024	BASKETBALL RINGLEADER		-\$	5,786.00
2565	20/06/2024	KLC Bi-Annual Service of Basketball Equipment	\$	5,786.00	
EFT38121	28/06/2024	Coca-Cola Amatil		-\$	589.97
0234297417	20/06/2024	Kiosk Stock Order	\$	589.97	
EFT38122	28/06/2024	Great Southern Development Commission		-\$	11,000.00
8626107	06/06/2024	Reimbursement of GSDC Project Support	\$	11,000.00	
EFT38123	28/06/2024	Emu Lane		-\$	433.95
1-912	20/06/2024	Catering - Works Crew WHS Training	\$	213.95	
1-915	26/06/2024	Catering - Council OCM	\$	220.00	
EFT38124	28/06/2024	Gould Genealogy & History		-\$	200.95
IN-00221158	17/06/2024	Library Stock - Books	\$	200.95	
EFT38125	28/06/2024	Grande Food Service		-\$	418.26
4233265	19/06/2024	Kiosk Stock Order	\$	418.26	
EFT38126	28/06/2024	Katanning Baptist Church		-\$	3,309.63
CIP2024	05/06/2024	Communit Grants Program 2023/24	\$	3,309.63	
EFT38127	28/06/2024	Katanning Stock & Trading		-\$	343.70
7/6	13/06/2024	Building Maintenance Officer Purchases	\$	343.70	
EFT38128	28/06/2024	Landgate		-\$	54,264.40
394024	06/06/2024	Valuation Services	\$	43.50	
394126	12/06/2024	GRV General Revaluation 2023/24	\$	54,220.90	
EFT38129	28/06/2024	LGIS		-\$	9,350.00
062-216026	10/06/2024	Regional Risk Co-ordinator Fees June 2024	\$	9,350.00	
EFT38130	28/06/2024	Modern Teaching Aids		-\$	168.63
45977332	07/06/2024	Library Materials - Craft Supplies	\$	168.63	
EFT38131	28/06/2024	Shire of Goomalling		-\$	631.92
16956	17/06/2024	Reimbursement of Workers Comp	\$	631.92	
EFT38132	28/06/2024	WALGA		-\$	1,089.00

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SI-010689	12/06/2024	Staff Training - Effective Supervision	\$	1,089.00	
EFT38133	28/06/2024	WATER2WATER		-\$	9,701.10
INV301777	23/05/2024	Admin & KLC - Billi + Water Fountain Reapirs	\$	9,701.10	
TOTAL			\$	827,740.97	-\$ 827,740.97

Cheque Payments	Date	Name	Description	Amount	Total
42477	07/06/2024	Shire of Katanning		-\$	112.00
DEDUCTION	05/06/2024		Payroll deductions - Social Club 05/06/2024	\$ 60.00	
DEDUCTION	05/06/2024		Payroll deductions - Lottery 05/06/2024	\$ 52.00	
42478	28/06/2024	Shire of Katanning		-\$	110.00
DEDUCTION	19/06/2024		Payroll deductions - Social Club 19/06/2024	\$ 54.00	
DEDUCTION	19/06/2024		Payroll deductions - Lottery 19/06/2024	\$ 56.00	
TOTAL			\$	222.00	-\$ 222.00

Payroll Payments	Date	Name	Description	Amount	Total
Pay	06/06/2024	Payroll		-\$	105,211.34
	06/06/2024		Payroll PAY 25	\$ 105,211.34	
Pay	20/06/2024	Payroll		-\$	113,638.65
	20/06/2024		Payroll PAY 26	\$ 113,638.65	
TOTAL			\$	218,849.99	-\$ 218,849.99

Direct Debit Payments	Date	Name	Description	Amount	Total
DD33002.1	05/06/2024	Synergy		-\$	22,161.26
977 854 430	15/05/2024		Grouped Electricity Account - April 2024	\$ 22,161.26	
DD33011.1	05/06/2024	Telstra Corporation		-\$	2,965.64
K 863 972 041-6	21/05/2024		Phone & internet charges - May 2024	\$ 2,965.64	
DD33011.2	06/06/2024	Synergy		-\$	11,563.74
338 348 270	16/05/2024		Electricity - Street lighting	\$ 11,563.74	
DD33011.3	11/06/2024	Synergy		-\$	1,469.94
154 025 290	21/05/2024		Electricity - Saleyards	\$ 1,469.94	
DD33021.1	19/06/2024	Water Corporation		-\$	5,768.84
90 07674 66 6	29/05/2024		Water usage - KAC	\$ 5,523.18	
90 07679 42 4	29/05/2024		Water usage - Saleyards	\$ 139.30	
90 07692 09 8	29/05/2024		Water usage - Daycare	\$ 106.36	
DD33029.1	20/06/2024	Water Corporation		-\$	455.85
90 15188 85 2	30/05/2024		Water usage - 89 Clive St	\$ 455.85	
DD33029.2	17/06/2024	Water Corporation		-\$	1,189.23

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90 15649 39 9	30/05/2024	Water usage - 61B Conroy St	\$	286.08	
90 15649 40 1	30/05/2024	Water usage - 61A Conroy St	\$	280.22	
90 17943 10 2	31/05/2024	Water usage - 25 Marmion St	\$	334.90	
90 07672 87 1	30/05/2024	Water usage - 19 Charles St	\$	288.03	
DD33029.3	21/06/2024	Synergy		-\$	374.20
638 847 540	31/05/2024	Electricity - Street Lighting	\$	374.20	
DD33029.4	14/06/2024	SG Fleet Australia		-\$	1,054.37
AUSG00665778	31/05/2024	Vehicle lease - CESM	\$	1,054.37	
DD33031.1	20/06/2024	Water Corporation		-\$	331.23
90 07680 70 8	04/06/2024	Water usage - Crosby St	\$	70.54	
90 18411 07 9	04/06/2024	Water usage - 1/6 Hill Wy	\$	260.69	
DD33031.2	25/06/2024	Water Corporation		-\$	6,060.95
90 07680 71 6	04/06/2024	Water usage - Showgrounds	\$	1,209.80	
90 07680 72 4	04/06/2024	Water usage - KLC	\$	4,851.15	
DD33031.3	24/06/2024	Synergy		-\$	2,856.78
312 951 080	04/06/2024	Electricity - 52 Austral Tce	\$	2,856.78	
DD33031.4	25/06/2024	Synergy		-\$	11,190.72
338 348 270	04/06/2024	Electricity - Street lighting	\$	11,190.72	
DD33033.1	05/06/2024	Aware Super		-\$	11,069.02
SUPER	05/06/2024	Superannuation contributions	\$	10,238.04	
DEDUCTION	05/06/2024	Payroll deductions	\$	819.62	
DEDUCTION	05/06/2024	Payroll deductions	\$	11.36	
DD33033.2	05/06/2024	Australian Prime Superannuation Fund		-\$	426.04
SUPER	05/06/2024	Superannuation contributions	\$	426.04	
DD33033.3	05/06/2024	MobiSuper		-\$	227.02
SUPER	05/06/2024	Superannuation contributions	\$	227.02	
DD33033.4	05/06/2024	The Trustee For PEK Super		-\$	911.78
SUPER	05/06/2024	Superannuation contributions	\$	779.09	
DEDUCTION	05/06/2024	Payroll deductions	\$	132.69	
DD33033.5	05/06/2024	The Trustee for AMP Super Fund		-\$	2,136.00
SUPER	05/06/2024	Superannuation contributions	\$	1,395.33	
DEDUCTION	05/06/2024	Payroll deductions	\$	740.67	
DD33033.6	05/06/2024	Land & Shed Superannuation Fund		-\$	230.43
SUPER	05/06/2024	Superannuation contributions	\$	230.43	
DD33033.7	05/06/2024	MLC Masterkey Personal		-\$	239.92
SUPER	05/06/2024	Superannuation contributions	\$	239.92	
DD33033.8	05/06/2024	Hostplus Superannuation Fund		-\$	590.45
SUPER	05/06/2024	Superannuation contributions	\$	590.45	
DD33033.9	05/06/2024	Australian Super		-\$	909.21
SUPER	05/06/2024	Superannuation contributions	\$	909.21	
DD33049.1	26/06/2024	Water Corporation		-\$	3,461.03

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90 07681 04 9	05/06/2024	Water usage - Austral Tce	\$	874.67	
90 07681 05 7	05/06/2024	Water usage - Town Hall	\$	82.02	
90 07681 14 5	05/06/2024	Water usage - 42 Austral Tce	\$	81.28	
90 07681 65 5	05/06/2024	Water usage - 420l Cornwall St	\$	20.07	
90 07684 86 4	05/06/2024	Water usage - AAPG	\$	446.75	
90 07684 98 7	05/06/2024	Water usage - Albion St Park	\$	256.12	
90 10435 29 5	05/06/2024	Water usage - 52 Austral Tce	\$	1,396.40	
90 10523 50 0	05/06/2024	Water usage - Aberdeen St	\$	40.14	
90 07680 99 4	05/06/2024	Water usage - 8 Austral Tce	\$	89.88	
90 07681 02 2	05/06/2024	Water usage - 14 Austral Tce	\$	173.70	
DD33049.2	20/06/2024	Water Corporation		-\$	262.64
90 18411 08 7	04/06/2024	Water usage - 2/6 Hill Wy	\$	262.64	
DD33049.3	25/06/2024	Water Corporation		-\$	49.47
90 22529 70 7	04/06/2024	Water usage - Crosby St paddock	\$	49.47	
DD33073.1	05/06/2024	Synergy		\$	8,024.36
977 854 430 ADJ	15/05/2024	Grouped Electricity Account Adjustment - April 2024	-\$	8,024.36	
DD33074.1	26/06/2024	Water Corporation		-\$	4,964.20
90 07683 71 4	05/06/2024	Water usage - Amherst St	\$	4,964.20	
DD33081.1	19/06/2024	Aware Super		-\$	11,531.43
SUPER	19/06/2024	Superannuation contributions	\$	10,644.64	
DEDUCTION	19/06/2024	Payroll deductions	\$	886.79	
DD33081.2	19/06/2024	The Trustee For PEK Super		-\$	918.98
SUPER	19/06/2024	Superannuation contributions	\$	786.29	
DEDUCTION	19/06/2024	Payroll deductions	\$	132.69	
DD33081.3	19/06/2024	The Trustee for AMP Super Fund		-\$	2,136.00
SUPER	19/06/2024	Superannuation contributions	\$	1,395.33	
DEDUCTION	19/06/2024	Payroll deductions	\$	740.67	
DD33081.4	19/06/2024	Land & Shed Superannuation Fund		-\$	305.28
SUPER	19/06/2024	Superannuation contributions	\$	305.28	
DD33081.5	19/06/2024	MLC Masterkey Personal		-\$	241.12
SUPER	19/06/2024	Superannuation contributions	\$	241.12	
DD33081.6	19/06/2024	Hostplus Superannuation Fund		-\$	596.97
SUPER	19/06/2024	Superannuation contributions	\$	596.97	
DD33081.7	19/06/2024	Australian Super		-\$	846.52
SUPER	19/06/2024	Superannuation contributions	\$	846.52	
DD33081.8	19/06/2024	Zurich Australian Insurance Limited		-\$	248.93
SUPER	19/06/2024	Superannuation contributions	\$	248.93	
DD33081.9	19/06/2024	Rest Superannuation		-\$	557.69
SUPER	19/06/2024	Superannuation contributions	\$	557.69	
DD33033.10	05/06/2024	Zurich Australian Insurance Limited		-\$	249.01
SUPER	05/06/2024	Superannuation contributions	\$	249.01	

