



AGENDA

ORDINARY COUNCIL MEETING

22 June 2022

NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Members & Community Members

Pursuant to resolution 1021.012 of 27 October 2021, an Ordinary Meeting of the Shire of Narrogin will be held on 22 June 2022 in the Shire of Narrogin Council Chambers, 89 Earl Street, Narrogin, commencing at 7:00 pm.

A handwritten signature in black ink, appearing to read 'Dale Stewart'.

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.

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electronic format (disk or emailed), audio or Braille**



Shire of
Narrogin
Love the life

STRATEGIC COMMUNITY

SNAPSHOT

PLAN
2017-27

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

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

CONTENTS

Agenda Item	Page
1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS	6
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	6
3. DECLARATIONS OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA	7
4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	7
5. PUBLIC QUESTION TIME	7
6. APPLICATIONS FOR LEAVE OF ABSENCE	7
7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	7
8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION	7
9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS	7
10. MATTERS WHICH REQUIRE DECISIONS	8
10.1 DEVELOPMENT AND REGULATORY SERVICES	8
10.1.1 ARRANGEMENTS FOR MANAGEMENT OF VOLUNTEER BUSH FIRE BRIGADES: RESPONSE TO WALGA PROPOSED ADVOCACY POSITION	8
10.1.2 PROPOSED TELECOMMUNICATION INFRASTRUCTURE AT Lot 6 (NO. 138) SIMMONS ROAD, NARROGIN VALLEY	15
10.2 TECHNICAL AND RURAL SERVICES	21
10.3 CORPORATE AND COMMUNITY SERVICES	22
10.3.1 SCHEDULE OF ACCOUNTS PAID – MAY 2022	22
10.3.2 MONTHLY FINANCIAL REPORTS – MAY 2022	25
10.3.3 SUNDRY DEBTORS WRITE OFFS	28
10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER	30
10.4.1 HEALTH LOCAL LAW 2022 – UNDERTAKING	30
10.4.2 WAIVER OF JOHN HIGGINS CENTRE HIRE FEES	34
10.4.3 PROPOSED LEASE TO LITTLE KINDY PTY LTD – 30 GRAY STREET NARROGIN	38
11. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	42
12. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING	42
13. CLOSURE OF MEETING	42

ORDINARY COUNCIL MEETING

22 JUNE 2022

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 G Broad – Deputy Shire President

Cr R McNab

Cr M Fisher

Cr B Seale

Cr J Pomykala

Cr T Wiese

Cr T Alexander

Cr J Early

Staff

Mr D Stewart – Chief Executive Officer

Mr A Awang – Executive Manager Development & Regulatory Services

Mr T Evans – Executive Manager Technical & Rural Services

Mr A Mulenga – Acting Executive Manager Corporate & Community Services

Ms V Ward – Executive Assistant

Leave of Absence

Apologies

Absent

Visitors

3. DECLARATIONS 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 Council meeting is scheduled for 27 July 2022.

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 22 May 2022 be confirmed as an accurate record of the proceedings.

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Jenny Fowler on behalf of Wildfire Bloom Group of Volunteers regarding Item 10.4.2 - Waiver of John Higgins Centre Hire Fees.

10. MATTERS WHICH REQUIRE DECISIONS

10.1 DEVELOPMENT AND REGULATORY SERVICES

10.1.1 ARRANGEMENTS FOR MANAGEMENT OF VOLUNTEER BUSH FIRE BRIGADES: RESPONSE TO WALGA PROPOSED ADVOCACY POSITION

File Reference	14.4.1
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 June 2022
Author	Azhar Awang – Executive Manager Development and Regulatory Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. WALGA Proposed Advocacy Position Report 2. INFOPAGE - WALGA

Summary

Council is requested to provide comments to the Western Australian Local Government Association (WALGA) in regard to the proposed Advocacy position on *Arrangements for Management of Volunteer Bushfire Brigades* in order to allow WALGA to provide guidance in its engagement with the State Government on the drafting of the Consolidated Emergency Services Act (CES Act).

Background

In May 2022, the Shire received an Infopage and the Proposed Advocacy Position on Arrangements for Management of Bushfire Brigades Paper from WALGA seeking comments from Local Governments that manage bushfire brigades. WALGA has allowed for a six (6) week consultation period (comments to be submitted by 8 July 2022) following which, the item will go to the WALGA State Council in September 2022.

This is a result of the introduction of the Work Health and Safety Act 2020, which has put additional responsibilities on Local Government for managing Bush Fire Brigades, along with the State Government drafting the Consolidated Emergency Services Act, which combines the Fire Brigades Act 1942, Bush Fires Act 1954 and Fire and Emergency Services Act 1998 into a single piece of legislation, which is anticipated to be released as a Green Bill for consultation in early 2023.

In 2021, WALGA undertook a comprehensive Local Government Emergency Management Survey to ascertain the sector's sentiment with respect to their emergency management responsibilities. 104 Local Governments responded to the Survey consisting of:

- 36 Chief Executive Officers;
- 18 Community Emergency Services Managers; and

- 50 Local Government officers.

The survey also asked Local Governments about their level of satisfaction with current arrangements for managing Bush Fire Brigades (BFB), 92 Local Governments (69 of which manage Bush Fire Brigades) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

As a result of these findings, WALGA has proposed the following Advocacy Position:

- “1. *The Association advocates that the State Government must provide for:*
- A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government;*
 - The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;*
 - Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and*
 - The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers.*
2. *That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).*
3. *Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility.”*

The recent 2016, Waroona Yarloop bush fires, led to the Public Sector Commission undertaking a special inquiry by Mr Euan Ferguson AFSM, which resulted into recommendations for change in the area of Strategic and Agencies opportunities for improvements. These included 17 Recommendations and 23 Opportunities, including the establishment of a Rural Fire Services established by the State Government, with the options of transferring the management of all Bush Fire Brigades under the Department of Fire and Emergency Services (DFES).

It is understood that in 2017, this recommendation was explored and considered by the Economic Regulation Authority for the Emergency Services Levy, to the extent to which the Emergency Services Levy (ESL) should be available to fund the administrative and operational costs of a rural fire service.

Consultation

WALGA undertook a survey on Local Government Emergency Management 2021 and provide the report and Infopage on its Advocacy Position on the Arrangements for Management of Volunteer Bush Fire Brigades. The process of consultation is being coordinated by WALGA as the lead agency in this process.

Statutory Environment

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

- The Local Government Act of 1995: Division 3 — Executive functions of local governments, Subdivision 1 — Performing executive functions, s3.18. Performing executive functions: 3(b).
- Work Health and Safety Act 2020, mandates the duty of care to volunteers by the person conducting a business undertaking. Senior Local Government officers with decision making and budget allocation control, have a duty of care to volunteer bush fire brigade members.
- Bush Fires Act 1954, s36 and s41. Provides for local governments to establish, maintain and equip bush fire brigades.
- Bush Fire Brigades Local Law 2017.

Policy Implications

- Policy 5.2 – Bush Fire Brigades Management.

Financial Implications

In the Shire's 2021/2022 Budget, the Emergency Services Levy received from the Department of Fire and Emergency Services a total of \$34,715.25, for operations of the Shire's 10 Volunteer Bush Fire Brigades, which includes PPE, Insurances, maintenance of buildings, vehicles, plant and equipment.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2	Engage and support community groups and volunteers

Comment/Conclusion

Work Health and Safety (WHS) Act 2020

Some of the key features of the WHS Act as follows:

- The primary duty holder is the 'person conducting a business or undertaking' (PCBU) which is intended to capture a broader range of contemporary workplace relationships.
- A primary duty of care requiring PCBUs to, so far as is reasonably practicable, ensure the health and safety of workers and others who may be affected by the carrying out of work.
- Duties of care for persons who influence the way work is carried out, as well as the integrity of products used for work, including the providers of WHS services.
- A requirement that 'officers' exercise 'due diligence' to ensure compliance.
- The new offence of industrial manslaughter, which provides substantial penalties for PCBUs where a failure to comply with a WHS duty causes the death of an individual, in circumstances where the PCBU knew the conduct could cause death or serious harm.

- The voiding of insurance coverage for WHS penalties, and imposition of penalties for providing or purchasing this insurance.
- The introduction of WHS undertakings, which are enforceable, as an alternative to prosecution.
- Reporting requirements for 'notifiable incidents' such as the serious illness, injury or death of persons and dangerous incidents arising out of the conduct of a business or undertaking.
- A framework to establish a general scheme for authorisations such as licences, permits and registrations (for example, for persons engaged in high-risk work or users of certain plant or substances), including provisions for automated authorisations.

Under the Work Health and Safety Act 2020, for Volunteers and Volunteer Organisations, the Shire is responsible for all the volunteers within the Bush Fire Brigades. The Shire is required to ensure that all the Fire Control Officers (FCOs) and Bush Fire volunteers have undertaken the required training to allow them to perform the role safely.

There are very significant fines that now apply to local governments and criminal charges may be imposed on executive staff should they fail in their duty of care under the new WHS Act 2020. A significant increase in the maximum fine is now applicable to executives along with a 20 year jail term. The local government body is now subject to an uninsurable fine up to \$10M.

Bush Fire Brigade Volunteers

The Shire has currently on its list of Bush Fire Brigades Volunteers a total of 232 registered volunteers, of which the insurance for these Volunteers are paid through the ESL.

Due to the changes, a review of training requirements for FCOs and volunteers was considered and recommended at the Bush Fire Advisory Committee (BFAC) meeting held on 29 March 2022. As a result of these recommendations, some minor amendments are recommended to the Policy.

