



AGENDA

ORDINARY COUNCIL MEETING 26 MAY 2021

NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Member & Community Members

Pursuant to Resolution 1020.012 of 27 October 2020, an Ordinary Meeting of the Shire of Narrogin will be held on 26 May 2021 in the Shire of Narrogin Council Chambers, 89 Earl Street, Narrogin, commencing at 7:00 pm.

Dale Stewart
Chief Executive Officer

Acknowledgement of Noongar People

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

Naatj ngiyan Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koora wer boorda.

Electronic copies of minutes and agendas are available for download from the Shire of Narrogin website www.narrogin.wa.gov.au

Alternative formats are also available upon request, including large print, electronic format (disk or emailed), audio or Braille



Shire of
Narrogin
Love the life

STRATEGIC COMMUNITY PLAN 2017-27

SNAPSHOT

VISION

A leading regional economic driver and a socially interactive and inclusive community.

MISSION

Provide leadership, direction and opportunities for the community.

KEY PRINCIPLES

In achieving the Vision and Mission, we will set achievable goals and work with the community to maintain a reputation of openness, honesty and accountability. In doing so we will:

- Respect the points of view of individuals and groups;
- Build on existing community involvement;
- Encourage community leadership;
- Promote self-reliance and initiative;
- Recognise and celebrate achievement;
- Support the principles of social justice; and
- Acknowledge the value of staff and volunteers.

OUR VALUES

Care with Trust & Teamwork

Caring - We display kindness and concern for one another and our community

Accountability - We accept responsibility for our actions and outcomes

Respect - We treat everyone how we would like to be treated

Excellence - We go the extra mile to deliver outstanding services

Trust - We share without fear of consequences

Team Work - We work together for a common goal

ECONOMIC

Support growth and progress, locally and regionally...

Growth in revenue opportunities

- Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
- Promote Narrogin and the Region
- Promote Narrogin's health and aged services including aged housing

Increased Tourism

- Promote, develop tourism and maintain local attractions

An effective well maintained transport network

- Maintain and improve road network in line with resource capacity
- Review and implement the Airport Master Plan

Agriculture opportunities maintained and developed

- Support development of agricultural services

SOCIAL

Provide community facilities and promote social interaction...

Provision of youth services

- Develop and implement a youth strategy

Build a healthier and safer community

- Support the provision of community security services and facilities
- Advocate for mental health and social support services
- Continue and improve provision of in-home care services

Existing strong community spirit and pride is fostered, promoted and encouraged

- Develop and activate Sport and Recreation Master Plan
- Engage and support community groups and volunteers
- Facilitate and support community events
- Provide improved community facilities (eg library/recreation)
- Encourage and support continued development of arts and culture

Cultural and heritage diversity is recognised

- Maintain and enhance heritage assets
- Support our Narrogin cultural and indigenous community

A broad range of quality education services and facilities servicing the region

- Advocate for increased education facilities for the region
- Advocate for and support increased education services

ENVIRONMENT

Conserve, protect and enhance our natural and built environment...

A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

Effective waste services

- Support the provision of waste services

Efficient use of resources

- Increase resource usage efficiency

A well maintained built environment

- Improve and maintain built environment

CIVIC

Continually enhance the Shire's organisational capacity to service the needs of a growing community...

An efficient and effective organisation

- Continually improve operational efficiencies and provide effective services
- Continue to enhance communication and transparency

An employer of choice

- Provide a positive, desirable workplace

DISCLAIMER

Council and Committee agendas, recommendations, minutes and resolutions are subject to confirmation by the Council or Committee and therefore, prior to relying on them, one should refer to the subsequent meeting of Council or the Committee with respect to their accuracy.

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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation or approval made by a member or officer of the Shire of Narrogin during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Narrogin. The Shire of Narrogin warns that anyone who has an application lodged with the Shire of Narrogin must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Narrogin in respect of the application.

Please note that meetings may be recorded for minute taking purposes.

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ORDINARY COUNCIL MEETING 26 MAY 2021

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 7:00 pm.

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

Elected Members (Voting)

Mr L Ballard – Shire President (Presiding Member)

Cr T Wiese – Deputy Shire President

Cr S Lushey – Via instantaneous communication

Cr M Fisher

Cr G Broad

Cr C Bartron

Cr J Early

Cr B Seale

Cr G Ballard

Staff

Mr F Ludovico – Acting Chief Executive Officer

Executive Manager Corporate & Community Services

Mr A Awang – Executive Manager Development & Regulatory Services

Mr T Evans – Executive Manager Technical & Rural Services

Ms C Thompson – Executive Assistant

Leave of Absence

Nil

Apologies

Mr D Stewart – Chief Executive Officer

Absent

Visitors

3. DECLARATION OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA

Name	Item No	Interest	Nature

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

The next meeting is scheduled for 23 June 2021.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting

OFFICER'S RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on 28 April 2021 be confirmed as an accurate record of the proceedings.

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Chenique Pensini – Manager – ARtS Narrogin Presentation

10. MATTERS WHICH REQUIRE DECISIONS

10.1 DEVELOPMENT AND REGULATORY SERVICES

10.1.1 APPLICATION FOR PLANNING CONSENT: OVERSIZE OUTBUILDING AT LOT 524 (NO. 2) MARTIN STREET, NARROGIN

File Reference	A237800
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Chris Nelson
Previous Item Numbers	Nil
Date	17 May 2021
Author	David Johnston – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Cover Letter 2. Site Plan 3. Floor Plan (Not to Scale) 4. Elevations 5. Site Photos	

Summary

Council is requested to consider an Application for Planning Consent for the extension of an existing shed at Lot 524 (No. 2) Martin Street, Narrogin.

Background

On 25 February 2021, the Shire of Narrogin received an Application for Planning Consent for extension to an existing Outbuilding at Lot 524 (No. 2) Martin Street, Narrogin. The plans provided at the time were not satisfactory with several features missing and so new plans were requested. The new plans were received on 22 April 2021.

The proposed extension will cause the shed to exceed the 10% total outbuilding area limit in the Shire of Narrogin Policy D8 – Oversize Outbuildings.

The purpose of the extension is to provide additional undercover parking and storage space. The extension is to be clad with white Colourbond, matching the existing section of the Outbuilding.

The existing outbuilding is setback from the street and already adequately screened from Narrogin Park and both Heath and Martin Streets with tall trees, fencing and the existing dwelling.

Consultation

A site inspection was conducted by the Planning Officer on 22 April 2021.

In the opinion of the Administration, the proposal does not affect any neighbouring properties, so consultation is not necessary.

Statutory Environment

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Former Town of Narrogin, Town Planning Scheme No. 2.

Policy Implications

The following policies relate:

- State Planning Policy 7.3 R-Codes Volume 1;
- Local Planning Policy D8 – Oversize Outbuildings.

Financial Implications

An Application for Planning Consent Fee of \$147 was paid to the Shire of Narrogin on 29 March 2021.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4	A well maintained built environment
Strategy:	3.4.1	Improve and maintain built environment

Comment/Conclusion

Zoning

Lot 524 (No. 2) Martin Street, Narrogin is zoned Single Residential R 12.5 with a total site area of 2531m². It is located at the corner of Martin Street and Heath Street, with the western and southern sides of the property, bordered by Gnarojin Park.

Residential Design Codes (R-Codes)

Part 5.4.3 C3 of the R-Codes states the following Outbuildings are Deemed to Comply:

“Outbuildings that:

- i. Are not attached to a dwelling;*
- ii. Are non-habitable;*
- iii. Collectively do not exceed 60m² in area or 10 percent in aggregate of the site area, whichever is the lesser;*
- iv. Do not exceed a wall height of 2.4m;*
- v. Do not exceed ridge height of 4.2m;*
- vi. Are not within the primary or secondary street setback area;*
- vii. Do not reduce the amount of open space required in Table 1; and*
- viii. Are setback in accordance with Tables 2a and 2b.”*

The proposed outbuilding is compliant with all the above requirements except for the requirements of clauses iii., iv. and v.. Clauses iv. and v. have been assessed as not to be an issue, as the existing outbuilding has exceeded these height limits and the proposal seeks to have the extension at the same height, resulting in a natural continuation of the building's design.

Clause iii. is not adhered to in the current outbuilding or the proposal, however this requirement has been modified under the Local Planning Policy to allow for larger outbuildings to be built in the Single Residential zoning.

Notwithstanding the 'Deemed to Comply' provisions above, the Design Principles, part 5.4.3 P3, allows *"Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties."*

D8 – Oversize Outbuildings Policy

The Oversize Outbuilding Policy allows for outbuilding sizes that exceed the R-Codes requirements to be approved under delegated authority. The requirements of the Oversize Outbuildings Policy states that in the Single Residential Zone, the following maximum sizes shall apply: *"10% of the lot size or 60m² whichever is the great."*

Using this to assess the proposal, the largest possible outbuilding able to be approved under delegated authority at Lot 524 is 250m². The proposal seeks a total outbuilding size of 318m². This is 12.5% of the total site area, meaning the proposal seeks to increase the allowable area by 2.5%.

Upon assessing the proposal against the design requirements of the R-Codes, it is found that although the outbuilding exceeds height and area limits, the proposal complies with the design requirement in Part 5.4.3 P3 of the R-Codes for the following reasons:

- The proposal is setback from both Heath Street and Martin Street. The proposal will remain mostly hidden from Heath Street by an existing boundary wall and existing vegetation. The proposal will remain difficult to see from Martin Street due to the dwelling and vegetation on site.
- The proposal is setback further from the rear than the minimum 1.5m required by the R-Codes.
- The existing outbuilding and extension area is well screened by existing trees.
- The extension's design is consistent with the existing building.

Town Planning Scheme

Clause 3.4.9 of the Former Town of Narrogin Town Planning Scheme No. 2 states under Part 6.2 of the Scheme that *"the Council may relax a requirement or standard prescribed by the Scheme provided that it is satisfied that approval to the variation will not detrimentally impact on the amenity of the area or adversely impact on the inhabitants of the locality amongst other things."*

Based on the assessment in the section above, it is recommended that Council approve the proposal subject to conditions.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That, with respect to Application for Planning Consent: Oversize Outbuilding at Lot 524 (No. 2) Martin Street, Council grant Planning Approval, subject to the following conditions:

1. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
2. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Chief Executive Officer.
3. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
4. All drainage run-off associated with the development shall be contained on site or connected to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.
5. The proposed outbuilding is for domestic purposes only and shall not be used for commercial or habitation purposes.
6. Construction of the outbuilding shall be kept clear from all service connections.
7. The building materials and colours used shall match existing buildings on the lot and are to be of non-reflective and muted tones i.e. not Zincolume.
8. Any further outbuilding development will be required to be determined by Council.

Advice Notes:

1. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
2. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal and must be lodged within 28 days of the decision.

David Johnston

Planning Officer at Shire of Narrogin

25th February 2021

Hi David,

This is an application for additional bays on an existing home shed at 2 Martin St Narrogin, 6312. It is for three additional bays 9.5m total to the North and would follow the same gable roof profile and use of white colour bond cladding.

Additionally, to the rear (west) the shed would extend 3m using a flat roof to 3.4m which is the wall height of the existing structure.

The rear of the existing shed would be extended 11m with the same design. This would leave a gap of 2m from the back of the extension to our west fence boundary.

As you will see from the photos, all of this is screened by native shrubs and trees.

The purpose of the extension is to provide additional undercover parking for stored vehicles, as well as storage space.

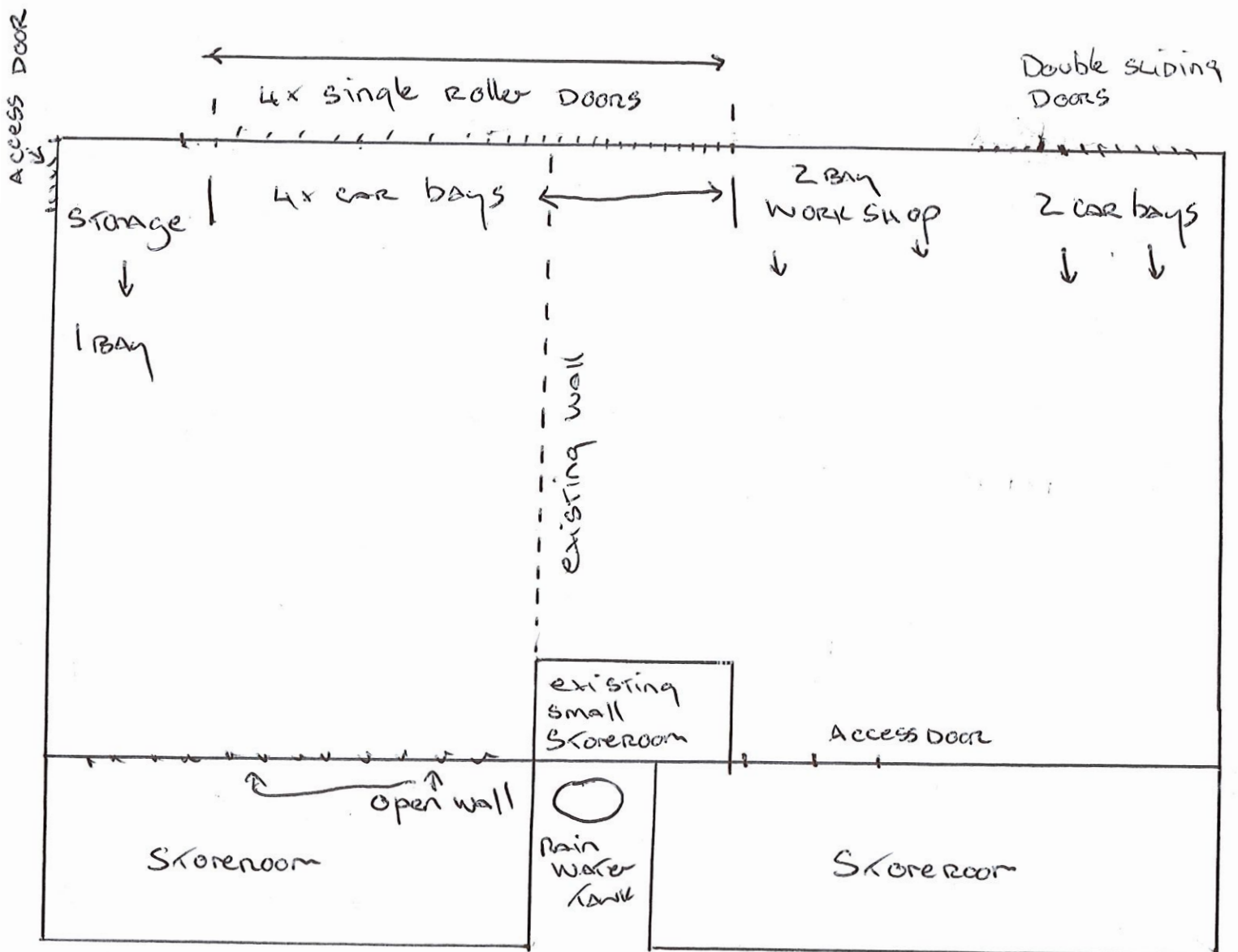
Your sincerely

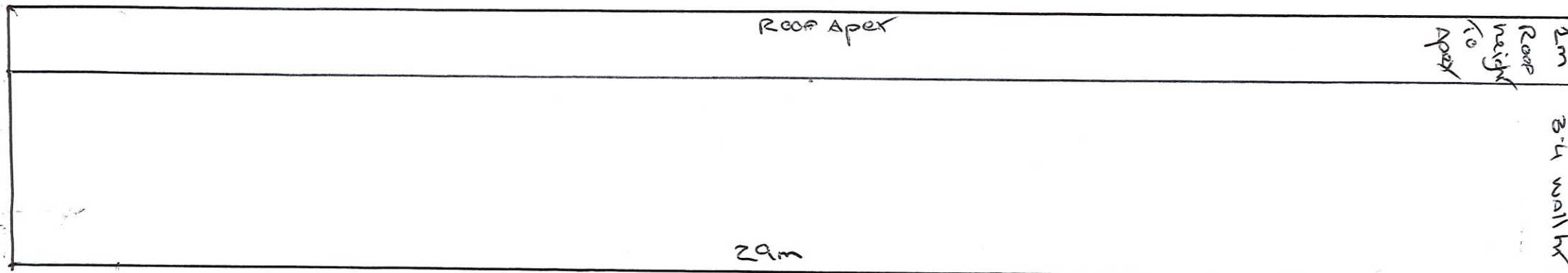
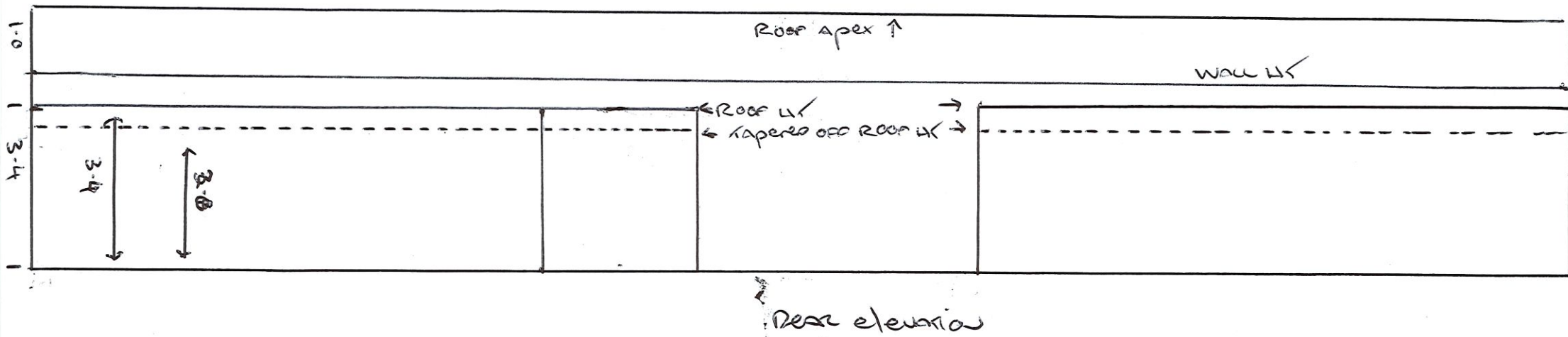
Chris Nelson

C Nelson Building Application

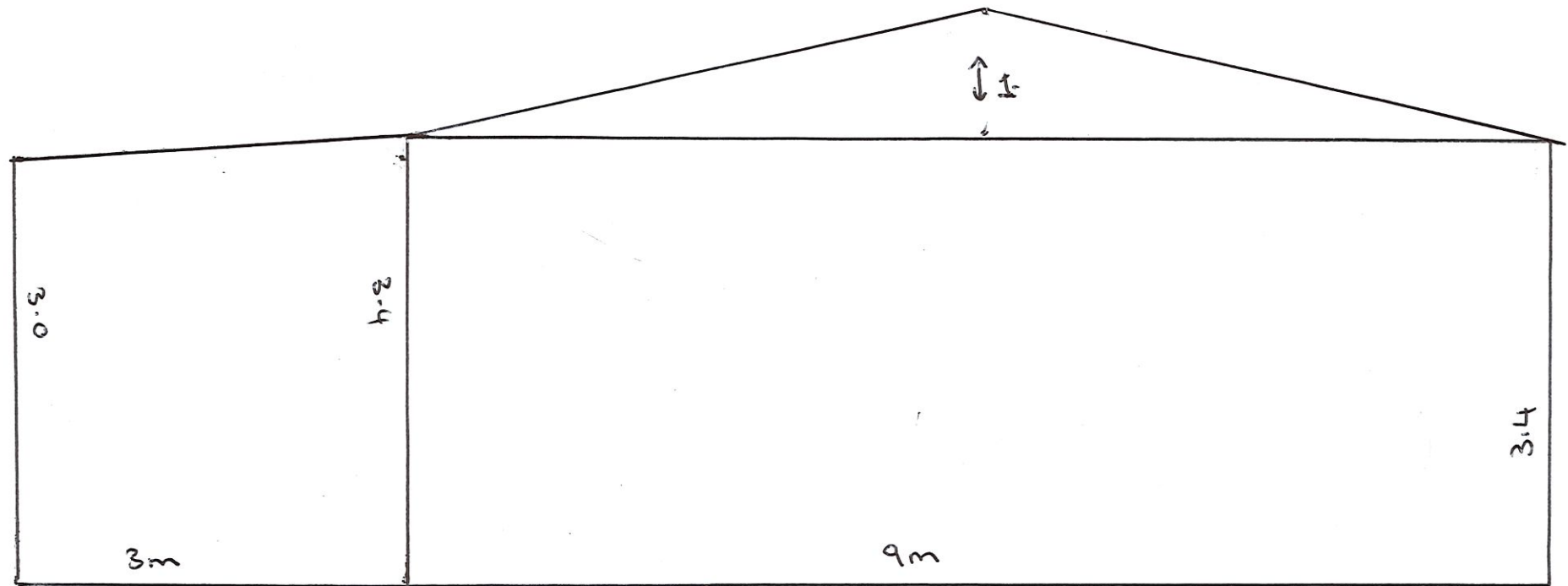


Floor plan





ELEVATION - N.B BOTH side elevations will be the same.



reserve views from park #3



Front - Hester St view

ATTACHMENT 5



Front or shed - Area of proposed extension



NSA View from PARK



Shire of Narrogin ST view



View from house - looking South

10.2 TECHNICAL AND RURAL SERVICES

10.2.1 REVISED 10 YEAR ROAD PROGRAM 2021/22-2030/31

File Reference	28.4.4
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Item 10.2.1, 24 April 2019 Res 0419.009
Date	7 April 2021
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Ten Year Road Program 2021/22 – 2030/31	

Summary

Council is requested to consider adopting the proposed revised Ten Year Road Program 2021/22-2030/31, as presented at Attachment 1. The proposed program is a planned direction for the preservation of the Shire of Narrogin's road network asset including sealed and unsealed roads. The program enables the Shire's budgeting process to continue into the future including the Shire's Long Term Financial Plan and Annual Budgeting.

Background

At Council's Ordinary Meeting held 24 April 2019, Council adopted a Ten Year Road Program 2019 – 2029 that took into account the 2016 TALIS road asset management condition report and valued local road condition knowledge of the Manager Operations. Prior to going to Council, the program was discussed with the Road Reference Group of the day.

The proposed revised Ten Year Road Program 2021/22 – 2030/31 is a continuation of the current program that adds additional roads and brings certain roads forward due to successful grant funding, additional roads being added to the Wheatbelt South Regional Road Group (WBSRRG) 2030 Road List and efficiencies within the Works crew.

Consultation

The proposed Ten Year Road Program was formulated by the Manager Operations based on his vast local road condition experience and knowledge, and in consultation with the Executive Manager Technical & Rural Services (EMTRS).

The proposed program was presented to the Road Reference Group for consideration and comment at the Road Reference Group meeting held 30 March 2021. At that meeting, comment was received regarding the condition of the sealed section of Chomley Road being in poor condition and enquiring as to whether it was identified in the road program for maintenance? The EMTRS acknowledged that this section of Chomley Road had been overlooked from the program and that it should be included.

The EMTRS advised the Group that the sealed section of Chomley Road would be included in the Revised Road Program and would be re-presented to the Road Reference Group prior to being recommended to Council.

The Road Reference Group had no further comment on the program and resolved as follows:

“That, the Administration make amendments to the Revised Ten Year Road Program 2021/22 – 2030/31 to include the reseal of the eastern end of Chomley Road in the 23/24 program and that the amended report be presented to the Reference Group for consideration in April 2021.”

The Road Reference Group met again on 28 April 2021 and were presented with the amended Road Program that included the reseal of the sealed section of Chomley Road as per Attachment 1. At this meeting, the Road Reference Group recommended as follows:

“That, the Road Reference Group support the EMTRS in recommending to Council the Revised Ten Year Road Program 2021/22 – 2030/31, as presented at Attachment 1. ”

The Road Reference Group comprises of four Elected Members (one Proxy non- voting) all of which were present at this meeting.

Statutory Environment

Local Governments are required to have Asset Management Plans in place pursuant Local Government Act 1995.

Policy Implications

Council Policy 12.11 Asset Management Plans relates.

Financial Implications

The proposed Revised Ten Year Road Program 2021/22 – 2030/31 will need to be considered in the context of the Shire’s Long Term Financial Plan and Annual Budgeting process.

Attachment 1 addresses the financial implications for the Revised Ten Year Road Program.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Outcome:	1.3	An effective well maintained transport network
Strategy:	1.3.1	Maintain and improve road network in line with resource capacity
Outcome:	3.4	A well maintained built environment
Strategy:	3.4.1	Improve and maintain built environment

Comment/Conclusion

The revised road program is presented to Council for consideration and adoption. The revised program is presented in the same format of that which it will supersede as seen in Attachment 1.

The author thought it prudent to update the current road program so as to provide Council and staff with guidance to provide sustainable and responsible Budgeting processes i.e. both long term and

annual, and give direction for staff to plan with future Works programs to maintain and preserve this valuable and extensive asset.

The proposed road program allows the Shire to demonstrate its future road asset management plan to Grant Funding bodies both State and Federal i.e. Roads to Recovery (RTR) and Regional Road Group (RRG).

A brief overview of components of the program is as follows:

RRG funding

This is based on a one third – two thirds arrangement whereby Council must contribute one third of the cost of the nominated road project. Nominated road projects can only be on roads registered in the 2030 RRG list whereby these roads must meet a criteria to be eligible for RRG grant funding. The Shire of Narrogin currently is entitled to amalgamation funding for five years from 2018/19 and reverts to single entity funding from 2023/24. Amalgamating councils receive a maximum allocation of 100% of the average allocations that combined councils received three years immediately prior to the amalgamation or 75% of the combined maximum allocation, whichever is the greatest, for a period of five years.

RTR funding

This is administered by the Federal Government and supports the maintenance of the Nation's local road infrastructure asset, which facilitates greater access for Australians and improved safety, economic and social outcomes. Under the Roads to Recovery Program, direct funding to local councils is distributed according to a formula based on population and road length set by the Local Government Grants Commissions in each state and the Northern Territory. Each council's Roads to Recovery allocation is fixed for the life of the Program, which generally runs for a period of five years.

Gravel Road Re-sheeting

Due to the changing nature of gravel roads compared to a sealed road, an allocation of \$400,000 annually, rather than nominating a particular gravel road, is preferred. At a cost of around \$20,000 per kilometre to form up and re-sheet a gravel road, equates to approximately 20 kms per annum which is conducive of the current adopted Ten Year Road Program. There are also other variables to consider here e.g., distance to transport gravel and vegetation and drainage requirements. Gravel roads put forward annually are roads considered a high priority for that financial year.

Sealed Road Defect Stabilisation

The current adopted Ten Year Road Program identifies the need to conduct pavement stabilisation works throughout the sealed road network. An allocation of \$100,000 per annum has been adopted (since 2017) and has been continued into the Revised Ten Year Road Program to rectify any such sealed pavement defects that present. Due to the unpredictable nature of pavement failures, works are identified on an annual basis and are prioritised in order of severity and need. It is worth noting that this provision of \$100,000 for pavement stabilisation has worked, and on an annual basis has proved effective in providing financial confidence to make necessary repairs to unforeseen and known pavement failures.

Road Improvement Projects

When assessing the Shire's road network for potential improvement, it is worth considering a number of road improvement categories i.e. sealing of gravel roads, seal extensions to part sealed roads, widening of roads, reducing curves and blind spots, realigning cambers, major drainage upgrades and re-sheeting quartz rural roads with gravel etc.

Factors that were considered for selecting roads included:

- Traffic volumes
- Commodity transport use
- Maintenance costs – gravel vs seal
- Quality of trafficable road surface
- Road safety

The Shire has a number of rural roads remaining (approx. 100 kms) that were sheeted with quartz as opposed to gravel. Unfortunately, quartz has proven to be problematic because of the size of the aggregate used in the re-sheeting pavement, with some roads having aggregate of up to 60 mm or greater in diameter with sharp edges. The sharp edges on the quartz aggregate have led to truck and car tyres being damaged with multiple complaints being received.

The practice of re-sheeting the rural road network using quartz ceased in 2016 following independent testing of the material where it failed to meet the Australian Road Research Board (ARRB) standards for road construction. The report has previously been provided to the Road Reference Group).

From 2023/24 to 2030/31, within the Revised Road Program, Road Improvements Projects have been put forward as quartz rural roads being re-sheeted with gravel at \$100,000 per annual Budget that allows for approximately 4 kms to be completed using local contractor services. This also includes the purchase and pushing of local gravel using local contractors.

The \$100,000 identified from municipal funding for the conversion of quartz pavement to gravel does not include wages for Shire construction staff as did in past road improvement projects which have predominantly been for new sealing of gravel roads. Shire staff wages have been allocated to required maintenance activities such as rural vegetation control and drainage etc. It is acknowledged that Shire staff would be used on the roads to be re-sheeted from quartz to gravel to carry out any pruning of vegetation as required under the maintenance account.

Road Improvement Projects funded with municipal funds (predominantly from rates) will need to be considered within the annual Budgeting processes against all competing Community and Council requests and requirements to deliver a balanced Budget within a tight fiscal environment.

Points of Interest - Revised 10 Year Road Program

At the WBSRRG Technical Working Group meeting held 9 November 2020, the Executive Manager Technical and Rural Services put forward an application to the representatives to include Whinbin Rock Road, the new section of Wanerie Road from Narrakine South Road to the Great Southern Hwy and Dongolocking Road for inclusion into the RRG 2030 Road List to attract RRG grant funding to construct and maintain these assets into the future rather than funding this with municipal funds. The Technical Group supported the application by the EMTRS at that meeting.

At the WBSRRG meeting held 12 March 2021, it was resolved to accept the minutes of the WBSRRG Technical Group meeting thus endorsing the three mentioned roads as part of the RRG 2030 Road List.

The three roads were then referred by Main Roads WA to the State Road Funds to Local Government Advisory Committee (SAC) for final assessment. SAC endorsed all three roads on 16 April 2021.

Whinbin Rock Road funding is moved from municipal to partially funded under RRG Grant Funding in 2023/24 and is programmed to have the gravel pavement constructed and bitumen sealed with completion in 2025/26.

It is important to note that the proposed revised Ten Year Road Program is a plan based on current road conditions and can be reviewed and revised annually to take into account changing road conditions due to traffic movement, community needs, environmental factors such as extreme weather events, unexpected grant funding and financial availability or restraints.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That Council adopt the Revised Ten Year Road Program 2021/22 – 2030/31, as presented at Attachment 1.

Road Funding Summary				
	RRG	R2R	Muni	Annual Total
21/22	\$525,000.00	\$298,577.84	\$967,500.00	\$1,791,077.84
22/23	\$525,000.00	\$366,540.84	\$1,009,500.00	\$1,901,040.84
23/24	\$355,000.00	\$302,442.84	\$777,500.00	\$1,434,942.84
24/25	\$355,000.00	\$301,523.84	\$777,500.00	\$1,434,023.84
25/26	\$355,000.00	\$296,232.84	\$777,500.00	\$1,428,732.84
26/27	\$355,000.00	\$299,442.84	\$777,500.00	\$1,431,942.84
27/28	\$355,000.00	\$317,222.84	\$777,500.00	\$1,449,722.84
28/29	\$355,000.00	\$331,222.84	\$777,500.00	\$1,463,722.84
29/30	\$355,000.00	\$307,983.84	\$777,500.00	\$1,440,483.84
30/31	\$355,000.00	\$294,295.84	\$777,500.00	\$1,426,795.84
	<u>3,890,000.00</u>	<u>\$3,115,486.38</u>	<u>\$8,197,000.00</u>	<u>\$15,202,486.38</u>

Shire of Narrogin Proposed Ten Year Road Program 21/22

Roads to Recovery Funded Re-Seals

	Start	Finish	Aggregate Size	Total Area M ²	Cost
Congelin Narrogin Road	8.10	7.10	14	8000	\$ 28,000.00
Florence Avenue	0.00	0.18	7	1117	\$ 3,910.00
Goldsmith Street	0.00	0.12	7	924	\$ 3,235.00
Lavater Street	0.00	2.44	7	15857	\$ 55,500.00
Narrogin Harrismith Road	21.20	19.70	14	11772	\$ 41,201.65
Nomans Lake Siding Road	0.00	6.12	14	17143	\$ 60,000.00
Reids Road	0.00	3.99	10	12857	\$ 45,000.00
Sagar Street	0.10	0.84	7	1104	\$ 3,865.00
Scadden Street	0.00	0.54	7	5621	\$ 19,675.00
Tarwonga Road	0.04	1.04	14	9435	\$ 33,021.00
Tuhoy Street	0.00	0.10	7	620	\$ 2,170.00
Wald Street	0.00	0.00	7	857	\$ 3,000.00

Total R2R	\$ 298,577.65
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Regional Road Group Funded Projects

Extend Seal Wagin Wickepin Road	SLK 11.0 to 16.00	\$ 365,000.00
Stabilise Narrogin Harrismith Road	SLK 25.8 to 27.5	\$ 160,000.00

Total RRG	\$ 525,000.00
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Municipal Funded Works

Annual Gravel Re-Sheeting		\$ 400,000.00
Annual Pavement Stabilising		\$ 100,000.00
Municipal Contribution RRG Wagin Wickepin Road	SLK 11.0 to 16.00	\$ 182,500.00
Municipal Contribution RRG Narrogin Harrismith Road	SLK 25.8 to 27.5	\$ 80,000.00
Construct and seal 1 km Narrogin Valley Road	SLK 4.93 to 5.93	\$ 120,000.00
Construct and seal Quigley Street		\$ 28,000.00
Construct and seal Chipper Street		\$ 35,000.00
Construct and seal Leake Street		\$ 22,000.00

Total Muni	\$ 967,500.00
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Grand Total 21/22	\$ 1,791,077.65
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Funding Summary			
R2R	RRG	Muni	Total
\$ 298,577.65	\$ 525,000.00	\$ 967,500.00	\$ 1,791,077.65

Shire of Narrogin Proposed Ten Year Road Program 22/23

Roads to Recovery Funded Re-Seals

	Start	Finish	Aggregate Size	Total Area M ²	Cost
Bottle Creek Place	0.00	0.28	10	2016	\$ 7,056.00
George Street	0.00	0.78	7	4212	\$ 14,742.00
Congelin Narrogin Road	7.10	6.10	14	8000	\$ 28,000.00
Highbury West Road	4.90	6.90	14	11429	\$ 40,000.00
Jersey Street	0.00	0.58	7	2857	\$ 10,000.00
Katta Road	0.00	2.86	10	17446	\$ 61,061.00
McCormick Way	0.00	0.18	7	1530	\$ 5,355.00
Narrogin Harrismith Road	19.70	18.20	14	11772	\$ 41,201.65
Tarwonga Road	1.04	2.04	14	9435	\$ 33,021.19
Newman Street	0.00	0.15	7	1080	\$ 3,780.00
Pitt Street	0.00	0.15	7	1200	\$ 4,200.00
Range Road	0.00	1.29	7	9286	\$ 32,500.00
Stewart Place	0.00	0.15	10	1140	\$ 3,990.00
Stewart Road	0.00	0.54	10	4104	\$ 14,364.00
Tanner Street	0.00	0.15	7	900	\$ 3,150.00
Wiese Road (Town)	0.00	0.72	10	4320	\$ 15,120.00
Chomley Road	0	4	10	14000	\$ 49,000.00

Total R2R	\$ 366,540.84
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Regional Road Group Funded Projects

Construct and Seal McKenzie Road	SLK 0.0 to 1.8	\$ 226,667.00
Stabilise Failures on Nomans Lake Siding Road		\$ 133,333.00
Stabilise Failures on Wanerie Road		\$ 165,000.00

Amalgamated Council RRG funding ends this year

Total RRG	\$ 525,000.00
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Municipal Funded Works

Annual Gravel Re-Sheeting 20 Km in total		\$ 400,000.00
Annual Pavement Stabilising		\$ 100,000.00
Municipal Contribution RRG McKenzie Road	SLK 0.0 to 1.8	\$ 113,333.50
Municipal Contribution RRG Nomans Lake Siding Road		\$ 66,666.50
Municipal Contribution RRG Wanerie Road		\$ 82,500.00
Road Improvement Program - Narrogin Valley Road Extend seal to Simmons Road	SLK 5.93 to 8.42	\$ 247,000.00

Total Muni	\$ 1,009,500.00
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Grand Total 22/23	\$ 1,901,040.84
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Funding Summary			
R2R	RRG	Muni	Total
\$ 366,540.84	\$ 525,000.00	\$ 1,009,500.00	\$ 1,901,040.84

Shire of Narrogin Proposed Ten Year Road Program 23/24

Roads to Recovery Funded Re-Seals

	Start	Finish	Aggregate Size	Total Area M ²	Cost
Congelin Narrogin Road	6.10	5.10	14	8000	\$ 28,000.00
Tarwonga Road	2.04	3.04	14	9435	\$ 33,021.19
Narrogin Harrismith Road	18.20	16.70	14	11772	\$ 41,201.65
Boothe Street	0.00	0.39	7	2730	\$ 9,555.00
Callan Way	0.00	0.58	7	4350	\$ 15,225.00
Fox Street	0.00	1.28	7	7143	\$ 25,000.00
Narrakine South Road	1.03	3.82	10	17143	\$ 60,000.00
Simmons Road	0.00	3.80	10	25840	\$ 90,440.00

Total R2R	\$ 302,442.84
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Regional Road Group Funded Projects

Extend Seal on Whinbin Rock Road	SLK 12.0 to 15.5	\$ 355,000.00
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Total RRG	\$ 355,000.00
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Municipal Funded Works

Annual Gravel Re-Sheeting 20 Km in total	\$ 400,000.00
Annual Pavement Stabilising	\$ 100,000.00
Municipal Contribution RRG Whinbin Rock Road SLK 12.0 to 15.5	\$ 177,500.00
Road Improvement Program - Re-sheet quartz with gravel on Armstrong Road 4km	\$ 100,000.00

Total Muni	\$ 777,500.00
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Grand Total 23/24	\$ 1,434,942.84
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** Whinbin Rock Road recently added to RRG 2035 List

Funding Summary			
R2R	RRG	Muni	Total
\$ 302,442.84	\$ 355,000.00	\$ 777,500.00	\$ 1,434,942.84

Shire of Narrogin Proposed Ten Year Road Program 24/25

Roads to Recovery Funded Re-Seals

	Start	Finish	Aggregate Size	Total Area M ²	Cost
Congelin Narrogin Road	5.10	4.10	14	8000	\$ 28,000.00
Tarwonga Road	3.04	4.04	14	9435	\$ 33,021.19
Narrogin Harrismith Road	16.70	15.20	14	11772	\$ 41,201.65
Graham Road Industrial Area	0.00	0.81	10	7290	\$ 25,515.00
Lefroy Street	0.24	1.27	10	10814	\$ 37,850.00
Lewis Street	0.00	0.21	7	1260	\$ 4,410.00
Mokine Road	0.40	2.86	14	18876	\$ 66,066.00
Myers Place	0.00	0.39	7	1560	\$ 5,460.00
Narrakine South Road	3.82	6.62	10	17143	\$ 60,000.00

Total R2R	\$ 301,523.84
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Regional Road Group Funded Projects

Extend Seal on Whinbin Rock Road	SLK 15.5 to 19.0	\$ 355,000.00
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Total RRG	\$ 355,000.00
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Municipal Funded Works

Annual Gravel Re-Sheeting 20 Km in total		\$ 400,000.00
Annual Pavement Stabilising		\$ 100,000.00
Municipal Contribution RRG Whinbin Rock Road	SLK 15.5 to 19.0	\$ 177,500.00
Road Improvement Program - Resheet quartz with gravel on Lange Road 4km		\$ 100,000.00

Total Muni	\$ 777,500.00
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Grand Total 24/25	\$ 1,434,023.84
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Funding Summary			
R2R	RRG	Muni	Total
\$ 301,523.84	\$ 355,000.00	\$ 777,500.00	\$ 1,434,023.84

Shire of Narrogin Proposed Ten Year Road Program 25/26

Roads to Recovery Funded Re-Seals

	Start	Finish	Aggregate Size	Total Area M ²	Cost
Congelin Narrogin Road	4.10	3.10	14	8000	\$ 28,000.00
Tarwonga Road	4.04	5.04	14	9435	\$ 33,021.19
Narrogin Harrismith Road	15.20	13.70	14	11772	\$ 41,201.65
Dowset Street	0.00	0.09	7	569	\$ 1,990.00
Ensign Street	0.00	1.56	7	17321	\$ 60,625.00
Halo Street	0.00	0.10	7	720	\$ 2,520.00
Harbour Street	0.00	0.12	7	714	\$ 2,500.00
Harris Street	0.00	0.16	7	1344	\$ 4,705.00
Hive Street	0.00	0.10	7	730	\$ 2,555.00
James Street	0.00	0.17	7	1530	\$ 5,355.00
Lydeker Way	0.00	0.41	10	3074	\$ 10,760.00
Nomans Lake Siding	1.00	3.80	14	17143	\$ 60,000.00
Odgers	0.00	0.34	7	857	\$ 3,000.00
Wagin Wickopin Road	0.00	1.50	14	11429	\$ 40,000.00

Total R2R	\$ 296,232.84
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Regional Road Group Funded Projects

Extend Seal on Whinbin Rock Road	SLK 19.0 to 22.5	\$ 355,000.00
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Total RRG	\$ 355,000.00
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Municipal Funded Works

Annual Gravel Re-Sheeting 20 Km in total	\$ 400,000.00
Annual Pavement Stabilising	\$ 100,000.00
Municipal Contribution RRG Whinbin Rock Road SLK 19.0 to 22.5	\$ 177,500.00
Road Improvement Program - Resheet quartz with gravel on Highbury West Road 4km	\$ 100,000.00

Total Muni	\$ 777,500.00
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Grand Total 25/26	\$ 1,428,732.84
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Funding Summary			
R2R	RRG	Muni	Total
\$ 296,232.84	\$ 355,000.00	\$ 777,500.00	\$ 1,428,732.84

Shire of Narrogin Proposed Ten Year Road Program 26/27

Roads to Recovery Funded Re-Seals

	Start	Finish	Aggregate Size	Total Area M ²	Cost
Congelin Narrogin Road	3.10	2.10	14	8000	\$ 28,000.00
Tarwonga Road	5.04	6.04	14	9435	\$ 33,021.19
Narrogin Harrismith Road	13.70	12.20	14	11772	\$ 41,201.65
Boxsell Road	0.00	1.60	10	10000	\$ 35,000.00
Chipper Street	0.00	0.26	7	1560	\$ 5,460.00
Dongolocking Road	0.00	2.00	10	14000	\$ 49,000.00
Elliot Street	0.00	0.08	7	409	\$ 1,430.00
Exeter Street	0.00	0.09	7	630	\$ 2,205.00
Pethyerbridge Road	1.86	4.00	10	11179	\$ 39,125.00
Wagin Wickepin Road	3.50	5.00	14	11429	\$ 40,000.00
Whinbin Rock Road	2.10	3.10	14	7143	\$ 25,000.00

Total R2R	\$ 299,442.84
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Regional Road Group Funded Projects

Stabilise failures, upgrade drainage and re-seal Clayton Road (Town)	\$ 355,000.00
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Total RRG	\$ 355,000.00
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Municipal Funded Works

Annual Gravel Re-Sheeting 20 Km in total	\$ 400,000.00
Annual Pavement Stabilising	\$ 100,000.00
Municipal Contribution RRG Clayton Road (Town)	\$ 177,500.00
Road Improvement Program - Resheet quartz with gravel on Manaring Road 4km	\$ 100,000.00

Total Muni	\$ 777,500.00
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Grand Total 26/27	\$ 1,431,942.84
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Funding Summary			
R2R	RRG	Muni	Total
\$ 299,442.84	\$ 355,000.00	\$ 777,500.00	\$ 1,431,942.84

Shire of Narrogin Proposed Ten Year Road Program 27/28

Roads to Recovery Funded Re-Seals

	Start	Finish	Aggregate Size	Total Area M ²	Cost
Congelin Narrogin Road (Town)	0.00	1.00	14	8000	\$ 28,000.00
Tarwonga Road	6.04	7.04	14	9435	\$ 33,021.19
Narrogin Harrismith Road	4.50	6.00	14	11772	\$ 41,201.65
Dongolocking Road	0.00	2.00	10	14000	\$ 49,000.00
Highbury West Road	2.90	4.90	10	11429	\$ 40,000.00
Moyses Road	0.00	1.20	10	7714	\$ 27,000.00
Narrogin Valley Road	0.00	2.00	10	14286	\$ 50,000.00
Whinbin Rock Road	3.10	5.10	14	14000	\$ 49,000.00

Total R2R	\$ 317,222.84
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Regional Road Group Funded Projects

Stabilise failures and asphalt Forrest Street	\$ 66,666.67
Stabilise failures, widen and seal Mokine Road	\$ 288,333.33

Total RRG	\$ 355,000.00
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Municipal Funded Works

Annual Gravel Re-Sheeting 20 Km in total	\$ 400,000.00
Annual Pavement Stabilising	\$ 100,000.00
Municipal Contribution RRG Forrest Street	\$ 33,333.34
Municipal Contribution RRG Mokine Road	\$ 144,166.67
Road Improvement Program - Resheet quartz with gravel on Manaring Road 4km	\$ 100,000.00

Total Muni	\$ 777,500.00
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Grand Total 27/28	\$ 1,449,722.84
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Funding Summary			
R2R	RRG	Muni	Total
\$ 317,222.84	\$ 355,000.00	\$ 777,500.00	\$ 1,449,722.84

Shire of Narrogin Proposed Ten Year Road Program 28/29

Roads to Recovery Funded Re-Seals

	Start	Finish	Aggregate Size	Total Area M ²	Cost
Congelin Narrogin Road	2.10	3.10	14	8000	\$ 28,000.00
Tarwonga Road	7.04	8.04	14	9435	\$ 33,021.19
Narrogin Harrismith Road	6.00	7.50	14	11772	\$ 41,201.65
Dongolocking Road	2.00	4.00	10	14000	\$ 49,000.00
Narrogin Valley Road	2.00	4.00	10	14286	\$ 50,000.00
Stewart Road	0.00	0.54	10	4000	\$ 14,000.00
Whinbin Rock Road	5.10	7.10	14	14000	\$ 49,000.00
Wickepin Harrismith Road	0.00	2.60	14	19143	\$ 67,000.00

Total R2R	\$ 331,222.84
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Regional Road Group Funded Projects

Stabilise failures and re-seal Wandering Narrogin Road	\$ 177,500.00
Stabilise failures and seal Congelin Road	\$ 177,500.00

Total RRG	\$ 355,000.00
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Municipal Funded Works

Annual Gravel Re-Sheeting 20 Km in total	\$ 400,000.00
Annual Pavement Stabilising	\$ 100,000.00
Municipal Contribution RRG Wandering Narrogin Road	\$ 88,750.00
Municipal Contribution RRG Congelin Road	\$ 88,750.00
Road Improvement Program - Resheet quartz with gravel on Rushy Pool Road 4km	\$ 100,000.00

Total Muni	\$ 777,500.00
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Grand Total 28/29	\$ 1,463,722.84
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Funding Summary			
R2R	RRG	Muni	Total
\$ 331,222.84	\$ 355,000.00	\$ 777,500.00	\$ 1,463,722.84

Shire of Narrogin Proposed Ten Year Road Program 29/30

Roads to Recovery Funded Re-Seals

	Start	Finish	Aggregate Size	Total Area M²	Cost
Congelin Narrogin Road	10.10	9.10	14	8000	\$ 28,000.00
Tarwonga Road	8.04	9.04	14	9435	\$ 33,021.19
Narrogin Harrismith Road	7.50	9.00	14	11772	\$ 41,201.65
Andrews Street	0.00	0.32	7	2565	\$ 8,978.00
Ashworth Cr	0.00	0.37	7	3007	\$ 10,525.00
Clark St	0.00	0.24	7	1940	\$ 6,790.00
Clough Pl	0.00	0.11	7	784	\$ 2,745.00
Floyed Street	0.00	0.28	7	2250	\$ 7,875.00
Gordon Street	0.00	0.69	7	5568	\$ 19,488.00
Hartoge Street	0.00	0.22	7	1817	\$ 6,360.00
Wandering Narrogin Road	0.00	3.00	14	21714	\$ 76,000.00
Wickepin Harrismith Road	2.60	5.20	14	19143	\$ 67,000.00

Total R2R	\$ 307,983.84
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Regional Road Group Funded Projects

Stabilise Failures, Upgrade Intersection and reseal Wanerie Road	\$ 355,000.00
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Total RRG	\$ 355,000.00
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Municipal Funded Works

Annual Gravel Re-Sheeting 20 Km in total	\$ 400,000.00
Annual Pavement Stabilising	\$ 100,000.00
Municipal Contribution RRG Wanerie Road	\$ 177,500.00
Road Improvement Program - Resheet quartz with gravel on Taylor Road 4km	\$ 100,000.00

Total Muni	\$ 777,500.00
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Grand Total 29/30	\$ 1,440,483.84
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Funding Summary			
R2R	RRG	Muni	Total
\$ 307,983.84	\$ 355,000.00	\$ 777,500.00	\$ 1,440,483.84

Shire of Narrogin Proposed Ten Year Road Program 30/31

Roads to Recovery Funded Re-Seals

	Start	Finish	Aggregate Size	Total Area M ²	Cost
Congelin Narrogin Road	9.10	8.10	14	8000	\$ 28,000.00
Tarwonga Road	9.04	10.04	14	9435	\$ 33,021.19
Narrogin Harrismith Road	9.00	10.50	14	11772	\$ 41,201.65
Dale Street	0.00	0.26	7	2089	\$ 7,310.00
Garfield Street	0.00	0.41	7	3321	\$ 11,623.00
Moore Street	0.00	0.34	7	2754	\$ 9,640.00
Wandering Narrogin Road	3.00	6.00	14	21714	\$ 76,000.00
Wanerie Road	0.00	3.10	14	25000	\$ 87,500.00

Total R2R	\$ 294,295.84
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Regional Road Group Funded Projects

Widen and seal Clayton Road	SLK 3.79 to 6.79	\$ 355,000.00
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Total RRG	\$ 355,000.00
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Municipal Funded Works

Annual Gravel Re-Sheeting 20 Km in total	\$ 400,000.00
Annual Pavement Stabilising	\$ 100,000.00
Municipal Contribution RRG Clayton Road SLK 3.79 to 6.79	\$ 177,500.00
Road Improvement Program - Resheet quartz with gravel on Crooked Pool Road 4km	\$ 100,000.00

Total Muni	\$ 777,500.00
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Grand Total 30/31	\$ 1,426,795.84
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Funding Summary			
R2R	RRG	Muni	Total
\$ 294,295.84	\$ 355,000.00	\$ 777,500.00	\$ 1,426,795.84

10.2.2 TOWNSCAPE ADVISORY COMMITTEE REQUEST FOR 2021/22 BUDGET CONSIDERATION

File Reference	12.4.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Townscape Advisory Committee
Previous Item Numbers	Nil
Date	12 May 2021
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Nil

Summary

The Townscape Advisory Committee (TAC) recommends that Council consider the amount of \$100,000 in the 2021/2022 Draft Budget to be deposited in the Tourism and Area Promotion Reserve to be spent on public art.