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DD33033.11	05/06/2024	CBUS		-\$	31.81
SUPER	05/06/2024		Superannuation contributions	\$	31.81
DD33033.12	05/06/2024	Colonial First State		-\$	32.06
SUPER	05/06/2024		Superannuation contributions	\$	32.06
DD33033.13	05/06/2024	Rest Superannuation		-\$	551.88
SUPER	05/06/2024		Superannuation contributions	\$	551.88
DD33033.14	05/06/2024	Retail Employees Superannuation Trust		-\$	204.50
SUPER	05/06/2024		Superannuation contributions	\$	204.50
DD33081.10	19/06/2024	Retail Employees Superannuation Trust		-\$	182.53
SUPER	19/06/2024		Superannuation contributions	\$	182.53
DD33081.11	19/06/2024	Australian Prime Superannuation Fund		-\$	550.24
SUPER	19/06/2024		Superannuation contributions	\$	550.24
DD33081.12	19/06/2024	MobiSuper		-\$	226.74
SUPER	19/06/2024		Superannuation contributions	\$	226.74
TOTAL				\$	104,307.29
				-\$	104,307.29

Credit Card Purchases	Date	Name	Description	Amount	Total
Credit Card	27/05/2024	Commonwealth Bank of Australia		-\$	8,069.33
MAY2024	27/05/2024	Manager Recreation Services	Credit Card Purchases - May 2024	-\$	1,327.75
			IGA Katanning - Kiosk stock	\$	12.00
			Woolworths - Kiosk Stock	\$	100.41
			IGA Katanning - Kiosk Stock	\$	36.00
			Johns Bakery - Bread	\$	11.00
			Johns Bakery - Bread rolls	\$	32.40
			Woolworths - Kiosk Stock	\$	72.10
			Woolworths - Kiosk Stock - Ex GST	\$	9.00
			Woolworths - Kiosk Stock - Inc GST	\$	3.50
			Woolworths - Kiosk Stock - Ex GST	\$	22.00
			Woolworths - Kiosk Stock - Inc GST	\$	108.70
			Betta Electrical - Vacuum Cleaner	\$	479.00
			Woolworths - Seniors Prizes - Ex GST	\$	37.55
			Woolworths - Seniors Prizes - Inc GST	\$	70.05
			JB's Quality Meats - Seniors Prizes	\$	32.00
			Woolworths - Kiosk Stock - Ex GST	\$	48.29
			Woolworths - Kiosk Stock - Inc GST	\$	48.00
			Woolworths - Kiosk Stock	\$	13.20
			Woolworths - Kiosk Stock - Ex GST	\$	55.09
			Woolworths - Kiosk Stock - Inc GST	\$	24.00
			JB's Quality Meats - Seniors Prizes	\$	32.30
			Woolworths - Kiosk Stock	\$	17.70

Schedule of Accounts Paid - June 2024

		BWS - Ice for Kiosk	\$	4.00	
		Woolworths - Bread for Kiosk	\$	13.20	
		Woolworths - Kiosk Stock - Ex GST	\$	30.36	
		Woolworths - Kiosk Stock - Inc GST	\$	15.90	
MAY2024	27/05/2024 Human Resources Coordinator	Credit Card Purchases - May 2024		-\$	4,903.53
		Dome Katanning - Coffees for Budget Workshop 2	\$	58.50	
		Agoda - Accommodation for 2024 Invest Great Southern	\$	226.72	
		Australian Institute of Management WA - New Supervisor course	\$	1,520.00	
		Katanning Stock & Trading - 45kg Gas Cylinder + Delivery	\$	194.00	
		Woolworths - Gift Card for Survey Prize	\$	207.95	
		Ibis Styles Albany - Accommodation + Meals for 5 Day OSH Course	\$	952.22	
		Shire of Katanning - Plate changes	\$	37.80	
		Agoda - Accommodation for AIMS Supervisor Training	\$	374.00	
		Novotel - Accommodation for Saleyard Meeting	\$	400.00	
		Woolworths - Farewell Morning Tea - Ex GST	\$	59.00	
		Woolworths - Farewell Morning Tea - Inc GST	\$	72.80	
		East Perth Suites Hotel - Accommodation for LG Professionals Seminar	\$	269.10	
		Sedap Place - Meal + EFTPOS Surcharge - LG Professionals Seminar	\$	41.62	
		Wilson Parking - Parking whilst attending LG Professionals Seminar	\$	20.25	
		White Gum Cafe - Lunch for Road Funding Overview	\$	80.00	
		BWS - Alcohol for Council Meeting	\$	108.63	
		Woolworths - Water for Council Meeting	\$	11.20	
		Agoda - Accommodation for Waigyl Ranger Conference in Albany	\$	209.74	
		Parmelia Hilton - Parking for State Library Training and Development	\$	60.00	
MAY2024	27/05/2024 Chief Executive Officer	Credit Card Purchases - May 2024		-\$	1,838.05
		Annual Fee	\$	36.67	
		Dome - Coffees	\$	13.00	
		Dome - Coffees for meeting with Liz Guidera	\$	11.80	
		Royal Exchange Hotel - Drinks for Lindsay's Farewell	\$	24.00	
		Oscars - Dinner for Lindsay's Farewell + EFTPOS Surcharge	\$	109.38	
		Oscars - Dessert for Lindsay's Farewell + EFTPOS Surcharge	\$	41.33	
		Cordial Bar - Drinks for Lindsay's Farewell	\$	25.00	
		Woolworths - Lollies for Council Meeting	\$	61.00	
		Agoda - Accommodation for LG Professionals Finance Conference	\$	414.21	
		Agoda - Accommodation for State Library Conference	\$	192.56	
		East Perth Suite Hotel - Accommodation for State Library Conference	\$	897.30	
		Dome - Coffees	\$	11.80	
		TOTAL	\$	8,069.33	-\$ 8,069.33

Schedule of Accounts Paid - June 2024

Notes	EFT Total	\$ 827,740.97	71.41%
EFT38065 - Canceled due to incorrect bank details.	Cheque Total	\$ 222.00	0.02%
	Payroll Total	\$ 218,849.99	18.88%
	Direct Debit Total	\$ 104,307.29	9.00%
	Credit Card Total	\$ 8,069.33	0.70%
		\$ 1,159,189.58	100%



TOTAL AG CENTRE

KIOTI SALES AND SERVICE

Field Service - Repairs & Maintenance - Licenced air conditioning service (AU56689)

STEPHENS AG PTY LTD (ABN 13 666 287 243 ACN 666 287 243)

Proposed development on lot 154 (number 58) Cornwall street

Application for planning approval-

We (Total Ag Centre) request council approval for planning and development of the following development on Lot 154 Cornwall street. We propose to gain approval to construct and operate a primary production (farm machinery) workshop and dealership on the lot. The lot is currently vacant, undeveloped land with no existing buildings or usage.

This lot has been zoned ENTERPRISE. We believe our proposed use falls under part B of Primary production- "for a workshop servicing plant or equipment used in primary production businesses". Primary production is marked as A on the table of uses in the LPS5. It is our request to council that they exercise their discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions.

Usage details-

Total Ag Centre is a Kioti tractor, Brookfield agriculture and bad boy mowers dealer. We will be using the development to assemble and pre-deliver new machines, Test, service and repair new and used machinery. Parts and accessories will be stored and sold from the property. New and used machinery will be displayed for sale in a designated organised parking zone.

The business opening hours will be Monday – Friday, 8am -5pm. Occasional extended opening hours may be applied but this will only be on a seasonal basis – April-May for the seeding season for example. The weekly hours would remain unchanged but Saturday morning 8am – 12 noon trading of the retail and parts store may be necessary.

Staffing-

Total Ag Centre expects to employ a full contingent of staff required to operate the dealership. This will include but not be limited to: 1x manager, 1x sales representative, 1x parts sales representative, 1x finance officer, 1x front line receptionist, 1x workshop co-ordinator, 2x service technicians, 2x service apprentices. A total of at least 10 staff members. Our long term plan will be to add 1 additional apprentice every 12 months or sooner as workflow permits.



Phone

0459 977 449



Email

Totalagcentre@outlook.com



Address

152 Beaufort Street Katanning WA 6316
PO Box 68 Woodanilling WA 6316



TOTAL AG CENTRE

KIOTI SALES AND SERVICE

Field Service - Repairs & Maintenance - Licenced air conditioning service (AU56689)

STEPHENS AG PTY LTD (ABN 13 666 287 243 ACN 666 287 243)

Equipment-

Heavy vehicles such as tractors, headers, seeders and hay equipment will be present on site in both a sales stock capacity and also customer owned machines present for service and repair work. Dealer owned and operated standard forklifts will be used, predominately inside the workshop. Any power equipment such as air compressors, power tools and such will be electric operated to reduce noise output.

Goods stored on site-

New and used tractors will be stored in an organised, designated parking area to display them for sale along the south western boundary fence adjacent to Cornwall Street. Parts inventory will be securely stored on organised shelving located in a designated area in the southern end of the workshop. There will be no hazardous or dangerous goods stored on site

Traffic-

2x entry gates will be positioned on the Beaufort street boundary as marked on the attached site plans. Afore mentioned staff will be coming in and out several times daily. Heavy vehicles will be entering and exiting on the easternmost gate, accessed from Beaufort street, away from the higher speed and heavier trafficked Cornwall street. An additional entrance to the lot closer to the intersection of Beaufort and Cornwall Streets, still on the eastern boundary, will serve as light vehicle access to the office, parts and sales area. The largest heavy vehicles expected to frequent the property are to be divided into 2 categories: delivery trucks bringing tractors, machinery, parts etc and farm machinery such as tractors, combine harvesters or self-propelled boomsprays.

The delivery trucks have a CLASS 2 RAV rating, are predominantly B- doubles reaching up to 25 meters long- average traffic of these vehicles will be 1-2 a month.

The farm machinery will have a CLASS 1 RAV rating. The longest being up to 15m long. Average traffic of machinery will be 1-2 machines a week, this could vary both up and down depending on seasonal timing and conditions.



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Waste management-

Light domestic waste will be managed via the use of a weekly council "wheely bin" collection on Tuesday morning. Larger industrial waste will be managed by the use of skip bins provided and serviced by Katanning rubbish bin hire, collected on an as-needed basis. Any fluid waste generated by the workshop will be stored in 1000 litre IBC containers and collected by statewide oil recyclers or wren oil on an as-needed basis. Waste water from the house will be managed by a double septic tank system with dual 9 meter leach drains.

No wash pad is to be installed initially. Cleaning of machines will be done remotely. A future development is to incorporate a wash down pad at the northern end of the shed. At such time that the development is proposed, a separate application will be lodged for this facility.