This recommendation was presented to the Council meeting of 27 April 2022, whereby the Council resolved the following:

“That with respect to Bushfire Brigade Member Training requirements, Council approve the following amendment: to Policy 5.2 Bush Fire Brigades - Management, Clause 7, such that it reads as follows:

- a) All Fire Control Officer's (FCO's) must as a minimum complete the FCO's course training within the first 12 months of being appointed and complete a refresher at least once every 10 years.*
- b) A sub-committee consisting of the Chief Bushfire Control Officer and the two (2) Deputy Chief Bushfire Control Officers, be authorised to assess volunteer fire fighter's competency with regards to the Rural Fire Awareness, Bushfire Safety Awareness, and Firefighting Skills and if satisfied, to recommend to the Shire's CEO that their previous experience be accepted as Recognised Prior Learning (RPL), although FCO's should be encouraged to complete the training.”*

Volunteers are considered a very valuable asset and it is this Shire's view that we encouraged and support our Volunteers to undertake the required minimum training to ensure their safety and wellbeing and the long term retention of our most precious asset. It is also critical that the Shire ensure the succession planning for the up and coming volunteers that should be encouraged to undertake the required training.

Community Emergency Services Manager (CESM)

In response to the need of the Shire to address the issue of Emergency Management, the Shire has since May 2019 and every year after, written to the Department of Emergency Services seeking its approval for a shared role for a dedicated CESM. Each year the Shire has been unsuccessful in its application due to lack of available funding from DFES. However, other adjoining Shires such as Lake Grace and Kent, with a combined population of 1800 people, have been allocated a CESM.

The CESM position is critical to ensure the ability for the Shire to develop, implement and coordinate the delivery of Community Emergency Services functions including the support and delivery of training for emergency volunteer groups.

WALGA Proposed Advocacy Position

The proposed Advocacy position by WALGA is in line with the Shire's direction and reflects the above Shire's concern in managing its Bush Fire Brigades Volunteers and the new WHS as well as the ability and the capacity for the Shire to take on the responsibility.

Based on the above, it is recommended that Council endorse the WALGA proposed Advocacy Position to the State Government in addressing this issue as part of its consolidated review of the Emergency Services Act.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Western Australian Local Government Associations (WALGA) proposed Advocacy Position on Arrangements for Management of Volunteer Bushfire Brigades, on the review of the consolidated Emergency Services Act, Council support WALGA's proposed Advocacy Position as follows:

1. The Association advocates that the State Government must provide for:
 - a) A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government;
 - b) The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;
 - c) Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and
 - d) The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers.
2. That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).

3. Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility.

Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position

May 2022

Table of Contents

Table of Contents	1
Executive Summary	2
How to Comment on This Paper	2
Introduction	3
Background	4
Current Arrangements in WA	5
Considerations for Future Bush Fire Brigade Management Arrangements	5
<i>Local Government Views</i>	5
<i>Recommendations of Previous Reviews</i>	6
<i>Work Health and Safety Act 2020</i>	6
<i>Volunteer Insurance</i>	7
<i>Sector Capacity, Capability and Resourcing</i>	7
<i>Bush Fire Service and Volunteerism</i>	7
Options for future management of BFBs	8
Proposed Position	8
Management of Bush Fire Brigades	9
How to Provide a Response to this Paper and Proposed Position	10
APPENDIX ONE - Proposed Emergency Management Advocacy Position Statements	11

Acknowledgement

The WA Local Government Association (WALGA) acknowledges the Traditional Owners of the land and pays respects to Elder's past, and present. WALGA acknowledges the continuing knowledge and cultural practices that they bring to the Local Government and Emergency Management sectors to support resilient and sustainable land management on WA landscapes.

Executive Summary

Western Australian Local Governments have extensive roles and responsibilities prescribed in the State Emergency Management Framework (State Framework) across the emergency management activities of prevention, preparedness, response, and recovery. Relevantly, pursuant to the *Bush Fires Act 1954*, Local Governments have responsibility for bushfire and the management of volunteer Bush Fire Brigades (BFBs).

This Paper proposes a new Advocacy Position on the management of BFBs to guide the Association's emergency management advocacy on behalf of Local Government, and in particular its engagement with the State Government on the development of the *Consolidated Emergency Services Act* which is expected to be released for stakeholder consultation in early 2023.

How to Comment on This Paper

Local Governments are encouraged to provide a written response to this Paper or to complete the [survey](#). Formal Council resolutions will assist the Association understand the sentiment of the sector on this important issue.

The Paper outlines the proposed Advocacy Position, followed by the background and rationale for the new position.

Questions are provided at the end of the Paper to guide feedback.

For further information please contact WALGA's Resilient Communities Policy Manager, Susie Moir via 9213 2058 or smoir@walga.asn.au

Feedback should be provided in response to the questions via email to em@walga.asn.au by **5pm Friday 8 July 2022**.

Introduction

This Paper seeks Local Government's views on a new WALGA Advocacy Position on the management of volunteer bush fire brigades (BFBs).

WALGA Advocacy Positions guide WALGA's policy, advocacy and capacity building activities and support a consistent and whole-of-sector approach.

The introduction of the *Work Health and Safety Act 2020* has shone a spotlight on Local Government responsibilities for managing BFBs. In addition, the State Government is currently drafting the *Consolidated Emergency Services Act*, which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill in early 2023. Therefore consultation on a new Advocacy Position with respect to management of BFBs is timely.

In 2012, 2019 and 2021, WALGA undertook comprehensive consultation with Local Government in relation to emergency management matters.

In 2021 WALGA undertook a comprehensive [Local Government Emergency Management Survey](#) to ascertain the sector's sentiment with respect to their emergency management responsibilities. 104 Local Governments responded to the Survey. Responses were provided by:

- 36 Chief Executive Officers
- 18 Community Emergency Services Managers
- 50 Local Government officers

As part of the survey Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

These Survey responses reinforce that it is timely to engage with the sector on this issue.

WALGA has been undertaking a process to update our Advocacy Positions, and as a result has prepared eight new Advocacy Position Statements relating to Emergency Management, which will be considered at the July 2022 State Council meeting, as listed in Appendix 1. These new Advocacy Positions are based on previous State Council endorsed submissions, recommendations from significant reviews and inquiries, and information and priorities captured in sector-wide consultations.

A comprehensive Advocacy Position regarding the *Consolidated Emergency Services Act*, is outlined in Appendix 1, Advocacy Position 8.4.

Background

FESA (now the Department of Fire and Emergency Services (DFES)) was established in 1999 for the purpose of improving coordination of the State's emergency services, replacing the Fire Brigades and Bush Fires Boards¹. DFES provides strategic leadership for emergency services across WA. DFES manages the career fire and rescue service, as well as a number of volunteer emergency services: Volunteer Fire and Emergency Services (VFES); Volunteer Fire and Rescue Service (VFRS); State Emergency Services (SES); and Marine Rescue Western Australia.

Around Australia:

- WA is the only State in Australia in which Local Governments manage bushfire volunteers (pursuant to the *Bush Fire Act 1954*).
- In New South Wales, the NSW Rural Fire Service, which makes up the world's largest firefighting volunteer services, is managed by the NSW Government².
- Similarly, the Victorian Government manages the Country Fire Authority which manages regional fire services in Victoria³.
- In South Australia, the *Fire and Emergency Services Act 2005* (SA) provides for the South Australian Country Fire Service (SACFS) being established as a body corporate, currently managing 14,000 volunteers. The SACFS is responsible to the Minister for Emergency Services⁴.
- In Queensland, the *Fire and Emergency Services Act 1990* (Qld) provides for the establishment of rural fire brigades, with the Commissioner responsible for the efficiency of rural fire brigades⁵.
- The Tasmanian Fire Service sits under the State Fire Commission, established under the *Fire Service Act 1979*⁶, with more than 200 fire brigades across Tasmania, 350 career firefighters and 5000 volunteers.
- The ACT Rural Fire Service sits under the ACT Emergency Services Agency⁷ and is responsible for all bush and grass fires in rural ACT areas, through 450 volunteers in eight brigades.
- Bushfires NT is a division of the Department of Environment, Parks and Water Security, which is responsible for administration of the *Bushfires Management Act 2016*⁸. The Minister appoints members of the Bushfires Council and regional bushfires committees.

¹ <https://www.dfes.wa.gov.au/site/about-us/corporate-information/corporate-history/corporate-history.html>

² <https://www.rfs.nsw.gov.au/about-us/history>

³ <https://www.cfa.vic.gov.au/about-us/who-we-are>

⁴ [Part B 2015 South Australian Country Fire Service.pdf \(audit.sa.gov.au\)](#)

⁵ [Fire and Emergency Services Act 1990 \(legislation.qld.gov.au\)](#)

⁶ [TFSAnnualReport2021.pdf \(fire.tas.gov.au\)](#)

⁷ [Emergencies Act 2004 | Acts](#)

⁸ [Legislation Database \(nt.gov.au\)](#)

Current Arrangements in WA

In Western Australia 111 Local Governments manage 563 BFBs involving approximately 20,000 volunteers. The Bush Fire Service is the largest volunteer emergency service by a significant margin:

- Bush Fire Service: 19,639 volunteers
- Fire and Rescue Service: 2,486 volunteers
- State Emergency Services: 2001 volunteers
- Volunteer Fire and Emergency Services: 926 volunteers
- Emergency Services Cadet Corps: 2,261 volunteers
- Marine Rescue Service: 1,559 volunteers⁹.

The number of BFBs managed by Local Governments varies from one up to 20. For example, the Shire of Cranbrook, which has a population of 1000 people, annual revenue of \$8 million and 29 employees manages 11 BFBs. The City of Mandurah, population 88,000, annual revenue of \$116 million and 678 employees, manages one BFB.

DFES also manages some BFBs. This includes seven bushfire brigades within the Kimberley and seven bushfire brigades within the Pilbara regions, under Memorandums of Understanding (MOU) with relevant Local Governments which make DFES responsible for the day-to-day management of the BFB and all response activities, excluding in relation to land tenure managed by the Department of Biodiversity, Conservation and Attractions.

Under this arrangement, Local Governments maintain responsibility for administering the *Bushfires Act* and carry out activities such as inspecting fire breaks and issuing burning permits.

The Local Government Grants Scheme (LGGS) Manual ([Appendix 1](#)) outlines five different 'profiles' for Bush Fire Brigades, as follows:

- Farmer Response Rural Brigades
- Pastoral Emergency Management
- Rural Brigades
- Settlement Brigades (Rural/Semi Rural)
- Urban Brigades (Defensive/Structural/Breathing Apparatus).