Background

The TAC met on 20 April 2021 as per the agreed meeting schedule. There were no items included from Administration for the TAC to make a decision on however the Presiding Member asked for the following items to be discussed by the group in relation to 2021/22 Budget consideration:

- Murals;
- Cemetery Fence; and
- Art Installation at the corner of Federal Street and Clayton Road.

Consultation

Consultation regarding art work was discussed at the TAC meeting held 20 April 2021. The Chief Executive Officer has also been consulted with regarding the TAC's request for art work funding.

Statutory Environment

The recommendation from the TAC is for Council to consider an amount of funding in the draft 2021/22 Budget. There is no Statutory Requirement that relates for consideration of Council for an item in a draft Budget.

Section 6.2 of the Local Government Act 1995 requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its Municipal Fund for the financial year ending on the next following 30 June.

Policy Implications

There are no current Council policies that relate to the consideration of a Budget item.

In regard to Public Art, the following documents relate:

- Council Policy 11.4 Public Art Contribution Policy;
- Public Art Contribution Guidelines;
- Public Art Strategy & Masterplan.

Financial Implications

Should Council resolve to adopt the 2021/22 Budget inclusive of the TAC request of \$100,000 to be deposited in the Tourism and Area Promotion Reserve to be spent on public art, then this would impose a financial implication of \$100,000 from municipal funding.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.2	Increased Tourism
Strategy:	1.2.1	Promote, develop tourism and maintain local attractions
Objective	2.	Social Objective (To provide community facilities and promote social interaction)

Comment/Conclusion

At the TAC meeting held on 20 April 2021, there were several conversations by the Committee Members in relation to art installations within the Shire.

Conversation related to the potential \$100,000 of Federal Grant Funding (Local Roads & Community Infrastructure Program) that was originally proposed for art work at the three roundabouts on Pioneer Drive whereby due to the guiding processes and principals required as part of the adopted Public Art Contribution Policy and Guidelines and also the Public Art Strategy & Master Plan, the project was thought to be unachievable within the time restraints associated with the Federal Grant.

The Federal Grant Funding (\$405,621) has since been resolved by Council (Resolution 0420.003) to be applied for, to be put towards funding of the relocation of Home Care Services.

Due to the guiding principles and process involved in commissioning public art and the time involved, the TAC decided to recommend to Council to put \$100,000 into the Tourism and Area Promotion Reserve for a public art project that could be drawn on to cover all aspects of the art process and for the artwork itself where time was not a governing factor.

The TAC discussion focussed on three art projects in order of priority for the funding to be allocated to:

- Murals within the Narrogin Town site, location/s to be decided;
- A public artwork to be located at the junction of Federal Street and Clayton Road (southeast corner currently landscaped with seating); and
- Public artwork along the Cemetery boundary adjoining Williams Kondinin Road.

After some consideration, the Committee Members agreed that the first step should be to request a sum of money in the 2021/2022 Draft Budget and made the following recommendation for Council's consideration:

“That with respect to the budget request for public art, the Townscape Advisory Committee recommends that Council consider the amount of \$100,000 in the 2021/2022 Draft Budget to be deposited in the Tourism and Area Promotion Reserve to be spent on public art.”

Due to draft Budget preparation timelines with regard to the Executive Team capital project listings and priorities prior to presentation to Council for work shopping at the May Monthly Briefing Session, an amount of \$100,000 for public art has been included in the draft capital projects listing, as requested by the TAC, for Council consideration and discussion against all other presented potential projects.

The essence of the request of the Committee is for Council to make provision for an investment in public art. If the Council includes such a provision in the 2021/2022 Budget, via a transfer to an appropriate Reserve, the Committee would then proceed to utilise the Council’s Public Art Strategy & Masterplan, in engaging with the community and artists in developing concepts for Council’s consideration, which, in all probability, will take longer than 12 months.

The Reserve identified as being appropriate by the TAC is the Tourism and Area Promotion Reserve which is defined by Council as being “for the purpose of tourism and district promotion activities, significant events and festivals which includes banner poles, entry statements and outdoor digital screens”. The balance of this Reserve is approximately \$79,000. The draft Long Term Financial Plan and Corporate Business Plan currently has no identified projects drawing upon this Reserve.

The Council in adopting the Public Art Strategy & Masterplan and Public Art Policy in 2020 included a resolution that Council annually consider the sum of \$25,000 being included for Public Art in its Budget.

The Council’s Draft Budget for 2021/22 includes the following indicative provisions for Public Art:

- \$100,000 to transfer into Reserve for future Public Art projects; and
- \$60,000 for townsites’ entrance statement replacements.

The presumption of the Administration is that these two sums include the \$25,000 annual allocation.

Voting Requirements

Simple Majority

COMMITTEE RECOMMENDATION

That with respect to the budget request for public art, the Townscape Advisory Committee recommends that Council consider the amount of \$100,000 in the 2021/2022 Draft Budget to be deposited in the Tourism and Area Promotion Reserve to be spent on public art.

OFFICERS' RECOMMENDATION

That Council, with respect to public art considerations for the 2021/2022 Draft Budget:

1. Consider an amount of \$25,000 for public art projects to be identified by the Townscape Advisory Committee and to be planned for, coordinated and expended within the financial year;
2. Consider an amount of \$100,000 to be transferred into the Tourism and Area Promotion Reserve for the purposes of public art; and
3. Note that the question of whether Council will be considering a provision of \$60,000 in the 2021/22 Draft Budget for replacing townscape entry statements has been referred to the Townscape Advisory Committee for clarification.

10.3 CORPORATE AND COMMUNITY SERVICES

10.3.1 SCHEDULE OF ACCOUNTS PAID – APRIL 2021

File Reference	12.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	12 May 2021
Author	Danielle Gannaway – Customer Service Officer/Accounts Payable
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	
1. Schedule of Accounts Paid – April 2021	

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid – April 2021.

Background

Pursuant to Local Government Act 1995, Section 6.8 (2)(b), where expenditure has been incurred by a local government, it is to be reported to the next Ordinary Meeting of Council.

Consultation

Manager Corporate Services

Statutory Environment

Local Government Act 1995, Section 6.8 (2)(b).

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2020/2021 Annual Budget, or resulting from a Council resolution for a budget amendment.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation

Comment/Conclusion

The Schedule of Accounts Paid – April 2021 is presented to Council for notation. Below is a summary of activity.

<i>April 2021 Payments</i>		
Payment Type	\$	%
Cheque	629.25	0.07
EFT (incl Payroll)	820,763.81	90.43
Direct Debit	85,290.17	9.40
Credit Card	917.59	0.10
Trust		
Total Payments	907,600.82	100.00

<i>Local Spending</i>	<i>\$</i>	<i>%</i>
Local Suppliers	354,831.82	39.10
Payroll	316,135.63	34.83
Total	670,967.45	73.93

Voting Requirements

Simple Majority.

OFFICERS' RECOMMENDATION

That, with respect to the Schedule of Accounts Paid for April 2021, Council note the Report as presented.

Cheque Payments

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
1	585	22/04/2021	Shire Of Narrogin - Petty Cash-admin			\$ 629.25	L	F
2	INV CATS MAR-APR 2021	21/04/2021	Shire Of Narrogin - Petty Cash-admin	AGEDOTHER - CATS DRIVER MEALS - Petty Cash Recoup March & April 2021	\$ 240.00			
3	INV NHC MAR-APR 2021	21/04/2021	Shire Of Narrogin - Petty Cash-admin	PETTY CASH RECOUP - March-April 2021	\$ 389.25			
					Cheque Total \$	629.25		