Landscaping-

All existing trees are to be removed in order for the ground level to be built to a flat, uniform surface. With this in mind, a row of newly established trees will be planted along the northern boundary fence. Species of trees will be selected on low maintenance requirements, aesthetics and likelihood of retaining leaves and branches in a wind event. A grassed area adjacent to the southern boundary in the setback area of 3 meters between the boundary fence and the wall of the house will be propagated. The septic system Leach drains will be located under the grass to provide an ongoing source of water and nutrients to sustain this lawn.

Construction details-

The entire lot will be built up to with rolled and compacted gravel to form a level, uniform surface. The southern end of the lot will feature two car park areas of approximately 110 square meters combined. one for customers, the other for staff. They are located at opposite ends of the house building for separation. The northern end of the land will require approximately 700mm of fill to bring it up to the highest surface of the block, being 302.45m above sea level, matching that of the adjacent Beaufort street. A suitable earth moving contractor will be employed to remove all trees existing on the property as all of them will make leveling the property not possible if left in their existing location.



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Field Service - Repairs & Maintenance - Licenced air conditioning service (AU56689)

STEPHENS AG PTY LTD (ABN 13 666 287 243 ACN 666 287 243)

A new 7x7 meter 2 bedroom newly built transportable house will be erected near the southern boundary adjacent to Beaufort Street. It will be of a steel framed construction with steel cladding and 75mm EPS sandwich panel. This building will serve as the properties home office.

1x 26 meters long x 19 meters wide x 7 meters high steel enclosed workshop shed. Clad in a light grey colour, to reduce sunlight reflection and provide a low visual impact from the road frontage. Flooring consists of 150mm thick reinforced concrete. Workshop access via 4x 5m wide by 6m high steel sliding doors. Personal access / exit doors located on each end of the building. All large access doors are located on the north-eastern rear elevation, away from streetscape of Beaufort and Cornwall streets.

2x double entry gates providing dual 8 meter entry / exit points at opposite ends of the lot located on the Beaufort street boundary.

2x 25,000L rain water tanks are to be positioned against the northern end of the shed. The water collected will be used for watering the trees and landscaping, human consumption and light domestic use in the house. Mains water is connected to the property and will serve as a backup for when rainwater is running low.



Phone

0459 977 449



Email

Totalagcentre@outlook.com



Address



152 Beaufort Street Katanning WA 6316
PO Box 68 Woodanilling WA 6316

SHIRE OF KATANNING LOCAL PLANNING SCHEME NO.5



FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details

Name/s: Damien John and Kahia Elizabeth Stephens trading as- TOTAL AG CENTRE		
ABN (if applicable): 13 666 287 243		
Postal Address: PO Box 68 Woodanilling , western australia Postcode: 6316		
Work Phone: 0459977449 Home Phone: Mobile Phone: 0439754391	Fax:	E-mail: totalagcentre@outlook.com
Contact Person for Correspondence: Damien Stephens		
Signature: Damien John Stephens Print Name: 		Date: 5-3-2024
Signature:  Print Name: Kahia Elizabeth Stephens		Date: 5-3-2025

IMPORTANT NOTES:

- i) Use and attach a separate copy of this page where there are more than two (2) landowners.
- ii) The signature/s of all registered owner(s) as listed on the land's Certificate of Title is required. Processing of this application cannot proceed without the required signature/s. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2). Land owned by an incorporated body (i.e. a company) must be signed by:
 - 1 director of the company, accompanied by the company seal; or
 - 2 directors of the company; or
 - 1 director and 1 secretary of the company; or
 - 1 director if a sole proprietorship company.

Print the full names and positions of the company signatories underneath the signatures and provide a copy of an ASIC company search to verify those who signed the application form have the legal authority to do so[Search Company and Other Registers \(asic.gov.au\)](http://www.asic.gov.au).
- iii) A copy of the Certificate of Title for all land the subject of this application must be provided and can be purchased through Landgate directly if required.....[Certificate of Title - Landgate](http://www.landgate.wa.gov.au).
- iv) Development Applications relating to Unallocated Crown Land, Unmanaged Crown Reserves, land under management order to the Shire of Katanning where the development is not consistent with the reserve's purpose, or is used for commercial purposes, or land which is subject to a lease issued under the Land Administration Act 1997 need to be referred to the Lands Division of the Department of Planning, Lands and Heritage for consideration and signing..... proposals@dplh.wa.gov.au.

Applicant Details (if different from owner)		
Name/s: AS ABOVE		
Address:		
		Postcode:
Work Phone:	Fax:	E-mail:
Home Phone:		
Mobile Phone:		
Contact Person for Correspondence: AS ABOVE		
Signature:		Date:
Print Name:		
IMPORTANT NOTES: <ul style="list-style-type: none"> i) Failure to provide a suitably completed development application form, a copy of the relevant Certificate/s of Title, an ASIC company search where required, suitable plans and other supporting information as per the Shire's Development Application Checklist and/or the correct application fee may result in the application being returned or placed on hold. ii) The application fee payable will be confirmed by the Shire following receipt and review of the application. Processing of the application will not commence until the fee is paid in full. iii) As per Schedule 2 clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 the information and plans provided with this application may be made available by the Shire for public viewing in connection with the application. iv) If public advertising of the application is required an additional fee in accordance with the Shire's adopted schedule of fees and charges will be payable by the applicant. Further processing of the application following completion of public advertising will not proceed until the additional fee is paid in full. v) The original of this application and supporting information and plans will be retained by the Shire for its records and will not be returned to the applicant/landowner following final determination. 		
Property Details		
NOTE: The details provided must match those shown on the relevant Certificate/s of Title.		
Lot No/s: LOT 154	House/Street No/s: 58 CORNWALL STREET	Location No/s:
Survey Diagram or Plan No/s: 222684	Certificate of Title Volume No/s: 1120	Certificate of Title Folio No/s: 952
Title encumbrances (e.g. easements, restrictive covenants etc. as listed on the Second Schedule of the relevant Certificate/s of Title): NIL		
Street name: BEAUFORT STREET	Suburb: KATANNING	
Nearest street intersection: BEAUFORT AND CORNWALL STREETS		

Proposed Development:
Nature of development: <input type="checkbox"/> Works (New construction works with no change of land use) <input type="checkbox"/> Use (Change of use of land with no construction works) <input checked="" type="checkbox"/> Works and Use <i>NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form (i.e. a Form 2) must be completed and submitted with this application.</i>
Is an exemption from development approval claimed for part of the development? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is the exemption for: <input type="checkbox"/> Works <input checked="" type="checkbox"/> Use
Description of exemption claimed (if relevant): we are asking council to use its discretion to grant planning approval for our primary production (farm machinery) workshop and dealership on the land that is zoned ENTERPRISE, as per the "A" marking on primary production in the table of uses in the LPS5 document
Nature of any existing buildings and/or land use: NIL existing buildings - land is undeveloped other than boundary fencing
Description of proposed works and/or land use: Land is to be cleared of internal trees and debris, built up to approximately the same height as the adjacent roads, compacted and leveled. a 7x7m 2 room transportable house will be erected. the rear rooms will serve as staff accommodation. the front rooms will serve as an office for the primary production workshop (farm machinery) and dealership. a 26m x 19m x 7m steel shed will be located adjacent to the dwelling. The workshop will be used to facilitate the assembly and pre delivery of new farm tractors and machinery, servicing and repairs of used tractors, harvesters, seeding and hay production equipment. taking advantage of the prominent location, new and used machinery will be displayed for sale in an organized parking area along the front boundary facing Cornwall Street. expected business hours of the workshop are to be 8am-5pm, Monday to Friday. seasonal extended hours of the shop front and parts store may include Saturday morning trading only. Property access will remain from Beaufort street only. expected staff will be 2-4 office staff and 5 or more workshop staff.
Approximate cost of proposed development (excluding GST): \$400,000
<p style="text-align: center;">OFFICE USE ONLY</p> Date application received: Received by: Application Reference Number: Shire of Katanning Assessment Number: Application Fee Payable: \$ Date of Receipt of Application Fee: Receipt Number for Application Fee:

SHIRE OF KATANNING LOCAL PLANNING SCHEME NO.5



**FORM 2 - ADDITIONAL INFORMATION FOR
DEVELOPMENT APPROVAL FOR ADVERTISEMENTS**

Note: To be completed in addition to the Application for Development Approval form (i.e. Form 1).

1. Description of property on which advertisement is to be displayed including full details of its proposed position within that property: Signage will be installed onto the main steel workshop building centrally located on the lot

2. Details of proposed sign:


- (a) Type of structure on which advertisement is to be erected (i.e. freestanding, wall mounted, other): Wall mounted
- (b) Height: 5 meters from ground level Width: 2400 Depth: 1200
- (c) Colours to be used: white background material, black lettering, teal emblem
- (d) Height above ground level:
(a) (to top of advertisement): 6200mm
(b) (to underside of advertisement): 5000 mm
- (e) Materials to be used: aluminium composite panel (signboard), coloured vinyl decals
- (f) Illuminated: Yes / No **no**
If yes, state whether steady, moving, flashing, alternating, digital, animated or scintillating and state intensity of light source:

3. Period of time for which advertisement is required: ongoing once shed development is complete

4. Details of signs (if any) to be removed if this application is approved:

nil

Note: This application should be supported by a photograph or photographs of the premises showing superimposed thereon the proposed position for the advertisement and those advertisements to be removed detailed in 4 above.

Signature/s of advertiser/s:
(if different from landowner/s) 

Print Names: Damien Stephens

Date: 5-3-2024

WESTERN



AUSTRALIA

TITLE NUMBER

Volume Folio

1120 952

RECORD OF CERTIFICATE OF TITLE UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 154 ON DEPOSITED PLAN 222684

REGISTERED PROPRIETOR: (FIRST SCHEDULE)