Considerations for Future Bush Fire Brigade Management Arrangements

Local Government Views

As part of WALGA's 2021 Emergency Management Survey, Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

⁹ DFES Volunteering, April 2022

Detailed comments provided in the WALGA survey indicated a strong preference for the State Government to be responsible for all emergency management matters in Western Australia, including the management of BFBs.

Recommendations of Previous Reviews

Over the years there have been many calls for transformational change to the State Emergency Management Framework, in particular rural fire management.

The [Ferguson Report](#) on the 2016 Waroona Bushfire recommended that the State Government establish a rural fire service to address perceived issues in rural fire management, including insufficient capacity and unsuitable governance to deliver rural fire services. In 2017 the State Government hosted a bushfire mitigation summit at which a number of options were considered by stakeholders: a rural fire service operated within DFES; a rural fire service operated within DFES with autonomy; and a dedicated rural fire service that operated independently. Options to transfer the management of all BFBs under one umbrella – DFES or other – were also explored.

The 2017 [Economic Regulation Authority Review of the Emergency Services Levy \(ESL\)](#) considered the extent to which the ESL should be available to fund the administrative and/ or operational costs of a rural fire service, although it was outside the terms of reference for the ERA to examine the merits of a rural fire service or form a view on the best model of a rural fire service¹⁰. A number of Local Governments provided submissions to the ERA Review that supported the creation of a rural fire service¹¹.

Work Health and Safety Act 2020

The requirements of the *Work Health and Safety Act 2020*, enacted in March 2022, have heightened concerns in the sector regarding risk and liability in the management of BFBs, resourcing requirements and training and competency.

The shared responsibility for the health and safety of BFB volunteers adds further complexity to the management of BFBs and responsibilities. Local Governments, DFES, and in some cases the Department of Biodiversity, Conservation and Attractions (DBCA), have a shared duty of care to BFB volunteers due to Controlling Agency activities at incidents, and funding mechanisms (LGGs) for BFB operations and capital equipment.

DFES has a role as the lead fire and emergency services agency in WA for preparing training resources and standard operating procedures. DFES is currently developing additional resources suited to each of the above BFB 'profiles', specifically the management and training of BFBs. These additional resources will be discussed further with the sector in the coming months.

Whether the management structure for BFBs could be aligned to reflect the current operations of different brigade 'profiles', as provided in the LGGs Manual and outlined on Page 5 of this Paper, would require further discussion between DFES and the Local Government sector. This could allow for scalability of BFBs depending on location, resources and capabilities.

¹⁰ [ERA Review of the ESL, 2017, pg 185](#)

¹¹ [ERA ESL Review – summary of submissions to issues paper and draft report](#)

Volunteer Insurance

Local Governments are responsible for providing compensation for injury caused to present and former BFB volunteers as a result of their duties. The commercial insurance market ceased writing injury insurance for volunteers in 2012, therefore a self-insurance mutual scheme was implemented to ensure that Local Governments continue to meet this obligation.

Since 2012, due to the high cost of claims, the aggregate limit of liability has increased from \$250,000 to \$750,000. In addition, the annual cost of insurance has nearly doubled (92%) from \$47.50 to \$91.20 per volunteer, and it is expected that this trend will continue¹².

Sector Capacity, Capability and Resourcing

Local Governments vary in their capability, capacity, and resources to manage BFBs, as well as their other extensive legislative responsibilities and requirements¹³.

By way of overview, Local Governments in Western Australia:

- vary in size from less than 1.5 to over 370,000 square kilometres;
- have populations of just over 100 to more than 220,000 people;
- employ fewer than 10 to over 1000 staff; and
- have revenue (2019-20) ranging from just over \$2 million to just over \$225 million¹⁴.

Bush Fire Service and Volunteerism

The localised culture and history of BFBs in WA has had a large influence on the way that Local Governments engage with and manage BFBs. Many BFBs operate in an independent and self-sufficient way, which Local Governments encourage and support, as this contributes to expansion of the volunteer network in the local community, while also building community networks and resilience.

Communities, and therefore many Local Governments, have a significant interest in volunteering and BFBs, with some Local Governments very involved in the establishment, management and operation of their local BFBs. Therefore it is essential that any future management arrangements, including the transfer of responsibility for management of BFBs to the State Government, should be a voluntary process available to Local Governments that do not have the capacity, capability or resources to manage BFBs. It is also essential that the integrity of the Bush Fire Service is maintained, whatever the arrangements for the management of BFBs.

¹² Data provided by LGIS, 17 May 2022

¹³ 2021 Local Government Emergency Management Capability report - SEMC

¹⁴ [Department of Local Government, Sport and Cultural Industries](#)

Options for future management of BFBs

Four options are identified for the future management of BFBs:

1. Status quo - continue with the current arrangements for management of BFBs whereby the majority are managed by Local Government and transfer arrangements are negotiated on an ad hoc basis between DFES and Local Governments (or their BFBs).
2. Improvements - continue with the current arrangements for Local Government management of BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.
3. Hybrid Model - Local Government continues to manage BFBs where they have the capacity, capability and resources to do so; however where they do not have the capacity, capability and resources, responsibility for management of BFBs is transferred to DFES.
4. Transfer - Responsibility for management of all BFBs is transferred to the State Government, consistent with the arrangements in other States and Territories.

Proposed Position

Based on the feedback received from Local Governments in the WALGA Emergency Management Survey and the other considerations outlined above, it is considered appropriate for the Association to **support a hybrid model** for the management of BFBs.

A hybrid model would enable the continued management of BFBs by those Local Governments with capacity, capability and resources to do so, while providing a framework for the transfer of the management of BFBs to the State Government where a Local Government does not.

Whatever the arrangements for future management of BFBs, it is apparent that Local Governments with responsibility for management of BFBs require **additional support and resourcing** which should be provided by the State Government, including:

- development of a suite of guidelines and resources to assist Local Governments in their management of BFBs, particularly with respect to the discharge of obligations under the *Work Health and Safety Act 2021*;
- expansion of the Community Emergency Services Manager Program (CESM) so that every Local Government with responsibility for managing BFBs has access to the Program if they wish to participate;
- universal access to DFES training for BFBs; and
- development of mandatory and minimum training requirements including recognition of competency for volunteers.

Based on the previous commentary, the following Advocacy Position is proposed:

Management of Bush Fire Brigades

1. The Association advocates that the State Government must provide for:
 - a) A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government;
 - b) The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;
 - c) Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and
 - d) The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers.
2. That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).
3. Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility.

How to Provide a Response to this Paper and Proposed Position

WALGA strongly encourages all Local Governments, and particularly those with responsibility for managing Bush Fire Brigades to provide a response to this Paper and the proposed Advocacy Position. Council endorsed responses are preferred but not essential.

The following questions are provided for Local Governments to consider:

1. Does your Local Government manage BFBs?
2. Does your Local Government support the proposed Advocacy Position on arrangements for the management of Bush Fire Brigades? Why or why not?
3. Does your Local Government have any further suggestions or changes to the proposed Advocacy Position?
4. For Local Governments that manage BFBs, is your Local Government's preference to continue to manage BFBs or to transfer responsibility to the State Government?
5. Is your response endorsed by Council? If so, please include the Council paper and resolution.
6. Do you have any further comments to make?

Responses can be provided by way of written submission or by completion of the online [survey](#).

Please provide written submissions by **5pm Friday 8 July 2022** to em@walga.asn.au (Subject line: Bush Fire Brigade Advocacy Position).

WALGA will review the feedback received and prepare a report for consideration by WALGA Zones and State Council in September 2022.

APPENDIX ONE - Proposed Emergency Management Advocacy Position Statements

(Positions to be considered at July 2022 State Council Meeting)

8 Emergency Management

Local Governments in Western Australia play a significant role in emergency management. Both Commonwealth and State Government policy identify Local Government as a key player in community disaster resilience, preparedness and response. Local Governments however face a few challenges in addressing their emergency management responsibilities, and these challenges differ greatly across the State.

8.1 Emergency Management Principles

1. The State Government bears fundamental responsibility for emergency management and has the role of providing strategic guidance, support and services for emergency management activities in Western Australia.
2. The State Government should provide financial and resourcing support as necessary to enable Local Governments to adequately deliver their extensive emergency management roles and responsibilities under the State Emergency Management Framework.
3. The Local Government Sector should be engaged as a partner in policy and legislative reviews that impact Local Government emergency management roles and responsibilities.

8.2 State Emergency Management Framework

Local Governments are supported to undertake their emergency management responsibilities by a simple and streamlined State Emergency Management Framework with the primary objectives of:

1. Protecting people, the economy, and the natural environment from disasters;
2. Supporting communities in preventing, preparing for, responding to and recovering from emergencies;
3. Clearly outlining roles, responsibilities and accountabilities for Local Government and other emergency management stakeholders;
4. Scalability and adaptability that supports Local Governments of varied capacity and capability; and
5. Supporting agency interoperability through common systems and approaches to key activities including data management, communications, and hazard management.

8.3 Sustainable Grant Funding Model for Emergency Management

Local Government should be empowered to discharge its emergency management responsibilities through sustainable grant funding models that support a shared responsibility and all hazards approach to prevention, preparedness, response and recovery from natural disasters. A sustainable grant funding model for Local Government emergency management:

1. empowers Local Governments to undertake proactive approaches to preparedness, prevention, response and recovery;

2. supports the resilience of local communities through capacity-building activities and programs;
3. is responsive to the variations in Local Government resourcing and context
4. develops the skills, capacity and capability of the emergency management workforce; and
5. is consistent, flexible, timely, accessible, scalable, strategic and the guidance provided is comprehensive.