EFT Payments

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
4	EFT16158	09/04/2021	Narrogin Hire & Reticulation			\$ 1,374.99	L	PF
5	INV 00029746	18/03/2021	Narrogin Hire & Reticulation	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Reticulation Materials	\$ 219.99			
6	INV 00029755	22/03/2021	Narrogin Hire & Reticulation	NGN13362 2016 TRAILER - Trailer Hire (Until new trailer purchased) (NHC)	\$ 1,155.00			
7	EFT16159	09/04/2021	Best Office Systems			\$ 1,605.68	L	PF
8	INV 585495	26/03/2021	Best Office Systems	VARIOUS DEPARTMENTS - Photocopier Charges (20/02/2021-20/03/2021)	\$ 1,605.68			
9	EFT16160	09/04/2021	Coles			\$ 1,335.42	L	PF
10	INV 169	31/03/2021	Coles	VARIOUS DEPARTMENTS - Coles March 2021	\$ 1,335.42			
11	EFT16161	09/04/2021	Narrogin Packaging			\$ 707.94	L	
12	INV 00069565	20/03/2021	Narrogin Packaging	VARIOUS PUBLIC TOILETS - Cleaning Supplies	\$ 567.09			
13	INV 00069623	29/03/2021	Narrogin Packaging	HIGHBURY PUBLIC TOILETS OPERATIONS - Cleaning Supplies	\$ 140.85			
14	EFT16162	09/04/2021	Australia Post			\$ 494.74	L	PF
15	INV 1010471579	03/04/2021	Australia Post	VARIOUS DEPARTMENTS - Postal Charges March 2021	\$ 494.74			
16	EFT16163	09/04/2021	Narrogin Fruit Market			\$ 130.00	L	
17	INV 00032021032351	23/03/2021	Narrogin Fruit Market	MEMBERS - CIVIC FUNCTIONS, REFRESHMENT & RECEPTIONS - Annual Bus Tour - Mixed Salad Rolls x20	\$ 130.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
18	EFT16164	09/04/2021	Water Corporation			\$ 3,528.45		
19	INV 2QX5G	08/04/2021	Water Corporation	VARIOUS BUILDINGS - Water Usage (February 2021 - April 2021)	\$ 3,528.45			
20	EFT16165	09/04/2021	Leigh Norman Ballard			\$ 11,275.00	L	
21	INV MARCH 21	01/04/2021	Leigh Norman Ballard	MEMBERS - PRESIDENT'S ALLOWANCES & SITTING FEES - 01/01/2021-31/03/2021	\$ 11,275.00			
22	EFT16166	09/04/2021	Narrogin Auto Electrics			\$ 201.70	L	
23	INV 260107	08/03/2021	Narrogin Auto Electrics	NO2731 FOUR AXLE SIDE TIPPER TRAILER - Find & Repair Electrical Short	\$ 148.00			
24	INV 260106	17/03/2021	Narrogin Auto Electrics	NO4 2010 NISSAN UD TIP TRUCK AUTO - Trailer plug	\$ 53.70			
25	EFT16167	09/04/2021	Knightline Computers			\$ 194.50	L	
26	INV 00072699	11/03/2021	Knightline Computers	ADMIN - INFORMATION SYSTEMS - HDMI cables x5 & VGA Display Port x5	\$ 194.50			
27	EFT16168	09/04/2021	Hancocks Home Hardware			\$ 23.40	L	F
28	INV 358542	29/03/2021	Hancocks Home Hardware	CHSP - GENERAL EXPENDITURE - Mouse Traps (Jessie House)	\$ 23.40			
29	EFT16169	09/04/2021	Narrogin Earthmoving & Concrete Pty Ltd Atf The McNab Family Trust			\$ 946.00	L	
30	INV IV00000001113	26/03/2021	Narrogin Earthmoving & Concrete Pty Ltd Atf The McNab Family Trust	TIP MAINTENANCE - Extinguishing Fire - Hire of Water Truck & Water Usage (18/03/2021 & 27/03/2021)	\$ 946.00			
31	EFT16170	09/04/2021	Susan Farrell			\$ 250.00	L	
32	INV 022	16/03/2021	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Linens (16/03/2021)	\$ 30.00			
33	INV 023	18/03/2021	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Linens (18/03/2021)	\$ 50.00			
34	INV 024	24/03/2021	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Linens (24/03/2021)	\$ 60.00			
35	INV 025	25/03/2021	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Linens (25/03/2021)	\$ 60.00			
36	INV 026	31/03/2021	Susan Farrell	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Various Ranges of Laundry	\$ 50.00			
37	EFT16171	09/04/2021	Geoff Perkins Farm Machinery Centre			\$ 258.10	L	F
38	INV FNCS116791	29/03/2021	Geoff Perkins Farm Machinery Centre	SMALL PLANT - HOMECARE - Service & Replace Blades for Honda Mower	\$ 258.10			
39	EFT16172	09/04/2021	Narrogin Electrical Services			\$ 303.05	L	
40	INV 2274	06/04/2021	Narrogin Electrical Services	CHILD CARE CENTRE BUILDING MAINTENANCE - Urgent Repair to Light Fittings	\$ 303.05			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
41	EFT16173	09/04/2021	S. Williams Plumbing			\$ 335.00	L	
42	INV 288	04/03/2021	S. Williams Plumbing	VARIOUS PUBLIC TOILETS - Toilet Repairs	\$ 335.00			
43	EFT16174	09/04/2021	PFD Food Services Pty Ltd			\$ 161.05		
44	INV KX740217	30/03/2021	PFD Food Services Pty Ltd	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Long Life Full Cream Milk (Carton of 24) & Shampoo (Carton)	\$ 161.05			
45	EFT16175	09/04/2021	Great Southern Towing			\$ 88.00	L	
46	INV 00007649	31/03/2021	Great Southern Towing	OLOPS - IMPOUNDED VEHICLE FEES - Towing of Blue AU Ford Falcon Wagon from Foxes Lair	\$ 88.00			
47	EFT16176	09/04/2021	Air Response			\$ 855.01	L	F
48	INV 153450A	23/03/2021	Air Response	CHSP - GENERAL OFFICE EXPENSES - Service Air Conditioning unit, Replace Controller & Reprogram Settings (Jessie House)	\$ 855.01			
49	EFT16177	09/04/2021	Narrogin Gasworx			\$ 350.00	L	F
50	INV 44246	18/03/2021	Narrogin Gasworx	CHCP - CLIENT PURCHASES - Second Hand Lift Chair (Client: I. Harper)	\$ 350.00			
51	EFT16178	09/04/2021	Local Government Professionals Australia Wa			\$ 380.00		
52	INV 29656	29/03/2021	Local Government Professionals Australia Wa	ADMIN - TRAINING & DEVELOPMENT - Induction to Local Government (M. Barthakur)	\$ 380.00			
53	EFT16179	09/04/2021	Narrogin Chamber Of Commerce			\$ 100.00	L	
54	INV 00003788	04/03/2021	Narrogin Chamber Of Commerce	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Recognition Award for Strategic Problem Solving by Staff Member	\$ 100.00			
55	EFT16180	09/04/2021	Bob Waddell & Associates Pty Ltd			\$ 165.00		
56	INV 2241	29/03/2021	Bob Waddell & Associates Pty Ltd	RATES - CONSULTANTS - Assistance with Rates enquiries & tasks (28/03/2021)	\$ 132.00			
57	INV 2237	29/03/2021	Bob Waddell & Associates Pty Ltd	ADMIN - CONSULTANTS - Assistance with 2019/20 Annual Financial Reports	\$ 33.00			
58	EFT16181	09/04/2021	A & A Corasaniti Building Contractors Pty Ltd			\$ 762.30	L	
59	INV I61	29/03/2021	A & A Corasaniti Building Contractors Pty Ltd	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Replacement of Custom Sized Solid Core Door (Swim Club Rooms)	\$ 762.30			
60	EFT16182	09/04/2021	Marketforce Pty Ltd			\$ 219.78		
61	INV 37902	24/03/2021	Marketforce Pty Ltd	MEMBERS - ADVERTISING & PROMOTIONS - Narrogin Observer - Community Budget Submissions	\$ 219.78			
62	EFT16183	09/04/2021	Melchiorre Plumbing & Gas			\$ 99.00	L	F
63	INV 7340	27/01/2021	Melchiorre Plumbing & Gas	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Labour - Change Jammed Washer (Jessie House)	\$ 99.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
64	EFT16184	09/04/2021	Earl Street Surgery			\$ 220.00	L	F
65	INV 210249TERRI	12/03/2021	Earl Street Surgery	CHSP - RECRUITMENT - Pre-Employment Medical (Imogen Nicholas)	\$ 220.00			
66	EFT16185	09/04/2021	West Australian Newspapers Limited			\$ 1,742.41		
67	INV 1028037520210228	04/02/2021	West Australian Newspapers Limited	ENVIRO - LANDCARE COMMUNITY PROJECTS - Narrogin Observer- Landcare Project Funding Open 4/02/2021	\$ 192.01			
68	INV 1028037520210228	11/02/2021	West Australian Newspapers Limited	MEMBERS - ADVERTISING & PROMOTIONS - Full Page Newsletter - Narrogin Narrative February 2021	\$ 660.00			
69	INV 1028037520210331	11/03/2021	West Australian Newspapers Limited	MEMBERS - ADVERTISING & PROMOTIONS - Narrogin Observer - Naming of Narrogin's Parks 11/03/2021	\$ 230.40			
70	INV 1028037520210331	11/03/2021	West Australian Newspapers Limited	MEMBERS - ADVERTISING & PROMOTIONS - Full Page Newsletter - Narrogin Narrative March 2021	\$ 660.00			
71	EFT16186	09/04/2021	Clive Malcolm Bartron			\$ 2,250.00	L	
72	INV MARCH 21	01/04/2021	Clive Malcolm Bartron	MEMBERS - MEMBERS SITTING FEES & COMMUNICATIONS ALLOWANCE - 01/01/2021-31/03/2021	\$ 2,250.00			
73	EFT16187	09/04/2021	YMCA WA			\$ 1,365.00	L	
74	INV SI-A010235	16/03/2021	YMCA WA	MEMBERS - DONATIONS TO COMMUNITY GROUP - Welcome to Narrogin Sundowner - Vouchers for Casual Entry to Leisure Centre (60 Gym & 40 Pool Vouchers)	\$ 1,020.00			
75	INV SI-A010236	16/03/2021	YMCA WA	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Welcome to Narrogin Sundowner - John Higgins Centre Hire 08/03/2021	\$ 345.00			
76	EFT16188	09/04/2021	Easifleet			\$ 2,773.37		
77	INV 310321	31/03/2021	Easifleet	NOVATED LEASES - Employee Expenses PPE 31/03/2021	\$ 2,773.37			
78	EFT16189	09/04/2021	Murray John Fisher			\$ 2,250.00	L	
79	INV MARCH 21	01/04/2021	Murray John Fisher	MEMBERS - MEMBERS SITTING FEES & COMMUNICATIONS ALLOWANCE - 01/01/2021-31/03/2021	\$ 2,250.00			
80	EFT16190	09/04/2021	Geoffrey Douglas Ballard			\$ 2,250.00	L	
81	INV MARCH 21	01/04/2021	Geoffrey Douglas Ballard	MEMBERS - MEMBERS SITTING FEES & COMMUNICATIONS ALLOWANCE - 01/01/2021-31/03/2021	\$ 2,250.00			
82	EFT16191	09/04/2021	Timothy Robert Wiese			\$ 3,718.75	L	
83	INV MARCH 21	01/04/2021	Timothy Robert Wiese	MEMBERS - DEPUTY PRESIDENT'S ALLOWANCES & SITTING FEES - 01/01/2021-31/03/2021	\$ 3,718.75			
84	EFT16192	09/04/2021	Brian Seale			\$ 2,250.00	L	
85	INV MARCH 21	01/04/2021	Brian Seale	MEMBERS - MEMBERS SITTING FEES & COMMUNICATIONS ALLOWANCE - 01/01/2021-31/03/2021	\$ 2,250.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
86	EFT16193	09/04/2021	Wild & Waste Free			\$ 31.00	L	F
87	INV 0060	21/03/2021	Wild & Waste Free	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - 15.5KG Self Raising Flour	\$ 31.00			
88	EFT16194	09/04/2021	The White Family Trust T/a Narrogin Valley Stockfeed			\$ 120.00	L	
89	INV NVS57540	26/03/2021	The White Family Trust T/a Narrogin Valley Stockfeed	HIGHBURY TOWNSITE PARK MAINTENANCE/OPERATIONS - Redwood Chip	\$ 120.00			
90	EFT16195	09/04/2021	Stella Pest Management			\$ 3,300.00		
91	INV 12423	15/12/2020	Stella Pest Management	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Termite Inspection	\$ 600.00			
92	INV 12424	15/12/2020	Stella Pest Management	MUSEUM BUILDING MAINTENANCE - Termite Inspection	\$ 600.00			
93	INV 12429	15/12/2020	Stella Pest Management	RAILWAY INSTITUTE HALL & OFFICE BUILDING MAINTENANCE - Termite Inspection	\$ 600.00			
94	INV 12428	15/12/2020	Stella Pest Management	HIGHBURY HALL BUILDING MAINTENANCE - Termite Inspection	\$ 600.00			
95	INV 12426	16/12/2020	Stella Pest Management	ADMIN OFFICE BUILDING MAINTENANCE - Termite Inspection	\$ 600.00			
96	INV 12427	16/12/2020	Stella Pest Management	LIBRARY BUILDING MAINTENANCE - Termite Inspection	\$ 300.00			
97	EFT16196	09/04/2021	Graham Kenneth Broad			\$ 2,250.00	L	
98	INV MARCH 21	01/04/2021	Graham Kenneth Broad	MEMBERS - MEMBERS SITTING FEES & COMMUNICATIONS ALLOWANCE - 01/01/2021-31/03/2021	\$ 2,250.00			
99	EFT16197	09/04/2021	Sophie Jane Lushey			\$ 2,250.00	L	
100	INV MARCH 21	01/04/2021	Sophie Jane Lushey	MEMBERS - MEMBERS SITTING FEES & COMMUNICATIONS ALLOWANCE - 01/01/2021-31/03/2021	\$ 2,250.00			
101	EFT16198	09/04/2021	Jaqueline Freyer Early			\$ 2,250.00	L	
102	INV MARCH 21	01/04/2021	Jaqueline Freyer Early	MEMBERS - MEMBERS SITTING FEES & COMMUNICATIONS ALLOWANCE - 01/01/2021-31/03/2021	\$ 2,250.00			
103	EFT16199	09/04/2021	Thing-a-me-bobs			\$ 51.93	L	F
104	INV 1012	24/03/2021	Thing-a-me-bobs	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Glass Jars x3 & Easter Chocolate Moulds x4 (Jessie House)	\$ 51.93			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
105	EFT16200	09/04/2021	Surgical House Pty Ltd			\$ 53.40		F
106	INV A743481	09/03/2021	Surgical House Pty Ltd	CHCP CUSTOMER SERVICES OTHER EXPENSES - Waterproof Bed Pad (Jessie House)	\$ 53.40			
107	EFT16201	09/04/2021	Andrew Le Bechee Trading As Popo Pots			\$ 700.00	L	F
108	INV 1	09/03/2021	Andrew Le Bechee Trading As Popo Pots	HACC - BUILDING (CAPITAL) - Cement Pots x 4 & Drip Trays x 4 (Jessie House)	\$ 700.00			
109	EFT16202	09/04/2021	Department Of Human Services			\$ 730.65		
110	INV DEDUCTION	01/03/2021	Department Of Human Services	Payroll deductions	\$ 243.55			
111	INV DEDUCTION	15/03/2021	Department Of Human Services	Payroll deductions	\$ 243.55			
112	INV DEDUCTION	29/03/2021	Department Of Human Services	Payroll deductions	\$ 243.55			
113	EFT16203	09/04/2021	Local Government Racing & Cemeteries Employees Union (LGREU)			\$ 61.50		
114	INV DEDUCTION	01/03/2021	Local Government Racing & Cemeteries Employees Union (LGREU)	Payroll deductions	\$ 20.50			
115	INV DEDUCTION	15/03/2021	Local Government Racing & Cemeteries Employees Union (LGREU)	Payroll deductions	\$ 20.50			
116	INV DEDUCTION	29/03/2021	Local Government Racing & Cemeteries Employees Union (LGREU)	Payroll deductions	\$ 20.50			
117	EFT16204	09/04/2021	Australian Services Union Western Australian Branc			\$ 77.70		
118	INV DEDUCTION	01/03/2021	Australian Services Union Western Australian Branc	Payroll deductions	\$ 25.90			
119	INV DEDUCTION	15/03/2021	Australian Services Union Western Australian Branc	Payroll deductions	\$ 25.90			
120	INV DEDUCTION	29/03/2021	Australian Services Union Western Australian Branc	Payroll deductions	\$ 25.90			
121	PAYROLL 21	12/04/2021	PAYROLL	Payroll 21 12/04/2021	\$ 158,014.23			
122	EFT16205	15/04/2021	Narrogin Hire & Reticulation			\$ 33.00	L	
123	INV 00029933	15/01/2021	Narrogin Hire & Reticulation	OTHCUL - CHRISTMAS LIGHTS - Scaffold Hire	\$ 33.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
124	EFT16206	15/04/2021	Synergy			\$ 14,481.87		
125	INV 6499184328	01/04/2021	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Usage (25/02/2020-24/03/2021)	\$ 10,656.56			
126	INV 2727937120	08/04/2021	Synergy	LIONS PARK MAINTENANCE/OPERATIONS - Electricity Usage (30/01/2021-31/03/2021)	\$ 124.30			
127	INV 8670120329	08/04/2021	Synergy	OLD SHIRE DEPOT - FELSPAR ST - BUILDING OPERATIONS - Electricity Usage (30/01/2021-31/03/2021)	\$ 112.53			
128	INV 4360899026	08/04/2021	Synergy	LYDEKER DEPOT BUILDING OPERATIONS - Electricity Usage (30/01/2021-31/03/2021)	\$ 966.83			
129	INV 6147180327	09/04/2021	Synergy	LIBRARY BUILDING OPERATIONS - Electricity Usage (03/02/2021-01/04/2021)	\$ 322.30			
130	INV 4560009126	09/04/2021	Synergy	MUSEUM BUILDING OPERATIONS - Electricity Usage (03/02/2021-01/04/2021)	\$ 238.47			
131	INV 7638489929	09/04/2021	Synergy	TOWN HALL (FEDERAL ST) BUILDING OPERATIONS - Electricity Usage (03/02/2021-01/04/2021)	\$ 1,225.40			
132	INV 4043950729	09/04/2021	Synergy	MEMORIAL PARK MAINTENANCE/OPERATIONS - Electricity Usage (03/02/2021-01/04/2021)	\$ 251.39			
133	INV 2116516321	09/04/2021	Synergy	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Sydney Hall Way Park - Electricity Usage (03/02/2021-07/04/2021)	\$ 118.35			
134	INV 4663535023	12/04/2021	Synergy	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Ashworth Crescent Park - Electricity Usage (04/02/2021-06/04/2021)	\$ 465.74			
135	EFT16207	15/04/2021	Great Southern Fuels			\$ 25,945.83	L	PF
136	INV D2058220	12/03/2021	Great Southern Fuels	POC - FUELS AND OILS - 16,000L Diesel	\$ 19,729.60			
137	INV MARCH 2021	31/03/2021	Great Southern Fuels	VARIOUS PLANT & EQUIPMENT - Fuel Card Charges March 2021	\$ 6,216.23			
138	EFT16208	15/04/2021	Water Corporation			\$ 26,527.95		
139	INV WVQXS	14/04/2021	Water Corporation	VARIOUS BUILDINGS - Water Usage (February - April 2021)	\$ 26,527.95			
140	EFT16209	15/04/2021	Narrogin Auto Electrics			\$ 1,837.26	L	
141	INV 259505	30/11/2020	Narrogin Auto Electrics	NO05 2018 NISSAN NAVARA (SENIOR RANGER) - Supply & Install light bar, Remove & Refit UHF Radio & Warning Beacons	\$ 1,791.26			
142	INV 260280	25/03/2021	Narrogin Auto Electrics	1EUF156 HINO ROAD SWEEPER 2004 - Globes x2	\$ 46.00			
143	EFT16210	15/04/2021	Landgate			\$ 212.85		
144	INV 68124672 - 10001100	30/03/2021	Landgate	PLAN - CONTRACT TOWN PLANNING - Extract of Nov 2020 Captured Aerial Imagery for Town of Narrogin	\$ 212.85			
145	EFT16211	15/04/2021	Walga			\$ 578.00		
146	INV I3086331	30/03/2021	Walga	WORKS - TRAINING & DEVELOPMENT - Effective Letter & Report Writing in Local Government (MD. R. Islam)	\$ 578.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
147	EFT16212	15/04/2021	Susan Farrell			\$ 90.00	L	
148	INV 027	01/04/2021	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Linens (01/04/2021)	\$ 60.00			
149	INV 028	07/04/2021	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Linens (07/04/2021)	\$ 30.00			
150	EFT16213	15/04/2021	Narrogin Electrical Services			\$ 203.50	L	
151	INV 2273	06/04/2021	Narrogin Electrical Services	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Repair light switch in Ladies Toilet	\$ 203.50			
152	EFT16214	15/04/2021	Narrogin Betta Home Living			\$ 807.00	L	
153	INV 25710022383	31/03/2021	Narrogin Betta Home Living	ADMIN OFFICE BUILDING MAINTENANCE - Monanco Office Chair x3	\$ 807.00			
154	EFT16215	15/04/2021	Narrogin Bearing Service			\$ 32.14	L	
155	INV IN184839	29/03/2021	Narrogin Bearing Service	NO2706 FOUR AXLE SIDE TIPPER TRAILER - Brass Air Fittings	\$ 32.14			
156	EFT16216	15/04/2021	Narrogin Glass & Quick Fit Windscreens			\$ 80.00	L	
157	INV 00055411	26/03/2021	Narrogin Glass & Quick Fit Windscreens	NO4141 2010 CATERPILLAR 432E BACKHOE LOADER - Clear Perspex for Rear Window	\$ 80.00			
158	EFT16217	15/04/2021	Great Southern Waste Disposal			\$ 5,005.00	L	
159	INV IV00000001582	08/04/2021	Great Southern Waste Disposal	TIP MAINTENANCE - Labour & Machinery to Control Fire & Water Carting Costs - 16/03/2021- 31/03/2021	\$ 5,005.00			
160	EFT16218	15/04/2021	RJ Smith Engineering			\$ 10.21	L	
161	INV 00012420	31/03/2021	RJ Smith Engineering	NO2 2009 NISSAN UD TIP TRUCK (WORKS) - 12x40 Nuts & Bolts x8	\$ 10.21			
162	EFT16219	15/04/2021	Public Transport Authority			\$ 265.95		
163	INV 310321	31/03/2021	Public Transport Authority	TRANSWA - AGENT LIABILITY - TransWA Ticket Sales March 2021	\$ 265.95			
164	EFT16220	15/04/2021	Toll Transport Pty Ltd			\$ 132.39		
165	INV 0486-T740710	14/03/2021	Toll Transport Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges (09/03/2021-10/03/2021)	\$ 121.22			
166	INV 0487-T740710	21/03/2021	Toll Transport Pty Ltd	LYDEKER DEPOT BUILDING OPERATIONS - Freight Charges (19/03/2021)	\$ 11.17			
167	EFT16221	15/04/2021	Farmers Centre (Narrogin) Pty Ltd			\$ 16.94	L	
168	INV 77685	11/03/2021	Farmers Centre (Narrogin) Pty Ltd	1EYN610 KOMATSU WA380-6 WHEEL LOADER - Hydraulic Line Adaptor	\$ 16.94			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
169	EFT16222	15/04/2021	Shire Of Narrogin			\$ 70.95	L	
170	INV 310321	31/03/2021	Shire Of Narrogin	TRANSWA - AGENT LIABILITY - Commission March 2021 Ticket Sales	\$ 70.95			
171	EFT16223	15/04/2021	Bob Waddell & Associates Pty Ltd			\$ 1,551.00		
172	INV 2215	01/03/2021	Bob Waddell & Associates Pty Ltd	RATES - CONSULTANTS - Assistance with Rates enquiries & tasks (21/02/2021 & 28/02/2021)	\$ 99.00			
173	INV 2218	01/03/2021	Bob Waddell & Associates Pty Ltd	ADMIN - CONSULTANTS - Assistance with 2019/20 Annual Financial Reports	\$ 429.00			
174	INV 2249	07/04/2021	Bob Waddell & Associates Pty Ltd	RATES - CONSULTANTS - Assistance with Rate enquiries & task (31/03/2021)	\$ 462.00			
175	INV 2252	12/04/2021	Bob Waddell & Associates Pty Ltd	RATES - CONSULTANTS - Assistance with Rates enquiries & tasks (11/04/2021)	\$ 561.00			
176	EFT16224	15/04/2021	Market Creations Pty Ltd			\$ 2,603.89		
177	INV 16365	30/03/2021	Market Creations Pty Ltd	ADMIN - INFORMATION SYSTEMS - Service Desk & Preventative Maintenance (March 2021)	\$ 716.20			
178	INV 16561	31/03/2021	Market Creations Pty Ltd	ADMIN - INFORMATION SYSTEMS - Exclaimer for Office 365 (month to month)	\$ 135.94			
179	INV 16562	31/03/2021	Market Creations Pty Ltd	Subscription Licenses	\$ 198.00			
180	INV 16618	31/03/2021	Market Creations Pty Ltd	ADMIN - INFORMATION SYSTEMS - MC NBN Prem 100/40	\$ 1,553.75			
181	EFT16225	15/04/2021	T Yuen Construction			\$ 855.25	L	
182	INV 5614	06/03/2021	T Yuen Construction	NRLC - INFRASTRUCTURE OTHER (CAPITAL - OUTSIDE) - Urgent Roof Leak Repairs	\$ 855.25			
183	EFT16226	15/04/2021	Narrogin Pumps Solar And Spraying			\$ 236.67	L	
184	INV 00033522	29/03/2021	Narrogin Pumps Solar And Spraying	SMALL PLANT - Brass Fittings x2	\$ 103.57			
185	INV 00033497	29/03/2021	Narrogin Pumps Solar And Spraying	NO4 2010 NISSAN UD TIP TRUCK AUTO - Apollo Grey Suction Hose 5m	\$ 133.10			
186	EFT16227	15/04/2021	AMPAC Debt Recovery Pty Ltd			\$ 12,868.53		
187	INV 74510	31/03/2021	AMPAC Debt Recovery Pty Ltd	RATES - DEBT COLLECTION EXPENSES - Debt Recovery March 2021	\$ 12,868.53			
188	EFT16228	15/04/2021	Rylan Pty Ltd			\$ 7,324.35		PF
189	INV 2282	25/03/2021	Rylan Pty Ltd	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Install 345m of SM2 Kerbing	\$ 7,324.35			
190	EFT16229	15/04/2021	Ross Storey			\$ 400.00	L	
191	INV 58	12/04/2021	Ross Storey	OTHCUL - YOUTH WEEK - Welcome to Country - Youth Week 2021 Opening Ceremony	\$ 400.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
192	EFT16230	15/04/2021	Conway Highbury Pty Ltd			\$ 1,472.63		
193	INV 546	31/03/2021	Conway Highbury Pty Ltd	OTHGOV - OTHER CONSULTANCY STATUTORY - Consultancy for provision of Governance Services January-March 2021	\$ 1,472.63			
194	EFT16231	15/04/2021	Benara Nurseries			\$ 7,630.70		
195	INV 290598	08/04/2021	Benara Nurseries	STREET TREE CAPITAL - Supply & Deliver Gleditsia Tri Sunburst x12, Gleditsia Tri Shademaster x11& Ulmus Parvifolia x11(All 90 Litres with a minimum height of 2 metres &	\$ 7,739.60			
196	INV 685333	13/04/2021	Benara Nurseries	STREET TREE CAPITAL - Adjustment Note for Invoice #290598 - Supply & Deliver Gleditsia Tri Sunburst x12, Gleditsia Tri Shademaster x11& Ulmus Parvifolia x11(All 90	\$ (108.90)			
197	EFT16232	15/04/2021	United Security Enforcement Corporation			\$ 158.40		
198	INV 00012303	29/03/2021	United Security Enforcement Corporation	ADMIN OFFICE BUILDING OPERATIONS - Alarm Response Admin Area	\$ 158.40			
199	EFT16233	15/04/2021	Corsign (WA) Pty Ltd			\$ 398.20		
200	INV 00055593	29/03/2021	Corsign (WA) Pty Ltd	SIGNS & TRAFFIC CONTROL EXPENSES - Various Street Signs	\$ 398.20			
201	EFT16234	15/04/2021	Narrogin Tyre Service			\$ 99.00	L	
202	INV 12884	30/03/2021	Narrogin Tyre Service	NO4871 2014 JOHN DEERE 670G GRADER w/ TOP CON - Repair to Grader Tyre	\$ 99.00			
203	EFT16235	15/04/2021	Narrogin Auto Centre			\$ 589.55	L	
204	INV 299424	26/03/2021	Narrogin Auto Centre	00NGN 2018 NISSAN NAVARA - Filters for Service	\$ 326.66			
205	INV 299423	26/03/2021	Narrogin Auto Centre	NGN802 2018 MITSUBISHI TRITON - Filters for Service	\$ 262.89			
206	EFT16236	15/04/2021	Regional Communication Solutions			\$ 858.00	L	
207	INV INV-1175	06/04/2021	Regional Communication Solutions	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Communication Equipment & Installation	\$ 858.00			
208	EFT16237	15/04/2021	The White Family Trust T/a Narrogin Valley Stockfeed			\$ 714.00	L	
209	INV NVS55400	17/02/2021	The White Family Trust T/a Narrogin Valley Stockfeed	CBD PARKS - MAINTENANCE/OPERATIONS - Red Woodland Chip x4 (Top Up Garden Beds)	\$ 410.00			
210	INV NVS58455	30/03/2021	The White Family Trust T/a Narrogin Valley Stockfeed	MAY ST PUBLIC TOILETS OPERATIONS - Gas Bottles for Shower Cubicles	\$ 304.00			
211	EFT16238	15/04/2021	Safemaster Safety Products			\$ 1,478.40		
212	INV 00015120	31/03/2021	Safemaster Safety Products	NRLC BUILDING (CAPITAL) - Recertification Height Safety System (As per quote: SM17851)	\$ 1,478.40			
213	EFT16239	15/04/2021	Narrogin & Districts Plumbing Service			\$ 313.50	L	
214	INV INV-0279	02/02/2021	Narrogin & Districts Plumbing Service	STANDPIPE MAINTENANCE/OPERATIONS - Repairs to Williams Rd Standpipe	\$ 313.50			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
215	EFT16240	15/04/2021	Spyker Technologies Pty Ltd T/A Spyker Business Solutions			\$ 2,705.47		
216	INV 2021330	08/04/2021	Spyker Technologies Pty Ltd T/A Spyker Business Solutions	OLOPS - CCTV MAINTENANCE - 4th Quarter Public CCTV Maintenance for RFQ 1920-10 for 2020-2021.	\$ 2,705.47			
217	EFT16241	15/04/2021	Alexander Mulenga			\$ 504.56		
218	INV 290321	29/03/2021	Alexander Mulenga	ADMIN - SUBSCRIPTIONS AND MEMBERSHIPS/ TRAINING & DEVELOPMENT - Reimbursement	\$ 504.56			
219	EFT16242	15/04/2021	McKenzie Rural Fencing			\$ 1,056.00	L	
220	INV IV190124	12/04/2021	McKenzie Rural Fencing	FIRE PREVENTION/BURNING/CONTROL - Archibald Park - Supply & Install Fire Gates	\$ 1,056.00			
221	EFT16243	15/04/2021	Towie Timber Training			\$ 1,170.00		
222	INV IV1565	01/03/2021	Towie Timber Training	WORKS - TRAINING & DEVELOPMENT - Chainsaw Training (K. Head, A. Cardy, S. Sandilands, C. Williams, T. Broun & M. Pomykala)	\$ 1,170.00			
223	EFT16244	15/04/2021	Safe-T-Rail Australia			\$ 3,942.40		PF
224	INV 00027860	30/03/2021	Safe-T-Rail Australia	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Supply & Installation of Edge Protection to Tin Roof	\$ 3,942.40			
225	EFT16245	15/04/2021	Department Of Human Services			\$ 244.54		
226	INV DEDUCTION	12/04/2021	Department Of Human Services	Payroll deductions	\$ 244.54			
227	EFT16246	15/04/2021	Local Government Racing & Cemeteries Employees Union (LGREU)			\$ 20.50		
228	INV DEDUCTION	12/04/2021	Local Government Racing & Cemeteries Employees Union (LGREU)	Payroll deductions	\$ 20.50			
229	EFT16247	15/04/2021	Australian Services Union Western Australian Branc			\$ 25.90		
230	INV DEDUCTION	12/04/2021	Australian Services Union Western Australian Branc	Payroll deductions	\$ 25.90			
231	EFT16248	22/04/2021	Narrogin Hire & Reticulation			\$ 335.50	L	
232	INV 00030023	07/04/2021	Narrogin Hire & Reticulation	SMALL PLANT - Concrete Saw Blade	\$ 335.50			
233	EFT16249	22/04/2021	Synergy			\$ 2,465.58		
234	INV 3177465029	13/04/2021	Synergy	WASTE FACILITIES BUILDING OPERATIONS - Electricity Usage (06/02/2021-08/04/2021)	\$ 339.19			
235	INV 9003046323	15/04/2021	Synergy	BANNISTER STREET OVAL BUILDING OPERATIONS - Electricity Usage (09/02/2021-09/04/2021)	\$ 110.68			
236	INV 7595071523	15/04/2021	Synergy	THOMAS HOGG OVAL BUILDINGS OPERATIONS - Electricity Usage (09/02/2021-09/04/2021)	\$ 1,810.05			
237	INV 5103515915	19/04/2021	Synergy	COMMUNITY GARDEN MAINTENANCE/OPERATIONS - Electricity Usage (11/02/2021-13/04/2021)	\$ 205.66			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
238	EFT16250	22/04/2021	Narrogin Packaging			\$ 572.75	L	
239	INV 00069715	06/04/2021	Narrogin Packaging	VARIOUS PUBLIC TOILETS - Cleaning Supplies	\$ 572.75			
240	EFT16251	22/04/2021	Great Southern Fuels			\$ 18,240.68	L	
241	INV 19004577	27/10/2020	Great Southern Fuels	SMALL PLANT - 20L Castrol Agri Trans Oil	\$ 132.79			
242	INV 19006118	23/03/2021	Great Southern Fuels	1GPJ543 2018 TORO MOWER 7210 - 20L Transmission Oil	\$ 132.79			
243	INV B25633-D2061756	15/04/2021	Great Southern Fuels	POC - FUELS AND OILS - 15,000L Diesel	\$ 17,975.10			
244	EFT16252	22/04/2021	Water Corporation			\$ 2,673.16		
245	INV 43SRW	20/04/2021	Water Corporation	VARIOUS BUILDINGS - Water Usage (February 2021 - April 2021)	\$ 2,673.16			
246	EFT16253	22/04/2021	Kleenheat Gas			\$ 11,350.06		
247	INV 2723745	14/04/2021	Kleenheat Gas	NRLC - UTILITY - ELECTRICITY - Electricity Usage (01/03/2021-31/03/2021)	\$ 9,668.26			
248	INV 2723717	14/04/2021	Kleenheat Gas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Electricity Usage (01/03/2021-31/03/2021)	\$ 1,681.80			
249	EFT16254	22/04/2021	Knightline Computers			\$ 385.00	L	
250	INV 00072817	07/04/2021	Knightline Computers	PWO - GENERAL OFFICE EXPENSES - New UPS	\$ 385.00			
251	EFT16255	22/04/2021	Parry's Pty Ltd			\$ 542.20	L	
252	INV 52168	10/03/2021	Parry's Pty Ltd	PWO - WORKS - PROTECTIVE CLOTHING - Pants x2 (C. Allinson)	\$ 135.90			
253	INV 52210	11/03/2021	Parry's Pty Ltd	PWO - WORKS - PROTECTIVE CLOTHING - Pants x2 (S. Heil)	\$ 68.00			
254	INV 52179	11/03/2021	Parry's Pty Ltd	PWO - WORKS - PROTECTIVE CLOTHING - Jacket 3XL	\$ 84.15			
255	INV 52248	12/03/2021	Parry's Pty Ltd	PWO - WORKS - PROTECTIVE CLOTHING - Steel Cap Boots (C. Williams)	\$ 194.65			
256	INV 52612	27/03/2021	Parry's Pty Ltd	SAN - GENERAL TIP MAINTENANCE - Hi-Vis Shirts 4XL x2 (G. Boothey)	\$ 59.50			
257	EFT16256	22/04/2021	Westrac Pty Ltd			\$ 312.84		
258	INV PI 5667467	14/04/2021	Westrac Pty Ltd	1EVP731 2015 CAT SKID STEER LOADER - Filters for 2500hr Service	\$ 312.84			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
259	EFT16257	22/04/2021	Narrogin Newsagency			\$ 1,420.24	L	PF
260	INV 1355 - 278067	02/03/2021	Narrogin Newsagency	LIB - SUBSCRIPTIONS & MEMBERSHIPS - Deliveries for Period 04/02/2021-26/02/2021	\$ 95.15			
261	INV 1355 - 280811	01/04/2021	Narrogin Newsagency	LIB - SUBSCRIPTIONS & MEMBERSHIPS - Deliveries for Period 04/03/2021-20/03/2021	\$ 84.90			
262	INV 1537 - 280854	03/04/2021	Narrogin Newsagency	VARIOUS DEPARTMENTS - PRINTING & STATIONERY - Stationery Order March 2021	\$ 1,118.28			
263	INV 1537 - 281051	13/04/2021	Narrogin Newsagency	VARIOUS DEPARTMENTS - PRINTING & STATIONERY - Stationery Order February 2021	\$ 13.17			
264	INV 1537 - 281050	13/04/2021	Narrogin Newsagency	VARIOUS DEPARTMENTS - PRINTING & STATIONERY - Stationery Order March 2021	\$ 108.74			
265	EFT16258	22/04/2021	Narrogin Electrical Services			\$ 4,452.25	L	
266	INV 2200	31/01/2021	Narrogin Electrical Services	OLD SHIRE OFFICE BUILDING MAINTENANCE - Remove Powerpoint from Old Desk	\$ 104.50			
267	INV 2286	11/04/2021	Narrogin Electrical Services	CARAVAN PARK GENERAL MAINTENANCE/OPERATIOSN - Disconnect & Reconnect Retic Pump	\$ 140.25			
268	INV 2284	11/04/2021	Narrogin Electrical Services	NRLC - CONTRACT MANAGEMENT EXPENSE - Installation of 50amp 3ph Outlet for Portable Generator	\$ 4,059.00			
269	INV 2294	15/04/2021	Narrogin Electrical Services	CARVAN PARK GENERAL MAINTENANCE/OPERATIONS - Electrical Repair to Toilet Block	\$ 148.50			
270	EFT16259	22/04/2021	Narrogin Betta Home Living			\$ 518.00	L	
271	INV 25710022707	14/04/2021	Narrogin Betta Home Living	ADMIN OFFICE BUILDING MAINTENANCE - Monaco Office Chair	\$ 269.00			
272	INV 25710022772	15/04/2021	Narrogin Betta Home Living	PWO - GENERAL OFFICE EXPENSES - Monaco Office Chair	\$ 249.00			
273	EFT16260	22/04/2021	RJ Smith Engineering			\$ 235.40	L	
274	INV 00012528	09/04/2021	RJ Smith Engineering	NO1 2018 NISSAN UD TIP TRUCK - Repair Crack in Aluminium Hydraulic Tank & Fix Filter	\$ 235.40			
275	EFT16261	22/04/2021	Shire of Wagin			\$ 4,327.52	L	F
276	INV 9306	15/04/2021	Shire of Wagin	CHCP VARIOUS SERVICES - Client: John Neil Smith (01/03/2021-31/03/2021)	\$ 1,467.52			
277	INV 9307	15/04/2021	Shire of Wagin	CHCP VARIOUS SERVICES - Client: Ronalea Neil-Smith (01/03/2021-31/03/2021)	\$ 2,860.00			
278	EFT16262	22/04/2021	Air Response			\$ 168.75	L	
279	INV 15079.7A	09/04/2021	Air Response	ADMIN OFFICE BUILDING MAINTENANCE - Air Con Service & Inspection	\$ 168.75			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
280	EFT16263	22/04/2021	Toll Transport Pty Ltd			\$ 738.38		
281	INV 0488-T740710	28/03/2021	Toll Transport Pty Ltd	VARIOUS DEPARMTENTS - Freight Charges (23/03/2021-26/03/2021)	\$ 676.39			
282	INV 0489-T740710	04/04/2021	Toll Transport Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges (29/03/2021-01/04/2021)	\$ 61.99			
283	EFT16264	22/04/2021	WA Hino			\$ 395.34		
284	INV 271774	03/03/2021	WA Hino	NO4834 2014 HINO 300 SERIES CREW CAB - Service Filters for Next Service	\$ 395.34			
285	EFT16265	22/04/2021	Lane Buck And Higgins			\$ 618.03	L	
286	INV A150400	14/04/2021	Lane Buck And Higgins	Rates refund for assessment A150400 61 Ensign Street NARROGIN WA 6312	\$ 618.03			
287	EFT16266	22/04/2021	LGISWA			\$ 66.00		
288	INV 100-141731	16/04/2021	LGISWA	ADMIN - TRAINING & DEVELOPMENT - Workforce Risk Form 20/04/2021 (D. Stewart)	\$ 66.00			
289	EFT16267	22/04/2021	GJ & SE Kulker			\$ 935.00	L	
290	INV 635	15/04/2021	GJ & SE Kulker	NRLC INFRASTRUCTURE OTHER (CAPITAL) - Pressure clean & Paint 3 roller doors to Swimming Club Rooms	\$ 935.00			
291	EFT16268	22/04/2021	Raeco			\$ 482.74		
292	INV 564837	25/03/2021	Raeco	LIB - OTHER EXPENSES - Slatwall Display Materials	\$ 482.74			
293	EFT16269	22/04/2021	Belvedere Nursery			\$ 720.00	L	
294	INV I0000001773	31/03/2021	Belvedere Nursery	CLAYTON ROAD OVAL MAINTENANCE/OPERATIONS - Callistemon Kings Park Special Trees x40	\$ 720.00			
295	EFT16270	22/04/2021	Narrogin Baptist Church			\$ 280.00	L	
296	INV T5	19/04/2021	Narrogin Baptist Church	REFUND TH KEY BOND 02/04/2021	\$ 280.00			
297	EFT16271	22/04/2021	Accessability WA Inc.			\$ 2,167.00	L	
298	INV 210920	21/09/2020	Accessability WA Inc.	OTHCUL - COMMUNITY CHEST - Community Chest 2019/20	\$ 2,167.00			
299	EFT16272	22/04/2021	Narrogin Quarry Operations			\$ 987.71	L	
300	INV 00005094	15/03/2021	Narrogin Quarry Operations	ROAD MAINTENANCE GENERAL EXPENSES - 10.22T 7ml Stone	\$ 517.13			
301	INV 00005105	23/03/2021	Narrogin Quarry Operations	ROAD MAINTENANCE GENERAL EXPENSES - 9.3T 7mm Stone	\$ 470.58			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
302	EFT16273	22/04/2021	YMCA WA			\$ 36,954.50	L	
303	INV SI-A010294	31/03/2021	YMCA WA	NRLC - CONTRACT MANAGEMENT EXPENSE - YMCA Management Fee March 2021 & Actual Deficit for February 2021	\$ 36,954.50			
304	EFT16274	22/04/2021	Bitutek Pty Ltd			\$ 9,570.00		
305	INV 0006271	16/04/2021	Bitutek Pty Ltd	ROAD MAINTENANCE GENERAL EXPENSES - Supply & Deliver 10,000L CRS Emulsion	\$ 9,570.00			
306	EFT16275	22/04/2021	M & V Ranieri Building Contractors			\$ 987.80	L	
307	INV 679	06/04/2021	M & V Ranieri Building Contractors	MEMORIAL PARK TOILETS MAINTENANCE - Vandalism Repairs to Ceiling	\$ 987.80			
308	EFT16276	22/04/2021	Narrogin Takeaway & Cafe Bar			\$ 240.00	L	
309	INV 330 NTC	10/03/2021	Narrogin Takeaway & Cafe Bar	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Catering for MBS 10/03/2021	\$ 240.00			
310	EFT16277	22/04/2021	Corsign (WA) Pty Ltd			\$ 365.20		
311	INV 00055831	09/04/2021	Corsign (WA) Pty Ltd	SIGNS & TRAFFIC CONTROL EXPENSES - Narrow Bridge/Floodway Signs x6	\$ 250.80			
312	INV 00055881	14/04/2021	Corsign (WA) Pty Ltd	SIGNS & TRAFFIC CONTROL EXPENSES - Supply of T-Junction Sign for Felspar St	\$ 114.40			
313	EFT16278	22/04/2021	Narrogin Tyre Service			\$ 587.50	L	
314	INV 12986	09/04/2021	Narrogin Tyre Service	NO03 2015 TOYOTA HILUX - Rear Tyres x2	\$ 550.00			
315	INV 13528	14/04/2021	Narrogin Tyre Service	1TOQ338 2013 TIPPER TRAILER - Puncture repair	\$ 37.50			
316	EFT16279	22/04/2021	Narrogin Skip Bin Service			\$ 146.30	L	
317	INV INV-0996	31/03/2021	Narrogin Skip Bin Service	LYDEKER DEPOT BUILDING MAINTENANCE - Skip Bin Collection 26/03/2021	\$ 146.30			
318	EFT16280	22/04/2021	Kulker Carpentry And Construction			\$ 506.00	L	
319	INV IV00000000488	12/04/2021	Kulker Carpentry And Construction	OTHCUL - CHRISTMAS LIGHTS - Installation of Lights in Tree at Mackie Park	\$ 506.00			
320	EFT16281	22/04/2021	Wendy Maree le Bechee			\$ 85.60	L	F
321	INV 30/03/2021	30/03/2021	Wendy Maree le Bechee	CHSP - TRAINING & DEVELOPMENT - Reimbursement Food (Visit Hawthorne House)	\$ 85.60			
322	EFT16282	22/04/2021	Prime Media Group			\$ 617.10	L	
323	INV 380750	31/03/2021	Prime Media Group	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Television Campaign Broadcasting March 2021	\$ 617.10			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
324	EFT16283	22/04/2021	Sandra Mary Blakiston			\$ 245.18	L	
325	INV A286400	13/04/2021	Sandra Mary Blakiston	Rates refund for assessment A286400 1 NORTHWOOD STREET NARROGIN WA 6312	\$ 245.18			
326	EFT16284	22/04/2021	Stephen Kenneth Rowe			\$ 1,499.00	L	
327	INV A300800	20/04/2021	Stephen Kenneth Rowe	Rates refund for assessment A300800 14 Watt Street NARROGIN WA 6312	\$ 1,499.00			
328	PAYROLL 22	26/04/2021	PAYROLL	Payroll 22 26/04/2021	\$ 158,121.40			
329	EFT16285	30/04/2021	Synergy			\$ 3,109.20		
330	INV 6360739527	09/04/2021	Synergy	HISTORY HALL BUILDING OPERATIONS - Electricity Usage (03/02/2021-01/04/2021)	\$ 111.07			
331	INV 5182209215	16/04/2021	Synergy	30 GRAY ST BUILDING OPERATIONS (FORMALLY EAST NARROGIN OFFISTE KINDERGARTEN) - Electricity Usage (11/02/2021-12/04/2021)	\$ 115.69			
332	INV 8999640421	19/04/2021	Synergy	FAIRWAY DEPOT BUILDING OPERATIONS - Electricity Usage (12/02/2021-13/04/2021)	\$ 128.03			
333	INV 2010220323	19/04/2021	Synergy	MACKIE PARK MAINTENANCE/OPERATIONS - Electricity Usage (12/02/2021-13/04/2021)	\$ 338.16			
334	INV 5121606212	19/04/2021	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Usage (12/02/2021-13/04/2021)	\$ 170.81			
335	INV 1044212323	19/04/2021	Synergy	GNARROGIN PARK MAINTENANCE/OPERATIONS - Electricity Usage (12/02/2021-13/04/2021)	\$ 464.19			
336	INV 9970428321	19/04/2021	Synergy	OLD SHIRE OFFICE BUILDING OPERATIONS - Electricity Usage (12/02/2021-13/04/2021)	\$ 286.50			
337	INV 0564608421	20/04/2021	Synergy	JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - Electricity Usage (15/03/2021-15/04/2021)	\$ 1,353.07			
338	INV 0794920522	22/04/2021	Synergy	HIGHBURY PUBLIC TOILETS OPERATIONS - Electricity Usage (16/02/2021-16/04/2021)	\$ 141.68			
339	EFT16286	30/04/2021	Narrogin Packaging			\$ 742.73	L	
340	INV 00069884	17/04/2021	Narrogin Packaging	VARIOUS PUBLIC TOILETS - Cleaning Supplies	\$ 742.73			
341	EFT16287	30/04/2021	Great Southern Fuels			\$ 2,922.70	L	F
342	INV 190006428	21/04/2021	Great Southern Fuels	SMITH STREET - RENEWAL (LOCAL) (R2R) - 1000L Kerosene for Primer Seals	\$ 2,922.70			
343	EFT16288	30/04/2021	Water Corporation			\$ 7.99		
344	INV 63G63	29/04/2021	Water Corporation	STANDPIPE MAINTENANCE/OPERATIONS - Wagin-Wickepin Rd - Water Usage (20/02/2021-16/04/2021)	\$ 7.99			
345	EFT16289	30/04/2021	Narrogin Auto Electrics			\$ 1,114.00	L	
346	INV 260321	22/04/2021	Narrogin Auto Electrics	NO4871 2014 JOHN DEERE 670G GRADER w/ TOP CON - Supply New Altenator & Travel to Find Fault (Roadside)	\$ 1,114.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
347	EFT16290	30/04/2021	Kleenheat Gas			\$ 804.41		
348	INV 2723727	14/04/2021	Kleenheat Gas	ADMIN OFFICE BUILDING OPERATIONS - Electricity Usage (01/03/2021-31/03/2021)	\$ 804.41			
349	EFT16291	30/04/2021	Halanson Earthmoving			\$ 24,860.00	L	PF
350	INV 1631	16/04/2021	Halanson Earthmoving	WAGIN-WICKEPIN ROAD - RENEWAL (RURAL) (RRG) - Rehabilitation of Gravel Pits	\$ 24,860.00			
351	EFT16292	30/04/2021	Hancocks Home Hardware			\$ 117.25	L	PF
352	INV 359944	14/04/2021	Hancocks Home Hardware	CHSP HOME MAINTENANCE OTHER EXPENSES - 5L Fuel Can (Small Plant)	\$ 16.75			
353	INV 360453	20/04/2021	Hancocks Home Hardware	CHSP DOMESTIC ASSISTANCE OTHER EXPENSES - Adaptor Switch W/safety Rod x 3	\$ 87.00			
354	INV 360493	20/04/2021	Hancocks Home Hardware	OTHCUL - AUSTRALIA DAY - Coloured Tape x5 (Outdoor cinema package - to identify leads/inputs)	\$ 13.50			
355	EFT16293	30/04/2021	Landgate			\$ 9,703.26		
356	INV 356553 - 1001100	27/05/2020	Landgate	RATES - VALUATION EXPENSES - Gross Rental Valuations Chargeable (04/04/2020-15/05/2020)	\$ 107.88			
357	INV 357265 - 10001100	23/06/2020	Landgate	RATES - VALUATION EXPENSES - Gross Rental Valuations Chargeable (16/05/2020-12/06/2020)	\$ 89.38			
358	INV 363966 - 10001100	16/04/2021	Landgate	RATES - VALUATION EXPENSES - Rural UV General Revaluation 2020/2021	\$ 9,506.00			
359	EFT16294	30/04/2021	Narrogin Earthmoving & Concrete Pty Ltd Atf The McNab Family Trust			\$ 1,739.10	L	
360	INV IV00000001126	01/04/2021	Narrogin Earthmoving & Concrete Pty Ltd Atf The McNab Family Trust	NRLC - INFRASTRUCTURE OTHER (CAPITAL - OUTSIDE) - Concrete for Tree Diamonds	\$ 1,739.10			
361	EFT16295	30/04/2021	Susan Farrell			\$ 180.00	L	
362	INV 029	14/04/2021	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Linens (14/04/2021)	\$ 30.00			
363	INV 030	15/04/2021	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Linens (15/04/2021)	\$ 70.00			
364	INV 031	21/04/2021	Susan Farrell	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Washing of Accommodation Linens (21/04/2021)	\$ 30.00			
365	INV 032	28/04/2021	Susan Farrell	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Various Ranges of Laundry	\$ 50.00			
366	EFT16296	30/04/2021	Westrac Pty Ltd			\$ 462.53		
367	INV PI 5663262	13/04/2021	Westrac Pty Ltd	NO686 1991 CATERPILLAR 12G GRADER - Wear Strips x1 & Shim x1	\$ 145.10			
368	INV PI 5667466	14/04/2021	Westrac Pty Ltd	NO686 1991 CATERPILLAR 12G GRADER - Shim x1	\$ 7.98			
369	INV PI 5671854	15/04/2021	Westrac Pty Ltd	NO686 1991 CATERPILLAR 12G GRADER - Wear Strips x4	\$ 309.45			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
370	EFT16297	30/04/2021	Narrogin Newsagency			\$ 85.55	L	PF
371	INV 1245 - 280758	01/04/2021	Narrogin Newsagency	HACC CBDC OTHER EXPENSES - Deliveries for Period 02/03/2021-31/03/2021	\$ 35.40			
372	INV 713 - 280783	01/04/2021	Narrogin Newsagency	ADMIN - PRINTING & STATIONERY - Delivers for Period 03/03/2021-31/03/2021	\$ 34.50			
373	INV 1537 - 281205	20/04/2021	Narrogin Newsagency	PWO - PRINTING & STATIONERY - Stationery Order March 2021	\$ 15.65			
374	EFT16298	30/04/2021	Narrogin Electrical Services			\$ 1,231.45	L	PF
375	INV 2166	20/12/2020	Narrogin Electrical Services	CHSP - GENERAL OFFICE EXPENSES - Reattach TV Pole on Roof (Jessie House)	\$ 104.50			
376	INV 2201	31/01/2021	Narrogin Electrical Services	NRLC - INFRASTRUCTURE OTHER (CAPITAL - OUTSIDE) - Reset Timer In BBQ	\$ 93.50			
377	INV 2275	06/04/2021	Narrogin Electrical Services	CHSP - GENERAL OFFICE EXPENSES - Supply & Install Light Switches to Offices (Jessie House)	\$ 156.75			
378	INV 2283	11/04/2021	Narrogin Electrical Services	CAFE 45 FEDERAL ST BUILDING MAINTENANCE - Supply & Install 9 RCD's to Kitchen	\$ 770.00			
379	INV 2300	25/04/2021	Narrogin Electrical Services	ADMIN OFFICE BUILDING MAINTENANCE - Replace Batteries & Check Detectors in Admin & Chambers	\$ 106.70			
380	EFT16299	30/04/2021	Narrogin Betta Home Living			\$ 1,249.00	L	
381	INV 25710022870	19/04/2021	Narrogin Betta Home Living	PWO - GENERAL OFFICE EXPENSES - Samsung Galaxy S21 5G (Manager Operations)	\$ 1,249.00			
382	EFT16300	30/04/2021	Kulker Plumbing Service			\$ 700.00	L	
383	INV 12736	26/04/2021	Kulker Plumbing Service	STANDPIPE MAINTENANCE/OPERATIONS - Test RPZ Valves & Send to Water Corp (Tarwonga Rd, Pethybridge Rd, Narrogin Valley Rd, Shire Depot & Geeralying Rd)	\$ 700.00			
384	EFT16301	30/04/2021	Narrogin Bearing Service			\$ 449.19	L	
385	INV IN185405	19/04/2021	Narrogin Bearing Service	NO3 2020 NISSAN UD TIP TRUCK - 6x4 Airline Tube x15m & Airline Joiners x6	\$ 100.19			
386	INV IN185534	23/04/2021	Narrogin Bearing Service	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - Grinder	\$ 349.00			
387	EFT16302	30/04/2021	Great Southern Waste Disposal			\$ 41,934.22	L	
388	INV IV00000001562	08/04/2021	Great Southern Waste Disposal	BIN COLLECTIONS VARIOUS LOCATIONS - March 2021	\$ 41,934.22			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
389	EFT16303	30/04/2021	RJ Smith Engineering			\$ 31,781.20	L	
390	INV 00005496	21/01/2020	RJ Smith Engineering	CEMETERY MAINTENANCE/OPERATIONS - Repair Grave Cover	\$ 1,650.00			
391	INV 00011298	03/02/2021	RJ Smith Engineering	RAILWAY DAM - Supply & Install Shade Shelter x2	\$ 18,260.00			
392	INV 00011505	16/02/2021	RJ Smith Engineering	PWO - WORKS - PROTECTIVE CLOTHING - Polarised Safety Glasses x10	\$ 508.20			
393	INV 00012389	30/03/2021	RJ Smith Engineering	LIBRARY BUILDING MAINTENANCE - Supply 4 Screen Sheets for Library (Replacing Vandalised Screens)	\$ 1,980.00			
394	INV 00012482	31/03/2021	RJ Smith Engineering	PARK FURNITURE (CAPITAL) - Supply & Install Shade Shelter	\$ 9,130.00			
395	INV 00012770	19/04/2021	RJ Smith Engineering	DRAINAGE MAINTENANCE GENERAL - Bolts x2 (For Lid)	\$ 10.00			
396	INV 00012804	21/04/2021	RJ Smith Engineering	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - Grease Cartridges x12	\$ 88.00			
397	INV 00012873	23/04/2021	RJ Smith Engineering	1TOQ338 2013 TIPPER TRAILER - Supply & Fit New Jockey Wheel	\$ 155.00			
398	EFT16304	30/04/2021	Octave Holdings Pty Ltd T/A Narrogin Toyota			\$ 424.87	L	
399	INV PI23044603	08/02/2021	Octave Holdings Pty Ltd T/A Narrogin Toyota	SMALL PLANT - Crankshaft Seals x2	\$ 24.62			
400	INV JC24029061	01/04/2021	Octave Holdings Pty Ltd T/A Narrogin Toyota	NGN15333 2014 MAZDA BT-50 - 50,000Km Service	\$ 400.25			
401	EFT16305	30/04/2021	Country Paint Supplies			\$ 256.52	L	
402	INV 00066225	20/04/2021	Country Paint Supplies	BRIDGE MAINTENANCE - GENERAL - 4L Paint	\$ 118.80			
403	INV 00066279	22/04/2021	Country Paint Supplies	ROAD MAINTENANCE GENERAL EXPENSES - XL Nitrile Gloves x100	\$ 18.92			
404	INV 00066277	22/04/2021	Country Paint Supplies	ROAD MAINTENANCE GENERAL EXPENSES - 4L Paint (Handrails)	\$ 118.80			
405	EFT16306	30/04/2021	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)			\$ 25.00	L	
406	INV 6411973337	22/04/2021	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)	1GPJ543 2018 TORO MOWER 7210 - Puncture Repair	\$ 25.00			
407	EFT16307	30/04/2021	Narrogin Gasworx			\$ 142.74	L	
408	INV 45165	24/04/2021	Narrogin Gasworx	NO1225 KOMATSU FG25T-12 FORKLIFT - 15Kg Gas Bottles x2	\$ 142.74			
409	EFT16308	30/04/2021	Alchemy Technology			\$ 541.66		F
410	INV 7521	15/04/2021	Alchemy Technology	CHSP - GENERAL OFFICE EXPENSES - Processing Unspent Statements for all Clients	\$ 541.66			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
411	EFT16309	30/04/2021	Bob Waddell & Associates Pty Ltd			\$ 561.00		
412	INV 2262	19/04/2021	Bob Waddell & Associates Pty Ltd	RATES - CONSULTANTS - Assistance with Rates enquiries & task (18/04/2021)	\$ 561.00			
413	EFT16310	30/04/2021	John Parry Medical Centre			\$ 252.00	L	F
414	INV 399572	06/04/2021	John Parry Medical Centre	CHSP - RECRUITMENT - Pre-Employment Medical for Rixanne Sta Ana	\$ 126.00			
415	INV 399919	08/04/2021	John Parry Medical Centre	CHSP - RECRUITMENT - Pre-Employment Medical for Annie Price	\$ 126.00			
416	EFT16311	30/04/2021	T Yuen Construction			\$ 57,400.76	L	
417	INV 5634	23/04/2021	T Yuen Construction	30 GRAY ST BUILDING UPGRADE - Building Upgrades (RFQ20/21-07)	\$ 38,814.46			
418	INV 5635	23/04/2021	T Yuen Construction	30 GRAY ST BUILDING UPGRADE - Variation RFQ20/21-07 - Supply & Install R55 Anti-Con Insulation	\$ 4,950.00			
419	INV 5636	23/04/2021	T Yuen Construction	30 GRAY ST BUILDING - Variation RFQ20/21-07 - Electrical Upgrade for Compliance	\$ 13,636.30			
420	EFT16312	30/04/2021	Melchiorre Plumbing & Gas			\$ 15,071.00	L	PF
421	INV 7621	23/04/2021	Melchiorre Plumbing & Gas	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Install New Sewer System	\$ 15,071.00			
422	EFT16313	30/04/2021	Belvedere Nursery			\$ 95.25	L	F
423	INV I0000001777	14/04/2021	Belvedere Nursery	CHSP - GENERAL EXPENDITURE - Compost & Plants (Jessie House)	\$ 95.25			
424	EFT16314	30/04/2021	Earl Street Surgery			\$ 220.00	L	
425	INV 213585PETRA	21/04/2021	Earl Street Surgery	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Pre Employment Medical (A. Colson)	\$ 220.00			
426	EFT16315	30/04/2021	Narrogin Pumps Solar And Spraying			\$ 139.00	L	
427	INV 00034096	20/04/2021	Narrogin Pumps Solar And Spraying	ANIMAL POUND OPERATIONS - Water Trough to suit Dog Pound x2	\$ 139.00			
428	EFT16316	30/04/2021	Traffic Force			\$ 756.80		
429	INV 00023597	16/04/2021	Traffic Force	OTHCUL - EVENT TRAFFIC MANAGEMENT - ETMP for ANZAC Day Service 2021	\$ 756.80			
430	EFT16317	30/04/2021	Maggie Signs & Decals			\$ 120.00	L	
431	INV INV202021	21/04/2021	Maggie Signs & Decals	OTHCUL - COMMUNITY CHEST - Community Chest Signs (Permanent for Completed Projects)	\$ 120.00			
432	EFT16318	30/04/2021	Easifleet			\$ 2,773.37		
433	INV 140421	22/04/2021	Easifleet	NOVATED LEASES - Employee Expenses PPE 14/04/2021	\$ 2,773.37			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
434	EFT16319	30/04/2021	Unique Graphix			\$ 1,388.00	L	
435	INV INV-0359	23/04/2021	Unique Graphix	RANGER & FCO - Embroidery Shirts x4 & Vehicle Magnets x16	\$ 1,368.00			
436	INV INV-0360	23/04/2021	Unique Graphix	FIRE PREVENTION/BURNING/CONTROL - Stickers with Shire Logo x20	\$ 20.00			
437	EFT16320	30/04/2021	MJ & DL Dyke			\$ 969.05	L	
438	INV 00000614	03/03/2021	MJ & DL Dyke	VARIOUS VEHICLES - Supply Hydraulic Couplings x2 & Hoses	\$ 969.05			
439	EFT16321	30/04/2021	Truck Centre (WA) Pty Ltd			\$ 2,816.00		
440	INV 1631289 - 00001	22/04/2021	Truck Centre (WA) Pty Ltd	NO3 2020 NISSAN UD TIP TRUCK - New Propeller Shaft (Rear Drive Shaft)	\$ 2,816.00			
441	EFT16322	30/04/2021	Narrogin Tyre Service			\$ 192.50	L	
442	INV 13549	16/04/2021	Narrogin Tyre Service	NGN802 2018 MITSUBISHI TRITON - New Tyre	\$ 192.50			
443	EFT16323	30/04/2021	Telair Pty Ltd			\$ 2,188.17		PF
444	INV TA10781-021	31/03/2021	Telair Pty Ltd	VARIOUS DEPARTMENT - TELEPHONE/MOBILES - Telair Telephone Charges March 2021	\$ 2,188.17			
445	EFT16324	30/04/2021	C & D Cutri			\$ 4,345.00	L	
446	INV 227	23/04/2021	C & D Cutri	BRIDGE MAINTENANCE - GENERAL - 5yr Maintenance & Repairs for Bridge No: 4629 (Doney St)	\$ 4,345.00			
447	EFT16325	30/04/2021	The White Family Trust T/a Narrogin Valley Stockfeed			\$ 120.00	L	
448	INV NVS59093	22/04/2021	The White Family Trust T/a Narrogin Valley Stockfeed	MEMORIAL PARK MAINTENANCE/OPERATIONS - Redwood Chips	\$ 120.00			
449	EFT16326	30/04/2021	Narrogin Florist			\$ 460.00	L	
450	INV INV192	23/04/2021	Narrogin Florist	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Commemorative wreaths for Highbury & Narrogin Anzac Day Ceremonies 2021	\$ 230.00			
451	INV INV193	23/04/2021	Narrogin Florist	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Commemorative wreaths for Narrogin Schools Anzac Day Ceremonies 2021	\$ 230.00			
452	EFT16327	30/04/2021	Surgical House Pty Ltd			\$ 105.69		F
453	INV A747798	12/04/2021	Surgical House Pty Ltd	CHSP PERSONAL CARE OTHER EXPENSES - Compression Garment Applicator (Client: B Davies)	\$ 105.69			
454	EFT16328	30/04/2021	GH & CP Goss			\$ 412.50	L	F
455	INV 2006196	12/04/2021	GH & CP Goss	CHCP & CHSP - INFORMATION SYSTEMS - Contract Work - 12.5 Hours Data Entry (17/03/2021-21/03/2021)	\$ 412.50			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
456	EFT16329	30/04/2021	Department Of Human Services			\$ 244.70		
457	INV DEDUCTION	26/04/2021	Department Of Human Services	Payroll deductions	\$ 244.70			
458	EFT16330	30/04/2021	Local Government Racing & Cemeteries Employees Union (LGREU)			\$ 20.50		
459	INV DEDUCTION	26/04/2021	Local Government Racing & Cemeteries Employees Union (LGREU)	Payroll deductions	\$ 20.50			
460	EFT16331	30/04/2021	Australian Services Union Western Australian Branc			\$ 25.90		
461	INV DEDUCTION	26/04/2021	Australian Services Union Western Australian Branc	Payroll deductions	\$ 25.90			
					EFT Total \$	820,763.81		

Direct Debits

462	DD6427.1	06/04/2021	Keenan & Tania Wenning			\$ 1,386.67	L	
463	INV EMDRS APRIL 2021	06/04/2021	Keenan & Tania Wenning	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent April 2021	\$ 1,386.67			
464	DD6431.1	08/04/2021	Elgas			\$ 4,657.28		
465	INV 0360906076	26/03/2021	Elgas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Gas Supplied 200.0L	\$ 201.85			
466	INV 0364220681	01/04/2021	Elgas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Gas Service Charge (2x 210.0KG LPG Cyl)	\$ 151.25			
467	INV 0364220682	01/04/2021	Elgas	NRLC - UTILITY - GAS - Gas Service Charge (2x 7500.0L LPG Cyl)	\$ 302.50			
468	INV 0360803653	01/04/2021	Elgas	NRLC - UTILITY - GAS - Gas Supplied 3,965.0L	\$ 4,001.68			
469	DD6448.1	14/04/2021	Water Corporation			\$ 3,926.31		
470	INV 9024169266	09/04/2021	Water Corporation	PARK FURNITURE (CAPITAL) - Water Meter Installation with Service Activation at Lot 1598 Ashworth Crescent	\$ 3,926.31			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
471	DD6450.1	12/04/2021	Aware Super			\$ 16,537.78		
472	INV SUPER	12/04/2021	Aware Super	Superannuation contributions	\$ 13,915.55			
473	INV DEDUCTION	12/04/2021	Aware Super	Payroll deductions	\$ 260.00			
474	INV DEDUCTION	12/04/2021	Aware Super	Payroll deductions	\$ 150.00			
475	INV DEDUCTION	12/04/2021	Aware Super	Payroll deductions	\$ 196.23			
476	INV DEDUCTION	12/04/2021	Aware Super	Payroll deductions	\$ 149.12			
477	INV DEDUCTION	12/04/2021	Aware Super	Payroll deductions	\$ 1,602.40			
478	INV DEDUCTION	12/04/2021	Aware Super	Payroll deductions	\$ 122.17			
479	INV DEDUCTION	12/04/2021	Aware Super	Payroll deductions	\$ 142.31			
480	DD6450.2	12/04/2021	Mtaa Super			\$ 191.76		
481	INV SUPER	12/04/2021	Mtaa Super	Superannuation contributions	\$ 191.76			
482	DD6450.3	12/04/2021	Bt Super For Life			\$ 870.80		
483	INV SUPER	12/04/2021	Bt Super For Life	Superannuation contributions	\$ 803.21			
484	INV DEDUCTION	12/04/2021	Bt Super For Life	Payroll deductions	\$ 67.59			
485	DD6450.4	12/04/2021	Prime Super			\$ 582.04		
486	INV SUPER	12/04/2021	Prime Super	Superannuation contributions	\$ 582.04			
487	DD6450.5	12/04/2021	Cbus Super Fund			\$ 203.37		
488	INV SUPER	12/04/2021	Cbus Super Fund	Superannuation contributions	\$ 203.37			
489	DD6450.6	12/04/2021	Lgia Super			\$ 992.83		
490	INV SUPER	12/04/2021	Lgia Super	Superannuation contributions	\$ 506.95			
491	INV DEDUCTION	12/04/2021	Lgia Super	Payroll deductions	\$ 300.00			
492	INV DEDUCTION	12/04/2021	Lgia Super	Payroll deductions	\$ 185.88			
493	DD6450.7	12/04/2021	Rest Superannuation			\$ 475.87		
494	INV SUPER	12/04/2021	Rest Superannuation	Superannuation contributions	\$ 375.87			
495	INV DEDUCTION	12/04/2021	Rest Superannuation	Payroll deductions	\$ 100.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
496	DD6450.8	12/04/2021	Essential Super			\$ 190.35		
497	INV SUPER	12/04/2021	Essential Super	Superannuation contributions	\$ 190.35			
498	DD6450.9	12/04/2021	Oasis Superannuation Service			\$ 204.18		
499	INV SUPER	12/04/2021	Oasis Superannuation Service	Superannuation contributions	\$ 204.18			
500	DD6463.1	21/04/2021	Elgas			\$ 4,936.25		
501	INV 0360836576	15/04/2021	Elgas	NRLC - UTILITY - GAS - Gas Supplied 5,000.0L	\$ 4,936.25			
502	DD6469.1	15/04/2021	Sandwai Pty Ltd			\$ 1,071.40		
503	INV IV0002156	01/04/2021	Sandwai Pty Ltd	CHSP - INFORMATION SYSTEMS - Monthly Charges April 2021	\$ 1,071.40			
504	DD6480.1	28/04/2021	Water Corporation			\$ 7,852.62		
505	INV 9024185610	21/04/2021	Water Corporation	PARK FURNITURE (CAPITAL) - Water Meter Installation at Lot 721 Fox Street (Garfield St Park)	\$ 3,926.31			
506	INV 9024185450	21/04/2021	Water Corporation	PARK FURNITURE (CAPITAL) - Water Meter Installation at Lot 1423 Fox Street (Northwood St Park)	\$ 3,926.31			
507	DD6483.1	28/04/2021	Elgas			\$ 2,947.93		
508	INV 0360832692	22/04/2021	Elgas	NRLC - UTILITY - GAS - Gas Supplied 2,986.0L	\$ 2,947.93			
509	DD6484.1	28/04/2021	Telstra			\$ 1,934.27		PF
510	INV K506741940-6	12/04/2021	Telstra	VARIOUS DEPARTMENTS - Mobile Phone Charges April 2021	\$ 1,934.27			
511	DD6486.1	26/04/2021	Aware Super			\$ 16,562.08		
512	INV SUPER	26/04/2021	Aware Super	Superannuation contributions	\$ 13,828.21			
513	INV DEDUCTION	26/04/2021	Aware Super	Payroll deductions	\$ 260.00			
514	INV DEDUCTION	26/04/2021	Aware Super	Payroll deductions	\$ 150.00			
515	INV DEDUCTION	26/04/2021	Aware Super	Payroll deductions	\$ 188.73			
516	INV DEDUCTION	26/04/2021	Aware Super	Payroll deductions	\$ 138.10			
517	INV DEDUCTION	26/04/2021	Aware Super	Payroll deductions	\$ 1,732.56			
518	INV DEDUCTION	26/04/2021	Aware Super	Payroll deductions	\$ 122.17			
519	INV DEDUCTION	26/04/2021	Aware Super	Payroll deductions	\$ 142.31			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
520	DD6486.2	26/04/2021	Media Super			\$ 184.75		
521	INV SUPER	26/04/2021	Media Super	Superannuation contributions	\$ 184.75			
522	DD6486.3	26/04/2021	Mtaa Super			\$ 191.76		
523	INV SUPER	26/04/2021	Mtaa Super	Superannuation contributions	\$ 191.76			
524	DD6486.4	26/04/2021	Bt Super For Life			\$ 1,031.56		
525	INV SUPER	26/04/2021	Bt Super For Life	Superannuation contributions	\$ 862.87			
526	INV DEDUCTION	26/04/2021	Bt Super For Life	Payroll deductions	\$ 67.59			
527	INV DEDUCTION	26/04/2021	Bt Super For Life	Payroll deductions	\$ 101.10			
528	DD6486.5	26/04/2021	Prime Super			\$ 566.40		
529	INV SUPER	26/04/2021	Prime Super	Superannuation contributions	\$ 566.40			
530	DD6486.6	26/04/2021	Cbus Super Fund			\$ 188.80		
531	INV SUPER	26/04/2021	Cbus Super Fund	Superannuation contributions	\$ 188.80			
532	DD6486.7	26/04/2021	Lgia Super			\$ 980.30		
533	INV SUPER	26/04/2021	Lgia Super	Superannuation contributions	\$ 497.78			
534	INV DEDUCTION	26/04/2021	Lgia Super	Payroll deductions	\$ 300.00			
535	INV DEDUCTION	26/04/2021	Lgia Super	Payroll deductions	\$ 182.52			
536	DD6486.8	26/04/2021	Rest Superannuation			\$ 542.97		
537	INV SUPER	26/04/2021	Rest Superannuation	Superannuation contributions	\$ 442.97			
538	INV DEDUCTION	26/04/2021	Rest Superannuation	Payroll deductions	\$ 100.00			
539	DD6486.9	26/04/2021	Essential Super			\$ 190.35		
540	INV SUPER	26/04/2021	Essential Super	Superannuation contributions	\$ 190.35			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
541	DD6494.1	30/04/2021	Sheriffs Office Perth			\$ 770.00		
542	INV 27522729	30/04/2021	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER GEN - FER9114031 - D6875	\$ 77.00			
543	INV 27522787	30/04/2021	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER - FER9114084 - B25936	\$ 77.00			
544	INV 27522735	30/04/2021	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER GEN - FER9114036 - D6873	\$ 77.00			
545	INV 27522740	30/04/2021	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER GEN - FER9114039 - D6872	\$ 77.00			
546	INV 27522743	30/04/2021	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER GEN - FER9114041 - D6871	\$ 77.00			
547	INV 27522749	30/04/2021	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER GEN - FER91140406 - D6870	\$ 77.00			
548	INV 27522761	30/04/2021	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER GEN - FER9114057 - B25940	\$ 77.00			
549	INV 27522769	30/04/2021	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER GEN - FER9114065 - B25939	\$ 77.00			
550	INV 27522778	30/04/2021	Sheriffs Office Perth	OLOPS FINES AND ENFORCEMENT REGISTER - FER9114074 - B25934	\$ 77.00			
551	INV 27522784	30/04/2021	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER - FER9114080 - B25935	\$ 77.00			
552	DD6499.1	27/04/2021	Easifleet			\$ 924.70		
553	INV 144191	07/04/2021	Easifleet	FIRE - MOTOR VEHICLE EXPENSES - Lease of Holden Colorado (NGN12398) for Bushfire Risk Planning Co-Ordinator - April 2021	\$ 924.70			
554	DD6500.1	30/04/2021	Aaron Joseph Cook			\$ 2,245.54		
555	INV CEO APRIL 2021 RENT	30/04/2021	Aaron Joseph Cook	CEO STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent April 2021	\$ 2,245.54			
556	DD6450.10	12/04/2021	Mercer Super Trust			\$ 44.87		
557	INV SUPER	12/04/2021	Mercer Super Trust	Superannuation contributions	\$ 44.87			
558	DD6450.11	12/04/2021	Colonial First State			\$ 341.63		
559	INV SUPER	12/04/2021	Colonial First State	Superannuation contributions	\$ 341.63			
560	DD6450.12	12/04/2021	Qsuper			\$ 360.41		
561	INV SUPER	12/04/2021	Qsuper	Superannuation contributions	\$ 360.41			
562	DD6450.13	12/04/2021	loof			\$ 250.22		
563	INV SUPER	12/04/2021	loof	Superannuation contributions	\$ 250.22			
564	DD6450.14	12/04/2021	Host Plus			\$ 239.72		
565	INV SUPER	12/04/2021	Host Plus	Superannuation contributions	\$ 239.72			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
566	DD6450.15	12/04/2021	Bt Superwrap			\$ 444.06		
567	INV DEDUCTION	12/04/2021	Bt Superwrap	Payroll deductions	\$ 114.93			
568	INV SUPER	12/04/2021	Bt Superwrap	Superannuation contributions	\$ 329.13			
569	DD6450.16	12/04/2021	Sunsuper			\$ 630.75		
570	INV DEDUCTION	12/04/2021	Sunsuper	Payroll deductions	\$ 161.73			
571	INV SUPER	12/04/2021	Sunsuper	Superannuation contributions	\$ 469.02			
572	DD6450.17	12/04/2021	Hesta Superannuation			\$ 1,231.22		
573	INV SUPER	12/04/2021	Hesta Superannuation	Superannuation contributions	\$ 1,061.22			
574	INV DEDUCTION	12/04/2021	Hesta Superannuation	Payroll deductions	\$ 170.00			
575	DD6450.18	12/04/2021	Australiansuper			\$ 1,666.59		
576	INV DEDUCTION	12/04/2021	Australiansuper	Payroll deductions	\$ 103.50			
577	INV DEDUCTION	12/04/2021	Australiansuper	Payroll deductions	\$ 637.00			
578	INV SUPER	12/04/2021	Australiansuper	Superannuation contributions	\$ 926.09			
579	DD6450.19	12/04/2021	Mlc Masterkey			\$ 232.24		
580	INV SUPER	12/04/2021	Mlc Masterkey	Superannuation contributions	\$ 232.24			
581	DD6450.20	12/04/2021	Bt Super For Life			\$ 102.35		
582	INV SUPER	12/04/2021	Bt Super For Life	Superannuation contributions	\$ 102.35			
583	DD6450.21	12/04/2021	Media Super			\$ 181.72		
584	INV SUPER	12/04/2021	Media Super	Superannuation contributions	\$ 181.72			
585	DD6486.10	26/04/2021	Oasis Superannuation Service			\$ 204.18		
586	INV SUPER	26/04/2021	Oasis Superannuation Service	Superannuation contributions	\$ 204.18			
587	DD6486.11	26/04/2021	Mercer Super Trust			\$ 68.39		
588	INV SUPER	26/04/2021	Mercer Super Trust	Superannuation contributions	\$ 68.39			
589	DD6486.12	26/04/2021	Qsuper			\$ 354.21		
590	INV SUPER	26/04/2021	Qsuper	Superannuation contributions	\$ 354.21			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
591	DD6486.13	26/04/2021	Colonial First State			\$ 341.63		
592	INV SUPER	26/04/2021	Colonial First State	Superannuation contributions	\$ 341.63			
593	DD6486.14	26/04/2021	loof			\$ 243.05		
594	INV SUPER	26/04/2021	loof	Superannuation contributions	\$ 243.05			
595	DD6486.15	26/04/2021	Bt Superwrap			\$ 460.03		
596	INV DEDUCTION	26/04/2021	Bt Superwrap	Payroll deductions	\$ 114.93			
597	INV SUPER	26/04/2021	Bt Superwrap	Superannuation contributions	\$ 345.10			
598	DD6486.16	26/04/2021	Sunsuper			\$ 640.88		
599	INV DEDUCTION	26/04/2021	Sunsuper	Payroll deductions	\$ 164.33			
600	INV SUPER	26/04/2021	Sunsuper	Superannuation contributions	\$ 476.55			
601	DD6486.17	26/04/2021	Host Plus			\$ 484.29		
602	INV SUPER	26/04/2021	Host Plus	Superannuation contributions	\$ 484.29			
603	DD6486.18	26/04/2021	Australiansuper			\$ 1,837.74		
604	INV DEDUCTION	26/04/2021	Australiansuper	Payroll deductions	\$ 109.31			
605	INV DEDUCTION	26/04/2021	Australiansuper	Payroll deductions	\$ 637.00			
606	INV SUPER	26/04/2021	Australiansuper	Superannuation contributions	\$ 1,091.43			
607	DD6486.19	26/04/2021	Hesta Superannuation			\$ 1,241.36		
608	INV DEDUCTION	26/04/2021	Hesta Superannuation	Payroll deductions	\$ 170.00			
609	INV SUPER	26/04/2021	Hesta Superannuation	Superannuation contributions	\$ 1,071.36			
610	DD6486.20	26/04/2021	Mlc Masterkey			\$ 232.24		
611	INV SUPER	26/04/2021	Mlc Masterkey	Superannuation contributions	\$ 232.24			
612	DD6486.21	26/04/2021	Bt Super For Life			\$ 115.47		
613	INV SUPER	26/04/2021	Bt Super For Life	Superannuation contributions	\$ 115.47			
Direct Debit Total					\$ 85,290.17			