STEPHENS AG PTY LTD OF 14 WITHNELL ROAD WOODANILLING WA 6316

(T P681350) REGISTERED 21/8/2023

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

1. P681351 MORTGAGE TO COMMONWEALTH BANK OF AUSTRALIA REGISTERED 21/8/2023.

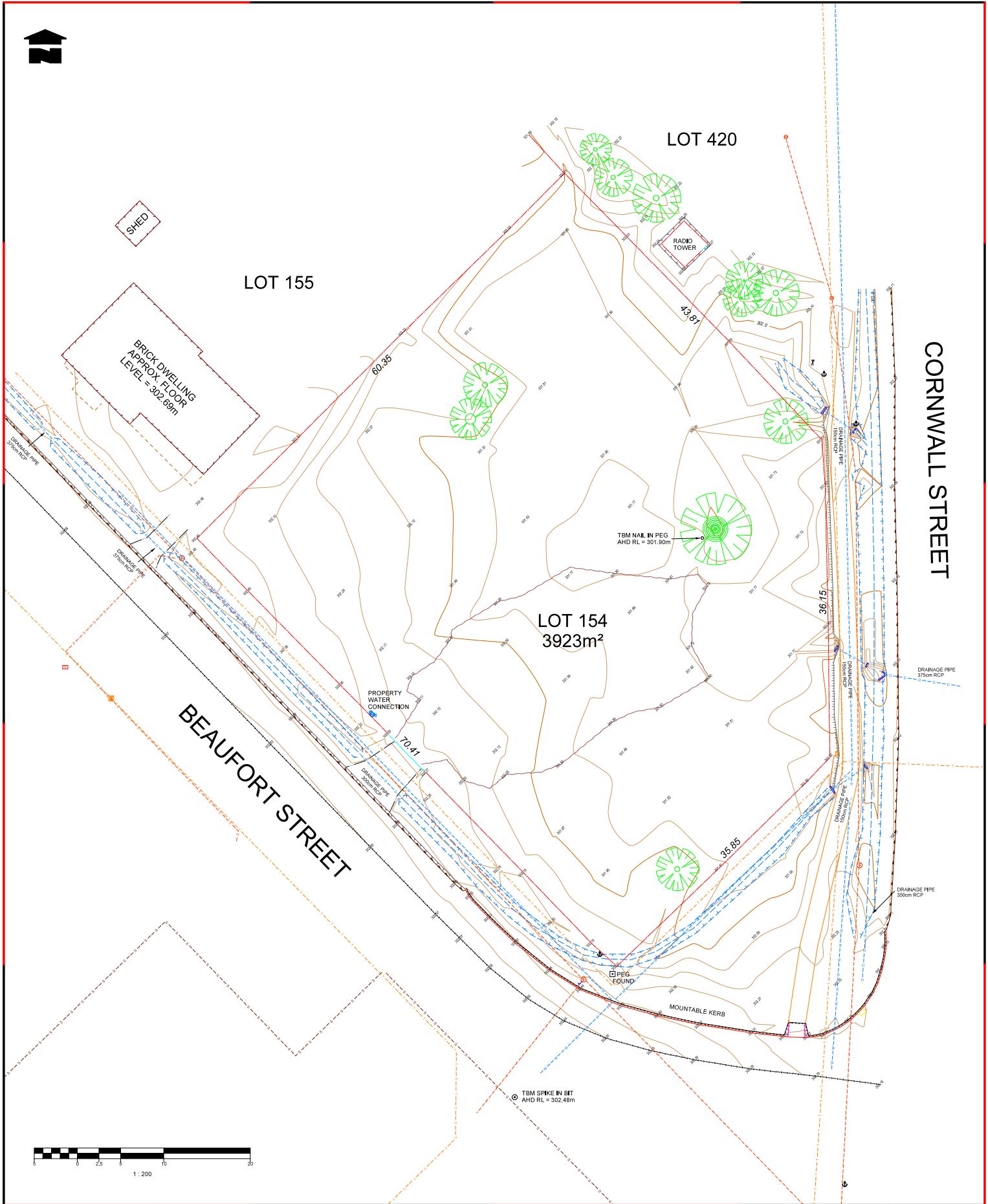
Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1120-952 (154/DP222684)
PREVIOUS TITLE: 426-60
PROPERTY STREET ADDRESS: 58 CORNWALL ST, KATANNING.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF KATANNING



LOT 154 (#58) CORNWALL STREET, KATANNING FEATURE & CONTOUR SURVEY

JOB No:	5801	SURVEY DATE:	13/12/2023	ISSUE	DATE	TYPE	BY	CHKD
CLIENT:	D&K STEPHENS	COORDINATE SYSTEM:	MGA2020	A	03/01/2024	ORIGINAL ISSUE	SP	MA
AUTHORITY:	SHIRE OF KATANNING	HEIGHT DATUM:	AHD					
PLAN:	DP222684	SCALE:	1:200					
C/T VOL. FOL:	1120/952	ORIGINAL SHEET SIZE:	A1					
DRAWING No:	DWG5801-01	SEE LEGEND FOR IMPORTANT NOTES & DISCLAIMERS						


08 9842 3766

admin@35degreesouth.com.au


Argyle Building, 46 Stirling Terrace, Albany WA 6330
Unit 2B, 113 Dempster Street, Esperance WA 6450




LEGEND



CADASTRAL BOUNDARY - K



BRICK PAVING - BP



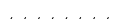
EDGE OF CONCRETE L/R - SE/SF



BUILDING L/R - SY/SZ



VERANDHA - SV




SHED - HD



STEPS OR STAIRS - SS



RAMP - SR




HANDRAIL - SH



GATE - GG



FENCE - F0




KOPPA LOGGING FENCE - FC



WALL L/R - SJ/SK




RETAINING WALL L/R - SL/SM



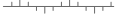
TREE CANOPY - GT




BUSH-LINE - GS Hedge GH



LAWN - GC



GARDEN BED - GD




PARK BENCH / SEATING - BS



BANK TOP L/R - NT/NU WG/WF



BANK BOTTOM - NB




RIDGE - NR



LINE OF LEVELS - N0



ROCK OUTCROP L/R - GQ/GR



ROCK PITCHING - TR



EDGE OF DRAIN L/R - DD/DE



DRAIN - D0



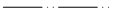
CULVERT (PIPE) - DC



HEADWALL - DH



EDGE OF WATER L/R - WL/WK



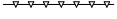
CREEK UP/DOWNSTREAM - WB/WC WN/WM



WET AREA - WA




FOOTPATH - GF



CENTRE OF ROAD - RC



ON ROAD (SEALED STRING) - R0



KERB TOP BACK OF - RK



KERB BOTTOM / GULLY - RB



PEDESTRIAN RAMP - RP



EDGE OF DRIVEWAY - RD



TRACK - RT



EDGE OF BITUMEN - RE



EDGE OF UNSEALED ROAD - RU




SHOULDER - RS



LANE MARKINGS (Single Solid Line) - RR



LANE MARKINGS (1m Line With 3m Gap) - RV



LANE MARKINGS (3m Line With 9m Gap) - RM



OVERTAKING LANE (Solid Line & 3m Line) L/R - RJ/RO



DOUBLE BARRIER LINE (Solid Lines) - RI




PARKING BAY (REST AREA ETC) - RF



GUARDRAIL - THRIE - BT



SIGN MULTIPLE POLES - RN



BUS SHELTER - SB



ON RAIL - RY



WATER PIPE - QW // HW // WP



U/G DRAINAGE PIPE - QC // HC // DP



U/G SEWER PIPE - QS // HS // DA




U/G RETICULATION - QX // HX




OVERHEAD POWER LINES - EA



U/G ELECTRIC CABLE - QE // HE



U/G GAS LINE - QG // HG



GAS CYLINDER/TANK - EK

U/G TELSTRA / OPTUS COPPER - QT // HT / QP // HP

U/G TELSTRA / OPTUS OPTIC FIBRE - QV // HV / QO // HO

U/G UNKNOWN U/G SERVICE - QU // HU



ALIGNMENT CONTROL POINT (RRM) - PAC



BENCHMARK - PBM



CADASTRAL PEG or POST - POP



PEG - PPG




PHOTO POINT - PPH




SPRING HEAD NAIL - PSH



STAR IRON PICKET - PSI



SPIKE - PSK



STANDARD SURVEY MARK (SSM) - PSM



MINOR CONTROL POINT - PSS



TEMPORARY BENCHMARK - PTB



GRASS TREE / PALM - PBB/PLM




BUSH - PBU




TREE 0.1-0.3m TRUNK DIA - PTA



TREE 0.3-0.5m TRUNK DIA - PTD



TREE 0.5-1.0m TRUNK DIA - PTF



TREE >1.0m TRUNK DIA - PTG




TREE STUMP - PTY



BOLLARD - PBL



FLAGPOLE - PFG



MAIL BOX - PMB



LITTER BIN - PLB




SIGN ONE POLE - PIS



FINGER SIGN - PFS




SLK POST - PRK




BUS STOP - PBS



WATER METER - PWM



WATER TAP - PWT



STOP VALVE - PSV



FLUSHING POINT - PWF



WATER MAIN MARKER - PWR



STANDPIPE - PST



BOREHOLE/WATER BORE - PBH



SEWER INSP. SHAFT/PROPERTY CONN. - PSA/PPC



SEWER VENT - PSW



FIREHOSE REEL - PFH



HYDRANT (GROUND) - PHG



HYDRANT PILLAR - PHP



RETIC CONTROL VALVE - PSU



METER BOX - PBO



ELECTRIC POWER DOME - PED




ELECTRIC CABLE MARKER - PSC



POWER POLE - PPP



ELECTRIC SUPPLY POLE - PPE



STAY POLE - PSP



STEEL WIRE ANCHOR - PWA




GAS VALVE - PGV



GAS MARKER - PGM




TELSTRA PIT or BOX - PPB



TELSTRA MARKER - PTM



TELSTRA ELEVATED JOINT - PTJ




GULLY - DG



SIDE ENTRY PIT - DX



DRAINAGE MANHOLE - DW



SEWERAGE MANHOLE - DS



ELECTRIC MANHOLE - EU



TELSTRA MANHOLE - VM



UNDEFINED MANHOLE - DU



RAIL CABLE MANHOLE - DZ



35 DEGREES SOUTH ADVANCED SURVEYING



08 9842 3766



marka@35degreesouth.com.au



Argyle Building, 46 Stirling Terrace, Albany WA 6330
Unit 2B, 113 Dempster Street, Esperance WA 6450

Disclaimer

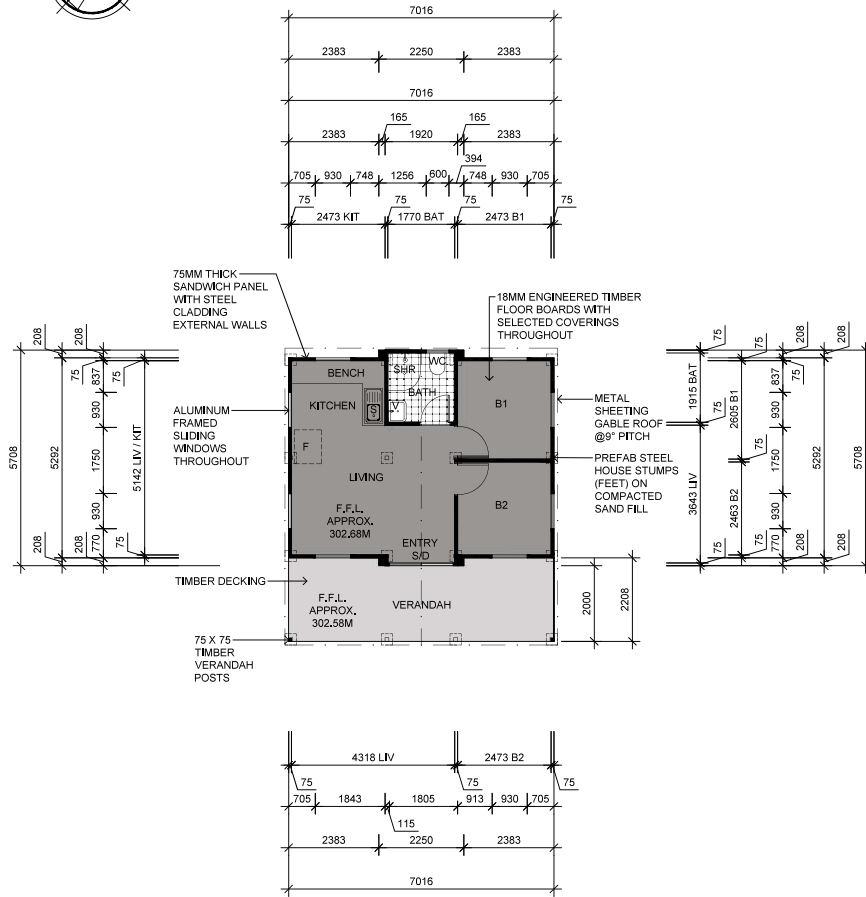
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FLOOR PLAN
SCALE 1:100