8.4 Consolidated Emergency Services Act

1. The Association advocates for the development of a Consolidated Emergency Services Act to provide a comprehensive and contemporary legislative framework to support the effective delivery of emergency services in Western Australia. The Legislation should clearly define the roles and responsibilities of all emergency management stakeholders including Local Government.
2. The Local Government sector seeks ongoing engagement in the scoping and co-design of the Act and associated Regulations and supporting materials such as Guidelines and fact sheets.
3. The Association advocates for DFES to undertake a full costing analysis of the new Act and to provide to Local Government details of the cost implications prior to the release of any Exposure Draft Bill.
4. Any new or increased responsibilities placed on Local Government by the Consolidated Emergency Services Act must be accompanied by funding and resource support to enable Local Governments to adequately discharge those responsibilities.
5. The Association recognises that in addition to the Consolidated Emergency Services Act, the Regulations and other supporting materials that are developed to support it provide a key resource for Local Governments in understanding and discharging their legislative obligations.
6. The Association advocates for the Act to provide clear guidelines for the process for transferring responsibility for bushfire incident response from Local Government to DFES.

8.5 Resource Sharing

Local Governments and the Association support resource sharing across the Local Government Sector for the purpose of emergency management, to support Local Governments to undertake effective and timely response and recovery to emergencies as well as conduct business as usual. The Association will endeavour to facilitate support to the sector in undertaking resource sharing arrangements.

8.6 Lessons Learnt Management

The Association advocates for the implementation of a transparent and contemporary assurance framework for emergency management lessons management overseen by the State Emergency Management Committee. Findings from inquiries and reviews, and progress on implementation of recommendations, should be publicly reported regularly and consistently.

8.7 Emergency Services Levy

Local Government requests the implementation of the recommendations from the 2017 Economic Regulation Authority (ERA) Review of the Emergency Services Levy, which supported increased transparency and accountability in the administration and distribution of the ESL through:

1. Expansion of the ESL to fund Local Government emergency management activities across prevention, preparedness and response.
2. Administration of the ESL by an independent organisation that is funded through consolidated revenue, with regular independent reviews of expenditure and assessment of the effectiveness of ESL funding expenditure to support prevention, preparedness and response activities.
3. The ESL administration fee should recompense Local Governments for the complete cost of administering the ESL.
4. Public disclosure of the allocation and expenditure of the ESL.
5. Public disclosure by the State Government on the progress of implementation of each of the ERA Review recommendations.
6. A review of the role, responsibilities and reporting arrangements of the Community Emergency Services Manager (CESM) Program.

8.8 Local Government Grants Scheme (LGGS)

Local Government supports:

1. A full, independent review of the LGGS to investigate and analyse how ESL funds are allocated to Local Government via the LGGS;
2. A redesign of the LGGS to remove the ineligible and eligible list and create a sustainable, modern, equitable grants program that funds Local Government emergency management activities across prevention, preparedness and response
3. An audit of existing buildings, facilities, appliances, vehicles, and major items of equipment for both Local Government Volunteer Bushfire Brigades (BFB) and State Emergency Services (SES) to inform the preparation of a Comprehensive Asset Management Plan and to guide future funding requests;
4. in the interim, an immediately increase in the quantum of State Government funding to enable the provision of funding of operating and capital grant applications in full, to provide all resources necessary for the safe and efficient operation of Local Government Bushfire Brigades, in accordance with obligations of the Work Health and Safety 2020 legislation.

8.9 Expansion of the Community Emergency Services Manager (CESM) Program

That the Association advocates for an expansion of the Community Emergency Service Manager (CESM) Program, as follows:

1. All Local Governments should have the option of participating in the CESM Program.
2. The full cost of the CESM Program should be funded through the Emergency Services Levy.

8.10 Management of Bush Fire Brigades

To be developed.



To: All Local Governments **From:** Susie Moir, Resilient Communities Policy Manager

Date: 20 May 2022

Reference: 05-024-02-0059SM **Priority:** High

Subject: Proposed Advocacy Position on Arrangements for Management of Volunteer Bushfire Brigades

Operational Area:	CEO, Emergency Management
Key Issues:	<ul style="list-style-type: none"> The Association is consulting the Local Government sector on a proposed Advocacy Position on the arrangements for management of volunteer Bush Fire Brigades. Responses to the proposed Advocacy Position Paper are requested by 8 July 2022. Sector feedback will inform a final position to be considered by WALGA State Council in September 2022.
Action Required:	<ul style="list-style-type: none"> Local Governments are encouraged to provide a written response or submit a response through the survey. A formal Council resolution will assist the Association understand the sentiment of the sector.

Background

Western Australian Local Governments have extensive roles and responsibilities embedded in the State Emergency Management Framework across the emergency management spectrum of prevention, preparedness, response, and recovery. Under the *Bush Fires Act 1954*, Local Governments have responsibility for bushfire and the management of volunteer Bush Fire Brigades (BFBs). 111 Local Governments manage 563 BFBs involving approximately 20,000 volunteers.

As part of WALGA's 2021 Emergency Management Survey, Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

The State Government is currently drafting the *Consolidated Emergency Services Act (CES Act)*, which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill for consultation in early 2023.

The introduction of the *Work Health and Safety Act 2020* has also shone a spotlight on Local Government responsibilities for managing volunteer BFBs.

Comment

The development of the CES Act represents a important and timely opportunity for the sector to determine its position on the management of volunteer BFBs. An endorsed advocacy position will guide the Association in its engagement with the State Government on this issue.

WALGA has prepared the attached proposed Advocacy Position for the sector's consideration.

An six week period for sector consultation is designed to enable Local Governments to engage with relevant stakeholders, including volunteers, and for Councils to consider their position. Feedback on the proposed position will be reviewed and inform a final position to be considered by WALGA State Council in September 2022.

Further information

Please contact WALGA's Resilient Communities Policy Manager, Susie Moir smoir@walga.asn.au or 9213 2058.

10.1.2 PROPOSED TELECOMMUNICATION INFRASTRUCTURE AT Lot 6 (NO. 138) SIMMONS ROAD, NARROGIN VALLEY

File Reference	A326
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	CRISP Wireless Pty Ltd
Previous Item Numbers	Nil.
Date	13 June 2022
Author	David Johnston – Regional Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments	1. Site Map 2. Application Report (Commercial in Confidence)

Summary

Council's consideration is requested in regards to the Application for Planning Consent for a proposed 30m telecommunication tower on Lot 6 (No. 138) Simmons Road, Narrogin Valley.

Background

On 25 May 2022, the Shire of Narrogin received an application from CRISP Wireless for the erection of a 30m telecommunication tower. The applicant proposes to use a small existing clearing for the tower. The farming use will not be affected by the tower due to the clearing being surrounded by trees. Access to the land is via an existing crossover and driveway from Simmons Road, and it is noted that landowner's consent has been provided.

The purpose of the tower is to provide telecommunications services utilising 'point to point' secured wireless connectivity between sites as well as community wireless services and subscriber broadband.

Consultation

Given the location, low impact of the structure and the community benefits, it is recommended that Council dispense with the advertising requirements in accordance with Clause 6.3 of the Former Shire of Narrogin – Local Planning Scheme No. 2 (FSLPS2). Furthermore, the tower is located 165m from the nearest property boundaries which is well within setback requirements and therefore it would not be considered necessary to notify adjoining landowners.

Statutory Environment

Acts, Regulations and schemes that apply to this item include:

- Former Shire of Narrogin – Local Planning Scheme No. 2
 - Clause 6.3
 - Clause 6.5
- Shire of Narrogin Draft Local Planning Scheme No. 3

- Planning and Development (Local Planning Schemes) Regulations 2015 (Deemed Provisions)
 - Clause 67

Policy Implications

Policies that apply to this item include:

- State Planning Policy 5.2 – Telecommunications Infrastructure

Financial Implications

An Application for Planning Consent Fee of \$147 has been received by the Shire of Narrogin.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Outcome:	1.1	Growth in revenue opportunities
Strategy:	1.1.1	Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
Strategy:	1.1.2	Promote Narrogin and the Region

Comment/Conclusion

Zoning

The subject land is zoned for 'Farming' under the Former Shire of Narrogin Local Planning Scheme No. 2 (FSLPS2). The Objectives statement for the Farming zone states:

“The Council intends the predominant form of farming activity in the Farming zone will continue to be based on large farming units. It will generally be opposed to the fragmentation of farming properties through the process of subdivision.”

The proposed use falls under the definition of telecommunication infrastructure which:

“means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network.”

The proposed use of 'telecommunication infrastructure' is not permitted in the farming zone.

Council has discretion to modify development standards as per Clause 4.2.2:

“Subject to sub-clause 4.2.1, if a development the subject of an application for planning approval does not comply with a standard prescribed by the Scheme with respect to minimum lot sizes, building height, setbacks, site coverage, car parking, landscaping and related matters, the Council may, notwithstanding that non-compliance, approve the application unconditionally or subject to such conditions as the Council thinks fit. The power conferred by this clause may only be exercised if the Council is satisfied that:

- a) approval of the proposed development would be consistent with the orderly and proper planning of the locality and the preservation of the amenities of the locality;*

- b) *the non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality.*”

Clause 6.5 of FSLPS2 states:

“6.5 MATTERS TO BE CONSIDERED BY THE COUNCIL

6.5.1 *The Council in considering an application for planning approval shall have due regard to the following:*

- a) *the provisions of this Scheme and any other relevant town planning scheme operating within the district;*
- b) *any relevant proposed new town planning scheme of the Council or amendment insofar as they can be regarded as seriously entertained planning proposals;*
- c) *any approved Statement of Planning Policy of the Commission;*
- d) *any other policy of the Commission or any planning policy adopted by the Government of the State of Western Australia;*
- e) *any planning policy, strategy or plan adopted by the Council under the provisions of sub-clause 8.7 of this Scheme;*
- f) *the preservation of any object or place of heritage significance;*
- g) *the requirements of orderly and proper planning;*
- h) *the preservation of the amenities of the locality*
- i) *any other planning considerations which the Council considers relevant;*
- j) *any relevant submissions or objectives received on the application.”*

Local Planning Scheme No. 3

Council should also have regard to Shire of Narrogin Draft Local Planning Scheme No. 3 (Draft LPS3). Draft LPS3 is a seriously entertained Planning Scheme following public advertising in 2021 and final adoption by Council in February 2022. In Draft LPS3, Lot 6 (No. 138) Simmons Road, Narrogin Valley is zoned Rural. The use of ‘Telecommunications Infrastructure’ has been allocated a ‘D’ use in the Rural zone which would allow this proposal and similar applications to be assessed and approved in accordance with normal planning processes.