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
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Credit Card Purchases

	CEO & EMCCS		GENERAL Credit Card Purchases				
614	DD6472.1	23/04/2021	General Credit Card Purchases			\$917.59	
615	INV DSMAR0121	09/02/2021	General Credit Card Purchases	CREDIT CARD March 2021 - Facebook Ad	\$25.00		
616	INV FEESMAR	01/03/2021	General Credit Card Purchases	CREDIT CARD March 2021 - Fees	\$2.25		
617	INV DSMAR0121	05/02/2021	General Credit Card Purchases	CREDIT CARD APRIL 2021 - Facebook Boost	\$25.00		
618	INV DSMAR0121	11/02/2021	General Credit Card Purchases	CREDIT CARD March 2021 - Facebook Post	\$25.00		
619	INV DSMAR0221	26/02/2021	General Credit Card Purchases	CREDIT CARD March 2021 - Seek Advertisement	\$302.50		
620	INV DSMAR0321	01/03/2021	General Credit Card Purchases	CREDIT CARD March 2021 - Monthly SMS Charges	\$17.60		
621	INV DSMAR0421	15/02/2021	General Credit Card Purchases	CREDIT CARD March 2021 - Accommodation CCAWA Seminar (W Russell)	\$245.85		
622	INV FLMAR0121	08/04/2021	General Credit Card Purchases	CREDIT CARD March 2021 - Greeting Messages Admin & Homecare	\$151.80		
623	INV FLMAR0221	08/03/2021	General Credit Card Purchases	CREDIT CARD March 2021 - Purchase of Resources for Traineeship (B Jetta-Bolton)	\$51.60		
624	INV FSMAR0321	15/03/2021	General Credit Card Purchases	CREDIT CARD March 2021 - Apple Lightning to USB Adapter (C Barton)	\$70.99		
				Credit Card Total	\$917.59		

625							
626							
				Trust Total	\$0.00		

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
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ABBREVIATIONS			\$629.25	0.07%
PF	Partially Funded	Term Deposits (TD)		
I	Insurance	EFT Total*	\$504,628.18	55.60%
F	Funded	Payroll Total*	\$316,135.63	34.83%
L	Local Supplier	Direct Debit Total	\$85,290.17	9.40%
R	Recoverable	Credit Card Total	\$917.59	0.10%
		Trust Total	\$0.00	0.00%
			\$907,600.82	100.00%
		Total (Less Term Deposits)	\$907,600.82	
* Please note Payroll totals				
		Local Suppliers	\$354,831.82	39.10%
		Employees	\$316,135.63	34.83%
		Combined Total	\$670,967.45	73.93%

10.3.2 MONTHLY FINANCIAL REPORTS – APRIL 2021

File Reference	12.8.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	14 May 2021
Author	Manisha Barthakur – Senior Finance Officer Strategic
Authorising Officer	Alex Mulenga – Manager Corporate Services
Attachments	
1. Monthly Financial Report for the period ended 30 April 2021.	

Summary

In accordance with the Local Government Financial Management Regulations (1996), Regulation 34, the Shire is to prepare a monthly Statement of Financial Activity for notation by Council.

Background

Council is requested to review the April 2021 Monthly Financial Reports.

Consultation

Consultation has been undertaken with Executive Manager Corporate and Community Services.

Statutory Environment

Local Government (Financial Management) Regulations 1996, Regulation 34 applies.

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2020/21 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation

Comment/Conclusion

The April 2021 Monthly Financial Reports are presented for review.

Voting Requirements

Simple Majority.

OFFICERS' RECOMMENDATION

That, with respect to the Monthly Financial Reports for April 2021, Council note the Reports as presented.

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 30 APRIL 2021



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

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Capital Acquisitions	9-12
Cash Backed Reserves	13
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MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 APRIL 2021

MONTHLY SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to reporting period.
Prepared by: Manager Corporate Services
Reviewed by: Executive Manager Corporate & Community Services

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not inconsistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

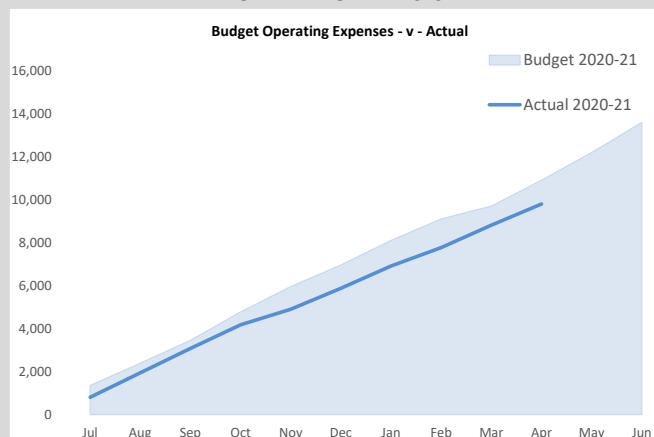
ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

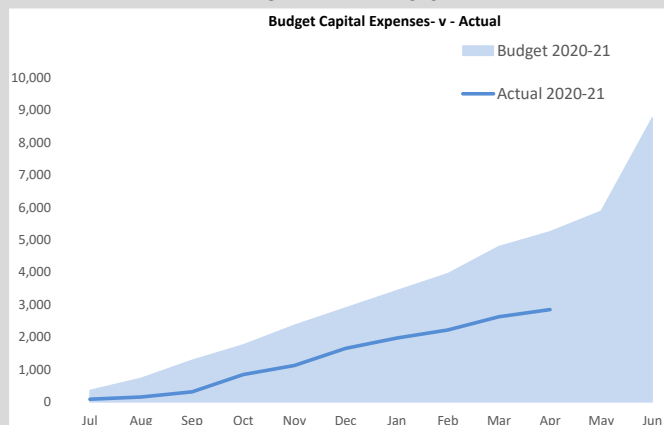
MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 APRIL 2021

MONTHLY SUMMARY INFORMATION GRAPHS

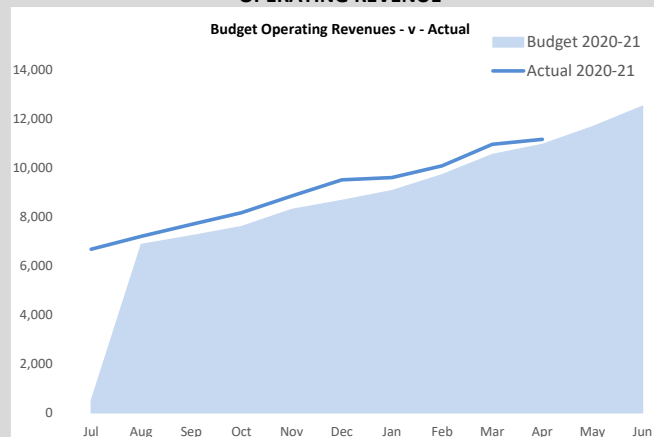
OPERATING EXPENSES



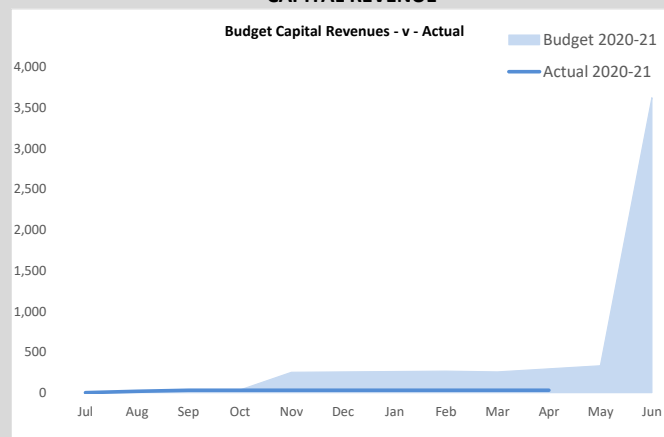
CAPITAL EXPENSES



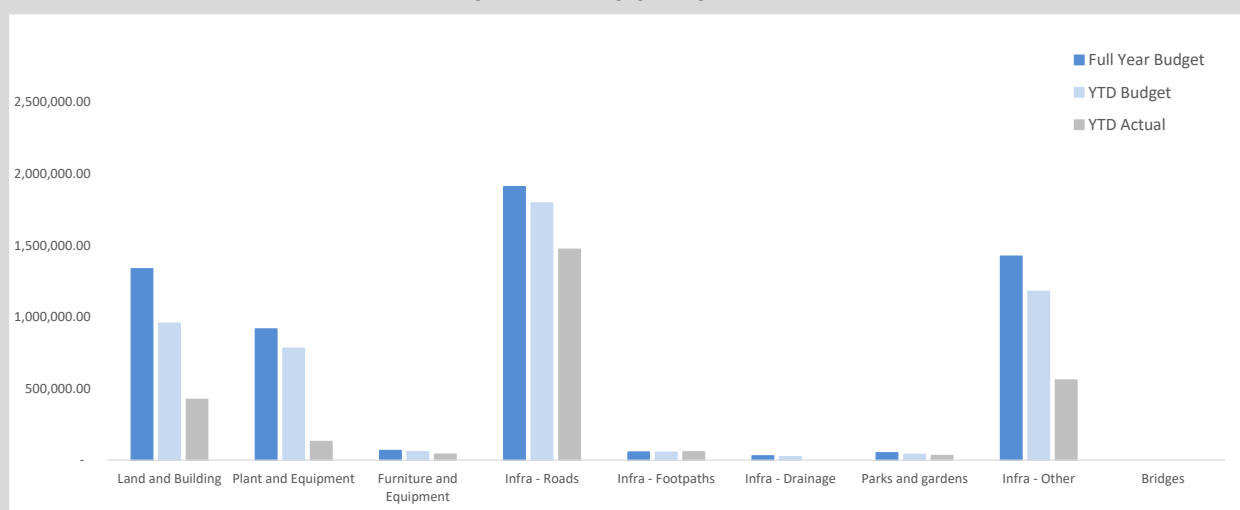
OPERATING REVENUE



CAPITAL REVENUE



CAPITAL EXPENSES BY ACTIVITY



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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)		2,697,512	2,557,686	2,557,686	2,557,686	0	(5%)	
Revenue from operating activities								
General Purpose Funding - Rates		4,941,453	4,929,289	4,935,980	4,929,595	(6,385)	(0%)	
General Purpose Funding - Other		1,388,346	1,307,424	1,013,895	1,004,928	(8,967)	(1%)	
Governance		1,850	7,752	3,980	6,249	2,269	57%	
Law, Order and Public Safety		285,505	467,305	423,123	401,865	(21,258)	(5%)	
Health		21,350	47,100	31,265	33,924	2,659	9%	
Education and Welfare		1,579,357	1,982,071	1,615,313	1,837,191	221,878	14%	▲
Housing		8,240	8,240	6,860	6,972	112	2%	
Community Amenities		1,145,512	1,109,800	979,174	1,070,529	91,355	9%	
Recreation and Culture		309,006	351,143	106,729	124,482	17,753	17%	▲
Transport		251,970	256,970	236,621	248,476	11,855	5%	
Economic Services		304,200	358,610	328,202	324,866	(3,336)	(1%)	
Other Property and Services		171,939	200,737	152,426	157,886	5,460	4%	
		10,408,728	11,026,441	9,833,569	10,146,963	313,395	3%	
Expenditure from operating activities								
General Purpose Funding		(248,012)	(265,448)	(231,390)	(259,564)	(28,175)	(12%)	▼
Governance		(648,647)	(631,147)	(438,091)	(376,281)	61,810	14%	▲
Law, Order and Public Safety		(755,988)	(989,578)	(719,916)	(593,859)	126,057	18%	▲
Health		(291,729)	(282,929)	(230,802)	(226,049)	4,753	2%	
Education and Welfare		(1,868,016)	(1,908,903)	(1,632,819)	(1,720,600)	(87,781)	(5%)	
Housing		(33,202)	(31,350)	(24,198)	(23,399)	798	3%	
Community Amenities		(1,570,941)	(1,526,348)	(1,173,768)	(1,083,247)	90,521	8%	
Recreation and Culture		(3,518,392)	(3,460,321)	(2,665,075)	(2,325,966)	339,109	13%	▲
Transport		(3,765,422)	(3,670,848)	(3,095,572)	(2,511,191)	584,382	19%	▲
Economic Services		(894,637)	(783,323)	(656,418)	(633,888)	22,530	3%	
Other Property and Services		(64,345)	(27,561)	(60,466)	(91,232)	(30,766)	(51%)	▼
		(13,659,333)	(13,577,757)	(10,928,515)	(9,845,277)	1,083,238		
Operating activities excluded from budget								
Add back Depreciation		3,450,264	3,450,264	2,875,120	2,432,399	(442,721)	(15%)	▼
Adjust (Profit)/Loss on Asset Disposal	12	129,582	129,579	105,038	2,722	(102,316)	(97%)	▼
Adjust Employee Benefits Provision (Non-Current)		0	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)		0	0	0	0	0		
Movement in Leave Reserve (Added Back)		0	0	0	0	0		
Adjust Rounding		0	0	0	0	0		
Amount attributable to operating activities		329,241	1,028,527	1,885,212	2,736,807	851,595		
Investing Activities								
Non-Operating Grants, Subsidies and Contributions		3,337,565	1,494,984	1,131,750	992,481	(139,269)	(12%)	▼
Land and Buildings	11	(2,794,757)	(1,335,973)	(957,073)	(424,634)	532,439	56%	▲
Plant and Equipment	11	(1,171,000)	(916,648)	(782,525)	(130,936)	651,589	83%	▲
Furniture and Equipment	11	(94,000)	(68,198)	(59,889)	(42,321)	17,568	29%	▲
Library Stock	11	0	0	0	0	0		
Infrastructure Assets - Roads	11	(1,900,181)	(1,910,335)	(1,796,232)	(1,473,675)	322,556	18%	▲
Infrastructure Assets - Footpaths	11	(81,360)	(57,579)	(55,109)	(58,247)	(3,137)	(6%)	
Infrastructure Assets - Road Drainage	11	(30,000)	(30,000)	(25,000)	0	25,000	100%	▲
Infrastructure Assets - Parks and Gardens	11	(45,000)	(51,500)	(40,740)	(32,779)	7,961	20%	
Infrastructure Assets - Bridges	11	(270,000)	0	0	0	0	0%	
Infrastructure Assets - Other	11	(1,470,017)	(1,425,219)	(1,179,526)	(559,590)	619,936	53%	▲
Proceeds from Disposal of Assets	12	592,000	432,454	49,160	46,531	(2,629)	(5%)	
Proceeds from Sale of Investments		0	0	0	0	0		
Amount attributable to investing activities		(3,926,750)	(3,868,014)	(3,715,184)	(1,683,171)	2,032,013		
Financing Activities								
Proceeds from New Debentures	13	180,000	180,000	180,000	0	(180,000)	(100%)	▼
Proceeds from Advances		0	0	0	0	0		
Repayment of Debentures	13	(173,652)	(173,652)	(97,677)	(104,088)	(6,411)	(6%)	
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	3,139,700	3,010,336	63,711	0	(63,711)	(100%)	▲
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(2,300,170)	(2,734,884)	(230,134)	0	230,134	100%	▲
Amount attributable to financing activities		845,878	281,800	(84,100)	(104,088)	(19,988)		
Net Capital		(3,080,872)	(3,586,213)	(3,799,284)	(1,787,259)	2,012,025		
Total Net Operating + Capital		(2,751,631)	(2,557,687)	(1,914,072)	949,548	2,863,620		
Closing Funding Surplus(Deficit)	3	(54,119)	(0)	643,614	3,507,234	2,863,620		

KEY INFORMATION

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

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the current year is \$15,000 or 10% whichever is the greater.

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 APRIL 2021

NET CURRENT ASSETS

SIGNIFICANT ACCOUNTING POLICIES

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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

EMPLOYEE BENEFITS

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave
(Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

(ii) *Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

INVENTORIES

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.

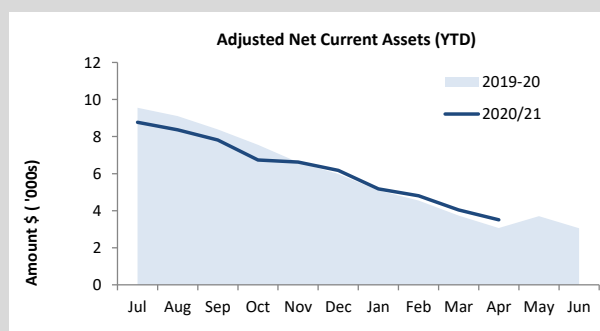
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS**

	Last Years Closing 30 Jun 2020	This Time Last Year 30 Apr 2020	Year to Date Actual 30 Apr 2021
Adjusted Net Current Assets	\$	\$	\$
Current Assets			
Cash Unrestricted	3,111,299	2,783,353	3,028,193
Cash Restricted - Reserves	4,083,821	4,236,260	4,083,821
Cash Restricted - Bonds/Deposits	27,908	29,968	27,053
Receivables - Rates and Rubbish, ESL, Excess Rates	308,697	461,314	475,586
Receivables - Other	239,879	72,466	139,816
Inventories	19,735	25,417	24,942
	7,791,339	7,608,777	7,779,411
Less: Current Liabilities			
Payables	(790,470)	(203,799)	176,809
Loan Liability	(173,653)	(66,518)	(69,565)
Provisions	(711,328)	(549,544)	(714,630)
	(1,675,451)	(819,861)	(607,386)
Net Current Asset Position	6,115,888	6,788,916	7,172,025
Less: Cash Restricted	(4,083,821)	(4,236,251)	(4,083,821)
Add Back: Component of Leave Liability not Required to be funded	360,583	335,392	360,583
Add Back: Current Loan Liability	173,653	66,518	69,565
Adjustment for Trust Transactions Within Muni	(8,615)	(10,676)	(11,117)
Net Current Funding Position	2,557,687	2,943,900	3,507,234

SIGNIFICANT ACCOUNTING POLICIES

Please see page 5 for information on significant accounting policies relating to Net Current Assets.



KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.

Year YTD Actual
Surplus(Deficit)
\$3.51 M
This Time Last Year
Surplus(Deficit)
\$2.94 M

NOTE: For the Cash Assets above the following investments have been made as at reporting date:

Following recent maturity of some term deposits, new investments will be made soon to bring the portfolio into counterparty balance required by the Shire's Investment policy

	Investment Value \$	Maturity Date	Rate	Institution	Investment %
<u>Cash Restricted (Reserves)</u>					
NAB	2,000,000	3/06/2021	0.50%	NAB	100%
	<u>2,000,000</u>				<u>100%</u>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 APRIL 2021

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. The material variance adopted by Council for the current year is an Actual Variance exceeding 10% and a value greater than \$15,000.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Education and Welfare	221,878	14%	▲	Timing	Timing of the additional CHCP (\$100k) and CHSP(\$251k) recurrent grant funding.
Recreation and Culture	17,753	17%	▲	Timing	Variance due to timing of halls and recreation income.
Expenditure from operating activities					
General Purpose Funding	(28,175)	(12%)	▼	Timing	Timing of AMPAC debt recovery expenditure of \$60k incurred in March.
Governance	61,810	14%	▲	Timing	Variance due to timing of various overhead allocations (\$12k); lower depreciation due to last year changes to useful lives(\$35k) and timing of elected member expenses (\$20k).
Law, Order and Public Safety	126,057	18%	▲	Timing	Variance mainly due to timing of the fully funded Bushfire Risk Management employee cost (\$62k); Lower depreciation (\$16k); overhead cost allocations(\$27k), and fire prevention costs(26k)
Recreation and Culture	339,109	13%	▲	Timing	Variance due to timing of NRLC utility invoices (\$45k); reduced depreciation due to recent revision to recreational asset lives creating difference of (\$190k); townhall maintenance and operation costs (\$21k), parks and garden maintenance (\$41k); halls and public buildings maintenance(\$23k) and Oval maintenance(\$26k)
Transport	584,382	19%	▲	Timing	Variance due to reduced depreciation associated with revision of some roading asset lives during 2019-20 year (\$304k); timing of road maintenance (\$56k), signs and traffic controls (\$20k); timing of disposal of assets (\$54k), and overhead allocations (\$147k)
Other Property and Services	(30,766)	(51%)	▼	Timing	Variance mainly due to timing of overhead allocations (\$130k)
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(139,269)	(12%)	▼	Timing	Variance due to timing Road to Recovery grants(\$31k); pending transfer of income from Public Open Space Reserve(\$45k), Regional Road groups (\$16k) and public and civic centre grants(21k).
Capital Acquisitions	2,173,911	(44%)	▲	Timing	Variance due to timing of various capex, mainly the Railway Station Restoration for Covid Recovery expenditure (376k); John Deere Grader purchase (\$341k);TWIS dam (\$177k); Bowling Club (\$279k); various roads(\$322k); various plant (\$310k) and various buildings(\$155k) and upgradation & capital works of (170k)
Financing Activities					
Proceeds from New Debentures	(180,000)	(100%)	▼	Timing	Sewerage loan not yet obtained due to timing of associated Capital expenditure.
Transfer from Reserves	(63,711)	(100%)	▲	Timing	Timing of transfers to take place at year end.
Transfer to Reserves	230,134	100%	▲	Timing	Timing of transfers to take place at year end.

KEY INFORMATION

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

▲ Favourable variance

▼ Unfavourable variance

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

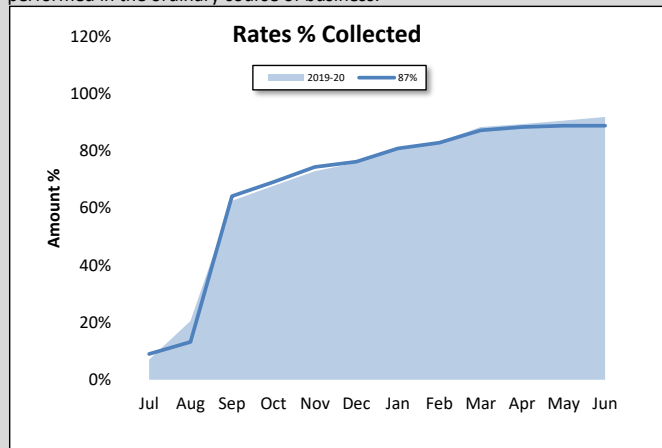
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**OPERATING ACTIVITIES
RECEIVABLES**

Rates Receivable	30 Jun 20	30 Apr 21	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	586,296	495,899	Receivables - General	25,615	1,606	7,188	4,649	39,058
Levied this year	3,194,497	3,175,827	Percentage	1	0	0	0	
Movement in Excess Rates	0	0						
Domestic Refuse Collection Charges	472,846	476,813						
Domestic Services (Additional)	3,197	3,164						
Commercial Collection Charge	0	43,383						
Commercial Collection Charge (Additional)	43,793	43,119						
Total Rates and Rubbish (YTD)	5,458,223	5,495,974	Balance per Trial Balance					
Less Collections to date	(5,548,620)	(5,329,085)	Rates Pensioner Rebate Claims					1,351
Net Rates Collectable	495,899	662,789	GST Input					16,004
% Collected	91.80%	88.74%	Provision For Doubtful Debts					(27,544)
			Total Receivables General Outstanding					28,869
			Amounts shown above include GST (where applicable)					
Pensioner Deferred Rates		(178,755)						
Pensioner Deferred ESL		(8,448)						
Total Rates and Rubbish, ESL, Excess Rates		475,586						

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.



Collected

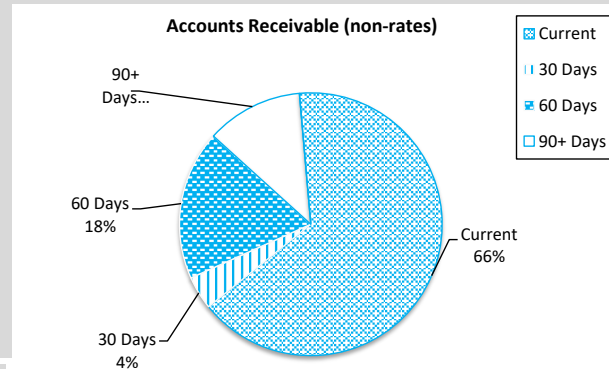
89%

Rates Due

\$475,586

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due

\$28,869

Over 30 Days

34%

Over 90 Days

12%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

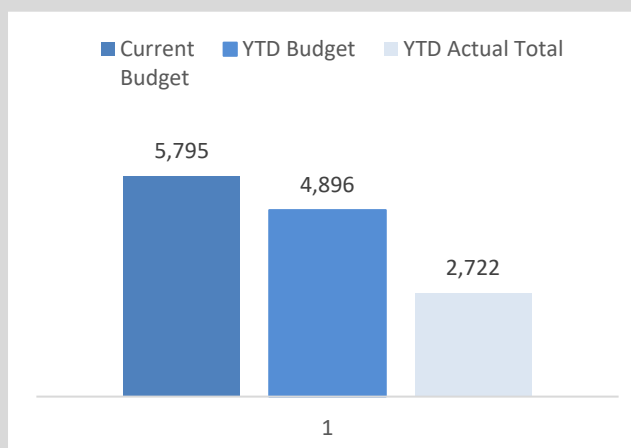
**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS**

Capital Acquisitions	Current Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land and Buildings	1,335,973	957,073	424,634	532,439
Plant & Equipment	916,648	782,634	130,936	651,698
Furniture & Equipment	68,198	59,889	42,321	17,568
Roads	1,910,335	1,796,232	1,473,675	322,556
Footpaths	57,579	55,109	58,247	(3,137)
Road Drainage	30,000	25,000	0	25,000
Other Infrastructure	1,425,219	1,179,526	559,590	619,936
Parks and Gardens	51,500	40,740	32,779	7,961
Bridges	0	0	0	0
Capital Expenditure Totals	5,795,451	4,896,203	2,722,183	2,174,020

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Current Annual Budget	YTD Actual	% Spent
	\$5.8 M	\$2.72 M	47%





























To be read in conjunction with Strategic Projects Tracker

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

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













































	Account Number	JOB	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance Under(Over)
 HACC - Building (Capital)	4080360	BC050	70,000	40,925	43,792	43,198	594
 COM AMEN - Building (Capital) - CBD Ablution Upgrades	4100850	BC267	90,000	100,000	33,333	1,200	32,133
 Town Hall (Federal St) Building Capital	4110160	BC150	80,000	80,000	66,660	2,200	64,460
 NRLC Building (Capital)	4110260	BC160	30,000	30,000	25,000	16,642	8,358
 NRLC Building Capital 2018-19	4110260	BC161	40,000	40,000	33,330	0	33,330
 Library Building (Capital)	4110560	BC190	7,000	7,000	7,000	0	7,000
 Railway Station Building (Capital)	4110660	BC200	18,250	18,250	0	8,541	(8,541)
 Railway Station Resortation COVID recovery project	4110660	BC202	750,000	750,000	500,000	123,441	376,559
 Caravan Park Campers Kitchen Building Capital	4130260	BC234	5,000	5,000	5,000	888	4,112
 Strata- Old Shire Building	4130650	BC255	20,000	20,000	16,660	0	16,660
 30 Gray St Building upgrade	4130650	BC290	30,000	45,000	32,500	52,183	(19,683)
 Visitor Information Bay Upgrade (Williams Road)	4130260	IO094	8,000	8,000	8,000	2,113	5,888
 Admin Office Building Capital	4140560	BC260	13,000	25,000	19,000	7,431	11,569
			2,794,757	1,335,973	957,073	424,634	532,439
 NGN417 RO Vehicle	4050355	PA007A	44,000	44,000	44,000	43,142	858
 NO05 Ranger Vehicle 2020	4050355	PA8163B	45,000	45,000	45,000	52,392	(7,392)
 EHO Vehicle 2020	4070355	PA065B	30,000	24,273	22,136	24,273	(2,136)
 009NGN 2019 Toyota Camry Altise	4080455	PA043B	28,000	21,875	20,268	0	20,268
 NGN219 CATS Vehicle 2021	4080750	PA014H	28,000	28,000	23,330	0	23,330
 NRLC - Plant & Equipment Other (Capital)	4110255	PE161	17,500	17,500	14,580	11,130	3,450
 NO764 Bomag Twin Vibrating Roller	4120350	PA022A	45,000	45,000	37,500	0	37,500
 BT50 UTE 2020 (WORKS) (P62)	4120350	PA062A	30,000	30,000	25,000	0	25,000
 ONO EMTRS Vehicle 2020 (1)	4120350	PA700J	46,500	46,500	38,750	0	38,750
 ONO EMTRS Vehicle 2020 (2)	4120350	PA700K	46,500	46,500	38,750	0	38,750
 ONO EMTRS Vehicle 2021 (1)	4120350	PA700L	46,500	46,500	38,750	0	38,750
 ONO EMTRS Vehicle 2021 (2)	4120350	PA700M	46,500	46,500	38,750	0	38,750
 NO591 Toyota Single Cab 4x4	4120350	PA8144A	35,000	35,000	29,160	0	29,160
 NO023 Toyota Dual Cab 4x4	4120350	PA8165A	30,000	30,000	25,000	0	25,000
 NO4719 John Deere Grader	4120350	PA978B	410,000	410,000	341,660	0	341,660

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

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





















	Account Number	JOB	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance Under(Over)
			1,171,000	916,648	782,634	130,936	651,698
 Governance Furniture & Equipment Replacements	4040250	FE028	5,000	5,000	5,000	570	4,430
 Computer Purchases	4080350	FE031	10,000	3,198	4,889	2,570	2,319
 ADMIN - IT Software & Equipment (Capital)	4140580	FE100	60,000	60,000	50,000	39,181	10,820
			94,000	68,198	59,889	42,321	17,568
 Earl Street - Renewal (Local)	4120165	IR002	29,400	16,000	22,700	15,323	7,377
 Moss Street - Upgrade (Local)	4120165	IR130	93,528	93,528	93,528	26,827	66,701
 Whinbin Rock Road - Renewal (Rural)	4120165	IR205	93,358	93,358	93,356	117,426	(24,070)
 Dongolocking Road - Upgrade (Rural)	4120165	IR209	101,846	117,846	100,640	92,544	8,097
 Narragin Valley Road - Renewal (Rural)	4120165	IR212	170,224	170,224	170,224	89,462	80,762
 Narrakine Road South - Upgrade (Rural)	4120165	IR221	77,008	77,008	77,008	73,942	3,066
 Parks Road Renewal (Capital)	4120165	IR281	52,871	52,871	52,868	18,955	33,913
 Graham Road - Renewal (Local)	4120165	IR303	95,607	95,607	95,604	6,300	89,304
 Street Tree Capital	4120165	IRTREE	20,000	27,554	13,777	22,342	(8,564)
 Bannister St Renewal (R2R)	4120166	R2R003	23,555	23,555	19,620	0	19,620
 Bunbury St Renewal (R2R)	4120166	R2R006	4,884	4,884	4,070	5,284	(1,214)
 Smith Street - Renewal (Local) (R2R)	4120166	R2R020	54,950	54,950	45,790	34,253	11,537
 Homer Street - Renewal (Local) (R2R)	4120166	R2R024	7,970	7,970	6,640	0	6,640
 Gregory St Renewal (R2R)	4120166	R2R026	3,749	3,749	3,120	4,056	(936)
 Hansard Street - Renewal (Local) (R2R)	4120166	R2R028	7,560	7,560	6,300	8,179	(1,879)
 Heath Street - Renewal (Local) (R2R)	4120166	R2R040	1,898	1,898	1,580	2,053	(473)
 Scotts St Renewal (R2R)	4120166	R2R049	4,158	4,158	3,460	4,498	(1,038)
 Francis Street - Renewal (Local) (R2R)	4120166	R2R054	4,432	4,432	3,690	4,795	(1,105)
 Grainger St Renewal (R2R)	4120166	R2R071	9,009	9,009	7,500	9,746	(2,246)
 Olden St Renewal (R2R)	4120166	R2R078	2,772	2,772	2,310	0	2,310
 Keally St Renewal (R2R)	4120166	R2R087	4,138	4,138	3,440	4,477	(1,037)
 Yale Pl Renewal (R2R)	4120166	R2R091	3,340	3,340	2,780	3,613	(833)
 Hughes St Renewal (R2R)	4120166	R2R092	4,554	4,554	3,790	4,927	(1,137)
 William Kenndey Way Renewal (R2R)	4120166	R2R100	23,380	23,380	19,480	13,636	5,844
 Narrakine Road - Renewal (R2R)	4120166	R2R112C	52,830	52,830	44,020	30,013	14,007
 Parry Crt Renewal (R2R)	4120166	R2R115	3,960	3,960	3,300	4,284	(984)
 Congelin Rd Renewal (R2R)	4120166	R2R203	26,790	26,790	22,320	0	22,320
 Normans Lake Siding Rd Renewal (R2R)	4120166	R2R255	59,998	59,998	49,990	62,740	(12,750)
 Narragin-Harrismith Road - Renewal (Local) (R2R)	4120166	R2R331	29,914	29,914	24,920	0	24,920
 Ried Rd Renewal (R2R)	4120166	R2R333	45,000	45,000	37,490	43,342	(5,852)
 Wagin-Wickepin Road - Renewal (Rural) (RRG)	4120167	RRG207	787,500	787,499	760,916	770,662	(9,746)
			1,900,181	1,910,335	1,796,232	1,473,675	322,556
 Argus Street Footpath Construction	4120175	IF038	48,000	30,768	30,584	30,768	(184)
 Park Street Footpath Construction	4120175	IF052	27,360	20,811	19,525	22,669	(3,143)
 Memorial Park Footpath Construction	4120175	IF102	6,000	6,000	5,000	4,810	190
			81,360	57,579	55,109	58,247	(3,137)
 Drainage Works	4120180	ID000	30,000	30,000	25,000	0	25,000
			30,000	30,000	25,000	0	25,000
 White Road Refuse Site	4110165	IO024	10,000	10,000	10,000	0	10,000
 Bin Surrounds	4110165	IO085	18,000	23,260	2,630	12,338	(9,708)
 TWIS Dams	4100350	IO078	180,000	180,000	180,000	2,948	177,052
 Drainage Engineering consultancy - stormwater diversion	4100450	IO119	13,610	13,000	13,000	9,184	3,816
 Cemetery Upgrade	4100860	IO026	15,000	15,000	0	1,600	(1,600)
 CBD Design - Colour Palette and signage	4100860	IO100	15,000	15,000	12,500	0	12,500

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

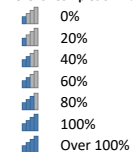
% of Completion

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

	Account Number	JOB	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance Under(Over)
	Gnarojin Park Cultural Heritage Management Plan	4100860 IO108	10,440	10,440	8,700	5,186	3,514
	Gnarojin Park Electrical Design Work	4100860 IO109	33,000	33,000	27,500	0	27,500
	Gnarojin Park Landscape Design	4100860 IO110	95,000	95,000	79,160	0	79,160
	NRLC Infrastructure Other (Capital)	4110265 IO160	83,000	84,950	70,135	90,057	(19,922)
	NRLC - Infrastructure Other (Capital - Outside)	4110265 IO161	132,398	100,000	94,131	96,866	(2,735)
	NRLC - Infrastructure Other (Capital - Inside)	4110265 IO162	150,000	136,000	118,000	148,636	(30,636)
	Railway Dam	4110365 IO018	61,000	53,000	46,830	65,965	(19,135)
	Bowling Club Capital Projects	4110365 IO029	335,109	335,109	279,250	0	279,250
	Highbury Tennis Court	4110365 IO093	50,000	50,000	41,660	42,500	(840)
	Gnarojin Community Garden Projects	4110860 IO101	10,000	13,000	9,830	11,448	(1,618)
	Gnarojin Park Hydrology Report	4100860 IO117	15,510	15,510	12,930	0	12,930
	Projects NEXIS (Capital)	4100860 IO150	27,630	27,630	23,020	0	23,020
	Street Furniture	4120145 IO014	18,000	18,000	15,000	3,798	11,202
	IO Fencing Projects (Capital)	4120145 IO022	15,000	15,000	12,500	0	12,500
	Carpark Renewals (Capital)	4120145 IO023	17,320	17,320	14,430	11,123	3,307
	DEPOT Rainwater Tank 120,000Lt	4120145 IO250	20,000	20,000	16,660	9,628	7,032
	Caravan Park Resealing, Line Marking	4130265 IO081	110,000	110,000	91,660	48,312	43,348
			1,470,017	1,425,219	1,179,526	559,590	619,936
	Park Furniture (Capital)	4110360 IO174	35,000	35,000	29,160	21,586	7,574
	Highbury Tennis Club	4110360 IO176	0	6,500	3,250	0	3,250
	Street & Parks Solar Lighting (Capital)	4110360 IO175	10,000	10,000	8,330	11,193	(2,863)
			45,000	51,500	40,740	32,779	7,961
Grand Total			7,856,315	5,795,451	4,896,203	2,722,183	2,174,020

Capital Expenditure Total

Level of Completion Indicators



Percentage YTD Actual to Revised Budget
Expenditure over budget highlighted in red.