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Project:	PROPOSED DEVELOPMENT OF AGRIBUSINESS PREMISES AT: TOTAL AG CENTRE LOT 154 58 CORNWALL STREET KATANNING WA 6317	Content:		PREFABRICATED DWELLING - FLOOR PLAN AND ELEVATIONS		A2 SHEET
		Scale:		1:100		
		Drawn:		G. BOETEL		
		Date:		FEBRUARY 2024		Job No.: STEPH0224
Client:	DAMEN AND KAHILA STEPHENS PO BOX 68 WOODANILLING WA 6316	Dwg. No.:		Total Ag Centre Proposed Dev.dwg		REV A
				DRG. NO. A-2		

CAD DRAWING DO NOT MANUALLY AMEND

REV. No.	DATE	Original Drawing
A	21-02-2024	

REVISIONS

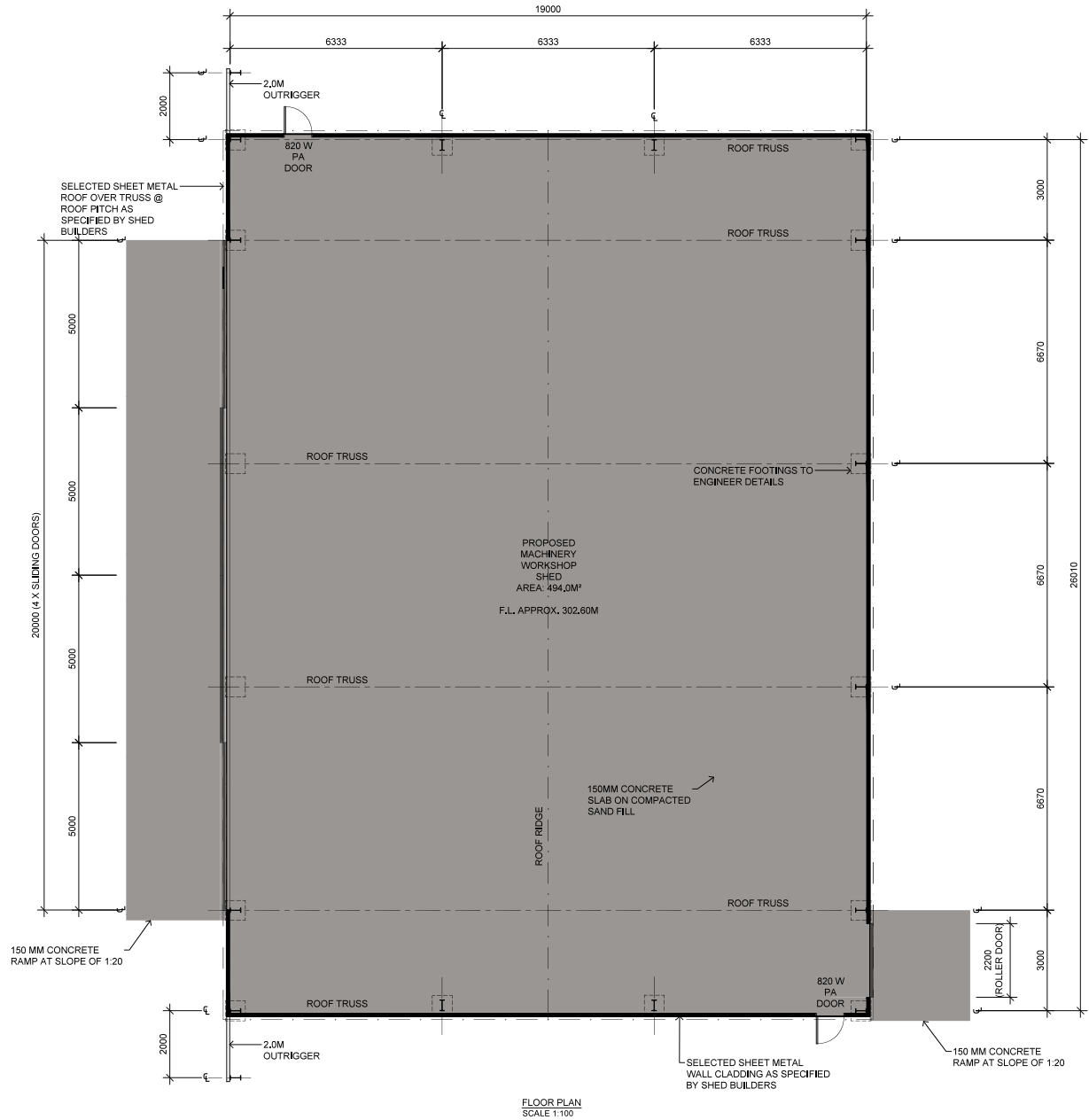
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FLOOR PLAN
SCALE 1:100

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		Scale:		1:100		
		Date:		FEBRUARY 2024		
		Dwg. No.:		Total Ag Centre Proposed Dev.dwg		
Client:	DAMEN AND KAHILIA STEPHENS PO BOX 88 WOODANILLING WA 6316	Job No.:		STEPH0224		REV A
		DRG. NO. A-3				

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Shire of
Katanning

DRAFT

DELEGATIONS REGISTER

July 2024



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A BACKGROUND TO DELEGATIONS AND AUTHORISATIONS

Delegations are how local governments authorise officers to make decision relating to matters that the Act and regulations otherwise confer on Council.

When a staff member exercises delegated authority, the staff member does so in their own right but also “on behalf” of the Council. When exercising this authority, the staff member must therefore consider how the Council would wish them to proceed.

The Governance Structure

The *Local Government Act 1995* provides that the Council appoints a CEO and the CEO appoints employees. All local government employees are responsible to the CEO, who, in turn, is responsible to the Council.

Wherever possible, the Shire will endeavour to ensure delegations conform to this governance structure. Delegations will be established from the Council to the CEO; the CEO (not the Council) can then delegate power to officers as the CEO sees fit.

The Power to Delegate

The power to delegate a statutory responsibility, must be explicitly permitted by legislation. Local governments have statutory responsibilities given to them by more legislation than just the *Local Government Act 1995*. The following table identifies legislation giving a power of delegation to local governments;

Legislation		Delegation From	Delegation To	Function	Restrictions
Local Government Act 1995	s5.16	Council	Committees	Council's powers and duties under the <i>Local Gov Act 1995</i>	s5.17
Local Government Act 1995	s5.42	Council	CEO	Council's powers and duties under the <i>Local Gov Act 1995</i>	s5.43
Local Government Act 1995	s5.44	CEO	Any employee of the local government	CEO's powers & duties under the <i>Local Gov Act 1995</i>	s5.44
Bush Fires Act 1954	s48	Council	CEO	Council's powers & duties under the <i>Bush Fires Act 1954</i>	s48
Cat Act 2011	s.44	CEO	Any employee of the local government	Council's powers and duties under the <i>Cat Act 2011</i>	s.45(6)
Local Planning Scheme No. 5	cl.82	Council	CEO	CEO's powers under the Local Planning Scheme	s9.10

Legislation		Delegation From	Delegation To	Function	Restrictions
<i>Planning and Development Act 2005</i>	s16(3)	Commission	A local government, a committee established under the <i>Local Government Act 1995</i> or a local government employee	Functions of the Commission under the <i>Planning and Development Act 2005</i>	
<i>Strata Titles Act 1985</i>	s25 s27	Commission	A local government, a committee established under the <i>Local Government Act 1995</i> or a local government employee	Functions of the Commission under the <i>Planning and Development Act 2005</i>	
<i>Dog Act 1976</i>	s26	CEO	Any employee of the local government	The authority to determine applications on the keeping of three or more dogs under the <i>Dog Act 1976</i>	
<i>Main Roads Act 1930</i>	s33C	Council	CEO	All powers, duties and functions of local government under the <i>Main Roads Act 1930</i>	
<i>Food Act 2008</i>		Council	CEO	The authority to serve a prohibition order, register a food business & start proceedings under the <i>Food Act 2008</i> .	
<i>Building Act 2011</i>	s127	Council	CEO	The authority to approve or refuse to grant permits and issue building orders	

Legislation		Delegation From	Delegation To	Function	Restrictions
Liquor Control Act 1988	s39 s40	Council	CEO	The authority to approve or refuse to grant section 39 and section 40 certificates	

The Duty Being Delegated

When a local government exercises its power of delegation, it must clearly specify in the instrument of delegation the statutory duty being delegated. This ensures the person exercising delegated authority can be certain of the duty conferred by the delegation.

Reviewing the above list, it is clear that there is a limited range of legislation under which powers can be delegated. There is no express provision for a local government to delegate its functions under any other legislation. However, this does not prohibit the local government from “acting through” its officers for the purpose of legislation and the manner in which this can be achieved is detailed below.

Standard Conditions of Delegation

Each power of delegation may be subject to its own restrictions or conditions and these are noted in the above list.

However, there are some broad conditions of delegation and these are detailed, as follows:

The Interpretation Act 1984

Sections 58 and 59 of the *Interpretation Act 1984* place restrictions upon the exercise of the power of delegation and effects of delegation; these sections apply to all delegations under written laws however, they may be varied by the statute which provides the power of delegation.

58. Delegates, performance of functions by

Where under a written law the performance of a function by a person is dependent upon the opinion, belief, or state of mind of that person in relation to a matter and that function may be performed by the delegate upon the opinion, belief, or state of mind of the delegate in relation to that matter.

59. Power to delegate, construction of

- (1) *Where a written law confers power upon a person to delegate the exercise of any power or the performance of any duty conferred or imposed upon him under a written law –*
 - (a) *such a delegation shall not preclude a person so delegating from exercising or performing at any time a power or duty so delegated;*
 - (b) *such a delegation may be made subject to such conditions, qualifications, limitations or exceptions as the person so delegating may specify;*
 - (c) *if the delegation may be made only with the approval of some person, such delegation, and any amendment of the delegation, may be made subject to such*

- conditions, qualifications, limitations or exceptions as the person whose approval is required may specify;*
- (d) such a delegation may be made to a specified person or to persons of a specified class, or may be made to the holder or holders for the time being of a specified officer or class of office;*
 - (e) such a delegation may be amended or revoked by instrument in writing signed by the person so delegating;*
 - (f) in the case of a power conferred upon a person by reference to the term designating an office, such a delegation shall not cease to have effect by reason only of a change in the person lawfully acting in or performing the functions of that office.*
- (2) The delegation of a power shall be deemed to include the delegation of any duty incidental thereto or connected therewith and the delegation of a duty shall be deemed to include the delegation of any power incidental thereto or connected therewith.*
- (3) Where under a written law an act or thing may or is required to be done to, by reference to or in relation to, a person and that person has under a written law delegated a relevant function conferred or imposed on him with respect to or in consequence of the doing of that act or thing, the act or thing shall be regarded as effectually done if done to, by reference to or in relation to the person to whom the function has been delegated.*

The Concept of 'Acting Through'

In addition to covering delegations, the *Local Government Act 1995* introduces the concept of "acting through." In relation to delegations, section 5.45 of the Act states that nothing prevents a "local government from performing any of its functions by acting through a person other than the CEO" or "a CEO from performing any of his or her functions by acting through another person."