Additionally, the objectives of the Rural zone in Draft LPS3 *“provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.”*

This objective is compatible with the officer’s analysis of the proposal which will provide community benefits without any negative effects on the existing farming use of the property.

Deemed Provisions

Council must also have regard to Clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015 (Deemed Provisions).

Clause 67 states:

- (m) *“the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- (n) *the amenity of the locality including the following —*
 - (i) *environmental impacts of the development;*

- (ii) the character of the locality;*
- (iii) social impacts of the development;*
- (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety,”*

When applying the above parts of Clause 67 against the proposal, it can be found that the proposed telecommunications infrastructure will have a low impact due to its location, the low amount of vehicle traffic created by the development and the benefits it will provide to customers of CRISP Wireless. In assessing this application, officers have taken into consideration how Council approved three similar applications of recent years, including the Highbury Mobile Phone Base Station in the Farming zone, the CRISP Wireless tower at 11193 Whinbin Rock Road, Highbury in the Farming zone and the CRISP Wireless tower at Dandaloo Park, in a Recreation and Open Space Reserve.

State Planning Policy

The State Planning Policy 5.2 – Telecommunications Infrastructure, is to be used in the assessment of telecommunication towers and other infrastructure. The policy creates emphasis that in order to work to the best of their ability, telecommunications towers often need to be located in prominent high points in the landscape. The benefit of improved telecommunications services should be balanced with the visual impact on the surrounding area. The proposed location of the tower is far enough away from the Narrogin and Highbury townsites and any dwellings to not create a visual disturbance.

It is recommended that Council determine the application to be consistent with the objectives of the farming zone due to the low community impacts and benefits provided to customers of CRISP Wireless.

Voting Requirements

Part 1 of 3 – Absolute Majority

Part 2 of 3 – Simple Majority

Part 3 of 3 – Simple Majority

OFFICERS' RECOMMENDATION – PART 1 OF 3

That with respect to the Application for Planning Consent for Telecommunication Infrastructure at Lot 6 (No. 138) Simmons Road, Narrogin Valley, Council determine, by Absolute Majority, that the proposed use is consistent with the objectives and purpose of the Farming Zone.

OFFICERS' RECOMMENDATION – PART 2 OF 3

That with respect to the Application for Planning Consent for Telecommunication Infrastructure at Lot 6 (No. 138) Simmons Road, Narrogin Valley, Council dispense with the advertising requirements.

OFFICERS' RECOMMENDATION – PART 3 OF 3

That with respect to the Application for Planning Consent for Telecommunication Infrastructure at Lot 6 (No. 138) Simmons Road, Narrogin Valley, 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. The use permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, vibration, odour, vapour, dust, waste water, waste products or otherwise.
5. All electromagnetic emissions are to comply and be carried out in accordance with Australian Communications and Media Authority requirements.
6. A 1.8 metre Cyclone Mesh fence or equivalent is to be erected around the base of the tower with a minimum distance of two metres from fence to tower on all sides and maintained at all times to the satisfaction of the Chief Executive Officer.



10.2 TECHNICAL AND RURAL SERVICES

There are no reports requiring a Council decision for the current month.

10.3 CORPORATE AND COMMUNITY SERVICES

10.3.1 SCHEDULE OF ACCOUNTS PAID – MAY 2022

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	Nil
Previous Item Numbers	Nil
Date	09 June 2022
Author	Breanna Dorrington – Trainee Finance Officer
Authorising Officer	Alex Mulenga – Acting Executive Manager Corporate & Community Services
Attachments	1. Schedule of Accounts Paid – May 2022

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid – May 2022.

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

Consultation has been undertaken with Manager Corporate Services.

Statutory Environment

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

Policy Implications

The Council's Policy Manual contains no policies that relate and nor are there any proposed.

Financial Implications

All expenditure has been approved via adoption of the 2021/2022 Annual Budget, or resulting from a Council resolution.

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 – May 2022 is presented to Council for notation. Below is a summary of activity.

<i>May 2022 Payments</i>		
<i>Payment Type</i>	<i>\$</i>	<i>%</i>
Cheque	1,073.25	0.09
EFT (incl Payroll)	817,350.97	69.84
Direct Debit	351,905.44	30.07
Credit Card	0.00	0.00
Trust	0.00	0.00
Total Payments	1,170,329.66	100.00

<i>Local Spending</i>	<i>\$</i>	<i>%</i>
Local Suppliers	389,858.17	33.31
Payroll	313,224.64	26.76
Total	703,082.81	60.07

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Schedule of Accounts Paid for May 2022, Council note the Report as presented.

Cheque Payments

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
1	707	13/05/2022	Shire Of Narrogin - Petty Cash-admin			878.25	L	
2	INV NHC APRIL 22	04/05/2022	Shire Of Narrogin - Petty Cash-admin	NHC PETTY CASH RECOUP - February 22- April 22	598.35			
3	INV ADMIN MAY 2022	06/05/2022	Shire Of Narrogin - Petty Cash-admin	ADMIN PETTY CASH RECOUP - December 21 - April 22	279.90			
4	708	25/05/2022	Shire Of Narrogin - Petty Cash-admin			195.00	L	
5	INV CATS MAR 22	20/05/2022	Shire Of Narrogin - Petty Cash-admin	AGEDOTHER - CATS DRIVER MEALS - Petty Cash Recoup March - May 2022	195.00			
					Cheque Total \$	1,073.25		

EFT Payments

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
6	EFT18572	05/05/2022	Synergy			134.77		
7	INV 2085498855	19/04/2022	Synergy	30 GRAY ST BUILDING OPERATIONS (FORMALLY EAST NARROGIN OFFSITE KINDERGARTEN) - Electricity Use	134.77			
8	EFT18573	05/05/2022	Narrogin Packaging			305.85	L	
9	INV 00073419	09/04/2022	Narrogin Packaging	VARIOUS PUBLIC TOILETS - Cleaning Supplies	305.85			
10	EFT18574	05/05/2022	Narrogin Fruit Market			143.40	L	
11	INV 0008202204181	18/04/2022	Narrogin Fruit Market	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Light Lunch for Recovery Meeting 29/03/22	143.40			
12	EFT18575	05/05/2022	Water Corporation			4,499.23		
13	INV V5NNTN	12/04/2022	Water Corporation	VARIOUS DEPARTMENTS - Water Usage 10/2/22 - 14/4/22	4,499.23			
14	EFT18576	05/05/2022	Leigh Norman Ballard			11,275.00	L	
15	INV MARCH 22	31/03/2022	Leigh Norman Ballard	MEMBERS - PRESIDENTS ALLOWANCE & SITTING FEES - 01/01/2022 - 31/03/2022	11,275.00			
16	EFT18577	05/05/2022	Narrogin Betta Home Living			759.00	L	F
17	INV 25710054104	07/04/2022	Narrogin Betta Home Living	CHCP - CLIENT PURCHASES - Vacuum (Client P. Hoggard)	759.00			
18	EFT18578	05/05/2022	Octave Holdings Pty Ltd T/A Narrogin Toyota			17,472.75	L	
19	INV R121100515	20/04/2022	Octave Holdings Pty Ltd T/A Narrogin Toyota	MAINTENANCE FOREMAN 4x4 VEHICLE - Purchase of New Toyota Hilux Workmate 4x4 & Trade Nissan Nav	17,472.75			

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
20	EFT18579	05/05/2022	Toll Transport Pty Ltd		585.82		
21	INV 0402	26/04/2019	Toll Transport Pty Ltd	VARIOUS DEPARTMENTS - Freight 1/4/19 - 18/4/19	585.82		
22	EFT18580	05/05/2022	Narrogin Amcal Chemist		65.85	L	F
23	INV 940756	07/04/2022	Narrogin Amcal Chemist	CHCP & CHSP - GENERAL EXPENDITURE - Nursing Supplies	50.90		
24	INV 940755	07/04/2022	Narrogin Amcal Chemist	CHCP - CLIENT PURCHASES - Eye Dropper Guide (Client D. Flynn)	14.95		
25	EFT18581	05/05/2022	Zipform		971.30		
26	INV 210155	31/03/2022	Zipform	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Print Receipt Books x50	971.30		
27	EFT18582	05/05/2022	T Yuen Construction		110.00	L	
28	INV 5802	12/04/2022	T Yuen Construction	SMITH ST PUBLIC TOILETS (COLES CARPARK) MAINTENACE - Urgent Temporary Repairs to Door Locks	110.00		
29	EFT18583	05/05/2022	Melchiorre Plumbing & Gas		7,691.09	L	
30	INV 804	08/04/2022	Melchiorre Plumbing & Gas	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Fitout Toilets	1,866.59		
31	INV 803	08/04/2022	Melchiorre Plumbing & Gas	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Fitout Toilets	5,824.50		
32	EFT18584	05/05/2022	Murray John Fisher		2,375.00	L	
33	INV MARCH 22	31/03/2022	Murray John Fisher	MEMBERS - MEMBERS SITTING FEES - 01/01/2022 - 31/03/2022	2,375.00		
34	EFT18585	05/05/2022	M & V Ranieri Building Contractors		33,000.00	L	
35	INV 683	09/03/2022	M & V Ranieri Building Contractors	COM AMEN - BUILDING (CAPITAL) - CBD ABLUTION UPGRADE - Smith Street Ablution Upgrade	33,000.00		
36	EFT18586	05/05/2022	Truck Centre (WA) Pty Ltd		93.50		
37	INV 2228305	05/04/2022	Truck Centre (WA) Pty Ltd	NO3 2020 NISSAN UD TIP TRUCK - Clear All Faults on Truck & Replace Sensors	93.50		
38	EFT18587	05/05/2022	Timothy Robert Wiese		2,375.00	L	
39	INV MARCH 22	31/03/2022	Timothy Robert Wiese	MEMBERS - MEMBERS SITTING FEES - 01/01/2022 - 31/03/2022	2,375.00		
40	EFT18588	05/05/2022	Brian Seale		2,375.00	L	
41	INV MARCH 22	31/03/2022	Brian Seale	MEMBERS - MEMBERS SITTING FEES - 01/01/2022 - 31/03/2022	2,375.00		
42	EFT18589	05/05/2022	Main Roads Wa Heavy Vehicle Services		50.00		
43	INV 10042022	10/04/2022	Main Roads Wa Heavy Vehicle Services	NO1 2018 NISSAN UD TIP TRUCK - Class 1 Oversize Permit Renewal	50.00		