Variance is calculated on:
YTD Budget vs YTD Actual

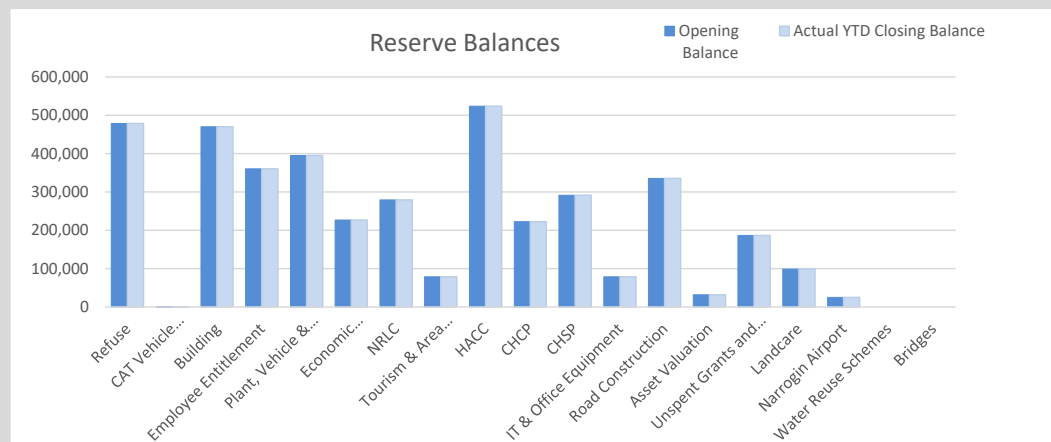
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**OPERATING ACTIVITIES
CASH AND INVESTMENTS**

Cash Backed Reserve

Reserve Name	Opening Balance	Current Budget Interest Earned	Actual Interest Earned	Current Budget Transfers In (+)	Actual Transfers In (+)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Refuse	478,789	2,675	0	50,213	0	35,076	0	496,601	478,789
CAT Vehicle Replacement	794	2,053	0	13,000	0	13,000	0	2,847	794
Building	470,148	1,943	0	0	0	205,198	0	266,893	470,148
Employee Entitlement	360,583	1,293	0	0	0	0	0	361,876	360,583
Plant, Vehicle & Equipment	395,308	1,274	0	425,000	0	488,000	0	333,582	395,308
Economic Development	227,022	1,591	0	0	0	208,089	0	20,524	227,022
NRLC	279,436	447	0	201,000	0	215,000	0	265,883	279,436
Tourism & Area Promotion	78,521	2,800	0	0	0	0	0	81,321	78,521
HACC	523,586	238	0	41,554	0	118,928	0	446,450	523,586
CHCP	222,234	2,480	0	802,426	0	526,640	0	500,500	222,234
CHSP	291,306	449	0	1,096,190	0	1,080,405	0	307,540	291,306
IT & Office Equipment	78,802	1,908	0	0	0	60,000	0	20,710	78,802
Road Construction	335,003	0	0	0	0	0	0	335,003	335,003
Asset Valuation	31,844	562	0	0	0	0	0	32,406	31,844
Unspent Grants and Contributions	186,594	0	0	0	0	0	0	186,594	186,594
Landcare	98,681	144	0	0	0	25,000	0	73,825	98,681
Narrogin Airport	25,171	144	0	15,000	0	0	0	40,315	25,171
Water Reuse Schemes	0	0	0	17,500	0	0	0	17,500	0
Bridges	0	0	0	48,000	0	35,000	0	13,000	0
	4,083,821	20,001	0	2,709,883	0	3,010,336	0	3,803,369	4,083,821

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

BUDGET AMENDMENTS

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

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
Oct-20	2100501	Landcare Community Projects		Operating expenses			(25,000)	(25,000)
Oct-20	IO117	Gnarogin Park Hydrology Report		Capital expenditure			(15,510)	(40,510)
Oct-20	IO119	Drainage Engineering Consultancy		Capital expenditure			(13,610)	(54,120)
Oct-20	5110152	HALLS - Grants and contributions		Capital income			(25,000)	(79,120)
Oct-20	5110252	NRLC Club contributions		Capital income			(15,000)	(94,120)
Oct-20	5110254	OTHER-Other Contributions reimbursements		Capital income			(50,000)	(144,120)
Oct-20	21302000	TOUR - Public Relations & Area Promotions		Operating expenses		110,000		(34,120)
Oct-20		Opening surplus readjusted following year end adjustments		Opening surplus		34,120		0
Nov-20	2080590	CHSP Refund of Unspent Grant Funding		Operating expenses			(116,393)	(116,393)
Nov-20	5080552	CHSP - Transfer from Reserve		Capital income		116,393		0
Nov-20	2050120	FIRE-Bushfire Risk Management Plan		Operating expenses			(184,500)	(184,500)
Nov-20	3050104	FIRE- Grants		Operating Revenue		184,500		0
		Opening surplus readjusted following year end adjustments		Opening surplus			(174,506)	(174,506)
Mar-21	2030105	RATES - Rates Incentive Scheme		Operating expenses			(773)	(175,279)
Mar-21	2030106	RATES - Valuation Expenses		Operating expenses		4,000		(171,279)
Mar-21	2030115	RATES - Consultants		Operating expenses			(17,663)	(188,942)
Mar-21	2030199	RATES - Administration Allocated		Operating expenses			(5,000)	(193,942)
Mar-21	3030100	RATES - Rates Levied - GRV		Operating Revenue			(8,229)	(202,171)
Mar-21	3030110	RATES - Interim Rates Levied - GRV		Operating Revenue			(7,307)	(209,478)
Mar-21	3030115	RATES - Back Rates Levied - GRV		Operating Revenue		3,373		(206,105)
Mar-21	3030128	RATES - Instalment Admin Fee Received		Operating Revenue		14,337		(191,768)
Mar-21	3030132	RATES - Special Payment Arrangement		Operating Revenue			(9,000)	(200,768)
Mar-21	3030200	GENGRANT - Financial Assistance Grant - General		Operating Revenue			(15,813)	(216,581)
Mar-21	3030201	GENGRANT - Financial Assistance Grant - Roads		Operating Revenue			(12,446)	(229,027)
Mar-21	2030300	INVEST - Bank Fees and Charges (Inc GST)		Operating expenses		2,000		(227,027)
Mar-21	3030300	INVEST - Interest Earned - Reserve Funds		Operating Revenue			(40,000)	(267,027)
Mar-21	3030301	INVEST - Interest Earned - Municipal Funds		Operating Revenue			(18,000)	(285,027)
Mar-21	4030350	INVEST - Transfer Interest To Reserve		Capital income		40,000		(245,027)
Mar-21	2040107	MEMBERS - Members Conference/Training Expenses		Operating expenses		9,000		(236,027)
Mar-21	2040112	MEMBERS - Election Expenses		Operating expenses		3,000		(233,027)
Mar-21	2040116	MEMBERS - Advertising & Promotions		Operating expenses		5,000		(228,027)
Mar-21	2040199	MEMBERS - Administration Allocated		Operating expenses			(7,000)	(235,027)
Mar-21	2040216	OTHGOV - Legal Expenses		Operating expenses		7,500		(227,527)
Mar-21	3040206	OTHGOV - Sundry Income - Other Governance		Operating Revenue		2,743		(224,784)
Mar-21	3040299	Suspense Holding for Electronic Bank Deposits		Operating Revenue		3,159		(221,625)
Mar-21	LB011	Building Renovation Administration		Capital Expenditure		26,297		(195,328)
Mar-21	5040260	OTHGOV - Transfer From Reserves		Capital Income			(26,297)	(221,625)
Mar-21	2050100	FIRE - Salaries & Wages		Operating expenses		7,500		(214,125)
Mar-21	2050105	FIRE- Protective Clothing		Operating expenses		2,000		(212,125)
Mar-21	2050107	FIRE - Motor Vehicle Expenses		Operating expenses			(10,905)	(223,030)
Mar-21	2050199	FIRE - Administration Allocated		Operating expenses			(3,500)	(226,530)
Mar-21	BC020	Fire Prevention Building (Capital)		Capital Expenditure		1,500,000		1,273,470
Mar-21	5050152	FIRE - Grants (State)		Capital Income			(1,500,000)	(226,530)
Mar-21	BC265	Ses Training / Meeting Room		Capital Expenditure		62,210		(164,320)

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
Mar-21	5050250	ESL - Transfer from Reserve		Capital Income			(62,210)	(226,530)
Mar-21	2050300	ANIMAL - Salaries & Wages		Operating expenses			(29,353)	(255,883)
Mar-21	3050302	ANIMAL - Fines and Penalties		Operating Revenue			(2,700)	(258,583)
Mar-21	PD007C	Proceeds On Disposal - Ranger Vehicle 2018		Capital Income		5,000		(253,583)
Mar-21	2050400	OLOPS - Salaries & Wages		Operating expenses			(8,167)	(261,750)
Mar-21	2050410	OLOPS - Insurance		Operating expenses			(3,168)	(264,918)
Mar-21	2050499	OLOPS - Administration Allocated		Operating expenses			(3,500)	(268,418)
Mar-21	2070307	HEALTH - Legal Expenses		Operating expenses		2,000		(266,418)
Mar-21	2070310	HEALTH - Control Expenses		Operating expenses			(1,500)	(267,918)
Mar-21	3070302	HEALTH - Health Regulatory Fines and Penalties		Operating Revenue		25,750		(242,168)
Mar-21	PA0658	Eho Vehicle 2020		Capital Expenditure		5,727		(236,441)
Mar-21	2070610	OTH HEALTH - COVID19 Expenses		Operating expenses		14,800		(221,641)
Mar-21	CV0002	Other Purchases For Cv19 Reponse		Operating expenses			(6,500)	(228,141)
Mar-21	2080300	HACC - Salaries & Wages		Operating expenses		35,933		(192,208)
Mar-21	2080311	HACC - Subscriptions & Memberships		Operating expenses			(1,700)	(193,908)
Mar-21	2080314	HACC - Motor Vehicles Expenses		Operating expenses		2,822		(191,086)
Mar-21	2080320	HACC - General Office Expenses		Operating expenses		5,226		(185,860)
Mar-21	2080322	HACC - Sundry Expenditure		Operating expenses			(1,048)	(186,908)
Mar-21	2080331	HACC - Building Water		Operating expenses		4,316		(182,592)
Mar-21	HACC030	Hacc Personal Care Salaries		Operating expenses		1,117		(181,475)
Mar-21	HACC060	Hacc Social Support Salaries		Operating expenses		1,382		(180,093)
Mar-21	HACC070	Hacc Home Mtce Salaries		Operating expenses		1,215		(178,878)
Mar-21	FE031	Computer Purchases		Capital Expenditure		6,802		(172,076)
Mar-21	BC050	Hacc - Building (Capital)		Capital Expenditure		29,075		(143,001)
Mar-21	BC051	Hacc - Building Cctv		Capital Expenditure		10,000		(133,001)
Mar-21	4080370	HACC - Transfers To Reserve		Capital Expenditure			(5,000)	(138,001)
Mar-21	5080352	HACC - Transfers From Reserve		Capital Income			(95,141)	(233,142)
Mar-21	3080301	HACC - Non-Recurrent Grant Funding		Capital Income		5,000		(228,142)
Mar-21	CHCP110	Chcp Respite Salary		Operating expenses			(38,036)	(266,178)
Mar-21	2080400	CHCP - Salaries & Wages		Operating expenses		11,572		(254,606)
Mar-21	2080401	CHCP - Superannuation		Operating expenses			(5,500)	(260,106)
Mar-21	2080435	CHCP -Client Purchases		Operating expenses			(19,500)	(279,606)
Mar-21	CHCP002	Chcp Customer Services Superannuation		Operating expenses		8,359		(271,247)
Mar-21	CHCP010	Chcp Assessments Salaries		Operating expenses			(13,034)	(284,281)
Mar-21	CHCP011	Chcp Assessments Superannuation		Operating expenses		3,325		(280,956)
Mar-21	CHCP030	Chcp Personal Care Salaries		Operating expenses		3,734		(277,222)
Mar-21	CHCP031	Chcp Personal Care Superannuation		Operating expenses		5,925		(271,297)
Mar-21	CHCP040	Chcp Domestic Assistance Salaries		Operating expenses			(4,310)	(275,607)
Mar-21	CHCP041	Chcp Domestic Assistance Superannuation		Operating expenses			(3,730)	(279,337)
Mar-21	CHCP060	Chcp Social Support Salaries		Operating expenses			(1,790)	(281,127)
Mar-21	CHCP070	Chcp Home Mtce Salaries		Operating expenses			(5,787)	(286,914)
Mar-21	CHCP071	Chcp Home Mtce Superannuation		Operating expenses			(10,766)	(297,680)
Mar-21	CHCP120	Chcp Client Care Coordination Salaries		Operating expenses			(16,944)	(314,624)
Mar-21	CHCP121	Chcp Client Care Coordination Superannuation		Operating expenses		2,564		(312,060)
Mar-21	CHCP135	Chcp Food Services		Operating expenses			(2,210)	(314,270)
Mar-21	2080490	CHCP - Refund of Unspent Monies		Operating expenses		21,000		(293,270)
Mar-21	2081999	CHCP - Unrecoverable Fees and Charges		Operating expenses		5,000		(288,270)
Mar-21	3080400	CHCP - Recurrent Grant Funding		Operating Revenue		100,091		(188,179)
Mar-21	3080402	CHCP - CDC User Charges		Operating Revenue			(68,562)	(256,741)
Mar-21	3080405	CHCP - Other Grants		Operating Revenue		10,909		(245,832)

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
Mar-21	4080470	CHCP - Transfers To Reserve		Capital Expenditure			(42,438)	(288,270)
Mar-21	PA043A	Proceeds On Disposal - 009Ngn 2017 Toyota Camry Altise		Capital Income			(2,546)	(290,816)
Mar-21	PA043B	009NGN 2019 Toyota Camry Altise		Capital Expenditure		6,125		(284,691)
Mar-21	5080452	CHCP - Transfers From Reserve		Capital Income		54,225		(230,466)
Mar-21	2080500	CHSP - Salaries & Wages		Operating expenses		14,211		(216,255)
Mar-21	2080504	CHSP - Training & Development		Operating expenses			(3,000)	(219,255)
Mar-21	2080513	CHSP - Information Systems		Operating expenses			(3,700)	(222,955)
Mar-21	2080514	CHSP - Motor Vehicles Expenses		Operating expenses		22,027		(200,928)
Mar-21	2080516	CHSP - Telephones / Mobiles		Operating expenses		3,200		(197,728)
Mar-21	2080535	CHSP - Audit Fees		Operating expenses		1,620		(196,108)
Mar-21	CHSP001	Chsp Customer Services Salaries		Operating expenses			(40,000)	(236,108)
Mar-21	CHSP002	Chsp Customer Services Superannuation		Operating expenses		21,374		(214,734)
Mar-21	CHSP010	Chsp Respite Care Salaries		Operating expenses		16,585		(198,149)
Mar-21	CHSP011	Chsp Respite Care Superannuation		Operating expenses		3,325		(194,824)
Mar-21	CHSP030	Chsp Personal Care Salaries		Operating expenses		26,592		(168,232)
Mar-21	CHSP031	Chsp Personal Care Superannuation		Operating expenses		5,130		(163,102)
Mar-21	CHSP040	Chsp Domestic Assistance Salaries		Operating expenses		27,716		(135,386)
Mar-21	CHSP041	Chsp Domestic Assistance Superannuation		Operating expenses			(1,175)	(136,561)
Mar-21	CHSP060	Chsp Social Support Salaries		Operating expenses			(70,823)	(207,384)
Mar-21	CHSP061	Chsp Social Support Superannuation		Operating expenses		4,336		(203,048)
Mar-21	CHSP070	Chsp Home Maintenance Salaries		Operating expenses			(6,335)	(209,383)
Mar-21	CHSP071	Chsp Home Maintenance Superannuation		Operating expenses			(2,896)	(212,279)
Mar-21	CHSP080	Chsp Transport Salaries		Operating expenses		12,453		(199,826)
Mar-21	CHSP090	Chsp Social Support Group Salaries		Operating expenses		28,621		(171,206)
Mar-21	CHSP091	Chsp Social Support Group Superannuation		Operating expenses		5,160		(166,046)
Mar-21	CHSP094	Chsp Social Support Group Venue Hire		Operating expenses		4,500		(161,546)
Mar-21	CHSP098	Chsp Social Support Group Other Expenses		Operating expenses		4,500		(157,046)
Mar-21	CHSP111	Chsp Respite Care Superannuation		Operating expenses		4,193		(152,853)
Mar-21	CHSP132	Chsp Meals On Wheels Catering Contract		Operating expenses		4,000		(148,853)
Mar-21	CHSP133	Chsp Meals On Wheels Committee		Operating expenses			(700)	(149,553)
Mar-21	3080500	CHSP - Recurrent Grant Funding		Operating Revenue		351,276		201,723
Mar-21	3080513	CHSP - User Charges - Personal Care		Operating Revenue			(2,000)	199,723
Mar-21	3080517	CHSP - User Charges - Home Maintenance		Operating Revenue		2,000		201,723
Mar-21	4080570	CHSP - Transfers To Reserve		Capital Expenditure			(351,276)	(149,553)
Mar-21	5080552	CHSP - Transfers From Reserve		Capital Income			(81,389)	(230,942)
Mar-21	2080709	AGEOTHER - Brokered in Exps		Operating expenses			(12,542)	(243,484)
Mar-21	3080713	AGEOTHER - Commonwealth Carers Respite Fees & Charges		Operating Revenue			(4,000)	(247,484)
Mar-21	3080715	Brokered Out Revenue		Operating Revenue		13,000		(234,484)
Mar-21	2080801	WELFARE - Youth Services		Operating expenses		18,000		(216,484)
Mar-21	BO100	Ceo Staff Housing Rental Property Expenses		Operating expenses			(1,149)	(217,633)
Mar-21	BM110	13 Hough St - Maintenance		Operating expenses		3,000		(214,633)
Mar-21	2100101	SAN - Waste Disposal		Operating expenses		25,693		(188,940)
Mar-21	2100103	SAN - Regional Waste		Operating expenses		5,000		(183,940)
Mar-21	BO120	Waste Facilities Building Operations		Operating expenses		3,750		(180,190)
Mar-21	3100100	SAN - Domestic Refuse Collection Charges		Operating Revenue		2,475		(177,715)
Mar-21	3100103	SAN - Reimbursements		Operating Revenue			(3,000)	(180,715)
Mar-21	IO085	Bin Surrounds		Capital Expenditure			(5,260)	(185,975)
Mar-21	5100150	SAN - Transfer from Reserves		Capital Income			(57,644)	(243,619)
Mar-21	2100201	SANOTH - Waste Disposal		Operating expenses		21,178		(222,441)
Mar-21	3100202	SANOTH - Commercial Tipping Charge		Operating Revenue		5,000		(217,441)

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
Mar-21	2100310	SEW interest on Loan #130		Operating expenses		2,250		(215,191)
Mar-21	2100399	SEW - Administration Allocated		Operating expenses			(5,000)	(220,191)
Mar-21	3100300	SEW - Waste Water Charges		Operating Revenue			(51,000)	(271,191)
Mar-21	3100302	Sundry Income		Operating Revenue		12,813		(258,378)
Mar-21	IO119	Drainage Engineering Consultancy - Stormwater Diversion		Capital Expenditure		610		(257,768)
Mar-21	3100600	PLAN - Planning Application Fees		Operating Revenue			(7,000)	(264,768)
Mar-21	3100605	PLAN - Orders & Requisitions		Operating Revenue		5,000		(259,768)
Mar-21	PA002K	Ngn00 Emdrs Vehicle 2020(2)		Capital Expenditure		46,500		(213,268)
Mar-21	PA002L	Ngn00 Emdrs Vehicle 2021(1)		Capital Expenditure		46,500		(166,768)
Mar-21	PA002M	Ngn00 Emdrs Vehicle 2021(2)		Capital Expenditure		46,500		(120,268)
Mar-21	PD002J	Proceeds On Disposal - Emdrs Vehicle 2020(1)		Capital Income			(42,000)	(162,268)
Mar-21	PD002K	Proceeds On Disposal - Emdrs Vehicle 2020(2)		Capital Income			(45,000)	(207,268)
Mar-21	PD002L	Proceeds On Disposal - Emdrs Vehicle 2021(1)		Capital Income			(45,000)	(252,268)
Mar-21	5110065	PLAN - Transfer From Reserves GEN		Capital Income			(7,500)	(259,768)
Mar-21	BO130	Mackie Park Public Toilets And Office Operations		Operating expenses			(2,291)	(262,059)
Mar-21	BO131	Gnarrojin Park Public Toilets Operations		Operating expenses			(2,262)	(264,321)
Mar-21	BO132	Smith St Public Toilets (Coles Carpark) Operations		Operating expenses			(2,262)	(266,582)
Mar-21	BO135	May St Public Toilets Operations		Operating expenses		1,361		(265,221)
Mar-21	BM135	May St Public Toilets Maintenance		Operating expenses			(2,825)	(268,046)
Mar-21	BC176	May Street Public Toilet Upgrade		Capital Expenditure			(63,198)	(331,244)
Mar-21	BC267	Com Amen - Building (Capital) - Cbd Ablution Upgrades		Capital Expenditure			(10,000)	(341,244)
Mar-21	5100850	COM AMEN - Transfer from Reserve		Capital Income		73,198		(268,046)
Mar-21	BO150	Town Hall (Federal St) Building Operations		Operating expenses		2,290		(265,756)
Mar-21	BO151	Railway Institute Hall & Office Building Operations		Operating expenses			(2,480)	(268,236)
Mar-21	BO152	John Higgins Community Complex Building Operations		Operating expenses		1,738		(266,499)
Mar-21	BO153	Highbury Hall Building Operations		Operating expenses		2,712		(263,786)
Mar-21	BM152	John Higgins Community Complex Building Maintenance		Operating expenses			(4,743)	(268,530)
Mar-21	BM153	Highbury Hall Building Maintenance		Operating expenses			(3,670)	(272,199)
Mar-21	BM154	Nomans Lake Hall Building Maintenance		Operating expenses			(1,470)	(273,669)
Mar-21	W050	Nrlc Grounds Maintenance		Operating expenses			(1,424)	(275,093)
Mar-21	BC179	Netball Court Resurfacing		Capital Expenditure			(68,600)	(343,693)
Mar-21	IO160	Nrlc Infrastructure Other (Capital)		Capital Expenditure			(1,950)	(345,643)
Mar-21	IO161	Nrlc - Infrastructure Other (Capital - Outside)		Capital Expenditure		32,398		(313,245)
Mar-21	IO162	Nrlc - Infrastructure Other (Capital - Inside)		Capital Expenditure		14,000		(299,245)
Mar-21	3110230	NRLC - Contributions & Donations		Capital Income		45,734		(253,511)
Mar-21	W061	Lions Park Maintenance/Operations		Operating expenses			(2,278)	(255,789)
Mar-21	W086	Bmx Track		Operating expenses		2,000		(253,789)
Mar-21	W120	Narrogin Racecourse Track Mtce		Operating expenses			(24,138)	(277,927)
Mar-21	2110312	REC - Insurance Premiums		Operating expenses			(3,025)	(280,952)
Mar-21	BO172	Clayton Road Oval Buildings Operations		Operating expenses		3,798		(277,154)
Mar-21	3110305	REC - Reimbursements - Other Recreation		Operating Revenue		15,500		(261,654)
Mar-21	3110306	REC - Grants - Other Recreation		Operating Revenue		4,500		(257,154)
Mar-21	3110307	REC - Contributions & Donations		Operating Revenue		28,762		(228,392)
Mar-21	IO176	Highbury Tennis Club Equipment		Capital Expenditure			(6,500)	(234,892)
Mar-21	IO018	Railway Dam		Capital Expenditure		8,000		(226,892)
Mar-21	3110306	REC - Grants - Other Recreation		Capital Income			(4,500)	(231,392)
Mar-21	3110307	REC - Contributions & Donations		Capital Income			(50,000)	(281,392)
Mar-21	5110254	REC - Other Income Contributions Reimb (Capital) GEN		Operating Revenue		16,600		(264,792)
Mar-21	2110512	LIB - Office Equipment Maintenance		Operating expenses		3,500		(261,292)
Mar-21	2110514	LIB - Subscriptions & Memberships		Operating expenses		4,600		(256,692)

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
Mar-21	BO190	Library Building Operations		Operating expenses		4,800		(251,892)
Mar-21	BM190	Library Building Maintenance		Operating expenses		11,100		(240,792)
Mar-21	FE033	Lib - F&E Minor Assets		Capital Expenditure		19,000		(221,792)
Mar-21	5110553	LIB - Capital Grants		Capital Income			(15,000)	(236,792)
Mar-21	BO201	Museum Building Operations		Operating expenses		1,202		(235,590)
Mar-21	5110660	HERITAGE GRANTS		Capital Income			(13,815)	(249,405)
Mar-21	2110801	OTHCUL - Australia Day		Operating expenses			(19,790)	(269,195)
Mar-21	2110815	OTHCUL - Rev Heads		Operating expenses			(4,650)	(273,845)
Mar-21	2110831	OTHCUL - Other Expenditure		Operating expenses		12,000		(261,845)
Mar-21	3110802	OTHCUL - Grants - Other Culture		Operating Revenue		26,775		(235,070)
Mar-21	IO101	Gnarogin Community Garden Projects		Capital Expenditure			(3,000)	(238,070)
Mar-21	IR002	Earl Street - Renewal (Local)		Capital Expenditure		13,400		(224,670)
Mar-21	IR209	Dongolocking Road - Upgrade (Rural)		Capital Expenditure			(16,000)	(240,670)
Mar-21	IRTREE	Street Tree Capital		Capital Expenditure			(7,554)	(248,224)
Mar-21	IF038	Argus Street Footpath Construction		Capital Expenditure		17,232		(230,992)
Mar-21	IF052	Park Street Footpath Construction		Capital Expenditure		6,549		(224,443)
Mar-21	IB002	Manaring Bridge (R2R) (Capital)		Capital Expenditure		270,000		45,557
Mar-21	3120101	ROADC - Roads to Recovery Grant		Capital Income			(270,000)	(224,443)
Mar-21	DM117	Drainage Maintenance Cooraming Road		Operating expenses			(2,500)	(226,943)
Mar-21	DM212	Drainage Maintenance Narrogin Valley Road		Operating expenses			(5,000)	(231,943)
Mar-21	DM216	Drainage Maintenance Highbury West Road		Operating expenses			(5,400)	(237,343)
Mar-21	DM217	Roadm - Mackenzie		Operating expenses			(3,800)	(241,143)
Mar-21	DMGEN	Drainage Maintenance General		Operating expenses		68,461		(172,682)
Mar-21	KERB	Kerb Maintenance		Operating expenses		16,798		(155,884)
Mar-21	SIGNS	Signs & Traffic Control Expenses		Operating expenses		16,577		(139,307)
Mar-21	2120208	ROADM - Street Lighting Maintenance/Operations		Operating expenses		10,000		(129,307)
Mar-21	3120500	LICENSING - Transport Licensing Commission		Operating Revenue		5,000		(124,307)
Mar-21	2130199	RURAL - Administration Allocated		Operating expenses			(15,386)	(139,693)
Mar-21	BO257	Building Operations Shop 2 39-45 Federal St Narrogin		Operating expenses			(2,000)	(141,693)
Mar-21	BM257	Building Maintenance Shop 2 39-45 Federal St Narrogin		Operating expenses			(2,000)	(143,693)
Mar-21	2130207	TOUR - Visitor Information Bay Williams Road / RV Bays Maintenance		Operating expenses		5,000		(138,693)
Mar-21	3130200	TOUR - Caravan Park Fees		Operating Revenue		30,000		(108,693)
Mar-21	3130205	TOUR - Managers Rental Reimbursements (Exc GST)		Operating Revenue			(6,000)	(114,693)
Mar-21	2130319	BUILD - Contract Building Surveyor		Operating expenses		19,000		(95,693)
Mar-21	3130300	BUILD - Building License Fees		Operating Revenue		4,000		(91,693)
Mar-21	3130303	BUILD - Building Officer Regional Support Income		Operating Revenue			(5,000)	(96,693)
Mar-21	3130501	ECONOM DEV - recoup of unutilised \$Narrogin vouchers		Operating Revenue		36,409		(60,284)
Mar-21	BM255	Cafe 45 Federal St Building Maintenance		Operating expenses			(13,300)	(73,584)
Mar-21	2130616	ECONOM - Intra Town Bus Service		Operating expenses		10,000		(63,584)
Mar-21	3130600	ECONOM - Commercial Property Lease income		Operating Revenue			(5,000)	(68,584)
Mar-21	BC290	30 Gray St Building Upgrade		Capital Expenditure			(15,000)	(83,584)
Mar-21	PW999	Private Works - Budget Purposes Only		Operating expenses		12,000		(71,584)
Mar-21	PWGEN	Private Works Small Jobs		Operating expenses			(40,000)	(111,584)
Mar-21	3140100	PRIVATE - Private Works Income		Operating Revenue		33,202		(78,382)
Mar-21	2140215	PWO - WORKS - Wages Administration Hours		Operating expenses			(89,091)	(167,473)
Mar-21	2140217	PWO - WORKS - Sick Pay		Operating expenses			(10,339)	(177,812)
Mar-21	2140218	PWO - WORKS - Annual Leave		Operating expenses			(6,862)	(184,674)
Mar-21	2140227	PWO - WORKS - Protective Clothing		Operating expenses		14,500		(170,174)
Mar-21	2140293	PWO - Less - Allocated to Works (PWO's)		Operating expenses		102,042		(68,132)
Mar-21	2140302	POC - Fuels and Oils		Operating expenses		32,093		(36,039)

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
Mar-21	2140307	POC - Insurance		Operating expenses			(1,742)	(37,781)
Mar-21	2140394	POC - LESS Plant Operation Costs Allocated to Works		Operating expenses		2,033		(35,748)
Mar-21	3140301	POC - Reimbursements (Ex GST)		Operating Revenue			(8,000)	(43,748)
Mar-21	2140500	ADMIN - Salaries & Wages		Operating expenses		20,219		(23,529)
Mar-21	2140501	ADMIN - Superannuation		Operating expenses			(8,067)	(31,596)
Mar-21	2140504	ADMIN - Training & Development		Operating expenses		2,000		(29,596)
Mar-21	2140507	ADMIN - Travel & Accommodation		Operating expenses			(2,000)	(31,596)
Mar-21	2140528	ADMIN - Consultants		Operating expenses			(40,000)	(71,596)
Mar-21	2140599	ADMIN - Administration Overheads Recovered		Operating expenses		50,000		(21,596)
Mar-21	3140502	ADMIN - LGIS Good Claims Rebate		Operating Revenue		9,276		(12,320)
Mar-21	3140505	ADMIN - Reimbursements		Operating Revenue			(5,680)	(18,000)
Mar-21	BC260	Admin Office Building Capital		Capital Expenditure			(12,000)	(30,000)
Mar-21	PA005H	0Ngn Emccs Vehicle 2019(2)		Capital Expenditure		43,000		13,000
Mar-21	PA047E	002 Ngn Mf Vehicle 2020		Capital Expenditure		30,000		43,000
Mar-21	PD005G	Proceeds On Disposal - Emccs Vehicle 2019(1)		Capital Income			(15,000)	28,000
Mar-21	PD047E	Proceeds Of Disposal - 002 Ngn Mf Vehicle		Capital Income			(15,000)	13,000
Mar-21	5140560	ADMIN - Transfers From Reserve		Capital Income			(43,000)	(30,000)
Mar-21	2140600	COMMUNITY - Salaries & Wages		Operating expenses		38,851		8,851
Mar-21	2140699	Community Services Overheads Recovered		Operating expenses			(38,851)	(30,000)
Mar-21	PA004D	Ngn 0 Mic Vehicle 2018		Capital Expenditure		30,000		0
Apr-21	2110265	NRLC- Contract Management Expense GEN		Operating expenses			(76,000)	0
Apr-21	4110270	NRLC-Transfers to Reserve		Capital Expenditure		76,000		0
					-	4,705,424	-4,705,424	0

10.3.3 SHIRE OF NARROGIN DIFFERENTIAL RATING 2021/22

File Reference	12.4.1 and 25.5.6
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	13 May 2021
Author	Frank Ludovico – Executive Manager Corporate and Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Notice of Intention to Levy Differential Rates 2021/22	

Summary

This agenda item discusses setting of Gross Rental Valuation (GRV) Differential Rates for the 2021/22 financial year and the advertising of the Shire's Notice of Intention to Levy Differential Rates for 2021/22.

The effects of the COVID19 pandemic linger but the current economic circumstances allows the development of different scenarios for 2021/22 rating income.

Background

During the merger negotiations between the former Town of Narrogin and former Shire of Narrogin, it was agreed to a phasing-in period of 10 years to achieve the same GRV rate in the dollar between the Shire and Town ratepayers. It was also agreed that the Shire's Highbury residents GRV Minimum would be set to 75% of the Town's Minimum Payments at year 10. To achieve this outcome, differential rating for GRV properties was introduced in the 2016/17 financial year. The parity rate increase will be in addition to any across-the-board rating increase that are imposed on all rate payers.

Differential rating is required when a local government wishes to have two or more different rates in the dollar for the same rating category e.g. Unimproved Valuation (UV) and/or GRV. The Local Government Act 1995 sets out which characteristics must be used to determine how individual rating assessments can be grouped together.

Basically, those approved characteristics can be summarised as follows:

- Town planning zone;
- Purpose or land usage;
- Vacant land, and
- Newly amalgamated/merged local governments.

The Local Government Act 1995 does place several constraints on the setting of both a differential rate in the dollar and minimum payments as well as advertising and other reporting requirements.

To achieve the agreed 10-year rate parity, Council has adopted Policy 3.6 Rating – Merger Parity Transition. This policy describes the methodology of achieving rating equity between the two former local Governments.

Whilst the policy reflects the Memorandum of Understanding between the former Shire of Narrogin and former Town of Narrogin (MOU), Council should be aware that Local Government (Financial Management) Regulations 1996 Regulation 52A - Characteristics prescribed for differential general rates (Act s. 6.33) limits the use of those characteristics described in the MOU for a maximum of 5 years.

Whilst this is the sixth year of the MOU agreement, due to COVID19 and with the strong encouragement of the WA State Government, the Shire levied ratepayers the same amount in overall rates income in 2020/21, as it did in 2019/20, and so 2021/22 would, effectively, be the fifth year of operation.

It should be noted the current land zoning and land usage allows the continuation of arrangements negotiated in the MOU and carried forward into Council Policy 3.6 – Merger Parity Transition.

Consultation

Consultation occurred with the Chief Executive Officer, Executive Management Group and Manager Corporate Services.

Statutory Environment

Local Government Act 1995

- Section 6.32 Rates and service charges
- Section 6.33 Differential general rate
- Section 6.35 Minimum payment
- Section 6.36 Local government to give notice of certain rates
- Section 5.63 (1)(b) Some interests need not be disclosed
- Local Government (COVID19 Response) Order 2020 (Order) published 8 May 2020.

Local Government (Financial Management) Regulations 1996

- Part 3 - 23 Rates information required
- Part 5 - 52A Characteristics prescribed for differential general rates (Act s. 6.33)
- Part 5 - 56 Rate notice, content of etc. (Act s. 6.41).

Department of Local Government and Communities Rating Policies

- Differential Rates
- Minimum Payments.

The proposed differential rate schedule must be advertised for a minimum of 21 days. This period allows ratepayers the ability to consider the proposed rates and make any submissions prior to Council adopting the rates in the dollar as part of the budget adoption process.

The first day it is possible to publicly advertise the proposed rates in dollar, is Thursday 3 June 2021 and allowing for 21 days, the submission period would end on Friday 25 June 2021.

As the highest rate in the dollar in each rating class is not more than twice the lowest, Ministerial approval is not required.

Policy Implications

Council Policy 3.6 Rating – Merger Parity Transition. This policy describes the methodology of achieving rating equity between the two former local Governments.

Financial Implications

The rate level set by Council will underpin its ability to provide services and facilities for the 2021/22 Financial Year (and into the future).

The annualised Consumer Price Index (CPI) for Perth March 2021 is 1% pa. The estimated Local Government Cost Index for 2021/22 is 1.4%.

It is noted that rates income in 2020/21 did not increase from 2019/20 levels.

Council Policy describes the parity annual percentage increase as described below

Annual Parity Factor Compounding % Increase	Annual % Increase -Compounding
Unimproved Value	3.21%
Unimproved Value - Minimum	5.48%
Gross Rental Value	6.92%
Gross Rental Value - Minimum	5.48%
Minimum – Rural Townsite (75%) Lesser Minimum	2.49%

Several models have been prepared using the methodology of Council Policy 3.6 Rating – Merger Parity Transition.

It should be noted that Unimproved Valuations (UV) are reviewed by Landgate annually. These have increased overall by 8.54% from 2020/21 valuations. Valuations changes for individual assessments may vary affecting ratepayers differently, either positively or negatively.

In accordance with Council practice, annual valuation movements have been factored back to eliminate any increase/decrease in Shire rate revenue from such valuation changes. Rate in the dollar changes are based on the factor back figure.

Rating Income Models							
					Model A	Model B	Model C
Differential Rating Category	Number 2020/21 Properties	YTD 2020/21 Rates Levied	Number 2021/22 Properties	2021/22 Valuations	1.0%	2.0%	2.9%
GRV - Urban	2,139	3,615,524	2,139	30,968,816	3,670,925	3,707,265	3,739,994
GRV – Rural	97	108,477	97	1,431,408	116,692	117,776	118,747
UV	485	1,194,106	485	213,123,900	1,245,936	1,257,935	1,268,555
TOTAL RATES	2,721	4,918,107	2,721	245,524,124	5,033,553	5,082,975	5,127,296
\$ increase in income from 2020/21					115,446	164,868	209,189
% increase in income from 2020/21					2.3%	3.4%	4.3%

Rating Parameters							
Differential Rating Category		2020/21 Rate in \$		Factored Back Rate in \$	Model A	Model B	Model C
					1.0%	2.0%	2.9%
GRV – Urban	Rate in \$	11.3035		N/A	11.4165	11.5296	11.6313
	Minimum	1,105.00		N/A	1,116.00	1,127.00	1,137.00
GRV – Rural	Rate in \$	7.0754		N/A	7.6358	7.7065	7.7702
	Minimum	799.00		N/A	851.00	859.00	866.00
	Minimum (Highbury)	713.00		N/A	738.00	745.00	751.00
UV	Rate in \$	0.5768		0.5257	0.5478	0.5531	0.5578
	Minimum	799.00		799.00	851.00	859.00	866.00

Model C is preferred as they allow for satisfactory levels of asset management to occur and community service levels to be maintained. The Administration is recommending Model C for advertising.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services

Comment/Conclusion

Model C is preferred as they allow for satisfactory levels of asset management to occur and community service levels to be maintained. The Administration is recommending Model C for advertising.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the differential rating proposed for the Financial Year 2021/22, Council:

1. Advertise its intention, in accordance with section 6.36 of the Local Government Act 1995, to adopt the following rates in the dollar and minimum rates for the differential rating categories specified for the 2020/21 Financial Year:

Rating Class	Rate in the Dollar	General Minimum Payment \$	Lesser Minimum Payment \$
Urban Gross Rental Value	11.6313c	1,137.00	Not applicable
Rural Gross Rental Value	7.7702c	866.00	751.00

2. Adopts the Objects and Reasons for the proposed Differential Rates as per Attachment 1.



NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATES 2021/22

INCLUDING STATEMENT OF RATING INFORMATION

MAY 2021



NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATES 2021/22

In accordance with section 6.36 of the Local Government Act 1995, the Shire of Narrogin hereby gives notice of its intention to impose the following differential rates and minimum payments.

Rate Code Description	Rate in the \$	Minimum Payment \$	Lesser Minimum Payment \$
GRV Urban	11.6312c	1,137.00	Not applicable
GRV Rural	7.7702c	866.00	751

The figures shown above are estimates and may change as part of Council deliberations after consideration of any submissions and the requirements of meeting the next year's Budget.

Electors and Ratepayers are invited to make written submissions on the proposed differential and minimum rates and any related matters for Council's consideration by **4:00pm Friday 25 June 2021** via email enquiries@narrogin.wa.gov.au. Alternatively, they can be submitted to the undersigned before the due date.

Electors and ratepayers may view a document describing the objects and reasons for each proposed rate and the minimum payment at the Shire of Narrogin offices and libraries during normal working hours or at <https://www.narrogin.wa.gov.au/news/>.

Dale Stewart
Chief Executive Officer
Shire of Narrogin
PO Box 1145 Narrogin WA 6312
enquiries@narrogin.wa.gov.au
www.narrogin.wa.gov.au

SUPPORTING STATEMENT OF RATING INFORMATION 2021/22

(Including Objects and Reasons for the Rating Structure)

This Statement is published by the Shire of Narrogin in accordance with Section 6.36 of the Local Government Act 1995 to advise the public of its objectives and reasons for implementing differential rates.

The purpose of levying property rates is to meet Council's budget requirements in each financial year and in future periods, to deliver services, facilities and community infrastructure to the district as a whole. Property valuations provided by the Valuer General (Landgate) are used as the basis for the calculation of rates each year.

Section 6.36 of the Local Government Act provides the ability to differentially rate properties based on certain characteristics. The application of differential rating maintains equity in the rating of properties across the Shire.

During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Rate Payers will be provided a 10-year period to achieve rating parity with the former Town of Narrogin Rate Payers. It is noted that 2021/22 will be the fifth year of this 10-year period, given the decision by the Council to not impose the increase in 2020/21 due to the impact of COVID-19.

Powers to Rate Property

There are two property valuation methods available under Section 6.28 of the Act, Gross Rental Value (GRV) and Unimproved Value (UV).

GRV is 'the gross annual rental that the land might reasonably be expected to realise if let on a tenancy agreement from year to year upon condition that the landlord is liable for all rates, taxes and other charges thereon and the insurance and other outgoings necessary to maintain the value of the land'.¹

UV land is 'valued as if it has had no improvements (as though) it remains in its original, natural state, any land degradation is taken into account'.¹

As a default, a local government sets a single general rate in the dollar for each valuation type (GRV and UV). This is termed a uniform general rate in the valuation dollar and applied to all properties within a valuation type regardless of their land use.

Rather than adopting a single uniform general rate, a local government may apply different rates in the dollar within either valuation category (GRV or UV). A differential rate can be applied using the following characteristics, or combination thereof:

- The zoning of the land;
- The predominant use (as determined by the local government);
- If the land is vacant or not.

Location can only be used as a characteristic in setting a differential rate in very limited circumstances (namely a Lesser minimum rate).

¹ Landgate, Rating and Taxing Valuations Publication , February 2012

Objections and Appeals to a Valuation

Objections to valuations must be lodged with the Valuer General's Office within 60 days after issue of the rates notice. Rates are still required to be paid before the due date if an objection is lodged with a refund paid if the objection is successful. Forms are available from the Shire Office or on the Shire website.

Under the provisions of the Local Government Act 1995, a property owner is able to lodge an objection to rates imposed by a Council on the following grounds:

- There is an error on the rate assessment, either in respect to the owners or property details; or
- The characteristics of the land differ from that used in the differential rating system.

The objection is to be received within 60 days of the issue of the rate notice. Please contact Shire staff if you would like to discuss this matter further.

Exemptions, Instalments, Concessions and Waivers

The Shire requires organisations seeking exemption from rates in accordance with section 6.26 of the Act to make application to the Council for determination.

The Shire will provide concessions to Pensioners in accordance with the requirements of the Rates and Charges (Rebates and Deferrals) Act 1992.

The Council will offer three rate payment options as follows:

- Payment in full 35 days after the date of service appearing on the rate notice;
- Two instalments; and
- Four Instalments.

Interest on overdue rates not paid in accordance with the three payment options will be subject to an overdue interest rate set by the Council at the time of adoption the annual budget.

Ratepayers with unpaid and overdue rates may be offered a scheme of arrangement for payment, subject to the approval of the Chief Executive Officer.

GROSS RENTAL VALUES (GRV)

The Local Government Act 1995, provides that properties of a non-rural purpose be rated using the Gross Rental Valuation (GRV) as the basis for the calculation of annual rates. Property values are independently assessed for all GRV properties every three years.

The base GRV valuation is effective from 1 July 2019. Interim valuations are provided to the Shire regularly by the Valuer General if changes, such as subdivisions or strata title of property, amalgamations, building constructions, demolition, additions and/or property rezoning occur during the year. In such instances, the Shire amends the valuation on record and recalculates the rates for the affected properties for the purpose of issuing an interim rate notice.

The general rates for the 2021/22 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

GRV – Differential Rates

The Council intends to adopt differential rating principles for GRV category properties based upon the zoning as follows:

GRV Urban

Properties in the Former Town of Narrogin in any zone under the former Town of Narrogin Town Planning Scheme No 2.

Objects and Reasons

To allow the Shire to impose a higher rate in the dollar to the GRV Urban ratepayers to allow the phasing in of rate parity.

During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Rate Payers will be allowed a 10-year period to achieve rating parity with the former Town of Narrogin Rate Payers.

Differential Rate Category	Rate in the \$	General Minimum Payment
GRV Urban	11.6313c	\$1,137.00

GRV Rural

Properties in the former Shire of Narrogin with GRV applied and zoned Farming, Rural Townsite, Industrial and Special Rural under the for Shire of Narrogin Town Planning Scheme No 2.

Objects and Reasons

To allow the Shire to set a lower rate in the dollar to GRV - Rural ratepayers to allow for the phasing in of rating parity over a 10-year period.

During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Rate Payers will be allowed a 10-year period to achieve rating parity with the former Town of Narrogin Rate Payers.

Differential Rate Category	Rate in the \$	General Minimum Payment
GRV Rural	7.7702c	\$866.00

Minimum Payments

Applying a minimum payment seeks to ensure all ratepayers contribute to basic services and facilities and Council has determined two levels of General minimums and one Lesser minimum.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

Lesser Minimum Payment

A Lesser minimum of \$751.00 is proposed for assessments in the Highbury Townsite. During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Ratepayers will be allowed a 10-year period to achieve rating parity with the former Town of Narrogin Ratepayers to reflect their smaller impact on services.

UNIMPROVED VALUES (UV)

The Shire does not intend to differentially rate UV category properties.

10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

10.4.1 CONTIGUOUS RATING – RATEPAYER OBJECTIONS TO SHIRE DECISION TO MOVE TO NO LONGER CONTIGUOUSLY RATE

File Reference	A205500, A179600
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Patricia Sloan, Kelli Bradbrook, Nathan Turvey
Previous Item Numbers	Item 10.3.4, 24 February 2021 Res. 0221.011 Item 10.3.3 April 2021 Res 0420.006
Date	14 April 2021
Author	Thomas Baldwin – Rates Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Ratepayer Objections & Information 2. Shire of Narrogin Policy: Rating – Contiguous Land Use 3. Aerial photographs of the assessments 4. Proposed amended Policy: Rating – Contiguous Land Use	

Summary

At the April 2021 Council meeting it was decided to defer consideration on this item until after a State Administrative Tribunal Hearing (SAT) scheduled on 7 May 2021.

The matter is now brought back for Council's consideration.

Council is requested to consider two additional objections which have been received from ratepayers negatively affected by the adoption of Policy 3.14, Rating – Contiguous Land Use.

Background

At the Ordinary Council Meeting held on 22 September 2020, Council resolved to adopt the then draft policy, Rating – Contiguous Land Use. The Administration wrote to the affected landowners, detailing the policy and how it would affect their property, and subsequently notifying them of their right to object to the Shire's decision. The landowners had 30 days to object in writing to the Shire, to which the Administration received seven responses. At its meeting on 24 February 2021, Council considered the seven objections received and resolved to either accept or dismiss them.

The Shire has subsequently received two objections after the 30 day deadline: one new and one an additional objection for an assessment already considered (the first objection was dismissed by Council).

As these were received outside the specified time period the Chief Executive Officer (CEO) has referred them to Council for consideration.

The Shire's policy, Rating – Contiguous Land Use, sets out criteria that must be met for a property to be considered contiguously rateable, for both UV and GRV rated properties. The Administration wrote to the two applicants (along with all similarly affected ratepayers) stating that the Shire currently gives contiguous rating and proposes moving to non-contiguous rating.

The Administration received an initial response from the delegated representative of the owners of A179600 (12 Florence Avenue). Council resolved to dismiss this objection at its February 2021 meeting. It has now received an additional response, asking for an extension to the normal 42 day period allowed for an appeal to the State Administrative Tribunal (SAT). The Administration has also received a late objection from the owner of A205500 (31 Garfield Street).

The SAT hearing was merely preliminary where the CEO provided background to the Council policy. The Presiding Member referred the matter to a mediation meeting to be held in Narrogin on 3 June 2021.

The Applicants decided for their matters to be considered as a group rather than individually, noting that at any time any of the applicants can proceed individually.

Consultation

Consultation has been undertaken with the following officers:

- Chief Executive Officer
- Executive Manager Corporate & Community Services
- Governance Officer

Statutory Environment

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Local Government Act 1995 – Section 6.26 to Section 6.82;
- Local Government (Financial Management) Regulations 1996 – Regulation 56 – Rate notice, content of etc. (Act s.6.41);
- The Valuer General's Guide to Rating and Taxing Values published February 2012
[https://www0.landgate.wa.gov.au/docvault.nsf/web/INF_LG_Rating_and_Taxing_Values_201202/\\$file/Rating-and-Taxing-Brochure_IOT_English.pdf](https://www0.landgate.wa.gov.au/docvault.nsf/web/INF_LG_Rating_and_Taxing_Values_201202/$file/Rating-and-Taxing-Brochure_IOT_English.pdf)

Policy Implications

The objections by affected ratepayers have arisen due to the Shire's policy 3.14, Rating – Contiguous Land Use, adopted by Council on 22 September 2020.