While the Act does not specifically define the meaning of the term "acting through, it cites a key difference between a delegation and "acting through" in 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.

For administrative purposes, a person may sign a letter in his or her own name on behalf of the CEO while, with delegated powers, the person would sign a letter in his or her own name, in accordance with the delegated authority.

Register of Delegations

The *Local Government Act 1995* requires the Shire to maintain a register of approved delegations. The register must include prescribed information detailing how delegated authority has been exercised in a range of circumstances. The requirement to record the prescribed information applies only to delegations made using the power of delegation under part of the *Local Government Act 1995* and does not extend to other legislation.

STANDARD CONDITIONS

Any person proposing to exercise a power under delegated authority shall comply with the following standard conditions of delegation:

1. Actual decisions relating to the matter delegated shall be made by the person nominated in the delegation. However, it is understood that other staff may carry out administrative and technical work relating to those decisions.
2. Compliance with all relevant legislative requirements, Local Laws, Council Policies, resolutions of Council and the Business Management System Procedures.
3. Delegated authority cannot be exercised where a Financial Interest or an Interest Affecting Impartiality is evident.
4. It is a statutory requirement to maintain a record of each decision made under delegated authority. Documents relating to delegated authority decisions shall, as a minimum, record:
 - a. Date the decision was exercised;
 - b. Name of the Officer/Committee exercising the decision;
 - c. Description of how the person exercised the power or discharged the duty, including where appropriate, any directions to staff to carry out work associated with the decision unless those directions are included in Policies, Management Procedures or the Delegation Register;
 - d. Notation of the people or class of people directly affected by the decision (other than Council or Committee members or employees of the Shire).
5. Wherever possible the requirements of point 4 above shall be incorporated into administrative documents such as memos, file notes, cheque vouchers, etc.
6. Instruction is provided for each delegation on record keeping requirements.

LOCAL GOVERNMENT ACT 1995

DELEGATIONS TO CEO

DA01 – APPOINTMENT OF AUTHORISED OFFICERS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> Part 3, Division 3, Subdivision 2 s3.24 – Certain provisions about land s9.10 Appointment of authorised officers <i>Cat Act 2011</i> s44 Delegation by local government <i>Dog Act 1976</i> s10AA Delegation of local government powers and duties <i>Food Act 2008</i> s122 Appointment of authorised officers <i>Building Act 2011</i> s96(3) Authorised persons <i>Litter Act 1979</i> s26 Authorised officers, appointment and jurisdiction of etc. Planning and Development Act 2005 s228 Giving infringement notice Control of Vehicles (Off-Road Areas) Act 1976 s5 Local government's functions Health Act (Miscellaneous Provisions) 2011 s26 Powers of local government (subject to s28 Appointments to be approved) Bushfires Act 1954 s38 Local government may appoint bush fire control officer General Local Law 1997

Cemetery Local Law 1997

Dogs Local Law 1997

Extractive Industries Local Law 1997

Katanning Airport Local Law 1997

Removal of Refuse, Rubbish & Disused Materials Local Law 1998

Health Local Law 1998

Public Health Act 2016 S.24(3) Power to designate Persons as Authorised Officers.

FUNCTION:

Appoint authorised officers in writing and issue certificates of authorisation to allow for the enforcement of the above Acts, associated Regulations and Local Laws.

CONDITIONS:

Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".

Authorised Officers for the *Food Act 2008* must hold office as an environmental health officer under the *Health Act 1911*.

A power or duty under section 63, 64 or 65 of the *Cat Act 2011* cannot be delegated to an authorised person. The Shire is required, under s9.10(2) of the *Local Government Act 1995*, to issue each person so authorised a certificate and/or letter of authorisation. Authorised persons may be required to produce letter/certificate when exercising authorised functions.

RECORD KEEPING:

Record details of authorisations issued.

Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))*, are retained in the Shire's record keeping systems.

REFERENCES:

Shire of Katanning Council Policy 3.5 – Statutory Appointments

COUNCIL AUTHORISATIONS:

Chief Executive Officer
General Manager Infrastructure & Strategy
Environmental Health Officer
Shire Ranger

SUPPLEMENTARY CONDITON:

Above stated conditions apply.

POWER TO SUBDELEGATE:

Local Government Act 1995:

s5.44 CEO may delegate powers and duties to other employees.

CEO DELEGATION TO:

Authorised Officers

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DA02 – POWERS OF ENTRY

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> Part 3, Division 3, Subdivision 3 – Powers of entry
FUNCTION:	To give effect to powers of entry as required in performing the functions of the <i>Local Government Act 1995</i> .
CONDITIONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".
RECORD KEEPING:	Record decisions to enter property. Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems.
COUNCIL AUTHORISATIONS:	Chief Executive Officer General Manager Infrastructure & Strategy Environmental Health Officer Shire Ranger
<hr/>	
POWER TO SUBDELEGATE:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees.
CEO DELEGATION TO:	Authorised Officers

DA03 – ROAD CLOSURES – Temporary

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s3.50 Closing certain thoroughfares to vehicles s3.50 A Partial closure of thoroughfares for repairs or maintenance s3.51 Affected owners to be notified of certain proposals s3.52 Public access to be maintained and plans kept
FUNCTION:	All duties and functions described in the delegated sections of the <i>Local Government Act 1995</i> .
CONDITIONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".
RECORD KEEPING:	<p>Record decision to undertake a closure. Record advice to owners/occupiers. Record agreements for maintenance of private structures in public thoroughfares /places.</p> <p>Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i>, are retained in the Shire's record keeping systems.</p>
<hr/>	
POWER TO SUBDELEGATE:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees.
CEO DELEGATION TO:	General Manager Operations
SUPPLEMENTARY CONDITIONS:	Above stated conditions apply.

DA04 – TENDERS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> Part 4 – regs. 11 to 24
FUNCTION:	<p>To call tenders and set weighted criteria as outlined in the relevant legislation and this delegation.</p> <p>To authorise purchases and accept tenders in accordance with the conditions of this delegation.</p>
CONDITIONS:	<p>Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”.</p> <p>Authorise purchases that are exempt from tendering regulations as outlined in regulation 11.2, excluding 2(d), of the <i>Local Government (Functions and General) Regulations 1996</i>, where the purchase value is no more than \$250,000 per annum.</p> <p>Accept tenders where there is a Council budget provision approved for the following:</p> <ul style="list-style-type: none">▪ Annual supplies of a routine operational nature within budget amount and where the tender is for no greater than 5-years and no more than \$250,000 per annum;▪ Replacement plant, equipment, furniture and maintenance within a net (changeover) cost of less than \$250,000;▪ New plant, equipment, furniture and construction where the tender is for less than an amount of \$250,000 and within budget amount.▪ Goods or Services where a budget provision exists and the purchase value is under \$250,000. <p>The Chief Executive Officer may reject tenders of any amount.</p> <p>Accept tenders relating to the disposal of impounded perishable and non-perishable goods in accordance with Section 3.47 of the <i>Local Government Act 1995</i></p>

Approve minor variations to the scope of work specified in a tender (up to a maximum of 10% of the total contract value) following the receipt of submissions but prior to entering into a contract

Where a tender is accepted with an option to extend the contract beyond the initial period, the Chief Executive Officer may exercise or decline that option.

To call, accept the short listing and if required reject all Expression of Interests.

RECORD KEEPING:

Maintain Tender Register, recording details of decisions under this delegation and insert links to relevant evidentiary documents.

Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))*, are retained in the Shire's record keeping systems.

POWER TO SUBDELEGATE:

Local Government Act 1995
s5.44 CEO may delegate powers and duties to other employees.

CEO DELEGATION TO:

General Manager Corporate Services
General Manager Infrastructure & Strategy

SUPPLEMENTARY CONDITIONS:

Can **ONLY** call Tenders or Expressions of Interest and set weighted criteria where there is a Council budget provision approved and the product or service being sought is not considered to be extraordinary.

Can **ONLY** approve minor variations to the scope of work specified in a tender (up to a maximum of 10% of the total contract value) following the receipt of submissions but prior to entering into a contract

Can **ONLY** call Tenders or Expression of Interests relevant to the activities of the respective General Manager's division.

DA05 – ACQUISITION AND DISPOSAL OF LAND

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some Powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s3.58 (2) (3) Disposing of property
FUNCTION:	Undertake the function of acquiring and disposal of land, including lease and purchase.
CONDITIONS:	<p>Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”.</p> <p>Acquire and dispose of ‘real property’, which is specifically identified within the Budget with a value of up to \$1,000,000.</p> <p>Acquire and dispose of a leasehold interest in property for a cumulative cost over the life of the lease of up to \$1,000,000.</p> <p>Manage lease / licence clauses, including but not limited to terminations, renewal options, assignments, subletting, and the establishment of special conditions or variations to payment schedules.</p> <p>Assignment of leases and licences is subject to appropriate Police Clearances and Credit Checks (where unsatisfactory refer to Council).</p>
RECORD KEEPING:	Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire’s record keeping systems.

POWER TO SUBDELEGATE:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees.
CEO DELEGATION TO:	CEO has exercised the right not to sub-delegate this delegation.

DA06 – DISPOSAL OF ASSETS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s3.58 Disposing of property <i>Local Government (Functions and General) Regulations 1996 –</i> reg.30(3) Dispositions of property excluded from Act s3.58
FUNCTION:	Dispose of assets surplus to the Shire's operational needs.
CONDITIONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations". Authorise the disposal of minor plant and assets with a depreciated value of not more than \$25,000 without the requirement for Council approval. Authorise the disposal of a plant item or asset with a depreciated value of no more than \$90,000 in accordance with the requirements of s3.58.
RECORD KEEPING:	Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems.
<hr/>	
POWER TO SUBDELEGATE:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees.
CEO DELEGATION TO:	General Manager Corporate Services
SUPPLEMENTARY CONDITIONS:	May dispose of surplus computer and related hardware with a depreciated value of up to \$5,000, in accordance with procedures to be developed and approved by the CEO.