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
44	EFT18590	05/05/2022	Graham Kenneth Broad		3,843.75	L	
45	INV MARCH 22	31/03/2022	Graham Kenneth Broad	MEMBERS - DEPUTY PRESIDENT'S ALLOWANCE & SITTING FEES - 01/01/2022 - 31/03/2022	3,843.75		
46	EFT18591	05/05/2022	Jaqueline Freyer Early		2,375.00	L	
47	INV MARCH 22	31/03/2022	Jaqueline Freyer Early	MEMBERS - MEMBERS SITTING FEES - 01/01/2022 - 31/03/2022	2,375.00		
48	EFT18592	05/05/2022	Lite n' Easy Pty Ltd		278.80		F
49	INV 6253385	05/04/2022	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite'N'Easy Supply & Delivery (Client H. McMullan)	139.40		
50	INV 6272020	19/04/2022	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite'N'Easy Meals (Client H. McMullan)	139.40		
51	EFT18593	05/05/2022	Roxanne Rae McNab		2,375.00	L	
52	INV MARCH 22	31/03/2022	Roxanne Rae McNab	MEMBERS - MEMBERS SITTING FEES - 01/01/2022 - 31/03/2022	2,375.00		
53	EFT18594	05/05/2022	Joshua John Pomykala		2,375.00	L	
54	INV MARCH 22	31/03/2022	Joshua John Pomykala	MEMBERS - MEMBERS SITTING FEES - 01/01/2022 - 31/03/2022	2,375.00		
55	EFT18595	05/05/2022	Tamara Alexander		2,375.00	L	
56	INV MARCH 22	31/03/2022	Tamara Alexander	MEMBERS - MEMBERS SITTING FEES - 01/01/2022 - 31/03/2022	2,375.00		
57	EFT18596	05/05/2022	Douglas Sawkins		156.82	L	
58	INV 26042022	26/04/2022	Douglas Sawkins	DRYANDRA COUNTRY VISITOR CENTRE CONTRIBUTION - Reimbursement For DCVC Website	156.82		
59	EFT18597	13/05/2022	Narrogin Hire & Reticulation		800.00	L	
60	INV 00033813	22/04/2022	Narrogin Hire & Reticulation	OTHCUL - ANZAC Day - 400x Chair Hire	800.00		
61	EFT18598	13/05/2022	Coles		264.92		F
62	INV INV137027595-8	30/04/2022	Coles	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Coles Account for April 2022	264.92		

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
63	EFT18599	13/05/2022	Synergy		5,411.69		
64	INV 2017515251	12/04/2022	Synergy	13 HOUGH ST - OPERATIONS - Electricity Usage 6/2/22 - 6/4/22	212.37		
65	INV 2009513714	12/04/2022	Synergy	WASTE FACILITIES BUILDING OPERATIONS - Electricity Usage 5/2/22 - 6/4/22	373.00		
66	INV 2061496548	14/04/2022	Synergy	THOMAS HOGG OVAL BUILDINGS OPERATIONS - Electricity Usage 9/2/22 - 11/4/22	1,903.02		
67	INV 2037506261	20/04/2022	Synergy	COMMUNITY GARDEN MAINTENANCE/OPERATIONS - Electricity Usage 12/2/22 - 13/4/22	195.40		
68	INV 2049509187	20/04/2022	Synergy	WASTE FACILITIES BUILDING OPERATIONS - Electricity Usage 15/2/22 - 13/4/22	121.43		
69	INV 2025514770	20/04/2022	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Usage 15/2/22 - 13/4/22	330.56		
70	INV 2017520970	21/04/2022	Synergy	JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - Electricity Usage 16/3/22 - 18/4/22	1,832.57		
71	INV 2005520052	26/04/2022	Synergy	HUGHBURY PUBLIC TOILETS OPERATIONS - Electricity Usage 14/2/22 - 20/4/22	151.84		
72	INV 2097483855	26/04/2022	Synergy	OLD SHIRE OFFICE BUILDING OPERATIONS - Electricity Charges (12/02/2022 - 13/04/2022)	291.50		
73	EFT18600	13/05/2022	Australia Post		323.18		
74	INV 1011497812	03/05/2022	Australia Post	VARIOUS DEPARTMENTS - General Postage Charges April 2022	323.18		
75	EFT18601	13/05/2022	Great Southern Fuels		415.55		
76	INV 19009991	20/04/2022	Great Southern Fuels	SMALL PLANT- 12L Garden 2T	79.42		
77	INV D2102196	20/04/2022	Great Southern Fuels	POC - FUELS AND OILS - 200L Unleaded (Premixed)	336.13		
78	EFT18602	13/05/2022	Narrogin Fruit Market		579.50	L	
79	INV 0008202204182	18/04/2022	Narrogin Fruit Market	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Light Lunch for Recovery Meeting 12/4/2	129.50		
80	INV 0008202204184	18/04/2022	Narrogin Fruit Market	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - MBS Dinner 13/4/22	450.00		
81	EFT18603	13/05/2022	Water Corporation		24.56		
82	INV 0164	22/04/2022	Water Corporation	STANDPIPE MAINTENANCE/OPERATIONS - Water Usage (22/02/2022 - 21/04/2022)	24.56		
83	EFT18604	13/05/2022	Total Undercar		2,582.00	L	
84	INV N0940	14/04/2022	Total Undercar	NGN417 2020(RANGER) Mazda BT-50 4x4 - Supply & Install 4x New Tyres to Ranger Vehicle	1,291.00		
85	INV N0940	14/04/2022	Total Undercar	NGN417 2020 (RANGER) MAZDA BT-50 4X4 - Supply & Install 4x New Tyres	1,291.00		

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
86	EFT18605	13/05/2022	Kleenheat Gas		8,456.46		
87	INV MARCH2022	12/04/2022	Kleenheat Gas	NRLC - UTILITY - ELECTRICITY - Electricity Usage 1/3/22 - 31/3/22	7,744.21		
88	INV MARCH2022	12/04/2022	Kleenheat Gas	ADMIN OFFICE BUILDING OPERATIONS - Electricity Usage 1/3/22 - 31/3/22	712.25		
89	EFT18606	13/05/2022	Knightline Computers		13.95	L	
90	INV 00075993	26/04/2022	Knightline Computers	ROAD MAINTENANCE GENERAL EXPENSES - Micro SD Card Reader for Technical Officer	13.95		
91	EFT18607	13/05/2022	Landgate		70.40		
92	INV 374255	27/04/2022	Landgate	RATES - VALUATION EXPENSES - Gross Rental Valuation Chargable - Minimum Charge	70.40		
93	EFT18608	13/05/2022	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust		5,896.00	L	F
94	INV IV00000001665	21/03/2022	Narrogin Earthmoving & Concrete Pty Ltd Atf Th CEMETERY UPGRADE - 268m3 Fill Sand		5,896.00		
95	EFT18609	13/05/2022	Susan Farrell		50.00	L	
96	INV 075	13/04/2022	Susan Farrell	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Various Range of Laundry	50.00		
97	EFT18610	13/05/2022	Narrogin Newsagency		203.25	L	
98	INV 294983	01/03/2022	Narrogin Newsagency	LIB - SUBSCRIPTIONS & MEMBERSHIPS - Newspaper Deliveries February 2022	95.35		
99	INV 295721	01/04/2022	Narrogin Newsagency	LIB - SUBSCRIPTIONS & MEMBERSHIPS - Newspaper Deliveries March 2022	107.90		
100	EFT18611	13/05/2022	Narrogin Electrical Services		810.22	L	
101	INV 2753	21/04/2022	Narrogin Electrical Services	ELECTRIC BBQ FOR HIGHBURY NEAR TENNIS COURTS - Electrical Installation Works	810.22		
102	EFT18612	13/05/2022	Wa Country Health Service		2,601.50		F
103	INV 603008	26/04/2022	Wa Country Health Service	CHSP MEALS ON WHEELS CATERING CONTRACT - February 2022	1,296.90		
104	INV 603010	26/04/2022	Wa Country Health Service	CHSP MEALS ON WHEELS CATERING CONTRACT - March 2022	1,304.60		
105	EFT18613	13/05/2022	Toll Transport Pty Ltd		17.80		
106	INV 0535-T740710	10/04/2022	Toll Transport Pty Ltd	1 EVP731 2015 CAT SKID STEER LOADER - Freight Charges	17.80		
107	EFT18614	13/05/2022	Narrogin Panel Beating Service		750.00	L	
108	INV 8754	22/04/2022	Narrogin Panel Beating Service	NGN219 2019 NISSAN X-TRAIL - Insurance Claim MO0054583 Excess	750.00		