The relevant clauses of the Policy are:

“Where the land valuation is GRV, contiguous rating is not permitted unless:

2.1. The land (lots or locations) is contiguous (share a common border) and in common ownership; and either or both of the following also relates;

2.2. Buildings have (due to a past error) been built across the lot boundaries; and / or

2.3. The lots are clearly used, fenced, utilised and occupied and appears as one clear activity or business.

The Council's policy position is that land in townsites should not be contiguously rated, as to do so encourages the practice of holding land for speculation. This pushes prices up and inhibits the use of land designated for industrial, commercial or residential development being utilised for those purposes.

Adjoining owners' vacant residential, rural residential or rural zoned land in a town site, that is not 'built' over the boundary line or developed and used as a tennis court or manicured garden, will generally not be supported for contiguous rating, unless extenuating circumstances prevail".

Financial Implications

If a property moves from its current status of contiguously rated (multiple titles on one rates notice) to non-contiguous rating, it could see an increase in the amount of rates payable to the Shire of Narrogin by the landowners of these properties, through the properties being rated individually. A minimum rate for residential land (in the townsite of Narrogin) for the 20/21 Financial Year is \$1,105 per annum.

Should the Council resolve for the Administration to request separate valuations for the affected properties from Landgate, it would result in an approximate \$1,105 per property per annum increase of rates income each financial year, based on the minimum rate.

It may also have the potential beneficial for a 'flow on' effect of creating more residential land zoned placed onto 'the market', therefore able to be bought and 'developed'.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.4	Agriculture opportunities maintained and developed
Strategy:	1.4.1	Support development of agricultural services
Objective	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services

Comment/Conclusion

Properties which do not comply with the rating policy, and therefore received a letter stating that the Shire will request Landgate to move to non-contiguously rate those properties, were informed of their right to object to this. These objections would be presented to Council, who would then determine if the objection is to be upheld or declined. Although the objections were received after the stated deadline of 30 days, they are hereby presented to Council for consideration.

Assessment	Property	Summary of objection
A179600	12 Florence Avenue, Narrogin	Property always operated as one whole, used for horses. A track circumnavigates the property and is essential to its current use of keeping horses.

A205500	31 Garfield Street, Narrogin	Initial letter advising of Council's adoption of Policy 3.14 was not received. One block has a house; the other has a large shed. There is an orchard at the back of the property, which lies across the boundary line of the two blocks. A house cannot be built on the secondary block without demolishing the shed.
---------	------------------------------	--

The Garfield Street property is currently contiguously rated with an adjacent block which can be offered for sale separately at any time. The property does not appear to have manicured gardens as 'one holding' and whilst the shed is in the middle of one of the lots, it could be easily demolished, or potentially retained with a small house at the front of the lot, subject to appropriate compliance with the Residential Design Code and Town Planning Scheme. The Administration recognises that the term 'manicured garden' would benefit from some clarification in the policy to aid with deciding cases such as 31 Garfield Street.

The Florence Avenue property can likewise easily be offered for sale as two separate lots for development or use. In the opinion of the Administration the land could not be construed as being manicured in any way. These lots are zoned Rural, but could not be defined as being used for farming purposes either. The lot sizes do not lend themselves to that.

Were the two properties continued to be rated contiguously, there is less likelihood of the owner choosing to sell the lot to reduce pressure on the lack of availability of residential land within the townsite. If there continues to be no 'holding cost' of vacant land within the townsite, there is little incentive to place it on the market for its ultimate preferred intended use (development of a house on each lot).

The Administration recommends Council resolve to reject these ratepayer objections based on evidence that they are not compliant with the adopted policy. Contiguously rating these properties does not fall in line with the Shire's objectives of basing this policy on fairness and equity, with ratepayers paying on average the same amount of rates as other ratepayers located in the townsite, for two or more properties.

The next step for the Administration is to advise the ratepayer of their right to appeal Council's decision to the State Administrative Tribunal and pending the outcome of any appeal, request separate valuations from Landgate for the properties where the ratepayer objections have been rejected.

The Council has either the option of deferring the matter until the SAT hearing(s) are determined or to resolve the current matter for review and potentially inform the matters for SAT review at this time.

Addition for Council Meeting of 26 May 2021

In considering objections to the Policy adopted by the Council in September 2020, clarity is suggested by replacing the Policy in accordance with Attachment 4.

The proposed new Policy adds a definition of 'development' and 'manicured'.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Seale Seconded: Cr Ballard

That with respect to Contiguous Land Use objections received for the properties at 12 Florence Avenue and 31 Garfield Street, Council:

1. Agree to the applicant's request to extend the 42 day period for appeal to the State Administrative Tribunal (SAT).
2. Endorse the Officer's comments with respect to assessments A179600 and A205500 and dismiss the ratepayer objections based on the evidence presented that they do not comply with the Shire's Policy, Rating – Contiguous Land Use.
3. Write to the above affected ratepayers advising of the outcome and of their appeal rights to the State Administrative Tribunal, and/or the option to lodge an application for amalgamation.
4. Subject to the outcomes of number 3, authorise the Chief Executive Officer to:
 - a. Request the Valuer General (Landgate) to provide separate valuations for each of the affected properties; and
 - b. Separately rate the affected properties based on the valuations received by the Valuer General for each property.
5. Amend Council Policy 3.14 Rating – Contiguous Land Use to include "The definition of the term 'manicured garden' for the purposes of this policy is as follows:
"A garden that has been significantly developed and continues to be well maintained with, for example, infrastructure, reticulation, paths or fixed seating; is generally lawned or heavily planted with flowering plants or planted shrubs or trees; and clearly incorporated into the occupation of the adjoining lot used for residential purposes without fencing between the common holdings; and viewed from the streetscape as attractive and functioning and being enjoyed as one occupation across the boundary."

DEFERRAL MOTION 0420.006

Moved: Cr Lushey Seconded: Cr Broad

That, Council defer this item to the next meeting, following the State Administrative Tribunal Hearing scheduled for 7 May 2021.

CARRIED 9/0

OFFICERS' RECOMMENDATION

That the following amendment be moved and seconded and put to the vote:

Moved: xxxx Seconded: xxxxx

That part 5 of the Council motion above be replaced with the following:

"5. Replace Council Policy 3.14 Rating – Contiguous Land Use in accordance with Attachment 4."

CARRIED/LOST X/X

The substantive motion was put and

CARRIED/LOST X/X

Shire of Narrogin RECEIVED	
Directed to _____	
31 MAR 2021	
Ref No _____	
Property File _____	
Subject File _____	
Ref _____	

116 Narrakine Road,
Narrogin. W.A. 6312.

Mr. D. Stewart
Chief Executive Officer,
Shire of Narrogin.

30th. March, 2021.

Dear Sir,

A179600 - COUNCIL DECISION ON OBJECTION TO POLICY 3.14 RATING -
CONTIGUOUS LAND USE.

Firstly, I would appreciate if you could please extend my 42 days to appeal.

I refer to the above-mentioned notice and conversations I have had with both yourself and Councillors of the Shire, to please re-consider my request.

As you are aware, the property has been in my family for 43 years, and has always operated as (1) whole. We have always had, and used for our horses.

The track goes around the boundary of the two properties, which is an absolute necessity for working our horses and meeting their needs.

I also graze some sheep on the property odd times, which helps to keep the grass down.

As the property has always been rated as contiguous, I am surprised wanting to change it too NON contiguous as the property does not operate as two individual properties, and due to the nature of the operations on the property, is really required to be contiguous.

This decision has caused me great emotional distress and if it stands, will create financial hardships as I am the beneficial owner of the property and liable for all outgoings. I am a pensioner and have contributed to the Town of Narrogin my whole life, and want to be able to live here without the financial stress this would create. I would like to ask you to re-consider your decision and to continue to rate the property on a contiguous basis.

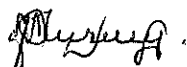
A letter was signed by Kelli Bradbrook and Nathan Turvey for me to act on their behalf which was forwarded to your Office.

I am happy to discuss should you require further information and can be contacted on 98811230 - 0429811230'

I thank you for your time and look forward to your reply.

Kind Regards,

Anne Turvey.





Shire of
Narrogin
Love the life

YOUR REF:

OUR REF: A205500

ENQUIRIES: Frank Ludovico

12 March 2021

89 Earl Street, Narrogin

Correspondence to:

PO Box 1145, Narrogin WA 6312

T (08) 9890 0900

E enquiries@narrogin.wa.gov.au

W www.narrogin.wa.gov.au

PL Sloan
31 Garfield Street
NARROGIN WA 6312

Dear Mrs Sloan

**COUNCIL'S CONTIGUOUS RATING POLICY A205500 – 31 GARFIELD STREET,
NARROGIN**

I refer to our telephone conversation on Wednesday 10 March 2021. You advised me of the following information.

- You received a letter from the Shire CEO, Dale Stewart, informing you that, as no objection had been received from you to Council Policy 3.14 ("Rating – Contiguous Land Use") your property will be given two rates notices in future, as it comprises two contiguously joined land parcels in the townsite area
- You informed me that you had not received the Shire's letter of 7 October 2020 advising you of this policy and your right to object to Council
- You informed our Rates Officer that you had a recollection from several years earlier of your husband being told that the shed on the property must be moved at least four feet away from the land parcel boundary or the two certificates of title would need to be amalgamated.

Please could you indicate your assent to these facts by signing this letter and returning it to the Shire.

Please feel free also to write any additional information you feel may be relevant.

I enclose a second copy of this letter, so that you may keep one for your records.

Should you have any queries regarding the above please contact me on (08) 9890 0900 or email enquires@narrogin.wa.gov.au.

Yours sincerely

Frank Ludovico
Executive Manager Corporate & Community Services

Att.

I have attached a copy of letter to go with this signed by PL Sloan dated 6 April 2021

6. April 2021.

Mr Dale Stewart
Shire of Narrogin
PO Box 1145
Narrogin.

Dear Mr Stewart.

re: A 205500 - 31 Garfield St Narrogin
- Council decision on objection to Policy
3.14 Rating - Contiguous Land use

I wish to advise that firstly, I did not receive mail prior to Christmas in relation to the above.

- I have owned both pieces of land since 1980 & have used as one piece of land from then until now.
- There is a large shed on one title & a smaller shed on boundary.
- The house is on the other title.
- The land at the back is an Orchard & Garden that is combined and has been used as such.

I could not sell blocks separately as the shed block could not have a house on it without removing shed.

I do not intend to sell separately and do not intend to sell in the

Immediate future.

The two blocks have been used as one living area for over forty years.

I hope that you will consider my application favourably.

Warm Regards

P L Sloan

Patricia L. Sloan.

3.14 Rating – Contiguous Land Use

Statutory context	Local Government (Financial Management) Regulations 1996 – - r.55 – Rate record, form of etc. (Act s.6.39(1)) Local Government (Financial Management) Regulations 1996 – - r.56 – Rate notice, content of etc. (Act s.6.41) Valuation of Land Act 1978 - Valuer General's Guide to Rating and Taxing Values (Version: Published February 2012)	
Corporate context	Delegation 3.5 – Rates Record, Extensions and Objections	
History	Adopted	22 September 2020

Policy Statement

Contiguous rating, also known as group rating, is the rating of multiple land titles on one rates notice. This method can occur within the Shire, provided the following criteria is met on the land upon which this policy may apply.

1. Unimproved Value

Where the land valuation is Unimproved Value (UV), the following criteria shall be met for the eligibility of contiguous rating:

- 1.1. The land (lots or locations) is contiguous (share a common border) and in common ownership and;
- 1.2. The land is used and occupied as one holding; and
- 1.3. The common use and contiguity of the land is likely to continue into the future (eg the relevant portion(s) are not marketed for sale); and
- 1.4. The land parcels, although possibly separated by a road or waterway (such as a river, stream, creek etc.), would otherwise be adjoining.

The Council's policy position is that land outside of townsites utilised for genuine farming enterprise should be contiguously rated, to assist in minimising the cost of production, minimise the unplanned breakdown or disaggregation of farmland and to maximise the opportunities for that land to continue to be aggregated for productive agricultural pursuits and purposes.

2. Gross Rental Value

Where the land valuation is GRV, contiguous rating is not permitted unless:

- 2.1. The land (lots or locations) is contiguous (share a common border) and in common ownership; and either or both of the following also relates;
- 2.2. Buildings have (due to a past error) been built across the lot boundaries; and / or
- 2.3. The lots are clearly used, fenced, utilised and occupied and appears as one clear activity or business.

The Council's policy position is that land in townsites should not be contiguously rated, as to do so encourages the practice of holding land for speculation. This pushes prices up and inhibits the use of land designated for industrial, commercial or residential development being utilised for those purposes.

Adjoining owners' vacant residential, rural residential or rural zoned land in a town site, that is not 'built' over the boundary line or developed and used as a tennis court or manicured garden, will generally not be supported for contiguous rating, unless extenuating circumstances prevail.

If the required criteria is met, the Shire will write to Landgate (The Valuer General) to request the contiguous rating of the affected titles on behalf of the owner.

Where the Chief Executive Officer determines that land does not meet the criteria for contiguous rating, the landowner will be given a right of appeal to the Council.

– End of Policy

Notes

An example of contiguous rating on land rated UV is a farming property which comprise a number of lots/locations that are under common ownership and used contiguously as one large holding and farming operation.

Aerial view of affected properties

12 Florence Avenue (A179600)



31 Garfield Street (A205500)



Section 1 - Rating – Contiguous Land Use

Statutory context	Local Government (Financial Management) Regulations 1996 – - r.55 – Rate record, form of etc. (Act s.6.39(1)) Local Government (Financial Management) Regulations 1996 – - r.56 – Rate notice, content of etc. (Act s.6.41) Valuation of Land Act 1978 - Valuer General's Guide to Rating and Taxing Values (Version: Published February 2012)	
Corporate context	Delegation 3.5 – Rates Record, Extensions and Objections	
History	Adopted	22 September 2020
	Draft	26 May 2021

Policy Statement

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- 1.1. The land (lots or locations) is contiguous (share a common border) and in common ownership and;
- 1.2. The land is used and occupied as one holding; and
- 1.3. The common use and contiguity of the land is likely to continue into the future (eg the relevant portion(s) are not marketed for sale); and
- 1.4. The land parcels, although possibly separated by a road or waterway (such as a river, stream, creek etc.), would otherwise be adjoining.

The Council's policy position is that land outside of townsites utilised for genuine farming enterprise should be contiguously rated, to assist in minimising the cost of production, minimise the unplanned breakdown or disaggregation of farmland and to maximise the opportunities for that land to continue to be aggregated for productive agricultural pursuits and purposes.

2. Gross Rental Value

The Council's policy position is that land in townsites should not normally be contiguously rated, as to do so encourages the practice of holding land for speculation. This pushes prices up and inhibits the use of land designated for industrial, commercial or residential development being utilised for those purposes.

Where the basis of land valuation is GRV, contiguous rating is not permitted unless:

- 2.1. The land (lots or locations) is:
 - 2.1.1. contiguous (sharing a common border), and
 - 2.1.2. in common ownership, and
 - 2.1.3. clearly used, fenced, and occupied, and appears as one clear activity or business

and either or both of the following also applies:

- 2.2. Buildings have (due to a past error) been built across the lot boundaries, and/or
- 2.3. The adjoining land is part of an approved development or used as a tennis court or manicured garden.

Adjoining owners' vacant residential, rural residential or rural zoned land in a town site will generally not be supported for contiguous rating, unless extenuating circumstances prevail.

Definitions

A 'manicured garden' is "a garden that has been significantly developed and continues to be well maintained with, for example, infrastructure, reticulation, paths or fixed seating; is generally lawned or heavily planted with flowering plants or planted shrubs or trees; and clearly incorporated into the occupation of the adjoining lot used for residential purposes without fencing between the common holdings; and viewed from the streetscape as attractive and functioning and being enjoyed as one occupation across the boundary."

An 'approved development' is defined as being in accordance with a Development Application approved pursuant to the former Shire of Narrogin Town Planning Scheme No. 2 or former Town of Narrogin Town Planning Scheme No. 2.

If the required criteria are met, the Shire will write to Landgate (The Valuer General) to request the contiguous rating of the affected titles on behalf of the owner.

Where the Chief Executive Officer determines that land does not meet the criteria for contiguous rating, the landowner will be given a right of appeal to the Council.

– *End of Policy*

Notes

An example of contiguous rating on land rated UV is a farming property which comprise a number of lots/locations that are under common ownership and used contiguously as one large holding and farming operation.

Properties in a Townsite approved for contiguous rating will be recorded on the Property Assessment in the Rate Book and reviewed for continuing conformity with this Policy on at least a 5 yearly basis.

10.4.2 DELEGATIONS REGISTER – 2021 REVIEW

File Reference	13.5.6
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	12 May 2021
Author	Niel Mitchell – Governance Consultant
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Delegations Register 2021 – Amended draft	

Summary

To consider the review of Delegations Register previously resolved by Council, and consider any other delegations desired or required, which must be reviewed at least once every 12 months.

Background

The Delegations Register records the matters delegated to the Chief Executive Officer (CEO) and others as provided for in a range of legislation.

The Local Government Act 1995 requires an annual review of delegations and that all delegations must be in writing.

Comment

The review is now complete with minimal changes suggested by the Administration.

Delegations are the standing power of the persons occupying the specified positions to exercise powers on behalf of Council and are required to have a legislative basis and be consistent with legislation. The legislative power to make the delegation and sub delegations is recorded in the Register. Similar provisions to the Local Government Act are contained in other legislation.

Only one direct delegation is made to persons other than the CEO, being variation of prohibited burning periods, which the Bush Fires Act requires be made to the Shire President and Chief Bush Fire Control Officer jointly.

Accordingly, the section titled Delegation from Council to CEO or Delegation from Council to President and Chief Bushfire Control Officer containing the functions, condition and sub-delegations permitted, is the specific matters being resolved by Council. The balance of the document is administrative in nature providing the legislative heads of power, and any sub-delegations made at the discretion of the CEO, subject to the primary delegation made.

Delegations of power to CEO proposed to be adopted or amended are –

1.1 Appointment of authorised persons

To amend references to the Local Government Act s.9.10, since the section was substantially changed in November 2020 to specify the process of appointment under a number of Acts is now to be that of the Local Government Act. The other Acts still have provisions relating to appointment, but require the process to be in accordance with the Local Government Act.

3.4 Disposing of land – leases, rentals etc

To amend the delegation of power to lease up to 2 years as permitted by the Regulations, and to a maximum value of \$50,000 as determined by Council, and

To change the permitted delegation of power by the CEO to the Executive Manager Technical and Rural Services, due to that officer taking on the responsibility of executive management of the Caravan Park function.

12.11 Gates across roads / thoroughfares

To adopt new delegation of power to approve gates and any associated fencing necessary across roads, subject to a range of conditions.

Changes to Delegations by the CEO to employees is only included for the information of elected members, and is included in the Register for administrative efficiency and is within the sole discretion of the CEO, subject to any limits or conditions that may be resolved by Council.

Administrative changes were made to a number of delegations to update referencing to legislation. These do not require resolution of Council and is merely being amended for ease of reference.

Delegations of power to the CEO may be made, amended or deleted at any time, by absolute majority resolution of Council.

Consultation

Consultation with the Chief Executive Officer, Executive Management Team and other relevant staff.

Statutory Environment

Local Government Act 1995 –

- S5.42 – delegation of powers and discharge of duties to the CEO by absolute majority decision
- S5.43 – limits on delegations to CEO
- S5.44 – CEO may delegate to other employees in writing.

Bush Fires Act 1954 –

- S17(10) – delegation to vary prohibited burning periods to President and Chief Bush Fire Control Officer jointly
- S18 – delegation of powers to CEO, sub-delegation by CEO not permitted.

Policy Implications

There are no changes recommended to Council's Policies that relate to the review.

Financial Implications

There are no financial implications in the delegations emanating to the review that did not exist prior to the review.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation
Strategy:	4.1.1 Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2 Continue to enhance communication and transparency

Outcome:	4.2 An employer of choice
Strategy:	4.2.1 Provide a positive, desirable workplace

Voting Requirements

Absolute majority

OFFICERS' RECOMMENDATION

That pursuant to Section 5.42 of the Local Government Act 1995 and the various provisions of other State Legislation as listed, Council:

1. Adopt the delegations and limitations thereto with respect to the Chief Executive Officer, Chief Bushfire Control Officer and Shire President as designated in the attached Delegation Register; and
2. Note the delegations that the CEO has determined with respect to other officers, pursuant to Section 5.44 of the Local Government Act 1995.

REGISTER OF DELEGATIONS

REVIEW – 26 MAY 2021

History Summary

Item	Date	Action	Description
1	12 July 2016	Establishment	Resolution 0714.107 - Delegations Register 2016/2017 – Adoption of Shire Delegations Register.
2	9 August 2016	Amendment	Resolution 0814.119 - Incorporation of: 4.3 Cats Local Law 2016; 4.5 Dogs Local Law 2016; 4.8 Parking Local Law 2016; and 7.1 Cemetery local Law 2016.
3	20 December 2016	Amendment	Resolution 1216.195 – Incorporation of: 10.5 Fencing Local Law 2016; and 11.3 Public Places and Local Government Property Local Law 2016.
4	23 May 2017	Nil	Resolution 0517.064 - Annual Review.
5	23 May 2018	Amendment	Resolution 0518.051 – Annual Review Delegation 3.1 Tenders..., the following text was replaced: <i>The CEO is delegated authority to accept tenders called where the value of the proposed purchase is less than the tender threshold stipulated by Regulations, without further reference to Council.</i> with: <i>All tenders and expressions of interest, equal to or above the threshold, are to be approved by Council.</i>
6	26/11/18	Editing	26/11/2018 – Preface incorporated, Appendix brought to front as 'Summary'. Certification page removed.
7	24/7/19	Annual Review	Resolution 0719.13 – Annual Review.
8	14/8/2019	Amendment	Addition of Summary of Delegations table prior to Section 1.
9	18 Dec 2019	Amendment	Resolution 1219.008 inserting Delegation 1.1 clause 2(l) for appointment of Waste Local Law authorised persons.
10	25 Feb 2020	Amendment	Resolution 0220.019 Incorporation of Delegation 6.5 Waste Local Law 2019.
11	26 May 2020	Annual Review	Resolution 0520.106 – Annual Review.
12	24 February 2021	Amendment	Resolution 0221.108 – 1.2 Acting CEO Appointment - repealed.
13	26 May 2021	Annual Review	

PREFACE

The Delegations Register is the compiled decisions of Council to the CEO, employees and other officers, authorising them to act on behalf of Council on specific matters. The power for Council to delegate is contained within the relevant Act.

Delegations are over-ridden by –

- Commonwealth and State legislation and regulations,
- the Local Planning Schemes
- Local Laws
- Council resolutions

Delegations override –

- Council Policy
- Executive Instructions
- Local Government Guidelines –
 - o although are not decisions of Council, close observance is strongly recommended
- administrative directions/instructions

The decisions can be made at any time, and may be varied at Council's discretion. Delegation is not binding on the Council, but is binding on employees and officers, unless discretion is stated. Delegated power is to be considered as Council's instructions.

The Local Government Act requires –

- delegations to be made by an absolute majority of Council
- annual review and resolution
- places restrictions and limitations.

Please bear in mind, that the Local Government Act cannot authorise a delegation made under other legislation, unless that legislation this. A delegation must be made in accordance with its head of power, or it is invalid.

Within the Delegations Register is a detailed outline of –

- how delegations re to be made,
- who they be made to
- the authority by which they are made
- limitations and restrictions etc.

The Delegation Functions, Conditions and Sub-Delegations Permitted are resolved by Council. Sub-Delegations by the CEO within the permissions approved by Council, are at the discretion of the CEO. All procedural or reference information may be amended or updated by the Chief Executive Officer if required.

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1.2 Acting CEO – Appointment

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3.10 Investments

3.11 Donations – Financial and In-kind Works / Services

3.12 Ex-Gratia Payments

Section 4 - Order / public safety

4.1 Disposal of sick or injured animals

4.2 Cat Act 2011

4.3 Cats Local Law 2016

4.4 Dog Act 1976

4.5 Dogs Local Law 2016

4.6 Impounding of vehicles and goods

4.7 Impounding of cattle etc

4.8 Parking Local Law 2016

Section 5 - Fire Control

5.1 Issue of burning permits – CEO

5.2 Fire Fighting – Emergency Plan Hire (Deleted)

5.3 Restricted burning periods – Variations

5.4 Prohibited burning periods – Variations

Section 6 - Environmental Health / Food

6.1 Control of environmental health matters

6.2 Health Local Law 2017 – authorised person

6.3 Amenity Local Law 2016 (Deleted)

6.4 Control of food matters

6.5 Waste Local Law 2019

Section 7 - Community Services

7.1 Cemetery Local Law 2016

Section 8 - Personnel

8.1 Designated senior employee – Vacancy

8.2 Long service leave

Section 9 - Occupational Safety & Health

Section 10 - Building / Development

10.1 Control of building matters

10.2 Illegal development

10.3 Control of planning matters

10.4 Applications for subdivision and amalgamations

10.5 Fencing Local Law 2016

Section 11 - Public Facilities

11.1 Liquor Control Act

11.2 Discount/waiver/subsidy of facility hire fees

11.3 Public Places and Local Government Property Local Law 2016

Section 12 - Transport (renamed)

12.1 Reserves under control of the local government

12.2 Things to be done on land not local government property

12.3 Works on land outside the district

12.4 Materials from land not under local government control

12.5 Notices requiring certain things to be done

12.6 Notice of local government works

12.7 Private works/infrastructure on, over or under public land

12.8 Events on roads

12.9 Temporary road closures

12.10 Restricted Access Vehicles on Shire Roads

12.11 Gates across roads / thoroughfares

Section 13 - Natural Resource Management

13.1 Control of Vehicles (Off-road Areas) Act 1978

13.2 Native flora and fauna

Former Section 14 – Plant / Equipment (transferred to Section 12)

Former Section 15 – Natural Resources (renumbered as Section 13)

Former Section 16 – Unclassified (transferred to Section 12)

Former Section 17 – Building and Development (deleted)

Former Section 18 – Environmental Health / Food (transferred to Section 6)

Former Section 19 – Fire Control (deleted or transferred to Section 5)

SUMMARY

This document records the compiled delegations made by Council under the authority of the Local Government Act 1995 and other legislative instruments as specified.

This register is the formal written record by which a delegation is made and conferred. Therefore, committees, the CEO and officers are provided with this document as their record of delegation/s made to them.

Statutory Context

This Delegations Register has been prepared in accordance with –

Local Government Act 1995:

s.5.16 – Delegation of some powers and duties to certain committees

- Separate document as differing provisions apply

s.5.17 – Limits on delegations of powers and duties to certain committees

s.5.18 – Register of delegations to committees

s.5.42 – Delegation of some powers and duties to CEO

s.5.43 – Limits on delegations to CEO

s.5.44 – CEO may delegate powers and duties to other employees

s.7.1B – Delegation of some powers and duties to audit committees

Local Government (Administration) Regulations 1996 –

r.19 – Record to be kept by delegates

Other legislation includes, but is not limited to –

Building Act 2011

Bushfires Act 1954

Cat Act

Dog Act 1976

Food Act 2008

Health Act 1911

Local Government (Miscellaneous Provisions) Act 1960

Planning and Development Act 2005

Local Government Local Laws, currently adopted –

Cat Local Law 2016

Cemetery Local Law 2016 (amended)

Dog Local Law 2016

Fencing Local Law 2016

Health Model “A” Series By-laws (Shire 1974, Town 1966, both amended)

Meeting Procedures Local Law 2016

Parking Local Law 2016

Public Places and Local Government Property Local Law 2016

Signs, Hoardings and Bill-Posting By-Law 1986

Local Planning Scheme

Revised Local Planning Scheme for the merged Shire of Narrogin is nearing completion

Unless stated otherwise, the Local Government Act 1995 section 5.42 is the fundamental statutory context for Council to make the delegations.

Local Government Act 1995 –

5.42. Delegation of some powers and duties to CEO

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

** Absolute majority required.*

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

Various other legislative instruments empower or require Council to make delegations. The legislative empowerment is stated within each delegation.

Council expects the CEO to apply the provisions of the Local Government Act s.5.44 and other legislation to delegate powers and duties to other employees, including s.5.44(3) powers and duties which have been delegated to the CEO under s5.42.

Corporate context

The Council is responsible for functions and activities under numerous Acts and other legislation, many of which permit Council to delegate responsibilities and authority to various officers, and to stipulate conditions, standards or methods of control and management.

This Delegations Register has been prepared to complement a range of obligations imposed by legislation including local laws, and various document adopted by Council.

The order of priority for compliance is –

1. Federal and State legislation and regulations,
2. The Local Planning Scheme,
3. A specific resolution of Council,
4. Delegations Register – being specific authorisations resolved by Council, and having a statutory context under the Local Government Act,
5. Local Planning Policy – as it is made under the authority of the Local Planning Scheme, by resolution of Council,
6. Council Policy – being instructions resolved by Council on how particular matters are to be dealt with,
7. Executive Instruction – standing instructions or procedures issued by the CEO,
8. Administrative directions or instructions.

Although not decisions of Council, and therefore not a requirement of staff, consideration should be given to the following as being best practice –

- DLGRD Guidelines
- WALGA Councillors Manual, Practice Notes etc.

Unless specifically resolved that a delegation is to be included in the Delegations Register, it is considered that it is for a specific matter, and is not a general or on-going Delegation.

There are some Delegations that have specific legislative provision, and these are noted in the individual Delegation.

Definitions

The LG Act has not defined the term “delegation” or “delegated power”. However:

s.5.16 refers to “... the exercise of any of its powers and duties ...”

s.5.42 refers to “... the exercise of any of its powers or the discharge of any of its duties ...”

The following terms used in this document apply insofar as they are consistent with enabling legislation.

authority means the permission or requirement for Council, a Committee or a person to act in accordance with:

- the Local Government Act, Regulation or other legislation,
- a delegation made by Council,
- a policy made by Council, or
- a specific decision by Council, or
- Standard Procedural Direction given or authorised by the CEO.

delegation means the authority for a Committee, the CEO or other person to exercise a power, or discharge a duty, as conferred by absolute majority decision of council under the provisions of the relevant legislation.

Council Policy is the standing instruction resolved by Council as to how a particular matter is to be implemented:

Executive Instruction means the requirement for a staff member to act in accordance with a direction given by the CEO.

Planning Policy is established under the Planning & Development Act 2005, and the local planning scheme, and has mandatory procedures to adopt, amend or revoke.

Guidelines No.17 – Delegations (Department of Local Government)

The Department of Local Government and Communities has published Guidelines for the formation of Delegations.

The Guidelines outline the concept of “delegation” and “acting through” in parts 3 and 4, particularly in paragraph 13 where it is stated –

... the key difference between a delegation and “acting through” is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

In effect, “acting through” is an action that could reasonably be expected to be carried out as the result of a decision by Council (e.g. advertising of a tender), or as a function reasonably expected of the position that a person holds.

Not all matters which will be recorded in Policy are “acting through” matters. Similarly, not all “acting through” matters will be listed. Policy describes how that action or some other action is to be carried out.

Making, amending and revoking delegations

Delegations from Council may be made, amended or revoked at any time by an absolute majority of Council.

Where permitted by Council in the delegation, the CEO may authorise a secondary delegation at any time.

Delegations from the CEO to other employees are at the discretion of the CEO and do not require a Council resolution. The CEO can delegate a power or duty, the exercise or discharge of which has been delegated by a local government to the CEO, subject to any conditions imposed by the local government on its delegation to the CEO (s.5.44 (3)).

It is a requirement that the use of all delegated authority is recorded but it is not a requirement to report the use of delegated authority to Council.

Council may impose limitations on secondary delegation or the functions delegated as they see fit. The CEO is not obligated to delegate the whole or any delegation authorised by Council, but may choose not to or place further limitations on the delegation.

However, unless specifically resolved that the authority is to be included in the Delegations Register, the authority to act is for a specific matter, and is not a general or on-going delegation.

Use of delegations

Delegations are made to assist with the smooth operation of the organisations, and allow appropriate levels of authority to determine a wide range of matters.

There is no requirement for any authorised person to use a delegation. It is at the person's discretion whether or not to exercise a delegated authority, and they may refer the matter to a higher level at any time, should it appear in their judgement to be the best option.

Record of use of delegations

The Act requires that the use of each delegation is recorded, but does not require that the use is reported to Council, nor does it specify recording or listing the use in a particular format. Such requirements would result in an unwieldy volume of work that is unproductive.

However, in some instances, the use of the delegation is of sufficient importance that Council should be advised so as to be aware of the impact of the decision made.

In order to reduce the unnecessary paperwork burden as far as is possible, the formal record of use of a delegation is the document that is produced in the normal course of administration of the matter. This document may be a form approving or refusing an application, a letter, batch approval for payment of creditors, file note, email or similar.

All these satisfy the requirement of the State Records Office for recordkeeping.

Review of delegations

A delegation has effect for the period of time specified in the delegation or indefinitely if no period has been specified.

It is a requirement of the Local Government Act s5.18 and s.5.46 (1) that all delegations made under the authority of that Act be reviewed by the delegator at least once in each financial year.

Any decision to amend or revoke a delegation by a local government is to be by an absolute majority s.5.45 (1) (b).

Review of delegations from the Council to committees and the CEO will be carried out before the end of each financial year and preferably in conjunction with the annual review of Council policies.

The CEO will review delegations to staff as required on changeover of staff or change of staff functions and will review all delegations at least once in the financial year in accordance with the legislation.

Primary delegation

The primary delegation recipient includes the person acting in that position should the named recipient be absent from duty. This provision does not apply where the named person is on duty, but not present at the office at the time.

Secondary delegation by CEO

The CEO is expected and encouraged to further delegate to appropriate officers, subject to the limitations imposed by the Local Government Act, other enabling legislation, or the conditions of the delegation made by Council to the CEO –

- s.5.43 – limits on delegations to CEO
- s.5.44 (1) – does not permit the CEO to delegate the capacity to further delegate, and further stipulates that the delegation may only be to employees
 - o no such stipulation is made for delegations under other legislation
- s.5.46 – requires the CEO to review sub-delegations to other employees at least annually

The delegation by the CEO is to be –

- by signed document to the person,
- a copy to be retained by them.

SUMMARY OF DELEGATIONS as at 26 May 2021				Council to:			CEO to:					
		SP	CBFCO	CEO	EMCCS	EMDRS	EMTRS	MCS	EHO	MO	BS	
1.1	Appointment of authorised persons			F	Not permitted							
1.2	Acting CEO – Appointment			F	Not permitted							
2.1	Common Seal – Execution of documents			F	Not permitted							
2.3	Confidential records – Inspection			F	F							
3.1	Tenders – power to set specs, criteria, call, accept, vary			F	R	R	R					
3.2	Contracts – Variations			F	R	R	R					
3.3	Disp. of property & impounded, confisc. or uncoll. goods			F	R	R	R					
3.4	Disposing of land – leases, rentals etc			F								
3.5	Rates record, extensions and objections			F	F							
3.6	Sundry and rate debtors – Recovery and agreements			F	F							
3.7	Write off of sundry and rate debts			F	F							
3.9	Municipal Fund & Trust Fund – Payments from Bank Accs			F	R	R	R	R				
3.10	Investments			F	R	R	R	R				
3.11	Donations – Financial and In-kind Works / Services			F	Not permitted							
3.12	Ex-Gratia Payments			F	Not permitted							
4.1	Disposal of sick or injured animals			F	F	F	F					
4.2	Cat Act 2011			F	F	F						
4.3	Cats Local Law 2016			F	F	F						
4.4	Dog Act 1976			F	F	F						
4.5	Dogs Local Law 2016			F	F	F						
4.6	Impounding of vehicles and goods			F	F	F	F					
4.7	Impounding of cattle etc			F	F	F	F					
4.8	Parking Local Law 2016			F		F						
5.1	Issue of burning permits – CEO			F	Not permitted							
5.3	Restricted burning periods – Variations			F	Not permitted							
5.4	Prohibited burning periods – Variations	Jointly		Not permitted								
6.1	Control of environmental health matters			F		F			R			
6.4	Control of food matters			F	Not permitted							
6.5	Waste Local Law			F	F	F						
7.1	Cemetery Local Law 2016			F		F						
8.1	Designated senior employee – Vacancy			F	Not permitted							
8.2	Long service leave			F	R							
10.1	Control of building matters			F		F					F	
10.2	Illegal development			F		F						
10.3	Control of planning matters			F		F						
10.4	Applications for subdivision and amalgamations			F		F						
10.5	Fencing Local Law 2016			F		F						
11.1	Liquor Control Act			F		F						
11.2	Discount/waiver/subsidy of facility hire fees			F	F							
11.3	Public Places and Local Government Property Local Law			F	F	F	F					
12.1	Reserves under control of the local government			F	F	F	F					
12.2	Things to be done on land not local government property			F	F	F	F			R		
12.3	Works on land outside the district			F	F		F			R		
12.4	Materials from land not under local government control			F	F		F			R		
12.5	Notices requiring certain things to be done			F	F	F	F					
12.6	Notice of local government works			F	F	F	F					
12.7	Private works/infrastructure on, over or under public land			F			F					
12.8	Events on roads			F	F	F	F					
12.9	Temporary road closures			F	F	F	F			F		
12.10	Restricted Access Vehicles on Shire Roads			F			R					
13.1	Control of Vehicles (Off-road Areas) Act 1978			F	F	F	F					
13.2	Native flora and fauna			F			F					

Section 1 - Council / Governance

1.1 Appointment of authorised persons

Statutory context

Local Government Act 1995 –

s.3.18 – local government to administer its local laws and perform its required functions under the Act

s.9.10 – Appointment of authorised persons

Criminal Procedure Act 2004 –

s.6 – Regulations to provide for the appointment of authorised persons to issue infringement notices and specified persons permitted to withdraw or extend time to pay infringement notices

Corporate context

None

History

Last Reviewed 24 July 2019

Amended 26 May 2021

Delegation from Council to CEO

Functions to be performed

1. Legislation

The CEO is delegated power to appoint employees and other persons as appropriate or necessary, to be authorised persons for the purposes of performing functions under the following Acts and associated Regulations –

- a) Local Government Act 1995, excluding –
 - s.5.37(1) – determination that an employee or class of employee is or is not designated; and
 - s.5.37(1) – appointment or termination of a person to a designated position without Council's consent
- b) Local Government (Miscellaneous Provisions) Act 1960
- c) Health (Miscellaneous Provisions) Act 1911
- d) Building Act 2011
- e) Bush Fires Act 1954
- f) Cat Act 2008
- g) Cemeteries Act 1986
- h) Dog Act 1976
- i) Environmental Protection Act & Regulations 1986
- j) Food Act 2008
- k) Litter Act 1979
- l) Planning and Development Act 2005
- m) Control of Vehicles (Off-road Areas) Act 1978
- n) Caravan Parks & Camping Grounds Act 1995
- o) Public Health Act 2016

2. Local Laws

The CEO is delegated power to appoint employees and other persons as appropriate or necessary to be authorised persons for the purposes of performing functions under the following local laws –

- a) Bush Fire Brigades Local Law 2017,
- b) Cats Local Law 2016;
- c) Cemetery Local Law 2016,
- d) Dogs Local Law 2016,
- e) Extractive Industries Local Law 2017,
- f) Fencing Local Law 2016,

- g) Public Places and Local Government Property Local Law 2016;
- h) Parking Local Law 2016
- i) Health Model "A" series Bylaws, adopted 1966, (former Town of Narrogin)
Stables Bylaw 1978,
Mobile Rubbish Carts Bylaw 1989.
- j) Health Model "A" series Bylaws, adopted 1974, (former Shire of Narrogin)
- k) Signs, Hoardings and Billposting Bylaw 1986,
- l) Waste Local Law 2019

3. Planning

The CEO is delegated power to appoint employees as authorised persons for the purposes of performing functions under –

- a) Local Planning Schemes;
- b) Local Planning Policy.

4. Infringement Notices

The CEO is delegated power to appoint employees and other persons as appropriate or necessary with the power to issue infringement notices for the purposes of the *Criminal Procedure Act 2004* s.6(b) in accordance with the Local Government Act 1995 s.9.10, subject to –

- a) the power to withdraw any infringement notice or to extend the time to pay an infringement notice is restricted to the CEO as the person specified for this function, and may not be sub-delegated,
- b) where the infringement notice is issued by the CEO, a request to withdraw any infringement notice or extend the time to pay an infringement notice is to be referred to Council.

Conditions on use of delegation

1. Appointments made by the CEO are to state the appointment is for –
 - a) the duration of employment by the Shire,
 - b) the duration of the contract with the Shire, or
 - c) specified time, event or purpose.
2. Appointment to a position by Council or CEO, in either a substantive or temporary capacity, includes the responsibility to administer and perform the functions delegated to that position, subject to –
 - a) any limitations specified in the relevant general delegation to the person or position;
 - b) any specific limitations imposed by the Council or CEO in making the appointment.
3. All proposals to commence prosecution are to be referred to Council for decision, unless specifically provided for under delegated power or by specific decision.

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

Formal record of use	Authorised person's certificate of authorisation File copy of authorisation
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File number	Personnel file Relevant subject file
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Notes

No delegated power for –

- legislation not listed,
- Meeting Procedure Local Law – not required

Authorised persons exercise their authority directly from the Act, Regulation or local law that refers to “an authorised person”, and may be appointed directly by Council, or by the CEO under delegated power.

Where the Act, Regulation or local law refers to “local government” the function must be exercised through a formal delegation.

Where the Act, Regulation or local law refers to “Council”, it means the elected members in session.

Appointments of persons other than employees are to be referred to Council for determination.

Some appointments can be made independent of employment with the Shire, and unless revoked or otherwise limited, the appointment continues to remain valid. This is the case with Fire Control Officers, Authorised Dog Control Officers etc. Their appointment means –

- the community member is an officer of the local government,
- as an officer the local government, there is a duty of care to the person, as well as to the community, and must ensure that the person is adequately resourced for the task, including training, equipment etc, as necessary,
- as an officer of the local government, there is a legal responsibility for their actions, and in making the appointment there is an obligation to be satisfied that the person is appropriate and competent to exercise the authority.

As these appointments mean that the person is an officer of the local government for that specific purpose, they have the statutory authority to commit the local government to particular actions, initiate various proceedings etc, as listed in the authorising Act, and as permitted or limited by Council or the CEO.

When making an appointment, the CEO must be certain that the person appointed is capable of undertaking the role, is suitable, and provide the necessary resources for the role to be carried out such as training, equipment, etc.

This delegation does not apply to allocation of statutory functions made by the CEO to fulfil legislative requirements undertaken as a component of administrative tasks.

1.2 Acting CEO – Appointment

Statutory context

Corporate context

History

Last Reviewed 24 July 2019

Repealed 24 February 2021 by resolution of Council 0221.018 and replaced with Council Policy 2.1 – Senior Employees – Designation.

Section 2 - Administration / Organisation

2.1 Common Seal – Execution of documents

Statutory context

Local Government Act 1995 –

- s. 5.43(ha) – CEO cannot authorise a person to sign documents on behalf of the local government
- s.9.49A(1) – only affixed as authorised by Council
- s.9.49A(2) – only to documents as authorised by Council
- s.9.49A(3) – affixed in presence of President and CEO or senior employee authorised by CEO
- s.9.49A(4) – Council may authorise person to sign documents
- s.9.49A(5) – Document does not have legal status as a deed unless permitted and executed as a deed

Local Government (Functions & General) Regulations 1996 –

- r.34 – Common seal, unauthorised use of

Corporate context

Policy Manual – 1.11 – Common Seal

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to affix the Common Seal without prior approval by Council in specified circumstances,

Conditions on use of delegation

1. The CEO may exercise this delegation where the document is –
 - a) a renewal or extension of an original document, and there is no significant variation in clauses or conditions in the renewal;
 - b) an agreement to provide funding to the Shire and the project/item to be funded is disclosed in the budget or previously approved by Council.
2. Notwithstanding Conditions clause 1, the CEO may exercise this delegation to sign and make all necessary arrangements including lodgement, removal, withdrawal, surrender or modification to –
 - (a) Notifications, covenants and easements under the Transfer of Land Act 1893;
 - (b) reciprocal access and/or parking agreements;
 - (c) rights of carriageway agreements;
 - (d) caveats under the Transfer of Land Act 1893; and
 - (e) easements or deeds under the Land Administration Act 1997 or Strata Titles Act 1985.
3. Application of the Common Seal has no effect unless countersigned by the President.

Sub-delegation permitted to

Not permitted under the Local Government Act section 9.49A.

Delegation by CEO to other employees

Not permitted

References

Formal record of use File copy of document executed
Common Seal – Register of Use
Relevant subject file

File number Various according to subject

Notes

Most contracts for supply of services, including contracts of employment, do not legally require the Common Seal to be affixed, although its use may be usual practice.

2.2 Destruction of Records (Deleted)

2.3 Confidential records – Inspection

Statutory context

Local Government Act 1995 –

- s.5.92 – Council or committee members may access confidential information only if, and to the extent necessary, to fulfil their function
- s.5.93 – penalties if Council or committee member, or employee misuses information
- s.5.94 – public inspection of information permitted, with some restrictions
- s.5.94(1) to (3) – information that is required to remain confidential
- s.5.95(1) to (6) and (8) – exclusions from public inspection
- s.5.95(7) – some previously confidential information may be made available in some circumstances

Administration Regulations 1996 –

- r.29A – limits on confidential information that may be inspected

Rules of Conduct Regulations 2007 –

- r.6 – use of information, including confidential information, by council members
- r.7 – prohibition on improper use, for personal advantage or to someone's detriment
- r.8 – misuse of local government resources

Corporate context

Shire of Narrogin Record Keeping Plan

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to make available information determined by Council or the CEO to be confidential, and not available for public inspection.