DA07 – MUNICIPAL FUND/PROCEDURES AND PAYMENTS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s6.7 Municipal fund <i>Local Government (Financial Management) Regulations 1996</i> reg.11 Payments, procedures for making etc. reg.12 Payments from municipal fund or trust fund, restrictions on making
FUNCTION:	Make payments from the Municipal Fund in accordance with procedures.
CONDITIONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".
RECORD KEEPING:	Retain Cheque Vouchers, including electronic transfer records as evidence of decisions to make payments. Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems.
POWER TO SUBDELEGATE:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees.
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CEO DELEGATION TO:	General Manager Corporate Services Finance Manager General Manager Infrastructure & Strategy
SUPPLEMENTARY CONDITIONS:	Authorise payments from the Municipal Fund (i.e. sign cheques, initiate and authorise electronic payments)

DA08 – TRUST FUND / PROCEDURES AND PAYMENTS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s6.9(3) Trust fund <i>Local Government (Financial Management) Regulations 1996</i> reg.12 Payments from municipal or trust fund, restrictions on making
FUNCTION:	Make payments from the Trust Fund in accordance with procedures.
CONDITIONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".
RECORD KEEPING:	Minute details of Council's resolution to receive the Authorised Cheque Listing and retain Cheque Vouchers as evidence of decisions to make payments. Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems.
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POWER TO SUBDELEGATE:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees
CEO DELEGATION TO:	General Manager Corporate Services Finance Manager General Manager Infrastructure & Strategy
SUPPLEMENTARY CONDITIONS:	Above stated conditions apply.

DA09 – WAIVER OR CONCESSIONS - Granting

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s6.12(1)(b)(c) and (3) Power to defer, grant discounts, waive or write off debts
FUNCTION:	Waive or grant concessions in relation to money owed to the Shire. Write off money owed to the Shire. Determine the conditions to be applied to waive, grant a concession or write off money owed to the Shire.
CONDITIONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations". Authorise a waiver, grant a concession or write off an amount of money owed to the Shire to a maximum value of \$500 GST exclusive. Write offs to be reported to Council monthly with the Sundry Debtors Listing. Write offs exclude instances where a debtor has been incorrectly charged.
RECORD KEEPING:	Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems.

POWER TO SUBDELEGATE:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees.
CEO DELEGATION TO:	CEO has exercised the right not to sub-delegate this delegation.

DA10 – INVESTMENTS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996</i> reg.19 Investments, control procedures for
FUNCTION:	Money held in the municipal fund or the trust fund that is not, for the time being, required by the local government for any other purpose may be invested in accordance with Part III of the <i>Trustees Act 1962</i> . Establish and document internal control procedures to ensure control over investments that enable the identification of the nature and location of all investments and the transactions related to each investment.
CONDITIONS:	Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”.
RECORD KEEPING:	Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents. Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire’s record keeping systems.
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POWER TO SUBDELEGATE:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees.
CEO DELEGATION TO:	General Manager Corporate Services Finance Manager
SUPPLEMENTARY CONDITONS:	Establish and maintain procedures

DA11 – RECOVERY OF UNPAID RATES

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s6.56(1) Rates or service charges recoverable in court s6.60 Local government may require lessee to pay rent s6.64 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 Schedule 6.2(1)[1] Provisions relating to lease of land where rates or service charges unpaid [Section 6.65] Schedule 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)]
FUNCTION:	<p>Undertake recovery of overdue unpaid rates, as well as the costs of proceedings, if any, for that recovery, incurred in a court of competent jurisdiction.</p> <p>As part of the legal recovery of rates and charges in court, documents such as summonses and warrants are required to be duly authorised.</p>
CONDITIONS:	<p>Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”.</p> <p>Legal representation is limited by the <i>Magistrates Court (Civil Proceedings) Act 2004</i>.</p>
RECORD KEEPING:	Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire’s record keeping systems.
REFERENCES:	<i>Magistrates Court (Civil Proceedings) Act 2004 – Part 4</i>

POWER TO SUBDELEGATE:

Local Government Act 1995

s5.44 CEO may delegate powers and duties to other employees.

CEO DELEGATION TO:

General Manager Corporate Services
Finance Manager

SUPPLEMENTARY CONDITIONS:

Above stated conditions apply.

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DA12 – BANK ACCOUNTS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s6.6 Funds to be established <i>Local Government (Financial Management) Regulations 1996</i> reg.8 Separate bank etc. accounts required for some monies.
FUNCTION:	Maintain separate accounts with a bank or other financial institution for money required to be held in: <ul style="list-style-type: none">▪ the municipal fund;▪ the trust fund; and▪ reserve accounts.
CONDITIONS:	Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”.
RECORD KEEPING:	Record details of accounts opened and maintained. Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire’s record keeping systems.
<hr/>	
POWER TO SUBDELEGATE:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees.
CEO DELEGATION TO:	General Manager Corporate Services Finance Manager
SUPPLEMENTARY CONDITIONS:	Above stated conditions apply

DA13 – EXTENSION FOR RATE EXEMPTION APPLICATION

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s6.76 Grounds of Objections
FUNCTION:	Determine an application to extend the time for lodging an objection to the rate record where an objection is to be made relating to a rates exemption in accordance with <i>s6.26 Rateable Land</i> beyond 42 days from the date of service of the rate notice.
CONDITIONS:	<p>Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".</p> <p>Applications for an extension are to be made in writing.</p> <p>A recommendation on a rates exemption is to be referred to Council.</p>
RECORD KEEPING:	Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems.
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POWER TO SUBDELEGATE:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees.
CEO DELEGATION TO:	General Manager Corporate Services Finance Manager
SUPPLEMENTARY CONDITIONS:	Above stated conditions apply

DA14 – AUTHORISED OFFICERS – Variation of Meeting Date – Annual Electors Meeting

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	Local Government Act 1995 S5.27 Electors' general meetings
FUNCTION:	Change the Annual Electors Meeting date should the need arise.
CONDITONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".
RECORD KEEPING:	Record details of authorisations issued. Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems
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POWER TO SUBDELEGATE:	Local Government Act 1995 S5.44 CEO may delegate powers and duties to other employees.
CEO DELEGATION TO:	CEO has exercised the right not to sub-delegate the Delegation.

BUILDING ACT 2011

DA15 – BUILDING ACT 2011

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Building Act 2011</i> s127 Delegation: special permit authorities and local governments
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Building Act 2011</i> The following Permit Authority functions as required by the <i>Building Act 2011</i> and subsidiary Regulations s20 Grant of building permit s21 Grant of demolition permit s22 Further grounds for not granting an application s27 Conditions imposed by permit authority s58 Grant of occupancy permit s62 Conditions imposed by permit authority s65 Extension of period of duration s110 Building orders s111 Notice of proposed building order other than building order (emergency) s117 Revocation of building order
FUNCTION:	The Authority to approve or refuse to grant permits and issue Building Orders:
CONDITIONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations". Notify Council of all refusals to grant Permits and Building Orders issued.

RECORD KEEPING:

Any Permit granted or Building Order duly completed is sufficient record for the purposes of this Delegation.

Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))*, are retained in the Shire's record keeping systems.

POWER TO SUBDELEGATE:

Building Act 2011

s127 (6A) The CEO of a local government may delegate to any other local government employee.

CEO DELEGATION TO:

General Manager Infrastructure & Strategy

SUPPLEMENTARY CONDITIONS:

Above stated conditions apply with regards to:

- s110 Building orders
- s111 Notice of proposed building order other than building order (emergency)
- s117 Revocation of building order

CEO DELEGATION TO:

Building Surveyor

SUPPLEMENTARY CONDITIONS:

Above stated conditions apply with regards to:

- s20 Grant of building permit (Certified)
- s20 Grant of building permit (Uncertified; within level of Building Surveying Practitioner Registration)
- s21 Grant of demolition permit
- s22 Further grounds for not granting an application
- s27 Conditions imposed by permit authority
- s58 Grant of occupancy permit
- s62 Conditions imposed by permit authority
- s65 Extension of period of duration
- s110 Building orders
- s111 Notice of proposed building order other than building order (emergency)
- s117 Revocation of building order

DA16 – VERGE PERMITS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> reg.6 Obstruction of public thoroughfare by things placed and left
FUNCTION:	Consider and issue Verge Permits, with or without conditions in accordance with the requirements of reg.6.
CONDITIONS:	Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”. In issuing permits, licences and approvals ensure the Code of Conduct requirements for ‘Quasi-Judicial Role’ are applied.
RECORD KEEPING:	As per Building / Demolition Permits, a Verge Permit duly completed is sufficient record for the purposes of this Delegation. Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire’s record keeping systems.
POWER TO SUBDELEGATE:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees.
CEO DELEGATION TO:	General Manager Infrastructure & Strategy Building Surveyor
SUPPLEMENTARY CONDITIONS:	Above stated conditions apply.

LOCAL PLANNING SCHEME No 5

DA17 – CONTROL OF PLANNING MATTERS

Delegation Title	Control of Planning Matters
Delegation Number	DA17
Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> <ul style="list-style-type: none">– s.5.42 Delegation of some powers or duties to the CEO– s.5.43 Limitations on delegations to the CEO– s.5.44 CEO may delegate powers and duties to other employees– s.5.45 Other matters relevant to delegations under this Division– s.5.46 Register of, and records relevant to, delegations to CEO and employees.–
Express Power or Duty Delegated:	<i>Planning and Development Act 2005;</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015 - Schedule 2 (Deemed Provisions) clauses 82, 83 & 84; and</i> <i>Shire of Katanning Local Planning Scheme No.5.</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>Council delegates its authority and power to the Chief Executive Officer in accordance with Clauses 82 and 83 in Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> as follows:</p> <ol style="list-style-type: none">1. <u>Advertising Applications for Development Approval</u> <p>Public advertising of development applications in accordance with Clause 64 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> where specifically required or deemed necessary due to concerns regarding potential impacts, including referrals to adjoining and other nearby landowners, State government agencies and essential service providers.</p>2. <u>Consideration and Final Determination of Applications for Development Approval</u><ol style="list-style-type: none">2.1 Approve development applications with a use class permissibility classification of 'P', 'D' and 'A' in Table 1 (i.e. Zoning Table) of the Shire of Katanning Local Planning Scheme No.5 in accordance with Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, and impose conditions as required where:

- a) the proposed development is compliant with all relevant standards and requirements, including any proposed variations thereto where no substantial impacts are considered likely to occur; and
 - b) no valid planning objections have been received (if advertised).
- 2.2 Where any valid planning objections are received during public advertising of a development application for a single house or any development associated with a single house, excluding development of or associated with a heritage protected place, the Chief Executive Office shall determine the application as required by Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 2.3 Approve an application to amend an aspect of a previously approved development application which, if amended, would not substantially change the development approved as per clause 77 in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 2.4 Grant an extension of development approval for up to two (2) years with no changes to any conditions of approval as per clause 77 in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 2.5 Refusal of all development applications where the proposed use is not permitted (i.e. use permissibility classification of 'X' in Table 1 (i.e. Zoning Table) of the Shire of Katanning Local Planning Scheme No.5).
- 2.6 With the exception of single houses or any development associated with a single house, excluding development of or associated with a heritage protected place, an officer to whom delegated authority is granted to finally determine development applications is not to exercise that authority in the following circumstances and shall refer all applications to a meeting of Council for formal consideration and final determination:
- a) Where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination; or
 - b) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation; or
 - c) Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Local Planning Scheme or any associated policy and valid planning objections have been received within the time specified.

3. Use Not Listed

To determine if a use not specifically listed in the Zoning Table (Table 1) of the Shire of Katanning Local Planning Scheme No.5 is consistent, may

be consistent or is not consistent with the objectives of the zone and publicly advertise a development application in accordance with Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* where the use may be consistent with the objectives of the subject land's relevant zoning classification.