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
109	EFT18615	13/05/2022	Narrogin Chamber Of Commerce			50.00	L	
110	INV 00004083	29/04/2022	Narrogin Chamber Of Commerce	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Farewell vouchers (D Gannaway)	50.00			
111	EFT18616	13/05/2022	Melchiorre Plumbing & Gas			106.70	L	F
112	INV 1042	19/04/2022	Melchiorre Plumbing & Gas	CARAVAN PARK ABLUTION BLOCK (NEW) BUILDING MAINTENANCE - Repair to Leaking Toilet	106.70			
113	EFT18617	13/05/2022	Belvedere Nursery			54.00	L	
114	INV I0000001943	27/04/2022	Belvedere Nursery	STREET TREE MAINTENANCE - 4x Rosmarinus Tuscan Blue Trees	54.00			
115	EFT18618	13/05/2022	Traffic Force			331.10		
116	INV 00028864	22/04/2022	Traffic Force	OTHCLUL - ANZAC DAY - Traffic Control for Highbury Anzac Event	331.10			
117	EFT18619	13/05/2022	Gbr Mechanical			455.50	L	
118	INV INV-0745	28/04/2022	Gbr Mechanical	ONO 2020 HOLDEN TRAILBLAZER LTZ - 70,000km Service	455.50			
119	EFT18620	13/05/2022	YMCA WA			240.00	L	
120	INV SI-A011200	28/04/2022	YMCA WA	ADMIN - OCCUPATIONAL HEALTH & SAFETY - Gym Membership (M Furr)	240.00			
121	EFT18621	13/05/2022	Narrogin Cabinet Makers			1,375.00	L	
122	INV 00002986	19/04/2022	Narrogin Cabinet Makers	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Supply & Install Kitchen Cabinet	1,375.00			
123	EFT18622	13/05/2022	State Law Publisher			5,559.90		
124	INV 1001831	14/04/2022	State Law Publisher	MEMBERS - ADVERTING & PROMOTIONS - Government Gazette Health Local Law 2022	5,559.90			
125	EFT18623	13/05/2022	M & V Ranieri Building Contractors			6,707.80	L	
126	INV 684	11/04/2022	M & V Ranieri Building Contractors	COM AMEN - BUILDING (CAPITAL) - CBD ABLUTION UPGRADE - Supply and Installation of Safety Bollards to	6,707.80			
127	EFT18624	13/05/2022	Dx Print Group			594.00		
128	INV 00095830	20/04/2022	Dx Print Group	ADMIN - PRINTING & STATIONERY - Business Cards (CEO, EMCCS, EMTRS, Manager Environmental Health	594.00			
129	EFT18625	13/05/2022	Narrogin Tyre Service			100.00	L	
130	INV 100626	22/04/2022	Narrogin Tyre Service	NO1 2018 NISSAN UD TIP TRUCK - Puncher Repair, Change Out Tyre & Fit New One	100.00			
131	EFT18626	13/05/2022	Win Television WA Pty Ltd T/A WIN Television Network			1,137.40		
132	INV 1253658-3	30/04/2022	Win Television WA Pty Ltd T/A WIN Television N TOUR - PUBLIC RELATIONS & AREA PROMOTION - Advertising Fees April 2022		1,137.40			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
133	EFT18627	13/05/2022	Wisdom Activities			186.00		F
134	INV 20014862	27/04/2022	Wisdom Activities	CHCP & CHSP - GENERAL OFFICE EXPENSES - Games & Activities for Clients	186.00			
135	EFT18628	13/05/2022	Regional Communication Solutions			2,183.28	L	
136	INV INV-1630	02/05/2022	Regional Communication Solutions	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - 6x Internal Network Cameras	2,183.28			
137	EFT18629	13/05/2022	Kulker Carpentry And Construction			2,464.00	L	
138	INV IV0000000000643	23/04/2022	Kulker Carpentry And Construction	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Install Remaining Doors, Locks & Install Skir	2,464.00			
139	EFT18630	13/05/2022	RCPA (WA) Pty Ltd			4,258.85		
140	INV 311178	19/04/2022	RCPA (WA) Pty Ltd	DRAINAGE MAINTENANCE GENERAL - Supply RRI Pipes & Headwalls	4,258.85			
141	EFT18631	13/05/2022	Surgical House Pty Ltd			297.80		F
142	INV A803696	19/04/2022	Surgical House Pty Ltd	CHSP - GENERAL EXPENDITURE - Nursing Medstock Bandages	297.80			
143	EFT18632	13/05/2022	Integrated ICT			249.25		
144	INV 21854	30/04/2022	Integrated ICT	PWO - GENERAL OFFICE EXPENSES - Kofax Power PDF Software Licence	249.25			
145	EFT18633	13/05/2022	Lite n' Easy Pty Ltd			109.30		F
146	INV 6252277	19/04/2022	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Packaged Meals (Client R. Van Goor)	109.30			
147	EFT18634	13/05/2022	Bossea Pty Ltd			88.00		
148	INV INV-5746	12/04/2022	Bossea Pty Ltd	ADMIN - OFFICE EQUIPMENT MTCE - Collect & Deliver Confidential Bin 12/04/2022	88.00			
149	EFT18635	13/05/2022	Bitumen Distributors Pty Ltd			10,197.00		
150	INV 0000365	13/04/2022	Bitumen Distributors Pty Ltd	LAVATOR RD (LOCAL) (R2R) - 10,000lts Emulsion Primer Seal	10,197.00			
151	EFT18636	13/05/2022	Arborwest Tree Farm			5,379.00		
152	INV INV-0199	27/04/2022	Arborwest Tree Farm	STREET TREE MAINTENANCE - Supply and Delivery of 62x Jacaranda Mimosifolia	5,379.00			
153	EFT18637	19/05/2022	Narrogin Hire & Reticulation			100.94	L	
154	INV 00033468	17/03/2022	Narrogin Hire & Reticulation	PARKS & GARDENS MAINTENANCE - Retic	78.03			
155	INV 00022582	29/03/2022	Narrogin Hire & Reticulation	ALBY PARK MAINTENANCE/OPERATIONS - Retic	17.50			
156	INV 00033757	14/04/2022	Narrogin Hire & Reticulation	PARKS & GARDENS MAINTENANCE - Retic	5.41			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
157	EFT18638	19/05/2022	Synergy			1,340.81		
158	INV 2013524371	26/04/2022	Synergy	JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - Electricity Usage 16/3/22 - 18/4/22	1,340.81			
159	EFT18639	19/05/2022	Narrogin Packaging			154.35	L	
160	INV 00073273	10/03/2022	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Cleaning Supplies & Coffee for Units	124.35			
161	INV 00073468	13/04/2022	Narrogin Packaging	HIGHBURY PUBLIC TOILETS MAINTENANCE - Cleaning Supplies	30.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
162	EFT18640	19/05/2022	Halanson Earthmoving			150,563.60	L	
163	INV 1755	20/04/2022	Halanson Earthmoving	MAY ST STORMWATER CATCHMENT - Construct New Stormwater Catchment Dam	150,563.60			
164	EFT18641	19/05/2022	Westrac Pty Ltd			457.86		
165	INV P16879434	07/04/2022	Westrac Pty Ltd	NO4141 2010 CATERPILLAR 432E BACKHOE LOADER - Hydraulic Hose Assembly	457.86			
166	EFT18642	19/05/2022	Moore Australia (WA) Pty Ltd			275.00		
167	INV 2682	29/03/2022	Moore Australia (WA) Pty Ltd	ADMIN - TRAINING & DEVELOPMENT - Year End Reporting Preparation (M. Furr)	275.00			
168	EFT18643	19/05/2022	It Vision			9,158.60		
169	INV 36749	30/04/2022	It Vision	PURCHASE OF ALTUS HR SYSTEM - Supply & Install Altus Payroll System (20% of the Services on Kick Off)	9,158.60			
170	EFT18644	19/05/2022	Duke Of York Hotel			817.88	L	
171	INV 00001231	29/03/2022	Duke Of York Hotel	OTHCUL - FESTIVAL & EVENTS - Thank a Volunteer Event 29/03/2022	817.88			
172	EFT18645	19/05/2022	Borgas Engineering Pty Ltd			148.50	L	
173	INV 8758	01/05/2022	Borgas Engineering Pty Ltd	NO4883 NEW HOLLAND T5060 TRACTOR - Repair Tractor Orga	148.50			
174	EFT18646	19/05/2022	Narrogin Glass & Quick Fit Windscreens			1,770.20	L	
175	INV 000058190	25/04/2022	Narrogin Glass & Quick Fit Windscreens	NO01 2019 HOLDEN COLORADO - Supply & Fit Winscreen With Cameras	1,770.20			
176	EFT18647	19/05/2022	RJ Smith Engineering			180.90	L	
177	INV 00010298	01/12/2020	RJ Smith Engineering	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - 12x Grease Cartridges	78.90			
178	INV 2895	27/04/2022	RJ Smith Engineering	LIB - GENERAL OFFICE EXPENSES - Drinking Water for Public Consumption	102.00			
179	EFT18648	19/05/2022	Toll Transport Pty Ltd			11.01		
180	INV 0536-T740710	24/04/2022	Toll Transport Pty Ltd	HEALTH - ANALYTICAL EXPENSES - Freight Charges 12/4/2022	11.01			
181	EFT18649	19/05/2022	Farmers Centre (Narrogin) Pty Ltd			34.39	L	
182	INV 83184	27/04/2022	Farmers Centre (Narrogin) Pty Ltd	1EYN610 KOMATSU WA380-6 WHEEL LOADER - Supply 2x Hydraulic Elbows	34.39			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
183	EFT18650	19/05/2022	Zipform			1,427.15		
184	INV 210156	31/03/2022	Zipform	HEALTH - PRINTING & STATIONARY - A4 Public Building Inspection Report Books	570.17			
185	INV 210153	31/03/2022	Zipform	TIP MAINTENANCE - 10x Invoice to be Raised Receipt Books	461.49			
186	INV 210154	31/03/2022	Zipform	TIP MAINTENANCE - 10x Tax Invoice Receipt Books	395.49			
187	EFT18651	19/05/2022	WA College of Agriculture - Narrogin			285.00	L	
188	INV 14042022	14/04/2022	WA College of Agriculture - Narrogin	TOWN HALL FACILITIES BOND - PAYMENTS - Town Hall Hire Bond Refund 07/04/22 - 09/04/22	285.00			
189	EFT18652	19/05/2022	A & A Corasaniti Building Contractors Pty Ltd			880.00	L	F
190	INV 299	25/03/2022	A & A Corasaniti Building Contractors Pty Ltd	CEMETARY UPGRADE - Day Hire Of Ditch Witch	880.00			
191	EFT18653	19/05/2022	Marketforce Pty Ltd			335.15		
192	INV 43046	24/03/2022	Marketforce Pty Ltd	MEMBERS - ADVERTISING & PROMOTIONS - Advertisement Cropping Lease for Community Groups Narrog	335.15			
193	EFT18654	19/05/2022	West Australian Newspapers Limited			660.00		
194	INV 1028037520220430	30/04/2022	West Australian Newspapers Limited	MEMBERS - ADVERTISING & PROMOTIONS - Narrogin Narrative in Narrogin Observer - April 2022	660.00			
195	EFT18655	19/05/2022	Narrogin Pumps Solar And Spraying			159.72	L	
196	INV 00041509	08/04/2022	Narrogin Pumps Solar And Spraying	NO4 2010 NISSAN UD TIP TRUCK AUTO - 6m Apollo Grey Suct Hose	159.72			
197	EFT18656	19/05/2022	Environmental Health Australia (wa)			680.00		
198	INV 43305	15/02/2022	Environmental Health Australia (wa)	HEALTH - TRAINING & DEVELOPMENT - WA Conference (R. Ockerse)	680.00			
199	EFT18657	19/05/2022	YMCA WA			31,597.64	L	
200	INV SI-A011224	30/04/2022	YMCA WA	NRLC - CONTRACT MANAGEMENT EXPENSES - Deficite Funding April 2022	31,597.64			
201	EFT18658	19/05/2022	Conway Highbury Pty Ltd			257.13	L	
202	INV 653	30/04/2022	Conway Highbury Pty Ltd	OTHGOV - OTHER CONSULTANCY - STATUTORY - Consultancy for Provision of Governance Services Januar	257.13			
203	EFT18659	19/05/2022	M & V Ranieri Building Contractors			987.00	L	
204	INV 685	28/04/2022	M & V Ranieri Building Contractors	COM AMEN - BUILDING (CAPITAL) - CBD ABLUTION UPGRADE - Smith Street Ablution Upgrade	987.00			
205	EFT18660	19/05/2022	Truck Centre (WA) Pty Ltd			1,532.49		
206	INV 1677509-000001	29/04/2022	Truck Centre (WA) Pty Ltd	NO1 2018 NISSAN UD TIP TRUCK - Brake Pad Kits & Freight	1,532.49			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
207	EFT18661	19/05/2022	AFGRI Equipment Australia Pty Ltd			1,249.65		
208	INV 2563133	12/03/2022	AFGRI Equipment Australia Pty Ltd	2017 JOHN DEERE RIDE ON MOWER - Drive Belts	101.87			
209	INV 2563946	15/03/2022	AFGRI Equipment Australia Pty Ltd	2017 JOHN DEERE RIDE ON MOWER - Blower Attachment & Chute Kit	1,147.78			
210	EFT18662	19/05/2022	Southpoint Nominees Pty Ltd T/as Acumentis South West (WA)			1,650.00		
211	INV 2204009405.1	20/04/2022	Southpoint Nominees Pty Ltd T/as Acumentis Sc 30 GRAY ST BUILDING OPERATIONS (FORMALLY EAST NARROGIN OFFSITE KINDERGARTEN) - Valuation Rep		1,650.00			
212	EFT18663	19/05/2022	Narrogin Tyre Service			44.00	L	
213	INV 15424	06/12/2021	Narrogin Tyre Service	NGN830 2017 FUSO FIGHTER 8T TIP TRUCK - Strip, Repair & Refit Tyre	44.00			
214	EFT18664	19/05/2022	Narrogin Skip Bin Service			192.50	L	
215	INV 1333	31/03/2022	Narrogin Skip Bin Service	LYDEKER DEPOT BUILDING OPERATIONS - Skip Bin Service for March 2022	192.50			
216	EFT18665	19/05/2022	Telair Pty Ltd			1,450.00		
217	INV TA10781-034	30/04/2022	Telair Pty Ltd	VARIOUS DEPARTMENTS - Telair Telephone Charges April 2022	1,450.00			
218	EFT18666	19/05/2022	MC & SP Russell			918.75	L	
219	INV 0222	01/02/2022	MC & SP Russell	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Reimbursement of Materials for Model Tra	918.75			
220	EFT18667	19/05/2022	Hall Electrical & Data Services			335.50	L	
221	INV 00001730	15/02/2022	Hall Electrical & Data Services	HEALTH - CONTROL EXPENSES - Removal of Lights at 34A Furnival Street	335.50			