Conditions on use of delegation

1. Prior to making a decision, the CEO is to determine –
 - (a) whether or not the information should remain confidential or public inspection permitted;
 - (b) the extent of information that may be released.
2. The CEO is to use discretion in exercising this delegation, taking note that –
 - (a) there is no compulsion to release confidential information,
 - (b) some information is required to remain confidential.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate and Community Services**
In full

References

Formal record of use File copy of written request and decision by CEO

File number 16.3.1 / 16.3.2

Notes

Examples of information that is required to remain confidential includes –

- (a) employee details, conditions, negotiations etc
- (b) supplier's bank information;
- (c) details required by legislation to be omitted from electoral roll;
- (d) information regarding debts owed to the Shire

CEO may consider some information to remain confidential, due to –

- (a) commercial in confidence;
- (b) potential for misuse;
- (c) insufficient reasons/justification to access the information.

Note – refusal of access does not prevent application being made under the Freedom of Information Act.

Section 3 - Financial Management

3.1 Tenders – power to set specifications, criteria, call, accept, vary

Statutory context

Local Government Act 1995 –

- s.3.57– Tenders for providing goods or services
- s.3.58 – Disposing of property
- s.5.43(b) – Limits on delegation to accept tenders

Local Government (Functions and General) Regulations 1996 –

Part 4 – provision of goods and services

Division 1 – Purchasing policies for local government

- r.11A – requirement for a purchasing policy
- r.11 – when tenders have to be publicly invited and exemptions from inviting

Division 2 – Tenders for providing goods and services, specifically –

- r.14(2a) – criteria for deciding on tender to be determined in writing prior
- r.14(4) – information to be disclosed, specifications, own tender to be determined prior
- r.14(5) – vary information disclosed subject to all being informed
- r.20 – Minor variation of requirements before entry into contract
- r.23 – Rejecting and accepting expressions of interest

Division 3 – Panels of pre-qualified suppliers, specifically –

- r.24AD(2a) – requirements to join panel of pre-qualified suppliers

Part 4A – Regional Price Preference

Part 6 - Miscellaneous

- s.30 (3) – exempt disposition of property

Corporate context

Delegation Register –

- 3.8 – Municipal Fund – Incurring expenditure

Policy Manual –

- 3.1 – Purchasing
- 3.2 – Local Price Preference

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power, subject to prior budget provision having been made or to give effect to a Council decision, to –
 - (a) prepare and finalise specifications for calling all tenders, expressions of interest and panels for pre-qualified suppliers in accordance with Budget provision and at the appropriate time;
 - (b) determine the criteria for assessment of all tenders, expressions of interest and panels for pre-qualified suppliers;
 - (c) invite all tenders, expressions of interest and applications for panels of pre-qualified suppliers; or
 - (d) approve a minor variation to a tender prior to acceptance, provided the intentions and purposes of the tender are not substantially altered, and where the effect on the total contract is a –
 - (i) reduction;
 - (ii) increase in cost to a cumulative total of \$25,000 ex GST or 5% whichever is the greater, where the adjusted total remuneration remains within Budget provision; or
 - (iii) reasonable and unforeseen increase in duration of the contract.

Conditions on use of delegation

1. Acceptance of tenders and expressions of interest, equal to or above the threshold, are to be by Council, unless prior delegation had been resolved.
2. Acceptance and variation of tenders is limited to the CEO only.
3. Variation of a tender after acceptance of the tender is not permitted unless provided for in the accepted tender. This is not to be construed that a contract entered into as a result of a Tender, cannot be varied, pursuant to Delegation 3.2 Contract Variations.
4. All matters dealing with purchase or disposal of land (sale or lease) are to have the specific authorisation of Council, subject to –
 - a) any prior directions of Council, and
 - b) Delegations 3.3 and 3.4.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

a) Executive Manager Corporate & Community Services

To set specifications and criteria, and to call within Corporate & Community Services division

b) Executive Manager Technical & Rural Services

To set specifications and criteria, and to call within Technical a& Rural Services division

c) Executive Manager Development & Regulatory Services

To set specifications and criteria, and to call within Development & Regulatory Services division

References

Formal record of use Report to Council via monthly briefing papers
Tender register and documentation on file

File number 1.2.1

Notes:

Expression of interest is not a quote – refer Functions & General Regulations r.21(3). The mandatory requirements are equivalent to those for a tender.

This delegation applies to all tenders – whether acquisition or disposal.

3.2 Contracts – Variations

Statutory context

Local Government (Functions and General) Regulations 1996 –

- r.11 – when tenders have to be invited and exemptions from inviting
- r.21A – Varying a contract with a tenderer for the supply of goods or services
- r.24AJ – Contracts with pre-qualified suppliers

Corporate context

Policy Manual – 3.1 - Purchasing

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to vary a contract.

Conditions on use of delegation

1. The exercise of this delegation is subject to –
 - a) prior budget provision having been made, or
 - b) being in order to give effect to a Council decision to accept a variation of a contract entered into, or
 - c) the intentions and purposes of the contract are not substantially altered, and
 - d) where the effect on the total contract is –
 - i) a reduction;
 - ii) the cumulative value remains below the tender threshold;
 - iii) increase in cost to a cumulative total of \$40,000 ex GST or 10% whichever is the greater, where the adjusted total contract payment remains within Budget provision; or
 - iv) is a reasonable and unforeseen increase in duration of the contract.

Sub-delegation permitted

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
To a maximum value of \$10,000 or 5% within Corporate & Community Services division
- b) **Executive Manager Technical & Rural Services**
To a maximum value of \$10,000 or 5% within Technical & Rural Services division
- c) **Executive Manager Development & Regulatory Services**
To a maximum value of \$10,000 or 5% within Development & Regulatory Services division

References

Formal record of use File copy of approved variation

File number Various according to subject matter

Notes

3.3 Disposing of property, and impounded, confiscated or uncollected goods

Statutory context

Local Government Act 1995 –

- s.3.39 – Power to remove an impound
- s.3.40 – Vehicle may be removed if goods to be impounded are in or on it
- s.3.40A – Abandoned vehicle wreck – disposal
- s.3.41 – Impounded perishable goods
- s.3.42 – Impounded non-perishable goods
- s.3.43 – Impounded non-perishable goods, court may confiscate
- s.3.44 – Notice to collect goods if not confiscate
- s.3.47(1) – Confiscated or uncollected goods, disposal of
- s.3.47(2b) – Periods of retention before disposal
- s.3.48 – Impounding expenses, recovery of
- s.3.58 – Disposing of property

Local Government (Functions and General) Regulations 1996 –

- r.29A – Abandoned vehicle wrecks, value etc. prescribed for
- r.30 – Disposition of property excluded from Act s.3.58
- r.31 – Anti-avoidance provision for Act s.3.58

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Function/s to be performed

The CEO is delegated power to dispose of a vehicle considered to be an abandoned vehicle wreck under section 3.40A(3).

The CEO is delegated power to dispose of goods confiscated under section 3.43.

The CEO is delegated power to take all appropriate action under section 3.48 that may be necessary to recover the costs of impounding good or vehicles.

The CEO is delegated power to dispose of property under section 3.58.

Conditions on use of delegation

1. This delegated power –
 - (a) is subject to the operation of Delegation 3.1 Tenders.
 - (b) applies to property other than land and buildings;
 - (c) applies to property less than \$20,000 ex GST (individually or collective of associated similar items), unless prior authorisation given by Council specifically or by reference (such as trade-in vehicle or replacement vehicle disclosed in the annual Budget);
 - (d) applies to property that is surplus to requirements, unlikely to be used, damaged, or impounded;
 - (e) is to be exercised ensuring disposal of assets is by offering them for public sale by any fair means, or to an appropriate not-for-profit community group;
2. Restrictions –
 - (a) Where the “income” from the asset being disposed of is to be used as part of consideration for the acquisition of a new asset, both disposal and acquisition must be disclosed in Budget;

- (b) If required, transfer of the property is subject to the asset not being available to the purchaser until such time as the replacement asset is available for Shire use;
- (c) And price offered is paid.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) Executive Manager Corporate & Community Services**
Matters within Corporate & Community Services division
- b) Executive Manager Technical & Rural Services**
Matters within Technical & Rural Services division
- c) Executive Manager Development & Regulatory Services**
Matters within Development & Regulatory Services division

References

Formal record of use Acceptance of offer on disposal file

File number 23.4.1

Notes

All matters dealing with purchase or disposal of land (sale or lease) are to have the specific authorisation of Council, subject to any prior directions of Council.

3.4 Disposing of land – leases, rentals etc

Statutory context

Local Government Act 1995 –
s.3.58 – disposition of assets

Residential Tenancies Act 1987

Caravan Parks and Camping Grounds Act 1985

Commercial Tenancy (Retail Shops) Agreements Act 1985

Local Government (Function and General) Regulations 1996 –
r.30 – limited exemption for disposition of assets

Corporate context

None

History

Last Reviewed 24 July 2019

Amended 26 May 2021

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to determine leases, licences or rental of land or property for periods of 2 years or less, in accordance with any policy, guidelines or conditions as set by Council from time to time.

Conditions on use of delegation

1. This delegation applies where the consideration is less than \$50,000 ex GST, unless prior authorisation given by Council specifically or by reference.
2. All leasing or rental of property for more than 2 years to be referred to Council for decision, except for staff in Shire owned housing.
3. Periodic leases of Caravan Site Bays at the Narrogin Caravan Park for long stay tenants permitted.
4. All sale of land requires authorisation by Council resolution.

Sub-delegation permitted to

- a) Executive Manager Corporate and Community Services
- b) Executive Manager Technical & Rural Services with respect to the Narrogin Caravan Park Long Stay Tenancies

Delegation by CEO to other employees

To –

Nil

References

Formal record of use File copy of notice

File number 5.1.5

Notes

Dept of Local Government and Communities considers leasing and rentals to be disposal of land under LG Act s.3.58 as it is a grant of exclusive right for the period agreed.

Functions and General Regulations r.30 has different exemptions and different values for land and other property.

3.5 Rates record, extensions and objections

Statutory context

Local Government Act 1995 –

- s.6.39 (2) – amend rate records for up to 5 years
- s.6.40 (3) – refund of rates after overpayment
- s.6.76 (4) – extension of time to make objection to rate record
- s.6.76 (5) – determination of objection to rate record

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to –
 - a) amend rate records for the past five years preceding the current year,
 - b) refund of rates overpaid following an adjustment to the rate record if requested,
 - c) extend the time for making the objection for such period as the CEO thinks fit, on application by a person proposing to make an objection to the rate record
 - d) consider any objection to the rate record and may either disallow it or allow it, wholly or in part.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full

References

Formal record of use File copy of rates notice, payment, agreement or determination

File number 25.3.1
Property / Assessment file

Notes

3.6 Sundry and rate debtors – Recovery and agreements

Statutory context

Local Government Act 1995 –

- s.6.49 – Agreement as to payment of rates and service charges
- s.6.56 (1) – recovery of rates by complaint or action
- s.6.60 (2) – recovery of rates by requiring payment of rent to Shire

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to negotiate an agreement for the payment of rates, service charge and sundry debts, together with the costs of proceedings, if any, for that recovery, subject to any administrative or instalment charges, penalty interest etc being incorporated into the agreement.
2. The CEO is delegated power to recover unpaid rates or service charges after becoming due and payable, together with the costs of proceedings, if any, for that recovery –
 - a) by use of a debt collection agency,
 - b) in a court of competent jurisdiction;
 - c) by serving notice on a tenant to pay rent to the Shire;
 - d) other such means as is provided for and appropriate.
3. The CEO is delegated power to recover unpaid sundry debtors, together with the costs of proceedings, if any, for that recovery –
 - a) by use of a debt collection agency,
 - b) in a court of competent jurisdiction;
 - c) other such means as is provided for and appropriate.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full

References

Formal record of use	File copy of instruction to court or debt collection agency etc, written agreement with debtor, notice tenant etc
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File number	12.7.1 / 25.5.2 / Property file
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Notes

3.7 Write off of sundry and rate debts

Statutory context

Local Government Act 1995 –

s.5.95 – information that is required to remain confidential

s.6.12(1)(c) – Power to write off any amount of money

Local Government (Financial Management) Regulations 1996 –

r.42(2)(d) – total amount of money written off for each rate or service charge etc, to be included in the annual report

Corporate context

None

History

Last Reviewed

24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to write off small amounts to a maximum of \$100.00 ex GST per individual debt for –
 - a) sundry debtors and any interest, charges and associated cost where the debtor can no longer be traced, or recovery is deemed unlikely;
 - b) rates or service charges, interest on rates or service charges, or rate instalment charge where there is satisfactory evidence of attempt to pay by the required date –
 - (i) where as a result of daily interest calculations, the rates were intended to be paid in full, but an error occurred, or the payment was received by mail after the calculation was made; or
 - (ii) on transfer of the property from one owner to the next, and
 - (iii) the value of the debt makes recovery attempts uneconomical.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full

References

Formal record of use Listing of debts written off to be signed by CEO
Report to Council via monthly briefing papers of the number of debts and total amount only
Value of rates and service charges written off to be included in the annual report

File number 12.7.1

Notes

Where a write-off is intended for rates or service charges, there must be evidence that reasonable attempts were made to pay the amount by the date of calculation, unless the value of the debt makes recovery attempts uneconomical.

Debt information is to be kept confidential under the Local Government Act s.5.95(2), and therefore no identifying details should be in public documents such as Agendas or Minutes. Debt information includes rate debts as well as sundry debts.

3.8 Municipal Fund – Incurring expenditure (Deleted)

3.9 Municipal Fund and Trust Fund – Payments from Bank Accounts

Statutory context

Local Government Act 1995 –

s.6.8 – expenditure from Municipal Fund

s.6.8(1)(c) – Payment in an emergency

Local Government (Financial Management) Regulations 1996 –

r.5 – CEO's duties as to financial management

r.11 – Payments, procedures for making etc

r.12 – Payments from municipal fund or trust fund, restrictions on making

r.13 – Duties of CEO

Local Government (Audit) Regulations

r.16 – CEO to review certain systems and procedures

Corporate context

None

History

Last Reviewed

24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to make payments from the Municipal Bank Account and Trust Bank Account.

Conditions on use of delegation

1. The exercise of this delegation is subject to –
 - (a) being in accordance with the adopted Budget;
 - (b) being approved by a resolution of Council;
 - (c) disbursement as authorised, of funds lodged to the Trust Account, or
 - (d) being authorised emergency expenditure.
2. The CEO is to ensure –
 - (a) systems and procedures required by FM Reg. r.5 are in place;
 - (b) compliance with procedures developed in accordance with FM Reg r.11;
 - (c) constant review of procedures in accordance with Audit Reg. r.17
3. All transactions are to have the approved signatures or secure electronic passwords by any two of the following approved persons, jointly –

Position	Authorising Signature / Electronic Password	
	Initial	Secondary
CEO	All	All
EMCCS	All	All
EMDRS	All	All
EMTRS	All	All
MCS	All	All

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services
- d) Manager Corporate Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
Restricted, as specified in Delegation Conditions
- b) **Executive Manager Technical & Rural Services**
Restricted, as specified in Delegation Conditions
- c) **Executive Manager Development & Regulatory Services**
Restricted, as specified in Delegation Conditions
- d) **Manager Corporate Services**
Restricted, as specified in Delegation Conditions

References

Formal record of use Copy of approval, authorisation, payment of invoice etc. with financial transaction
Monthly report to Council Meeting

File number Not applicable

Notes

This delegation is not for the issue of purchase orders, use of credit cards, store cards or fuel cards, or procedures for the processing of creditors invoice.

3.10 Investments

Statutory context

Local Government Act 1995 –
s.6.14 – Power to invest

Local Government (Financial Management) Regulations
r.19 – Investments, control procedure for
r.19C – Investments of money, restrictions on

Corporate context

Policy Manual – 3.7 – Investments

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to invest money that is not required for immediate use, provided that sufficient working funds are retained at all times.

Conditions on use of delegation

1. All transactions are to have two approved signatures or secure electronic passwords, at least one of whom must be –
 - a) CEO;
 - b) Executive Manager Corporate & Community Services; or
 - c) Manager Corporate Services
2. Second signatories may be –
 - a) Executive Manager Development & Regulatory Services
 - b) Executive Manager Technical & Rural Services

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services
- d) Manager Corporate Services

Delegation by CEO to other employees

To –

- a) Executive Manager Corporate & Community Services**
Restricted, as specified in Delegation Conditions
- b) Executive Manager Technical & Rural Services**
Restricted, as specified in Delegation Conditions
- c) Executive Manager Development & Regulatory Services**
Restricted, as specified in Delegation Conditions
- d) Manager Corporate Services**
Restricted, as specified in Delegation Conditions

References

Formal record of use Record of lodgement of funds for investment, and instructions given

File number 12.3.2

Notes

FM Reg r.19C imposes limits on institutions, duration of investment, type etc.

3.11 Donations – Financial and In-kind Works / Services

Statutory context

Local Government Act 1995

Corporate context

Delegations Register – 11.2 – Discount/waiver/subsidy of facility hire fees

Annual Budget

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

The CEO is delegated power to make financial donations and approve donations of works or services.

Conditions on use of delegation

1. Financial

Where a donation is provided for by name in the adopted Budget, the CEO may make payment at the appropriate time or on application by the recipient.

Financial donations within the non-specified amount in the adopted Budget may be made by the CEO where –

- a) the amount does not exceed \$300 ex GST in any financial year; and
- b) the recipient is a community group, sporting club or non-profit organisation; or
- c) the recipient is based locally, or the purpose has particular benefit or application to the district.

Financial and works/service in-kind donations will not be considered for –

- a) businesses,
- b) individuals;
- c) recipients of funding from the “Community Chest” annual Budget allocation.

Donations for specific appeals such as a crisis appeal, will be considered individually by Council.

2. In-kind works and services

In-kind works or services may be approved by the CEO where –

- a) the amount does not exceed \$500 ex GST in any financial year;
- b) the recipient is a community group, sporting club or non-profit organisation;
- c) the recipient is based locally, or the purpose has particular benefit or application to the district.

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

Formal record of use Office copy of approval / authorisation

File reference 2.10.1

Notes

3.12 Ex-Gratia Payments

Statutory context

Local Government Act 1995

Corporate context

Policy Manual –3.4 – Ex-gratia payments

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to determine ex-gratia payment claims made on the Shire if the claim –
 - a) complies with the conditions stipulated in Council Policy 3.4 – Ex-Gratia Payments,
 - b) is less than the relevant insurance policy excess.

Conditions on use of delegations

1. Should the claim be declined by the CEO, the matter is to be referred to Council if requested by the claimant.

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

Formal record of use Office copy of letters on subject file

File reference 2.10.1

Notes

Section 4 - Order / public safety

4.1 Disposal of sick or injured animals

Statutory context

Local Government Act 1995 –

s.3.47A – Sick or injured animals, disposal of

Corporate context

None

History

Last Reviewed

24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to arrange for an impounded animal that is ill or injured to an extent that treatment is not practical, to be humanely destroyed.
2. The CEO is delegated power to take all appropriate action that may be necessary to recover the costs of destroying the animal.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Development & Regulatory Services
- c) Executive Manager Technical & Rural Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of written instruction or record of destruction

File number 19.1.3

Notes

4.2 Cat Act 2011

Statutory context

Cat Act 2011 –

- s.44 – Council may delegate to CEO
- s.45 – CEO may delegate to any employee
- s.70 – dealing with objections – to be by Council
- s.73(1) – Prosecutions under the Act

Local Government Act 1995 –

- s.9.10 – Appointment of authorised persons

Corporate context

None

History

Last Reviewed 24 July 2019

Amended 26 May 2021

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to exercise all discretionary matters in the Cat Act 2011, including –
 - (a) issue of all notices and infringements etc;
 - (b) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - (c) extending the time period within which infringement notices may be paid.
 - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - (e) carrying out of works in default of a duly served notice;
 - (f) authorising officers to undertake receipting, impounding and enforcement activities including the issuing of infringements, licences and renewals.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of any fee or charge
 - (b) dealing with an objection.
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Development & Regulatory Services**

In full

References

Formal record of use File copy of notice, approval etc.

File number 19.7.5

Notes

The Act (e.g. s.63, s.64, s.65) restricts some matters to CEO.

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

4.3 Cats Local Law 2016

Statutory context

Cats Act 2011

- s.44 – Council may delegate to CEO
- s.45 – CEO may delegate to any employee
- s.73(2) – Prosecutions under a local law

Local Government Act 1995 –

- s.9.6 – Dealing with objection – to be by council

Shire of Narrogin Cats Local Law 2016

Corporate context

None

History

Last Reviewed	24 July 2019
Amended	26 May 2021

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve all discretionary matters in the Shire of Narrogin Cats Local Law 2016 including –
 - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - (b) issue of all notices and infringements etc;
 - (c) extending the time period within which infringement notices may be paid.
 - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - (e) carrying out of works in default of a duly served notice;
 - (f) authorising officers to undertake receipting, impounding and enforcement activities including the issuing of infringements, licences and renewals.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of any fee or charge
 - (b) dealing with an objection.
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services
- b) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full

b) Executive Manager Development & Regulatory Services
In full

References

Formal record of use File copy of approval of discretionary use

File number 19.7.5

Notes

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

4.4 Dog Act 1976

Statutory context

Dog Act 1976 –

- s.10AA – delegations must be to CEO, who may delegate functions
- s.11 – appointment of dog registration officer
- s.11A – appointment of authorised person to perform functions under Act
- s.33F – dealing with objections (dangerous dogs)
- s.44(2)(b) – enforcement proceedings by an authorised person

Local Government Act 1995 –

- s.9.10 – Appointment of authorised persons

Corporate context

None

History

Last Reviewed	24 July 2019
Amended	26 May 2021

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to exercise all discretionary matters in the Dog Act 1976, including –
 - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - (b) issue of all notices and infringements etc;
 - (c) extending the time period within which infringement notices may be paid.
 - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - (e) carrying out of works in default of a duly served notice
 - (f) authorising officers to undertake receipting, impounding and enforcement activities including the issuing of infringements, licences and renewals.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of any fee or charge
 - (b) dealing with an objection.
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.
3. The CEO may waive the registration fee for a maximum of 12 months where a dog is rescued from impoundment by a new owner.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services
- b) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

a) Executive Manager Corporate & Community Services

In full

b) Executive Manager Development & Regulatory Services

In full

References

Formal record of use File copy of notice

File number 19.7.4

Notes

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

4.5 Dogs Local Law 2016

Statutory context

Dogs Act 2016 –

- s.10AA – delegations must be to CEO, who may delegate functions
- s.11A – appointment of authorised person to perform functions under Act
- s.44(2)(b) – enforcement proceedings by an authorised person

Local Government Act 1995 –

- s.9.6 – Dealing with objection – to be by council

Shire of Narrogin Dogs Local Law 2016 –

- cl.4.15 – dealing with objections – to be by Council

Corporate context

None

History

Last Reviewed	24 July 2019
Amended	26 May 2021

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve all discretionary matters in the Shire of Narrogin Dogs Local Law 2016 including –
 - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - (b) issue of all notices and infringements etc;
 - (c) extending the time period within which infringement notices may be paid.
 - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - (e) carrying out of works in default of a duly served notice;
 - (f) authorising officers to undertake enforcement activities such as the issuing of infringements.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of any fee or charge
 - (b) dealing with an objection.
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services
- b) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

a) Executive Manager Corporate & Community Services

In full

b) Executive Manager Development & Regulatory Services

In full

References

Formal record of use File copy of approval of discretionary use

File number 19.7.4

Notes

For the purposes of the local law and this delegation, a person under contract is considered to be an employee.

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

4.6 Impounding of vehicles and goods

Statutory context

Local Government Act 1995 –

Part 3, Division 3, Subdivision 4 – Impounding abandoned vehicles wreck and goods involved in certain contraventions

s.3.37 to s.3.48

Corporate context

None

History

Last Reviewed

24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to remove and impound goods from a public place if –
 - (a) the goods or vehicle present a hazard to public safety;
 - (b) the goods or vehicle obstruct the lawful use of any place;
 - (c) the goods or vehicle have been, or appear to have been abandoned.
2. The CEO is delegated power to take all appropriate action that may be necessary to recover the costs of impounding vehicles and goods.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of notice

File number 19.4.2

Notes

Disposal of impounded vehicles or goods is covered by Delegation 3.2

4.7 Impounding of cattle etc

Statutory context

Local Government (Miscellaneous Provisions) Act 1960 –

- s.458 – power to impound trespassing cattle
- s.459 – power to destroy cattle in certain circumstances
- s.460 – impounding in other than a public pound
- s.462 – fees for impounded cattle
- s.463 – damage by trespassing cattle
- s.464 – local government may vary fees of Sch.2, 3, 4 after notice in Government Gazette

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to enforce the provisions of the Local Government (Miscellaneous Provisions) Act 1960, and Regulations, including the authorising of officers to undertake enforcement activities such as the issuing of infringements.
2. The CEO is to make appropriate arrangements for the custody and care of cattle, either within a designated pound, or by written arrangement with a land holder, including any costs or charges the landholder may incur or impose
3. The CEO is to recover the costs and charges imposed by the landholder from the owner of the cattle.
4. The CEO is delegated power to take all appropriate action that may be necessary to recover the costs of impounding the animal.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use Impounding register

File number 19.1.3

Notes

Although “cattle” is not defined, the Local Govt (Miscellaneous Provisions) Act provides for charges for various animals, that include sheep impounded–

- Schedule 2 – Ranger’s fees
- Schedule 3 – Poundage and sustenance charges
- Schedule 4 – rates for damage by trespass by cattle

Animals listed in the Schedules include in various combinations of descriptions –

- (1) Entire horses, mules, asses, camels, bulls or boars above or apparently above the age of 2 years
- (2) Entire horses, mules, asses, camels, bulls or boars under the age of 2 years
- (3) Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs
- (4) Pigs of any description
- (5) Rams, wethers, ewes, lambs, goats
- (6) Sheep of any description
- (7) Goats

4.8 Parking Local Law 2016

Statutory context

Shire of Narrogin Parking Local Law 2016

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve all discretionary matters in the Shire of Narrogin Parking Local Law 2016 including –
 - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - (b) issue of all notices and infringements etc;
 - (c) extending the time period within which infringement notices may be paid.
 - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - (e) carrying out of works in default of a duly served notice;
 - (f) authorising officers to undertake enforcement activities such as the issuing of infringements.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of any fee or charge
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of approval of discretionary use

File number 19.7.3

Notes

Section 5 - Fire Control

5.1 Issue of burning permits – CEO

Statutory context

Bush Fires Act 1954 –

s.18 – Restricted burning times

- (1) – nothing in this section permits burning in prohibited period
- (2) – prohibited & restricted times to be published in Government Gazette
- (5) – Local government may vary burning periods after consultation
- (5B) – variation for maximum of 14 days
- (5C) – burning period restrictions apply to variation period
- (6) – permit required to set fire to bush from either FCO or CEO
- (7) – person issuing permit may apply requirements or conditions
- (8) – permit holder to comply with conditions
- (9) – permit may authorise burning of bush on adjoining road reserve
- (10A) – local government may adopt enforceable schedule for burning
- (11) – if fire escapes etc expenses up to \$10,000 may be recouped
- (12) – penalty on first breach \$4,500, subsequent breaches \$10,000

s.23(2)(a)(iv) – road verge burning between constructed portion of road and established fire break only

s.24A – clover may be burnt in prohibited burning period with permit

s.48(1) – power to delegate to CEO

s.48(3) – no power of sub-delegation

Bush Fire Regulations 1954 –

r.15(1) – Permit to burn as per section 18 of the Act

r.15(2) – If request to burn is conditional or refused, review is only by the local government or Chief BFCO

r.15A – BFCO to comply with directions of local government

r.15B – Permit holder to comply with permit conditions

r.15C – Local Government may prohibit burning on certain days

r.16 – CEO or specifically authorised person may permit burning of clover in prohibited period

r.17 – permit required to burn clover

r.18 – 7 days' notice of clover burn required, under specified restrictions

r.19A – duties of clover burning permit holder

r.20 – local government may prohibit issue of clover burn permits

r.21A – permit holder may be required to advertise clover burn

r.21B – FCO may postpone clover burn

Shire of Narrogin Public Places and Local Government Property Local Law 2016
activities on land under Council management and control including roads

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to issue, vary or prohibit burning permits in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.15(1).
2. The CEO is delegated power, in consultation with the Chief Bush Fire Control Officer and the issuing FCO is possible, to review or vary the conditions of a permit issued, or issue a permit if refused.
3. The CEO is delegated power to issue, vary or prohibit permits to burn clover in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.16.
4. The CEO is delegated power to approve applications to burn a road verge vested in the care, control and management of the Shire, in accordance with the Bush Fires Act 1954 s.18(9), subject to the applicant obtaining the approval of the Dept of Parks and Wildlife.
5. The CEO is delegated power, in consultation with the Chief Bush Fire Control Officer, to issue instructions, restrictions or conditions relating to burning permits to apply generally throughout the Shire.

Conditions on use of delegation

None

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

Formal record of use Duplicate copy of permit issued

File number Not applicable

Notes

The Act s.16(6)(a) stipulates

...obtained a permit in writing to burn the bush from a bush fire control officer of the local government in whose district the land upon which the bush proposed to be burnt is situated, or from the chief executive officer ...

Refer also Delegation 5.4.

Issue of burning permits may be done by an authorised person – see Delegations 1.1 and 19.1.

5.2 Fire Fighting – Emergency Plan Hire (Deleted)

5.3 Restricted burning periods – Variations

Statutory context

Bush Fires Act, 1954 –

- s.18(5) – power to vary restricted burning time
- s.18(5B) – time may not be varied by more than 14 days
- s.18(5C) – compliance requirements as per s.17(8),(9),(10),(11)
- s.48(1) – power to delegate to CEO
- s.48(3) – no power of sub-delegation

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power under the Bush Fires Act 1954 s.18(5) to vary restricted burning periods,

Conditions on use of delegation

1. Prior to advertising the variation, the CEO is to consult with –
 - the Dept of Parks and Wildlife in accordance with s.18(5), and
 - the Chief BFCO if available, or Deputy Chief BFCO if Chief BFCO is unavailable.

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

Formal record of use File copy of variations approved

File number 9.2.1

Notes

5.4 Prohibited burning periods – Variations

Statutory context

Bush Fires Act, 1954 –

- s.17(7) – power to vary prohibited burning time
- s.17(7B) – time may not be varied by more than 14 days
- s.17(8) – requirements to give various notice, and Minister may rescind or modify the variation
- s.17(9) – publication requirements
- s.17(10) – local government may delegate to President and Chief BFCO jointly
- s.17(11) – Local government may rescind delegation or vary any delegated decision

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to President and Chief Bushfire Control Officer jointly

Functions to be performed

1. The Shire President and Chief Fire Control Officer are delegated power to jointly exercise the powers of Council under the Bush Fires Act 1954 s.17 (7), (8), (10) – prohibited burning periods.

Conditions on use of delegation

1. Should the Shire President be unavailable or hold joint office as Chief BFCO, the Deputy Shire President is deemed to be Acting Shire President in relation to this matter.
2. If the Chief BFCO is unavailable, the Deputy Chief BFCO is deemed to be Acting Chief BFCO.
3. The CEO is to be advised in order that public notification may be arranged.

Sub-delegation permitted to

Not permitted

Delegation by President and CBFCO to other officers

Not permitted

References

Formal record of use Written advice to CEO

File number 9.2.1

Notes

Section 6 - Environmental Health / Food

6.1 Control of environmental health matters

Statutory context

Public Health Act 2016

- s.4(2) – authorised officer
- s.21 – power to delegate to CEO
- s.24 – authorised person must be qualified
- s.25 – authorised person must have acceptable qualifications or be an EHO

Health (Miscellaneous Provisions) Act 1911 –

- s.344(2) – regulations or local laws may be made so as to delegate or confer a discretionary authority to specified persons or class of person

Government Gazette 24 Jan 2017 – Designation of Health Authorised Officers

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to exercise and discharge all or any of the powers and functions of the local government with regard to the Public Health Act 2016 and Regulations.
2. The CEO is delegated power to exercise and discharge all or any of the powers and functions of the local government with regard to the Health (Miscellaneous Provisions) Act 1911 and Regulations, including but not limited to –
 - (a) Part IV Sanitary Provisions,
 - (b) Part V Dwellings;
 - (c) Part VI Public Buildings;
 - (d) Part VII Nuisances and Offensive Trades;
 - (e) Part IX Infectious Diseases;
 - (f) Part XV Miscellaneous Provisions;
 - (g) Regulations made under the above parts of the Health (Miscellaneous Provisions) Act 1911, and in particular the Health (Treatment of Sewage and Disposal of Liquid Waste) Regulations 1974
 - (h) authorising officers to undertake enforcement activities such as the issuing of infringements.

Conditions on use of delegation

1. Where approvals are required, compliance with the Public Health Act and Regulations, Health (Miscellaneous Provisions) Act and Regulations, the Building Code of Australia, the Local Planning Schemes and Local Planning Policies is mandatory.
2. Any application not complying is to be refused, unless there is a discretion, in which case it is to be referred to Council for decision.
3. The delegation excludes –
 - (a) determination of any fee or charge;
 - (b) dealing with an objection,

4. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.
5. Any prosecution proposed is to be referred to Council for decision to proceed.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services
- b) Environmental Health Officers

Delegation by CEO to other employees

To –

a) Executive Manager Development & Regulatory Services

In full

b) Environmental Health Officers

Restricted, as specified in Delegation Conditions

References

Formal record of use	Report to Council via monthly briefing papers File copy of notice
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File number	11.1.1
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Notes

It should be noted that in some instances the EHO may be required to act without reference to Council or CEO, and regardless of Council's or CEO's wishes.

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

The Public Health Act 2016 –

21. Enforcement agency may delegate

- (1) A power or duty conferred or imposed on an enforcement agency may be delegated –
 - (a) if the enforcement agency is the Chief Health Officer, in accordance with section 9; or
 - (b) if the enforcement agency is a local government, to –
 - (i) the chief executive officer of the local government; or
 - (ii) an authorised officer designated by the local government;

The effect of the delegation is that the CEO is to cause various actions to be taken by an authorised person.

Authorised person must be either –

- a) an EHO in the employ of the Shire at the time of the Public Health Act 2016 coming into force, or
- b) hold an appropriate qualification as published in the Government Gazette of 24 January 2017.

6.2 Health Local Law 2017 – authorised person

Appointment under Model A Series

Adoption of this Delegation is deferred until after publication of the Health Local Law in the Government Gazette.

6.4 Control of food matters

Statutory context

Food Act 2008 –

- s.118 – power to delegate functions and obligations to qualified authorised person
- s.122(1)(b) – authorised person must hold office as an environmental health officer under the *Health Act 1911*
- s.122 – designated officers for infringement notices

Food Regulations 2009 –

- s.5 – a local government is an appropriate enforcement agency for the purposes of certain food businesses, animal processing premises and retail pet meat shops

Public Health Act 2016

- s.4(2) – authorised officer
- s.24 – authorised person must be qualified
- s.25 – authorised person must have acceptable qualifications or be an EHO

Government Gazette 24 Jan 2017 – Designation of Health Authorised Officers

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to exercise and discharge the powers and functions of the local government with regard to the Food Act 2008, including but not limited to –
 - a) powers of entry to premises,
 - b) taking of food samples for analysis,
 - c) formal warnings;
 - d) improvement notices;
 - e) prohibition orders; and
 - f) infringement notices.
- g) authorising or designating officers to undertake enforcement activities such as the issuing of infringements.

Conditions on use of delegation

1. Where required by the Act to be carried out by an appropriately qualified person, the CEO may direct the function to be performed, but the discharge of that function is at the discretion of the qualified person.
2. The delegation excludes –
 - (a) determination of any fee or charge;
 - (b) dealing with an objection,
3. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.
4. Any prosecution proposed is to be referred to Council for decision to proceed.

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

Formal record of use File copy of notice, record of inspection etc

File number 19.6.4 / 24.3.1 / 24.3.2 / Property file

Notes

Council may appoint a person as an authorised person who is not an employee.

CEO may appoint a person as an authorised person who is an employee under Delegation 1.1

It should be noted that under the Act, an EHO may be required to prosecute, regardless of Council's direction or wishes.

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

6.5 Waste Local Law 2019

Statutory context

Shire of Narrogin Waste Local Law 2019

Corporate context

None

History

Adopted

25 February 2020

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to exercise all discretionary matters in the Shire of Narrogin Waste Local Law 2019, including –
 - (a) issue of all notices and infringements etc;
 - (b) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - (c) extending the time period within which infringement notices may be paid.
 - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - (e) carrying out of works in default of a duly served notice;
 - (f) authorising officers to undertake receipting, impounding and enforcement activities including the issuing of infringements, licences and renewals.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of any fee or charge
 - (b) dealing with an objection.
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services, excluding clause 1(d) & (f)
- b) Executive Manager Development & Regulatory Services, excluding clause 1(d) & (f).

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services, excluding clause 1(d) & (f)
- b) Executive Manager Development & Regulatory Services, excluding clause 1(d) & (f).

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of notice, record of inspection etc

File number

Notes

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

Section 7 - Community Services

7.1 Cemetery Local Law 2016

Statutory context

Cemetery Local Law 2016

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve all discretionary matters in the Shire of Narrogin Cemetery Local Law 2016 including –
 - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - (b) issue of all notices and infringements etc;
 - (c) extending the time period within which infringement notices may be paid.
 - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - (e) carrying out of works in default of a duly served notice;
 - (f) authorising officers to undertake enforcement activities such as the issuing of infringements.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of any fee or charge
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use	File copy of approval of grant of right of burial, pre-need certificate, notice etc Duplicate copy of infringement etc
File number	24.7.1
Notes	

Section 8 - Personnel

Applying to all matters in relation to personnel and employment –

Local Government Act 1995 –

s.5.41 Functions of CEO

The CEO's functions are to –

....

(a) manage the day to day operations of the local government; and

....

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and

....

Local Government (Rules of Conduct) Regulations 2007 –

r.10 Relations with local government employees

(1) A person who is a council member must not –

(a) direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or

(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.

....

Policy 1.1 – Code of Conduct

For clarification regarding appointment, management and direction of employees –

Employee class	Council involvement	Elected member / Committee involvement	CEO involvement
CEO	<u>Required</u> . May delegate selection and interview to a Committee. Appointment must be by Council resolution.	<u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct.	As directed by Council, usually limited to process, research and reporting on an applicant.
Designated staff LG Act s.3.57	<u>Required</u> – to consent to appointment or dismissal. <u>Permitted</u> – Interview & recommendation can be done by CEO alone or with elected member input. <u>Prohibited</u> – management or direction.	<u>Permitted</u> – to interview and recommend to Council. <u>Prohibited</u> – to appoint, manage or direct.	<u>Required</u> to initiate / consent to appointment or dismissal. <u>Statutory function</u> – to manage and direct.
EHO	<u>If designated senior officer</u> – as above, otherwise – <u>In all cases</u> – qualification must comply with Public Health Act 2016 s.17.		
Other staff (non-designated)	<u>Prohibited</u> – Involvement in appointment, management or direction.	<u>Prohibited</u> – involvement in appointment, management or direction.	<u>Statutory function</u> – to appoint, manage, direct etc.

8.1 Designated senior employee – Vacancy

Statutory context

Local Government Act 1995 –
s.5.37 (3) – advertising of designated senior positions

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to determine an appropriate employment package for designated senior staff other than CEO, with consideration to include but not limited to –
 - (a) salary,
 - (b) salary sacrifice options;
 - (c) removal expenses,
 - (d) accommodation arrangements,
 - (e) private use of vehicle etc, and
 - (f) any associated FBT implications.
2. The CEO is delegated power to advertise the vacancy when, as and for an appropriate period.

Conditions on use of delegation

None

Sub-delegation permitted to

Not permitted

Delegation by CEO to other employees

Not permitted

References

Formal record of use Report to Council recommending appointment
File copy of finalised Information Package

File number Personnel file

Notes

This delegation does not extend to –

- the appointment of a person to the vacancy without Council consent.
- determining the remuneration package for a CEO.

Information Package for a vacancy to include –

- remuneration range;
- other benefits available;

- selection criteria or key position requirements
- closing date and application submission requirements
- any additional information appropriate.

8.2 Long service leave

Statutory context

Local Government Act 1995 –

s.5.48 – Long service leave benefits for employees

Local Government (Long Service Leave Regulations)

r.6A – long service leave on half pay

r.6B – long service leave on double pay

r.7 – taking of long service leave

r.8(2) – Payment for or in lieu of leave

Corporate context

None

History

Last Reviewed

24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve –
 - (a) applications for long service leave at half pay;
 - (b) applications for long service leave at double pay;
 - (c) appropriate period or period for taking of long service leave;
 - (d) on application of the employee, to defer taking of long service leave beyond 6 months of becoming entitled subject, subject to the employee's agreement to –
 - (i) deferral being for not more than 2 years, and
 - (ii) rate of pay shall not exceed that applicable to the employee at the end of 6 months of becoming entitled.

Conditions on use of delegation

1. On application, the CEO is to advise the employee that deferral of long service leave beyond six months of becoming due may be approved however when the leave is taken it will be paid at the hourly rate earned by the employee at the anniversary of the 10th year plus six months.
2. Applications that are to be referred to Council –
 - (a) deferment of long service leave for more than 2 years;
 - (b) request for payment at a rate greater than the rate applicable at 6 months after becoming entitled;
 - (c) payment at the higher rate, where long service leave has been deferred at the request of the CEO.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**

All employees other than CEO or Executive Managers

References

Formal record of use Personnel file copy of letter to employee advising of decision

File number Personnel file

Notes

Section 9 - Occupational Safety & Health

This section is currently empty

Section 10 - Building / Development

10.1 Control of building matters

Statutory context

Local Government Act 1995 –

s.5.36 – Local government employees

Building Act 2011 –

s.3 – authorised person to be designated under s.96

s.96(3) – the local government may designate a person to be authorised

s.127(3) – delegation by a local government must be to an employee

s.127(6A) – further delegation of power given to CEO

Building Regulations 2012

Building Services (Registration) Act 2011

s.17 – registration of building service practitioners

Building Services (Registration) Regulations 2011 –

r.4 – prescribed levels for building surveying

Part 3A – Building surveyors

Corporate context

Delegations Register –

1.1 Appointment of Authorised Persons

(4) – restrictions on issue, withdrawal and extension of time to pay infringements

History

Last Reviewed

24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to determine matters under the *Building Act 2011* including but not limited to –
 - (a) sections 18, 20, 22, 23, 24 – Building permits
 - (b) sections 21, 22, 23, 24 – Demolition permits
 - (c) section 27 – Conditions for building permit or demolition permit
 - (d) section 32 – Duration of building permit or demolition permit
 - (e) sections 58, 59, 60 – occupancy permit
 - (f) section 62 – conditions of occupancy permit
 - (g) section 65 – duration of occupancy permit
 - (h) sections 110, 111, 112 – Issue of notices and building orders
 - (i) section 117 – Revocation of building orders
 - (j) section 118 – giving effect to building order if non-compliance
 - (k) section 131 – inspection and copies of building records
- 1A. The CEO is delegated power to determine matters under the *Building Regulations 2012* including but not limited to –
 - (a) regulation 51 – approvals for variations to private swimming pool barrier fencing
 - (b) regulation 61 – approval of battery powered smoke alarms

2. The CEO only is permitted to withdraw or extend time to pay an infringement in accordance with Delegation 1.1 clause 4.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of matter requiring a registered building surveyor
2. The CEO is to be consulted prior to use of any sub-delegation in relation to Functions clause 1 items (b), (h), (i) and (j).
3. A building permit may be issued if –
 - (a) a valid Certificate of Design Compliance is presented;
 - (b) compliance with requirements for bush fire prone areas;
 - (c) all buildings where permitted in accordance with the Building Act 2011 and
 - (d) the information required by the Regulations is provided.
4. A building permit is not to be issued unless payment has been received for –
 - (a) the assessed building permit fees
 - (b) Building Services Levy
 - (c) Building and Construction Industry Training Fund levy, or production of evidence of payment or exemption where applicable
5. The following matters are to be referred to Council for decision –
 - (a) s.192 – Dangerous Buildings
 - (b) s.193 – Removal of Neglected Building
6. The CEO only is permitted to withdraw or extend time to pay an infringement in accordance with Delegation 1.1 clause 4.
7. Any prosecution proposed is to be referred to Council for decision to proceed.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services
- b) Building Surveyor

Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**
In full
- b) **Building Surveyor**
In full

References

Formal record of use	Report to Council via monthly briefing papers – Functions clause 1 items (a), (b), (h), (i) File copy of permit, notice etc issued
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File number	Property file
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Notes

Building permits are separate from Local Planning Schemes functions, but are governed by them.

Any authorised person can issue a permit or notice etc – certifications can only be issued by a Registered Building Surveyor

For the purposes of this delegation, a Registered Building Surveyor under contract is considered to be an employee.

The Building Act 2011 requires response –

- within 10 days of lodgment, if a valid CDC is presented, as all assessment and preparation is done prior to lodgment in order to obtain the CDC, accordingly there is no reason that the CEO and other appropriate persons cannot be authorised to approve applications.
- for Class 1 and 10 buildings only, within 25 days of lodgement if a valid CDC is not presented, and the local government is required to source/provide the CDC.