4. Waiving of Development Application Fees

Waive the statutory fee payable for an application for development approval where the applicant and/or owner (as appropriate) is a registered not-for-profit organisation, and the proposed development is for community benefit.

5. Advertising Extensions for Local Planning Scheme Amendments

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

6. Directions Regarding Unauthorised Development

To give written direction/s in relation to unauthorised development and to authorise any action available to the local government under the *Planning and Development Act 2005* incidental to such written direction, including but not limited to:

- a) issuing a notice to remove, pull down, take up, or alter the development and to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the local government; and/or
- b) commence legal action in accordance with the Council's endorsed procedure for compliance and enforcement.

These powers shall not be exercised 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.

7. Responsible Authority Reports to the Development Assessment Panel

To prepare and submit Responsible Authority Reports to the Development Assessment Panel pursuant to Regulation 12 of the *Planning and Development (Development Assessment Panels) Regulations 2011* in relation to applications for development approval under Shire of Katanning Local Planning Scheme No.5. The Chief Executive Officer is to advise Council of the lodgement and subsequent decision of a Development Assessment Panel (DAP) application at the next available Council meeting.

8. Subdivision Applications

- 8.1 Prepare and submit formal responses to the Western Australian Planning Commission (WAPC) in relation to all strata, survey strata and green title subdivision applications (including amalgamations) with due regard for the WAPC's Model Subdivision Conditions Schedule (as amended) and the standards and requirements of the

Shire of Katanning Local Planning Scheme No.5 including any associated local planning policies of relevance, the Residential Design Codes and WAPC Development Control Policy 3.4 - Subdivision of Rural Land (as applicable).

- 8.2 Issue formal subdivision clearances where the relevant local government conditions of subdivision approval by the WAPC have been satisfied and all relevant application fees have been paid by the proponent.

9. State Administrative Tribunal Applications

- 9.1 Respond to applications for review lodged with the State Administrative Tribunal, including the preparation of any statements required during the process, liaison with the State Administrative Tribunal as required, and representations at review hearings, where a decision made by Council, or a condition or conditions associated with that decision, is substantively in accordance with the responsible officer's recommendation.
- 9.2 Engage independent professional advice, including legal advice, where a decision made by Council, or a condition or conditions associated with that decision, is substantially different to the responsible officer's recommendation.

Important Note:

The delegations outlined above do not preclude the Delegate or Sub-Delegate referring the categories of development or legal proceedings outlined above to Council for formal consideration and final determination after having regard to the circumstances of a particular case.

Council Conditions on this Delegation:

1. Where any development application has been determined under the delegations outlined above the approval shall contain the following footnote:

Determination of this application has been made under delegated authority. If you object to this decision or any of the conditions imposed you may request that Council reconsider the decision. The right to request reconsideration is separate from and does not impinge upon any right of appeal under the Planning and Development Act 2005.

2. All matters determined under delegated authority are to be listed at the first available Ordinary Meeting of Council.

3.

Express Power to Sub-Delegate:

- Local Government Act 1995:
– s.5.44 CEO may delegate some powers and duties to other employees.

Sub-Delegate/s:
Appointed by CEO

General Manager Infrastructure & Strategy

CEO Conditions on this Sub-Delegation:

Conditions on the original delegation also apply to the sub-delegations.

1. Where any development application has been determined under the delegations outlined above the approval shall contain the following footnote:

Determination of this application has been made under delegated authority. If you object to this decision or any of the conditions imposed you may request that Council reconsider the decision. The right to request reconsideration is separate from and does not impinge upon any right of appeal under the Planning and Development Act 2005.

2. All matters determined under delegated authority are to be listed at the first available Ordinary Meeting of Council.

Compliance Links:

File notes, notices and correspondence to be entered in the Shire of Katanning Central Records system.

Record Keeping:

File notes, notices and correspondence to be entered in the Shire of Katanning Central Records system in accordance with Regulation 19 of the *Local Government (Administration) Regulations 1996*.

Version Control:

1	New delegation for the control of various town planning related matters adopted by Council on 26 June 2024 to replace previous delegation numbers DA17, DA18 and DA19 in the Shire of Katanning Delegations Register July 2022.
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3	

BUSH FIRES ACT 1954

DA20 – BUSH FIRES ACT – Powers and Functions

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Bush Fires Act 1954</i> s48 Delegation by local governments
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Bush Fires Act 1954</i>
FUNCTION:	All powers, duties and functions of the local government under the <i>Bush Fires Act 1954</i> .
CONDITIONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".
RECORD KEEPING:	Maintain records of activities and decisions made under this delegation. Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems
POWER TO SUBDELEGATE:	CEO has exercised the right not to sub-delegate this delegation.

MAIN ROADS ACT 1930

DA21 – MAIN ROADS – Control of Advertisements

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Main Roads Act 1930</i> s33C Commissioner may delegate powers etc. under regulations to local government
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Main Roads Act 1930</i>
FUNCTION:	All powers, duties and functions of the local government under the <i>Main Roads Act 1930</i> .
CONDITIONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".
RECORD KEEPING:	Maintain records of activities and decisions made under this delegation. Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems

POWER TO SUBDELEGATE:	CEO has exercised the right not to sub-delegate this delegation.
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FOOD ACT 2008

DA22 – PROHIBITION ORDERS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Food Act 2008</i> s118 Functions of enforcement agencies and delegation s119 Conditions on performance of functions by enforcement agencies s120 Performance of functions by enforcement agencies and authorised officers
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Food Act 2008</i> s65 Prohibition order s66 Certificate of clearance to be given in certain circumstances s67 Request for re-inspection
FUNCTION:	This delegation provides authority to:- <ol style="list-style-type: none">1. Serve a prohibition order on the proprietor of a food business in accordance with s65 of the <i>Food Act 2008</i>;2. Give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any improvement notices;3. Give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection.
CONDITIONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".
RECORD KEEPING:	Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems.

POWER TO SUBDELEGATE:	CEO has exercised the right not to sub-delegate this delegation.
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DA23 – REGISTRATION OF FOOD BUSINESS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Food Act 2008</i> s118 Functions of enforcement agencies and delegation s119 Conditions on performance of functions by enforcement agencies s120 Performance of functions by enforcement agencies and authorised officers
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Food Act 2008</i> s110 Registration of food business s112 Variation of conditions or cancellation of registration of food businesses.
FUNCTION:	The delegation provides the authority to:- <ol style="list-style-type: none">1. Register a food business in respect of any premises for the purposes of Part 9 of the <i>Food Act 2008</i> and issue a certificate of registration;2. After considering an application, determine to grant (with or without conditions) or refuse the application;3. Vary the conditions or cancel the registration of a food business in respect of any premises under Part 9 of the <i>Food Act 2008</i>.
CONDITIONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".
RECORD KEEPING:	Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems.
POWER TO SUBDELEGATE:	CEO has exercised the right not to sub-delegate this delegation.

DA24 – FOOD ACT 2008 - PROSECUTIONS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Food Act 2008</i> s118 Functions of enforcement agencies and delegation s119 Conditions on performance of functions by enforcement agencies s120 Performance of functions by enforcement agencies and authorised officers
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Food Act 2008</i> s125 Institution of proceedings
FUNCTION:	The authority to institute proceedings for an offence under the <i>Food Act 2008</i> .
CONDITIONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".
RECORD KEEPING:	Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems.
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POWER TO SUBDELEGATE:	CEO has exercised the right not to sub-delegate this delegation.

LIQUOR CONTROL ACT 1988

DA25 – LIQUOR LICENSING – SECTION 39 CERTIFICATES

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Liquor Control Act 1988</i> s39 Certificate of local government as to whether premises comply with laws
FUNCTION:	The authority to approve or refuse to grant section 39 Liquor Licensing Certificates.
CONDITIONS:	<p>Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”.</p> <p>Delegation provides authority to confirm premises comply with the requirements of the: <i>Health Act 1911</i>, <i>Food Act 2008</i> and any written law applying to the sewerage or drainage of those premises.</p>
RECORD KEEPING:	<p>Record details of certificates issued.</p> <p>Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i>, are retained in the Shire’s record keeping systems.</p>
POWER TO SUBDELEGATE:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees
CEO DELEGATION TO:	CEO has exercised the right not to sub-delegate this delegation.

DA26 – LIQUOR LICENSING – SECTION 40 CERTIFICATES

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some Powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Liquor Control Act 1988</i> s40 Certificate of planning authority as to whether use of premises complies with planning laws
FUNCTION:	The authority to approve or refuse to grant section 40 Liquor Licensing Certificates.
CONDITIONS:	Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”. Delegation provides authority to confirm premises comply with the requirements of the <i>Planning and Development Act 2005</i> and Local Planning Scheme No. 5.
RECORD KEEPING:	Record details of certificates issued. Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire’s record keeping systems.
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POWER TO SUBDELEGATE:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees.
CEO DELEGATION TO:	CEO has exercised the right not to sub-delegate this delegation.

DA27 – BEHAVIOUR COMPLAINTS OFFICER

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government (Model Code of Conduct) Regulations 2021</i> <i>Schedule 1 Model code of conduct Division 3 Behaviour cl. 11</i>
FUNCTION:	Authority to appoint 1 or more persons to receive complaints and withdrawals of complaints.
CONDITIONS:	<p>Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”.</p> <p>Appointment to the role of Behaviour Complaints Officer must be made in writing to the nominee for a defined period.</p> <p>The Chief Executive Officer is to consider the skills, knowledge and training required for the role when making an appointment.</p>
RECORD KEEPING:	Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire’s record keeping systems
POWER TO SUBDELEGATE:	Nil

LOCAL GOVERNMENT ACT 1995 DELEGATIONS TO COMMITTEES

DA50 – BEHAVIOUR COMPLAINTS COMMITTEE

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s.5.16 Delegation of some powers and duties to certain committees
DELEGATION TO:	Behaviour Complaints Committee
POWER / DUTY DELEGATED:	<i>Local Government (Model Code of Conduct) Regulations 2021:</i> <i>Clause 12 Dealing with a complaint</i> <i>Clause 13 Dismissal of complaint</i>
FUNCTION:	<ol style="list-style-type: none">1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [MCC.cl.12(1) and (3)]. In making any finding the Committee must also determine reasons for the finding [MCC.cl.12(7)].2. Where a finding is made that a breach has occurred, authority to:<ol style="list-style-type: none">a. take no further action [MCC.cl.12(4)(a)]; orb. prepare and implement a plan to address the behaviour of the person to whom the complaint relates [MCC.cl.12(4)(b), (5) and (6)].3. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal [MCC.cl.13(1) and (2)].
CONDITIONS:	<ol style="list-style-type: none">a. The Committee will make decisions in accordance with the principles and specified requirements established in Council Policy Code of Conduct Behaviour Complaints Management.b. That part of a committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act.c. The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a committee meeting is either the Complainant or Respondent to the Complaint subject of a committee agenda item.

- d. In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent and a Deputy Committee Member is in attendance.

NOTE TO CONDITIONS (C) AND (D): The purpose of this Condition is to require that a Committee Member who is identified as either the Complainant or Respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.

RECORD KEEPING:

Committee Minutes shall record the details of each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

POWER TO SUBDELEGATE:

Nil