With the Building Act 2011, the functions separated are –

- (a) Issue of permits, notices etc –
 - o does not require a registered person (Registered Building Surveyor), since the Certificate of Design Compliance has to be signed by a registered person
 - o the decision is on the basis of whether all the requirements of CDC have been met, and any appropriate person can do that if authorised
 - o delegation to issue permits can be made under this amended delegation
- (b) Building inspection and certification of plans still requires a registered person –
 - o who is registered as per the Act and Regulations and holding appropriate qualifications
 - o to provide a building certification service

10.2 Illegal development

Statutory context

Local Government Act 1995 –

s.5.42(1)(b) – Delegation to CEO of powers under the Planning and Development Act 2005 s.214(2), (3) and (5)

Planning and Development Act 2005 –

s.214 – development in contravention of planning scheme or interim development order

(2) – power to order stop work

(3) – power to remove, alter etc and restore land to original condition

(5) – if delay interferes with scheme operation, power to order work to be undertaken

Town of Narrogin Town Planning Scheme No. 2 –

Part VI – Planning Consent

Shire of Narrogin Town Planning Scheme No. 2 –

Part 6 – Use and Development of Land

Corporate context

Shire of Narrogin Local Planning Policies

History

Last Reviewed

24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to issue notices in relation to illegal or delayed works in accordance with the Planning and Development Act 2005 s 214(2), (3) and (5).

Conditions on use of delegation

1. Where a notice is not complied with, the CEO may commence prosecution without reference to Council.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**

In full

References

Formal record of use Report to Council via monthly briefing papers
File copy of notice

File number Property file

Notes

10.3 Control of planning matters

Statutory context

Planning and Development Act 2005 –

Part 5 – Local planning schemes

s.68 – Town planning schemes continued as local planning schemes

s.72 – Local government may prepare or adopt scheme

s.73 – Provisions of a local planning scheme

s.214 (2)(3)(5) – development works not in compliance may have written stop work or remedial action order issued

Town of Narrogin Town Planning Scheme No. 2 –

Part VI – Planning Consent

Shire of Narrogin Town Planning Scheme No. 2 –

Part 6 – Use and Development of Land

Corporate context

Shire of Narrogin Local Planning Policies

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to administer all planning matters or functions for the Shire of Narrogin, subject to compliance with –
 - a) Planning and Development Act,
 - b) Planning Regulations,
 - c) Residential R Codes
 - d) Local Planning Schemes, and
 - e) Local Planning Policies.
2. The CEO is delegated power to respond to –
 - a) any appeal against a discretionary decision of the local government in accordance with the local government's decision on the matter to which the appeal or request for reconsideration relates,
 - b) Development Assessment Panel requirements.

Conditions on use of delegation

1. Any proposal that is not compliant, where discretionary approval by the local government may be considered, is to be referred to Council for decision.
2. Any proposal requiring a decision but which has been refused is to be notified to Council for information.
3. Where a planning approval is not complied with, the CEO may commence prosecution without reference to Council.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**

In full

References

Formal record of use Office copy of notice

File reference Property file

Notes

10.4 Applications for subdivision and amalgamations

Statutory context

Planning and Development Act 2005 –

s.4 – Subdivision includes amalgamation

s.135 – subdivision (and amalgamation) not permitted without WA Planning Commission approval

s.138(2) – Commission to have due regard to local planning scheme

s.142 – Commission to seek local government's comments, objections, recommendations

Town of Narrogin Town Planning Scheme No. 2 –

Shire of Narrogin Town Planning Scheme No. 2 –

Corporate context

Shire of Narrogin Local Planning Policies

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power in respect to an application received from the *Western Australian Planning Commission (WAPC)* to subdivide, re-subdivide or amalgamate land contained within the local government and to recommend to the WAPC –
 - (a) No objection to the granting of approval of an application to amalgamate or subdivide involving five (5) lots or less (including lots forming part of any strata-title scheme), unless prior planning consent has been granted to a co-ordinated development over the land;
 - (b) No objection to the granting of approval of an application to rationalise or reconfigure existing allotments where there is no net increase in lots created, and the new lot sizes will conform with the relevant requirements of the local planning schemes and their policies, and policies adopted in accordance with the Planning and Development Act s.26 relating to State planning policies; and
 - (c) the imposition of relevant conditions on any approval proposed to be granted by the WAPC, considered necessary to secure the objectives of the local planning schemes, and any land use plan or strategy adopted by Council;
2. The CEO is delegated power to certify to the WAPC compliance with conditions imposed on an approval to subdivide, re-subdivide or amalgamate land have been completed to the satisfaction of the Shire.

Conditions on use of delegation

1. Standard conditions of subdivision approval as endorsed by the WA Planning Commission are to be used where possible.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

a) Executive Manager Development & Regulatory Services

In full

References

Formal record of use File copy of advice of decision to applicant, developer etc

File number 18.6.4

Notes

Refer Planning Policy.

10.5 Fencing Local Law 2016

Statutory context

Fencing Local Law 2016

cl.7.1 – dealing with objections – to be by Council

Town of Narrogin Town Planning Scheme No. 2 –
Part VI – Planning Consent

Shire of Narrogin Town Planning Scheme No. 2 –
Part 6 – Use and Development of Land

Corporate context

None

History

Last Reviewed

24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve all discretionary matters in the Shire of Narrogin Fencing Local Law 2016 including –
 - (a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - (b) issue of all notices and infringements etc;
 - (c) extending the time period within which infringement notices may be paid.
 - (d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - (e) carrying out of works in default of a duly served notice;
 - (f) authorising officers to undertake enforcement activities such as the issuing of infringements.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of any fee or charge
 - (b) dealing with an objection.
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of advice of decision to applicant, developer etc

File number Property file

Notes

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

Section 11 - Public Facilities

11.1 Liquor Control Act

Statutory context

Liquor Control Act 1988 –

- s.39 – Certificate of local government of compliance with laws
- s.40 – Certificate of planning authority of compliance with planning laws
- s.156 – Local governments, functions of

Town of Narrogin Town Planning Scheme No. 2 –
Part VI – Planning Consent

Shire of Narrogin Town Planning Scheme No. 2 –
Part 6 – Use and Development of Land

Corporate context

Local Planning Policies

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

The CEO is delegated power to –

- (a) s.39 – Issue Certificates advising compliance with Food, Health and Local Government laws.
- (b) s.40 – Issue Certificates of the Local Planning Authority
- (c) s.66 (1)(d) and (2) – Respond to applications for Extended Trading Permits;
- (d) s.69 (8) – Make submissions on health grounds regarding a license;
- (e) s.153 (2) – Request copies of reports produced by the Liquor Licensing Authority;
- (f) s.156 – Report to the Liquor Licensing Authority any offences committed by a licensee and ensure appropriate assistance is given to the Authority if requested.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of notice

File number 3.2.3

Notes

11.2 Discount/waiver/subsidy of facility hire fees

Statutory context

Local Government Act 1995 –

s.6.12(1)(b) – Power to defer, grant discounts etc

Corporate context

Delegations Register –

3.11 – Donations – Financial and In-Kind Works and Services

History

Last Reviewed

24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve reduction in fees and charges of local government owned facilities, subject to –
 - a) the request is from a local community, charitable or not-for-profit organisation;
 - b) the event is for the specific benefit of the local community;
 - c) each request of the organisation does not exceed \$500 ex GST;
 - d) cleaning cost of the venue hire is not to be discounted.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full

References

Formal record of use Copy of approval of written request

File number 12.15.3

Notes

11.3 Public Places and Local Government Property Local Law 2016

Statutory context

Shire of Narrogin Public Places and Local Government Property Local Law 2016

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve all discretionary matters in the Shire of Narrogin Public Places and Local Government Property Local Law 2016 including –
 - (a) hire of facilities, including issue of permit for consumption/sale of alcohol;
 - (b) granting, refusal, cancellation and setting conditions of approval to conduct activities in public places or on local government property;
 - (c) issue of all notices and infringements etc;
 - (d) extending the time period within which infringement notices may be paid;
 - (e) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - (f) carrying out of works in default of a duly served notice;
 - (g) authorising officers to undertake enforcement activities such as the issuing of infringements.

Conditions on use of delegation

1. The delegation excludes the following clauses of the Public Places and Local Government Property Local Law 2016 –
 - cl.1.5 – setting of any fee or charge
 - cl.2.1 – making of a Determination;
 - cl.2.6 – amending or revoking a Determination;
 - cl.4.1 – Activities requiring a licence on local government property for the following –
 - (c) erect a structure for amusement in excess of 28 days;
 - (m) erect a building or refuelling site;
 - (o) erect or install a structure for water, power, sewer, communication, television or similar service;
 - cl.6.9 – giving notice of crossover in unsafe location;
 - cl.11.1 – dealing with an objection;
2. On written application made under cl.3.3, the CEO may give permission to hirers of premises or land under the control and management of the local government to consume and sell liquor on the premises or land, under such conditions and in such areas as considered appropriate.
3. Every permit issued for consumption/sale of alcohol is to be advised to Narrogin Police.
4. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of hire, approval, notice, etc
File copy of advice of decision to applicant, developer etc
Duplicate copy of infringement etc

File number Property file
Facility hire record, diary, receipt etc
Local government property file

Notes

Refer Delegation 11.2 – Discount/waiver/subsidy of facility hire fees

Refer Delegation 13.2 – Native flora and Fauna

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

Former Section 12 – Tourism replaced

Section 12 - Transport (renamed)

12.1 Reserves under control of the local government

Statutory context

Local Government Act 1995 –

s.3.54(1) – Reserves under control of a Local Government

Land Administration Act 1997

Corporate context

Policy Manual –

12.1 – Standard Crossovers

12.2 – Roads – Developer Conditions

12.3 – Roads – Access to Lots / Locations without Road Frontage

12.4 – Road Reserves – Stormwater Discharge

History

Last Reviewed

24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to do anything on land vested or under the control and management of Council –
 - a) subject to prior budget provision having been made, or
 - b) to give effect to a Council decision.

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of decision on written application

File number 21.4.2

Notes

12.2 Things to be done on land not local government property

Statutory context

Local Government Act 1995 –

s.3.24 – Authorising person under this subdivision

s.3.27 – Particular things local government can do on land that is not local government property

s.3.33 – Entry under warrant

s.3.34(2) – Entry in an emergency

Sch.3.2 – Particular things local governments can do on land even though it is not local government property

Corporate context

None

History

Last Reviewed

24 July 2019

Delegation from Council to CEO

Function to be performed

1. The CEO is delegated power to carry out work on land that is not local government property.

Conditions on use of delegation

1. The exercise of this delegation is subject to –
 - a) prior budget provision having been made,
 - b) to give effect to a Council decision;
 - c) if the matter is considered to be an emergency;
 - d) the consent is obtained of –
 - the owner of the land;
 - if the land is occupied, the occupier of the land; and
 - if the land is under the control or management of any other person, that other person.
 - e) compensation agreed for the functions is provided for within the adopted Budget or is specifically approved.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services
- d) Manager Operations

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Executive Manager Development & Regulatory Services**
In full
- d) **Manager Operations**

Restricted as specified in Delegation Conditions to works currently in progress

References

Formal record of use File copy of notice

File number Property file

Notes

The delegation applies to land not under local government control that is within the district, and is in relation to things being done on the land, not taken from the land.

12.3 Works on land outside the district

Statutory context

Local Government Act 1995 –

s.3.20 – performing function outside the district

s.3.21 – duties when performing functions

s.3.22 - compensation

Corporate context

None

History

Last Reviewed

24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to undertake necessary executive functions on land outside the district that is not property of the Shire.

Conditions on use of delegation

1. The exercise of this delegation is subject to –
 - a) the consent is obtained of –
 - the owner of the land;
 - if the land is occupied, the occupier of the land; and
 - if the land is under the control or management of any other person, that other person.
 - b) compensation agreed for the functions is provided for within the adopted Budget or is specifically approved.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Manager Operations

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Manager Operations**
Restricted as specified in Delegation Conditions to works currently in progress

References

Formal record of use File copy of agreement, consent etc

File number 28.4.2

Notes

Executive functions does not include private works requested of the Shire by an individual or other local government, but does apply to sourcing of roadmaking materials and water.

The delegation applies to land not under local government control that is outside the district, and is in relation to things being done on the land, not taken from the land.

12.4 Materials from land not under local government control

Statutory context

Local Government Act 1995 –

s.3.21 – Duties when performing functions

s.3.22 – Compensation for materials, damage, access etc

Corporate context

None

History

Last Reviewed

24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to negotiate with land owners and/or occupiers for access to materials required for local government functions, principally –
 - a) extraction of gravel, sand or other materials from land;
 - b) water, etc.
2. The CEO is delegated power to apply to the Department of Environmental Regulation for permits to clear vegetation as applicable.

Conditions on use of delegation

1. The agreement reached with the land owner/occupier is to –
 - a) state a specific duration, that it is indefinite or otherwise provide for termination;
 - b) provide for mutually agreed compensation;
 - c) specify rehabilitation responsibilities if appropriate;
 - d) within the budget provision.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Manager Operations

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Manager Operations**
Restricted as specified in Delegation Conditions to works currently in progress

References

Formal record of use Written agreement with land owner/occupier

File number 28.4.2

Property file where the land is within the district

Notes

The delegation applies to land not under local government control that that may be either within or outside the district, and is in relation to materials to be taken from the land, not things being done on the land.

Until such time as agreement is signed, or compulsory notice of acquisition is given under the Act, employees should not access the materials.

12.5 Notices requiring certain things to be done

Statutory context

Local Government Act 1995 –

- s.3.24 – Authorising person under this subdivision
- s.3.25(1) – Notices requiring certain things to be done by owner or occupier of land
- s.3.26(2) – Additional powers when notice is given
- s.3.33 – Entry under warrant
- s.3.34(2) – Entry in an emergency
- s.9.60 – Regulations that operate as local laws
- Sch.3.1 – Powers under notices to owners or occupiers of land
- Sch 9.1(6) – dangerous excavations in or near public thoroughfare
- Sch.9.1(7) – Matters for which regulations under s.9.60 may be made

Local Government (Uniform Local Provisions) Regulations 1996 –

- r.11 – dangerous excavation in or near public thoroughfare
- 13 – Requirement to construct or repair crossing

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Function/s to be performed

1. The CEO is delegated power to issue notices requiring certain things to be done by the owner or occupier of land.
2. The CEO is delegated power to take any necessary action to achieve the purpose for which the notice was given in the event of non-compliance of the notice recipient.
3. The CEO is delegated power to seek a warrant for entry to carry out the works of a notice where the owner or occupier of land has not complied with the notice in the time specified.

Conditions on use of delegation

1. Any prosecution proposed resulting from non-compliance with a notice is to be referred to Council for decision to proceed.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of notice

File number Property file

Notes

Under LG Act s.9.6(1) an objection to a notice must be dealt with by Council and cannot be delegated.

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

12.6 Notice of local government works

Statutory context

Local Government Act 1995 –

s.3.51(3) – notice to adjoining owners affected by works

Corporate context

None

History

Last Reviewed

24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to give the required public notice and individual notice to landowners and occupiers adjoining proposed works to –
 - a) fix or alter the levels, or the alignment of a public thoroughfare, or
 - b) drain water from a public thoroughfare or public place onto adjoining land

Conditions on use of delegation

None

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full
- c) **Executive Manager Development & Regulatory Services**
In full

References

Formal record of use File copy of notice

File number Advertisement records – 16.2.2 / 16.2.4
Property file

Notes

12.7 Private works/infrastructure on, over or under public land

Statutory context

Local Government Act 1995 –

s.3.37 – Contraventions that can lead to impounding

s.9.60 – Regulations that operate as local laws

Sch.9.1(8) – Private works/infrastructure on, over, or under public places

Sch.9.2(5) – gates across public thoroughfares

Local Government (Uniform Local Provisions) Regulations 1996 –

r.9 – gates across a public thoroughfare

r.17 – Private works on, over, or under public places

Shire of Narrogin Public Places and Local Government Property Local Law 2016

activities on land under local government management and control including roads

Corporate context

None

History

Last Reviewed

24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve private works/infrastructure on, over or under public places.

Conditions on use of delegation

1. The exercise of this delegation is subject to –
 - (a) written application being made;
 - (b) the applicant accepts all liability for every part and aspect of the works/infrastructure;
 - (c) impose conditions, such as –
 - building permit, structural engineering certification, environmental assessment etc, where appropriate;
 - any damage or interference to public assets to be made good to the satisfaction of CEO (roadway, fence, other structure etc)
 - traffic management plan to be approved
 - (d) where deemed appropriate, an insurance certificate indemnifying the Shire while works are underway, or for any structure, is to be provided;
 - (e) estimated value of works does not exceed \$25,000 ex GST.
2. The CEO may enter into an agreement with the applicant to carry out the works/infrastructure as a private works.
3. Any prosecution proposed for non-compliance is to be referred to Council for decision to proceed.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services

Delegation by CEO to other employees

To –

a) Executive Manager Technical & Rural Services

In full

References

Formal record of use Report to Council via monthly briefing papers if significant infrastructure
File copy of written approval

File number Property file of applicant
Copy on road/reserve/local government property file

Notes

Local Government (Uniform Local Provisions) Regulations 1996 –

r.17 – Private works on, over, or under public places

(4) – approval of local government required

(5) – conditions may be imposed

(6) – mandatory conditions – no permanent impairment of public use, public safety to be ensured, damaged to be fully repaired

(7) – penalty for non-compliance is \$5,000 and \$500 daily

(8) – person constructing is responsible for maintenance, and must insure structure, specifically indemnifying the local government against any claim

(9) – unauthorised constructions, or contravention of approval/conditions can lead to impounding

If insurance indemnity is required, a certificate is to be provided to the Shire annually. It is to be a condition of approval, that a lapse of insurance means automatic withdrawal of approval, and removal of the previously insured structure is required within 14 days.

This delegation includes minor works on the road such as –

- drilling for soil testing;
- pressure or gravity pipe from a water tank or windmill to a stock trough;
- farm drainage.

12.8 Events on roads

Statutory context

Road Traffic Act 1974 –

- s.81C(2) – Making order for road closure for event
- s.81D – Road closure, how effected by local government

Road Traffic (Administration) Act 2008 –

- s.139(2) – Temporary suspension of road law

Road Traffic (Events on Roads) Regulations 1991 –

- r.4 – local government approval and payment of fee required
- r.9 – Erection of barriers, signs and other equipment

Shire of Narrogin Public Places and Local Government Property Local Law 2016

activities on land under local government management and control including roads

Corporate context

None

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power –
 - (a) in consultation with the President, to approve with or without conditions or refuse to approve, an event or function on a thoroughfare in accordance with section 81C of the *Road Traffic Act 1974*;
 - (b) in consultation with the President, to approve with or without conditions, or refuse to approve, the temporary suspension of written law in accordance with section 83 of the *Road Traffic Act 1974*; and
 - (c) make all necessary arrangement to comply with Road Traffic (Events on Roads) Regulations r.9.
2. The CEO is delegated power, in consultation with the President, to respond to any request for information made under section 7(1) of the *Public Order in Streets Act 1984*.

Conditions on use of delegation

1. In considering any application, the CEO is to have regard to Police and Main Roads WA guidelines.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services
- b) Executive Manager Corporate & Community Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full

c) Executive Manager Development & Regulatory Services

In full

References

Formal record of use File copy of decision on written application

File number 28.7.1

Notes

See Road Traffic (Administration) Act –

135. Protection from liability for wrongdoing

- (1) An action in tort does not lie against a person for anything that the person has done, in good faith, in the performance or purported performance of a function under a road law.
- (3) A local government is also relieved of any liability that it might otherwise have had for another person having done anything as described in subsection (1) in relation to a function of a local government under section 11, 139 or 141.

141. Closure of roads

- (2) A local government may cause a road in its district to be closed for such period that the local government considers necessary if the local government considers that the road is unsafe for traffic but the road cannot be closed by the local government for more than one month without with the Minister's written approval to do so.

See Events on Roads Regulations –

9. Erection of barriers, signs and other equipment

- (1) A road closure ordered by the Commissioner of Police under Part VA of the Act shall be effected by the erection and maintenance by the local government for the district within which the road concerned is situated of —
 - (a) barriers, being free standing posts and rails, or other barriers which are substantial and uniform in construction;
 - (b) signs, being substantial and uniform in design, with the words "Road Closed" or similar, clearly printed in black letters upon a reflective background; and
 - (c) such other equipment as the local government considers is reasonably necessary to effect the road closure.
- (2) The costs of erecting, maintaining and removing barriers, signs and other equipment to effect a road closure are payable to the local government by the person or body who applied for the order for that road closure.
- (3) A local government may waive the payment of all or any of the costs referred to in subregulation (2).
- (4) Any costs payable to a local government under subregulation (2) may be recovered as a debt due to that local government in a court of competent jurisdiction.

Main Roads WA – Traffic Management for Events on Roads: "Code of Practice"

12.9 Temporary road closures

Statutory context

Local Government Act 1995 –

s.3.50 – closing to vehicles

s.3.50A – closure for repairs or maintenance

Road Traffic Act 1974

s.81D – how a road is to be closed

s.92 – power to close unsafe roads

Shire of Narrogin Public Places and Local Government Property Local Law 2016 –

cl.5.2 – no entry to closed local government property

cl.6.13 – no driving on closed thoroughfare

Corporate context

None

History

Last Reviewed

24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to –
 - a) temporarily close a thoroughfare or a portion of a street for a period not exceeding 28 days (without providing local public notice) if of the opinion –
 - a thoroughfare is likely to be damaged by the passage of traffic generally or traffic of any particular class;
 - that the thoroughfare is unsafe for use.
 - b) temporarily close a road or portion of a road for repairs and maintenance;
 - c) temporarily close a thoroughfare for a period in excess of 28 days by providing local public notice.

Conditions on use of delegation

1. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - a) is of such severity that the action is appropriate or
 - b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services
- d) Manager Operations

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full
- b) **Executive Manager Technical & Rural Services**
In full

c) Executive Manager Development & Regulatory Services

In full

d) Manager Operations

In full

References

Formal record of use File copy of public notice, instruction to staff etc

File number 28.7.1

Notes

12.10 Restricted Access Vehicles on Shire Roads

Statutory context

Local Government Act 1995

Land Administration Act 1997 –

s.56(2) – road reserves under the control of the local government

Public Works Act 1902 –

s.86(2) – Governor may declare roads to be under the control of the local government

Road Traffic (Vehicle Standards) Regulations 2002

Public Places and Local Government Property Local Law 2016

Corporate context

Policy Manual – 12.12 Restricted Access Vehicles on Shire Roads

History

Last Reviewed 24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to determine any application referred from Main Roads WA to use heavy haulage vehicles (Restricted Access Vehicles) on any local road within the district, recommending approval or refusal–
 - a) in accordance with Council Policy 12.12 Restricted Access Vehicles on Shire Roads;
 - b) where the estimated volume is 50,000 tonnes per year or less,
 - c) if the road has already been assessed by Main Roads WA as being suitable for the configuration proposed by the applicant,
 - d) recommending CA07 conditions on roads where deemed necessary to manage RAV access in order to preserve the condition of the road and avoid heavy vehicle damage
 - e) written agreement of the application accepting liability for damage to the roads that exceeds fair use.

Conditions on use of delegation

1. All other applications are to be referred to Council.
2. Where the CEO declines an application, the applicant has the right to lodge a written appeal which will be presented to Council for consideration.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Technical & Rural Services**
Negotiations for all matters prior to signing of agreement

References

Formal record of use File copy of decision on written application

File number 3.2.2

Notes

12.11 Gates across roads / thoroughfares

Statutory context

Local Government Act 1995

Schedule 9.1 cl.5 – Governor may make regulations concerning gates across public thoroughfares

Schedule 9.3 cl.38 – gates across thoroughfares in cities or towns

Local Government (Uniform Local Provisions) 1996

r.9 – Permission to have gate across public thoroughfare

r.9(8) – Register of Gates

Environmental Protection Act 1986

s.3(1) – definition of “native vegetation” includes dead vegetation

s.51A – definitions of “clearing” and “clearing principles”

Sch.5 – Principles for clearing native vegetation

Environmental Protection (Clearing of Native Vegetation) Regulations 2004

r.5 – Prescribed clearing s.51C

Sch.2 – Clearing for maintenance in existing transport corridors

Shire of Narrogin Public Places and Local Government Property Local Law 2016

activities on land under local government management and control including roads

Corporate context

Delegation Register –

13.2 – Native flora and fauna

Policy Manual –

12.7 – Private works / infrastructure on, over or under public land

13.1 – Road reserves – clearing

History

Adopted

26 May 2021

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve gates or other devices on roads for the purpose of enabling motor traffic or pedestrians to pass across the thoroughfare and prevents stock from straying, including any associated fencing necessary.

Conditions on use of delegation

1. The delegation excludes –
 - (a) determination of any fee or charge;
 - (b) dealing with an objection.
2. The CEO is to have regard to –
 - (a) whether or not the road is a through road;
 - (b) the opinions of any other landowners or occupiers adjacent to the affected portion of the road;
 - (c) likely traffic volume other than that of the applicant.

3. The exercise of this delegation is subject to –
 - (a) written application being made;
 - (b) payment of any fee for initial approval and subsequent annual approval;
 - (c) details of position and construction of the gate or other device and any associated fencing being provided;
 - (d) the applicant accepting all liability for every part and aspect of the gate or other device, and associated fencing;
 - (e) accepting responsibility for maintenance of the gated section of road / thoroughfare in a safe and adequate condition;
 - (f) approval for a maximum 12 month period, ending 30 June annually, and may be renewed upon application;
 - (g) imposition of standard conditions, and any further condition considered appropriate by the CEO.
4. The following standard conditions apply to approval of all gates or other devices across roads / thoroughfares –
 - a) the applicant is to maintain the gated section of road / thoroughfare, the gate and any associated fencing in good order;
 - b) the construction of the gates will be to the satisfaction of the Chief Executive Officer;
 - c) the gates cannot be locked;
 - d) the applicant understands that the installation of gates does not prevent access to the road reserve by any person;
 - e) all associated costs for the gates including purchase, signage, installation and maintenance are to be met by the applicant;
 - f) reflective signage, to the satisfaction of the Chief Executive Officer, is to be secured to the gates and kept in good visual condition at all times by the applicant;
 - g) pruning of vegetation is limited to that permitted by the Environment Protection (Clearing of Native Vegetation) Regulations 2004 Schedule 2;
 - h) clearing of vegetation is not permitted without prior Shire approval, and will not be considered unless in compliance with Policy 13.1;
 - i) the gated section of road / thoroughfare, the gate and any associated fencing may be inspected by an authorised person at any time.
5. CEO may apply additional conditions if considered appropriate.
6. If the relevant portion of the road, gate or fencing is not maintained in a safe and adequate standard, or the conditions imposed are not met –
 - a) notice may be issued specifying the remedial action required and the time in which such action is to be completed;
 - b) the approval for the gate may be revoked, and the gate and fencing required to be removed within a specified period;
 - c) the Shire may carry out removal or remedial works, and the applicant charged the cost of removal, maintenance or repairs at private works rates as adopted by Council.
7. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - (a) is of such severity that the action is appropriate or
 - (b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Technical & Rural Services**

In full, excluding Conditions clause 7.

References

Formal record of use File copy of notice, record of inspection etc
Register of Gates to be maintained in Corporate records

File number

Notes

Objections and review are those matters refused under delegated power which the applicant requests Council to reconsider.

Section 13 - Natural Resource Management

13.1 Control of Vehicles (Off-road Areas) Act 1978

Statutory context

Control of Vehicles (Off-road Areas) Act 1978 –

s.5(1) – Duty of local government to administer and enforce the Act

s.38(3) – appointment of authorised persons

Local Government Act 1995 –

s.9.10 – Appointment of authorised persons

Corporate context

None

History

Last Reviewed 24 July 2019

Amended 26 May 2021

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to exercise all discretionary matters in the Control of Vehicles (Off-road Areas) Act 1978, including –
 - a) granting, refusal, cancellation and setting conditions of approval to conduct activities;
 - b) issue of all notices and infringements etc.
 - c) extending the time period within which infringement notices may be paid.
 - d) withdrawal of an infringement notice issued by an authorised person, following consideration of any submissions of special circumstances relating to it received from the authorised person, the notice recipient or other persons;
 - e) carrying out of works in default of a duly served notice;
 - f) authorising officers to undertake enforcement activities such as the issuing of infringements.

Conditions on use of delegation

1. The delegation excludes –
 - a) determination of any fee or charge
2. Commencement of prosecution is restricted to the CEO, who may instigate action where the offence –
 - a) is of such severity that the action is appropriate or
 - b) an infringement notice remains unpaid after reasonable attempts to obtain payment.

Sub-delegation permitted to

- a) Executive Manager Corporate & Community Services
- b) Executive Manager Technical & Rural Services
- c) Executive Manager Development & Regulatory Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Corporate & Community Services**
In full

b) Executive Manager Technical & Rural Services

In full

c) Executive Manager Development & Regulatory Services

In full

References

Formal record of use File copy of notice

File reference 19.6.5

Notes

13.2 Native flora and fauna

Statutory context

Environmental Protection Act 1986 –

s.51C – Unauthorised clearing of native vegetation

Wildlife Conservation Act 1950 –

s.14 – Protection of fauna

s.23C – Licences to take protected flora

s.23D – Taking and sales of protected flora on private land

Wildlife Conservation Regulations 1970

Public Places and Local Government Property Local Law 2016 –

cl.4.4(2) – Written authority of local government required to remove, damage, interfere with any flora on local government property

Corporate context

None

History

Last Reviewed

24 July 2019

Delegation from Council to CEO

Functions to be performed

1. The CEO is delegated power to approve a request for permission to pick wildflowers and / or collect seed on lands under Council's control, under the following conditions –
 - (a) written application is to be made;
 - (b) it is for their own domestic or hobby use;
 - (c) permission is given for a period not exceeding one week;
 - (d) the area of picking and/or collection is strictly limited;
 - (e) not more than one collector is permitted in any one location;
 - (f) a maximum of 10% of seed only to be taken in any one area.

Conditions on use of delegation

1. All applications for commercial picking of wildflowers or collection of seed are to be referred to Council for consideration, and required details include –
 - (a) collector's credentials and purpose (collector includes the permit holder and up to 2 assistants),
 - (b) duration of approval, if any,
 - (c) the area of picking and/or collection
 - (d) not more than one collector being permitted in any one location
 - (e) a maximum of 25% of seed only to be taken in any one area
2. All applications for the collection of animals, reptiles, amphibians and birds from lands under Council's control, are to be referred to Council for consideration.
3. All applications to collect flora or fauna are to provide the following information at minimum –
 - (a) collector's credentials, including any person acting on the collector's behalf
 - (b) purpose of collection – domestic, hobby, display, educational, commercial
 - (c) flora/fauna to be collected – rarity, locality, need for preservation etc
 - (d) locality of collection – ease of access, likelihood of general public-knowledge or access
 - (e) period or duration sought

4. Where Council has previously permitted an application, the CEO may issue permission in subsequent consecutive years under identical terms and conditions, without further reference to Council.
5. The following statement is to be included in every approval by the CEO –
The approval of the Department of Parks and Wildlife is mandatory, and Shire permission is invalid without the Department's written consent accompanying Shire approval.

Sub-delegation permitted to

- a) Executive Manager Technical & Rural Services

Delegation by CEO to other employees

To –

- a) **Executive Manager Technical & Rural Services**

In full

References

Formal record of use File copy of notice of approval

File number 11.3.1

Notes

Dept of Biodiversity, Conservation and Attractions –

- may issue a permit for a maximum of one year;
- is to be provided a copy of every approved application.

Former Section 14 – Plant / Equipment (transferred to Section 12)

Former Section 15 – Natural Resources (renumbered as Section 13)

Former Section 16 – Unclassified (transferred to Section 12)

Former Section 17 – Building and Development (deleted)

Former Section 18 – Environmental Health / Food (transferred to Section 6)

Former Section 19 – Fire Control (deleted or transferred to Section 5)

10.4.3 WESTERN AUSTRALIAN ELECTORAL COMMISSION UPPER HOUSE REVIEW

File Reference	14.1.1
Disclosure of Interest	The Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	20 May 2021
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Letter from Mia Davies MLA – Leader of the Opposition 2. Petition 3. Media Release from the Nationals 4. Letter from Peter Rundle MLA	

Summary

Minister for Electoral Affairs Hon John Quigley MLA, has recently announced the formation of a Ministerial Expert Committee to advise the Government on reform of the electoral system for the Legislative Council, or the Upper House as it is commonly referred to.

This report considers a request of the local Member of Parliament Peter Rundle, MLA to:

- Sign a petition on the above subject;
- Circulate the Petition; and
- Make our own Submission should the Shire feel so inclined.

Background

The Ministerial Committee has published a discussion paper, which provides context for their review, and requests submissions to be provided by 5:00pm, Tuesday, 8 June.

The Ministerial Expert Committee on Electoral Reform invites the public to make submissions on issues on which it has been asked to make recommendations, and has produced a Discussion Paper for that purpose.

The deadline for submissions has now been extended. It is not known what the original closure date was, but presumably fairly short in notice.

Submissions can be made until 5pm, Tuesday 8 June 2021 at: submissions@waelectoralreform.wa.gov.au or by post to the attention of the Committee to 11th Floor Dumas House 2 Havelock Street WEST PERTH WA 6005.

Those who have already made a submission are welcome to amend or add to their existing submission.

Resources and further reading are available here:

Ministerial Expert Committee Discussion Paper

[MEC Discussion Paper 2021 May.pdf \(www.wa.gov.au\)](#)

The Terms of Reference of the Committee are as follows;

At the 2021 election for the Legislative Council:

The Daylight Saving Party won one seat in the Mining and Pastoral region, having received 98 first preference votes, which is equivalent to just 0.2% of all formal votes in that region;

AND

The Greens in the North Metropolitan Region received 27,077 first preference votes, or 7.4% of all formal votes in that region, but did not win a seat;

AND

In the Agricultural Region, the Nationals received 22,999 votes and won two seats;

AND

In the South Metropolitan Region, the Liberal Party received 67,000 votes but won only one seat;

THE GOVERNMENT NOW ASKS THE COMMITTEE TO REVIEW THE ELECTORAL SYSTEM FOR THE LEGISLATIVE COUNCIL AND PROVIDE:

Recommendations as to how electoral equality might be achieved for all citizens entitled to vote for the Legislative Council;

AND

Recommendations for the distribution of preferences in the Legislative Council's proportional representation system.

[WA Electoral Reform -Terms of Reference.pdf \(www.wa.gov.au\)](#)

Regional Maps

[Appendix 2-Regional Maps.pdf \(www.wa.gov.au\)](#)

Consultation

The Western Australia Local Government Association (WALGA) has established a Policy Forum of State Council, comprising State Councillors representing all existing electoral regions.

The Policy Forum will consider a background paper and provide direction for the development of a submission, which will be put to State Council for consideration prior to the submission deadline.

The deadline for this Council seeking to 'consult' on behalf of its community is far too short to enable a proper community engagement exercise on a matter so complex.

The Minister's Committee specifically invites submissions on:

- (a) which model (whole-of-state electorate or region-based) is preferable to achieve electoral equality;
- (b) the strengths and drawbacks of each model;
- (c) whether any other electoral model, not covered in this Discussion Paper, is better suited to achieve electoral equality, with reasons; and
- (d) what changes (if any) should be made to the distribution of preferences in the Legislative Council's proportional representation system, including group voting tickets.

Statutory Environment

The State Constitution and Electoral Act 1907 governs the determination of electoral boundaries and the decision-making process therein.

Policy Implications

There are no relevant policy considerations.

Financial Implications

There are no relevant Financial considerations.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2	Continue to enhance communication and transparency

Comment/Conclusion

Any electoral reform that reduces the voice of regional people is a concern for not just Narrogin and its electors, but also the electors of the wider district.

In a State as diverse, large and indeed in many instances remote, Governments need to consider the voices and issues of the minority, as well as the voters that have the largest voice (or power).

The only way that this has been able to be 'somewhat' achieved for many decades in the Western Australian context, is through proportional voting system that have allowed greater participation in parliament, through a long held agreed positive (beneficial) distortion to the one vote one value system.

Whilst an extreme and rare anomaly of the election of a candidate from The Daylight Saving Party, winning a seat in the Mining and Pastoral region (with only primary 98 votes), has highlighted an

anomaly that needs to be looked at in terms of votes harvesting, the risk is that the State Government (with Lower and Upper House control) might go further and erode the voting representation of the regions.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the proposed review of the electoral system for the Legislative Council, by the State Government, this Council resolve as follows:

1. That the Chief Executive Officer be requested to make a submission expressing its concern that;
 - a) The deadline for making submission by the community is extremely short and gives the impression that the Government has made its mind up on a predetermined outcome and;
 - b) That any outcome that reduces representation of electors in regional Western Australia from that which it currently receives is not supported.
2. That the Shire President be requested to sign the Nationals WA petition; and
3. That the Chief Executive Officer be requested to promote the Nationals WA petition through the Shire's Facebook site.



**HON MIA DAVIES MLA
LEADER OF THE OPPOSITION**

To Whom It May Concern

ELECTORAL REFORM IN THE LEGISLATIVE COUNCIL

I write to draw your attention to the McGowan Government's announcement to form a Committee to review the *Electoral Act 1907*, and the opportunity for the public and key stakeholders to engage in the consultation process.

The Government has requested the Committee to review the electoral system for the Legislative Council and provide:

- (1) Recommendations as to how electoral equality might be achieved for all citizens entitled to vote for the Legislative Council; and
- (2) Recommendations for the distribution of preferences in the Legislative Council's proportional representation system.

The Committee have released a Discussion Paper (two weeks after the request for submissions started), and they require all submissions to be made by June 8th, 5pm.

It is vitally important that as many voices as possible are added to this conversation, whether you live, work or invest in regional WA or metropolitan Perth.

The National & Liberal Alliance Opposition (Opposition) is not opposed to sensible reforms – particularly when it comes to item (2) and the changes required to prevent preference harvesting to elect Members to the Parliament who have only accrued a handful of primary votes. The election of the Daylight Saving Party representative at the March 2021 State election is a compelling reason to support sensible reform on this front.

It is unfortunate that these reforms were not pursued by the McGowan Government in the previous Parliament as it is almost certain they would have passed without challenge.

The Opposition has grave concerns in relation to the Attorney General's instruction as it relates to item (1) and regional representation in the State Parliament. We reject the assertion by the Government and Attorney General that an equal weighting system for each region in the Legislative Council of Western Australia 'fails the democratic fairness test'.

In 2008, changes that were driven by the Labor Party and Greens WA to our electoral system delivered on both Parties long-held ambition to achieve 'one-vote-one-value' in the Legislative Assembly. It effectively means that every electorate in the State has the same number of electors with a notable exception - the reform recognised the need to compensate what are considered to be large districts by a weighting mechanism known as Large District Allowance (LDA).

The issue that needs serious consideration is whether or not the pursuit of 'one-vote-one-value' for the Legislative Council is appropriate or needed.

In advance of the debate (in April 2005) then Professor Greg Craven, Executive Director of the John Curtin Institute of Public Policy and Professor of Government and Constitutional Law made the following comment on the *One Vote Value Bill*:

"I would respectfully argue that, once the Lower House of the Parliament is constituted on a more or less strict One Vote One Value basis, the case for constituting the Upper House differently as a Chamber where regional interests receive moderately enhanced representation, is strong. This follows from the necessity to ensure that the diversity of interests contained within the State are adequately reflected in the Parliament."

Similarly, Dr Harry Phillips, Parliamentary Fellow, Adjunct Professor, Edith Cowan University and Curtin University of Technology said in April 2005:

"In Western Australia, the interpretations of the Canadian Courts have tended to be used as support for the 'one vote one value' argument. However, the Canadian Courts, have given thrust to a broader concept of 'effective representation'. The latter provides scope for deviation (sometimes substantial) from voter parity. If one sought to do so I think there would be scope to argue that in many settings, other factors (such as geography), have to be considered for effective representation to prevail."

This type of reform pursued by the Labor Party in 2005 and now again in 2021 is centred on the notion of mathematical equality. It is the Opposition's view that there are inequalities in access to services and infrastructure in regional WA when compared to our metropolitan colleagues. There is a significant lack of parity in relation to health services, access to education, the cost of living and transport, access to core Government services and Departments, to name just a few. Tipping the balance to increase the number of metropolitan representatives and decrease regional representation can only make it harder to elevate these issues in the Parliament and with Government. It will only widen the gap that exists between our regional and metropolitan populations.

Given our State relies on industry, communities, and people in regional Western Australia for the wealth that underpins our economy, it would seem counterproductive to pursue changes to satisfy a mathematical notion of equality.

I'd encourage you to consider making a submission to the Committee to ensure the panel can consider this matter, particularly providing them with examples of how a reduction in the number of people from regional Western Australia in the State's Parliament may impact you, your organisation and/or community.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Davies', with a stylized flourish at the end.

HON MIA DAVIES MLA

Leader of the Opposition

Leader of The Nationals WA

Shadow Minister for Electoral Affairs

Petition in relation to proposed electoral reform of the Legislative Council Western Australia.

To the Speaker and Members of the Legislative Assembly of the Parliament of Western Australia in Parliament Assembled.

We, the undersigned, are strongly opposed to any cuts made by the McGowan Labor Government to regional voices in our Parliament.

There is no doubt that regional WA is the engine room of our state and ripping away regional voices will only be harmful to the communities which help this state to grow and prosper.

We therefore ask the Legislative Assembly to speak up for regional Western Australians and call on the Government to ensure there is no reduction in regional representation.

And your petitioners as duty bound, will ever pray.

NAME	ADDRESS	SIGNATURE	PHONE	EMAIL
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Please return original by Wednesday 2 June 2021 to:

Peter Rundle MLA, Member for Roe, Parliament House, Harvest Terrace Perth 6000

State of Western Australia

Agenda Ordinary Council Meeting 26/05/2021



Media Release | 14 MAY 2021

Hon Martin Aldridge MLC
Member for Agricultural Region

Hon Mia Davies MLA
Opposition Leader; Shadow
Minister for Electoral Affairs

LABOR CONFIRMS PLANS TO DIMINISH REGIONAL REPRESENTATION

The Nationals WA have slammed the Premier and WA Labor during Parliament this week for misleading regional voters of their intention to introduce so-called one-vote-one-value electoral reform prior to the State election.

During a Legislative Council debate, Member for the Agricultural Region Hon Martin Aldridge MLC said the official State Government response had made it clear Labor was pursuing mathematical equality ahead of effective regional representation.

“Not only did the Premier repeatedly mislead voters about his intention to silence regional voices, but Labor’s hand-picked panel of Perth academics has given voters just weeks to make a submission on an issue with major long-term ramifications for our democratic process,” he said.

“The Ministerial Expert Panel chaired by Malcolm McCusker QC does not come to this issue with clean hands, having long advocated for greater metropolitan control of the Parliament. This raises serious questions as to whether the committee will give fair unbiased consideration of all views.”

Mr Aldridge said effective regional representation was essential to addressing regional issues such as health and education outcomes, serious injuries and deaths on our roads, cost of transportation and access to reliable telecommunications that unfortunately affect regional communities more than metropolitan areas.

“It was also damning that no Labor regional MP contributed during the debate yesterday – this Party continues to claim it represents regional interests but will quickly align to abolish it when it fits their city-centric agenda.”

The Opposition also questioned why the Attorney General announced that a Discussion Paper would be released by the Committee two weeks into the consultation process, leaving only two weeks for submissions to respond.

“Publishing a discussion paper halfway through the process is further proof of Labor’s intention to ram through electoral reform no matter what submissions are made,” she said.

“The one week extension of the submission deadline announced today is tokenistic and the whole process should be seen for what it is, a complete farce.

“We urge all Western Australians to speak up on this important matter, it’s not right for Labor to use its massive majority to ram through reforms that will significantly impact our State, in particular regional Western Australians, for generations to come.”

Submissions to the Ministerial Expert Panel now close at 5pm on Tuesday 8 June 2021.
More information: <https://www.wa.gov.au/government/wa-electoral-reform>.

Media contact: Martin Aldridge 0427 972 028 or Ashwini Saseedaran 0425 464 259

Peter Rundle MLA

Member for Roe

18 May 2021

Via email: ceo@narrogin.wa.gov.au

Dear Dale

Please find attached a petition which asks people to consider the implications of the outcomes of the current review into Electoral Reform.

Also attached is a letter from the Leader of the Opposition, The Hon Mia Davies MLA outlining the reason for the petitions and the urgency for people to submit their views on the reforms.

I am concerned the Premier misled the WA public prior to the election repeatedly, denying that electoral reform was on the agenda.

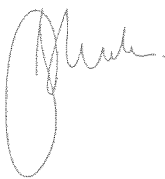
My concern is that the focus of the review is on preference harvesting and that the real reason for this review is to reduce regional representation in the Legislative Council.

I encourage you to make an urgent submission to outline the importance of regional representation to your stakeholders.

I also encourage you to circulate the petition and return it to my office by Tuesday 1 June, 2021.

If you require any further information, please don't hesitate to contact me or my office.

Kind regards



Peter Rundle MLA
Shadow Minister for Education and Training, Racing and Gaming
and Sport and Recreation
Member for Roe



Narrogin Office
PO Box 378
Narrogin WA 6312
Ph 08 9881 1225
Fax 08 9881 3082

Esperance Office
107 Dempster St,
Esperance WA 6450
Ph 08 9071 6555
Fax 08 9071 6788

All correspondence to
PO Box 378
Narrogin WA 6312

Peter.Rundle@mp.wa.gov.au
www.peterrundle.com.au
 @PeterRundleMLA
 facebook.com/PeterRundleRoe

THE NATIONALS *for Regional WA*

11. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

13. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at ____ pm and, pursuant to resolution 1020.012 of 27 October 2020, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on Tuesday 23 June 2021, at this same venue.



89 Earl Street, Narrogin
Correspondence to:
PO Box 1145, Narrogin WA 6312
T (08) 9890 0900
E enquiries@narrogin.wa.gov.au
W www.narrogin.wa.gov.au