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
222	EFT18668	19/05/2022	Narrogin Auto Electrics		4,017.68	L	
223	INV 260896	14/06/2021	Narrogin Auto Electrics	1NO 2018 NISSAN NAVARA - 1x New Battery	271.00		
224	INV 262828	04/04/2022	Narrogin Auto Electrics	00NGN 2018 NISSAN NAVARA - Remove Lights & Radio	240.00		
225	INV 262827	06/04/2022	Narrogin Auto Electrics	CONSTRUCTION FOREMAN 4X4 VEHICLE - Reinstall Two-Way Radio, Light-bar, Work-lights, Dual Batteries	1,753.34		
226	INV 262784	28/04/2022	Narrogin Auto Electrics	00NGN 2018 NISSAN NAVARA - Supply & Fit Lights & Dual Battery	1,753.34		
227	EFT18669	19/05/2022	Lite n' Easy Pty Ltd		191.33		F
228	INV 6264165	26/04/2022	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite'N'Easy Packaged Meals (Client R. Van Goor)	109.30		
229	INV 6275305	26/04/2022	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite'N'Easy Packaged Meals (Client B. Broun)	82.03		
230	EFT18670	19/05/2022	Metal Artwork Creations		31.90		
231	INV 87885	27/04/2022	Metal Artwork Creations	MEMBERS PRINTING & STATIONERY - Desk Name Plate (A. Awang & M. Furr) & Postage	31.90		
232	EFT18671	19/05/2022	Able Westchem		88.50		
233	INV 555932	16/03/2022	Able Westchem	HEALTH - CONTROL EXPENSES - 1L Fluorescein Yellow & Freight	88.50		
234	EFT18672	19/05/2022	Marradong Contracting Pty Ltd		5,766.75		
235	INV 0687	14/02/2022	Marradong Contracting Pty Ltd	FIRE PREVENTION/BURNING/CONTROL - Road Line Clean Up After Narrogin East Bush Fire Along Kilpatrick	5,766.75		
236	EFT18673	19/05/2022	Australian Local Government Association		2,328.00		
237	INV NGA22926	13/05/2022	Australian Local Government Association	ECONOM - TRAVEL & ACCOMODATION - Australian Local Government Association Conference - 19/6/202:	1,164.00		
238	INV NGA22927	13/05/2022	Australian Local Government Association	ADMIN - TRAINING & DEVELOPMENT - Australian Local Government Association Conference - 19/6/2022 -	1,164.00		
239	EFT18674	26/05/2022	Best Office Systems		88.00	L	
240	INV 601854	03/05/2022	Best Office Systems	BUILD - PRINT & STATIONERY - Copy Building Plans Onto USB (51 Federal Street)	88.00		
241	EFT18675	26/05/2022	Synergy		12,540.62		
242	INV 2005510437	08/04/2022	Synergy	LIBRARY BUILDING OPERATIONS - Electricity Usage 03/02/2022 - 04/04/2022	335.03		
243	INV 2029518149	02/05/2022	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Usage 25/3/22 - 24/4/22	12,205.59		
244	EFT18676	26/05/2022	Great Southern Fuels		6,801.73		
245	INV MARCH 2022	31/03/2022	Great Southern Fuels	VARIOUS VEHICLES - Fuel Card Charges March 2022	6,801.73		

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
246	EFT18677	26/05/2022	Narrogin Fruit Market			82.00	L	F
247	INV 00032022032533	25/03/2022	Narrogin Fruit Market	CHCP - GENERAL OFFICE EXPENSES - Purchase of Lasagne	82.00			
248	EFT18678	26/05/2022	Halanson Earthmoving			20,059.60	L	
249	INV 1758	26/05/2022	Halanson Earthmoving	MAY ST STORMWATER CATCHMENT DAM - Construct New Stormwater Catchment Dam	20,059.60			
250	EFT18679	26/05/2022	Landgate			92.75		
251	INV 374191	27/04/2022	Landgate	RATES - VALUATION EXPENSES - Gross Rental Valuation Chargable - Minimum Charge	92.75			
252	EFT18680	26/05/2022	Parry's Narrogin			363.65	L	
253	INV 64966	23/03/2022	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - 1x Shirt & 1x Pants (C. Williams)	95.20			
254	INV 65306	04/04/2022	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - 3x Work Pants (G. Pedlar)	186.00			
255	INV 65630	13/04/2022	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - Welder Jacket (I.Hart)	82.45			
256	EFT18681	26/05/2022	Susan Farrell			50.00	L	
257	INV 076	27/04/2022	Susan Farrell	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Various Range of Laundry	50.00			
258	EFT18682	26/05/2022	Dryandra Country Visitors Centre Inc			1,178.15	L	
259	INV 2152	09/05/2022	Dryandra Country Visitors Centre Inc	RAILWAY INSTITUTE HALL & OFFICE BUILDING MAINTENANCE - Electricity Reimbursement 21/6/21 - 26/4/22	1,178.15			
260	EFT18683	26/05/2022	Narrogin Newsagency			251.41	L	
261	INV 296176	27/04/2022	Narrogin Newsagency	ADMIN - PRINTING & STATIONERY - Monthly Stationery Order April 2022	251.41			
262	EFT18684	26/05/2022	Narrogin Electrical Services			3,520.00	L	
263	INV 2772	10/05/2022	Narrogin Electrical Services	RAILWAY STATION RESTORATION COVID RECOVERY PROJECT - Install Exterior Lighting	3,520.00			
264	EFT18685	26/05/2022	RJ Smith Engineering			423.93	L	
265	INV 3019	04/05/2022	RJ Smith Engineering	CLAYTON OVAL MAINTENANCE/OPERATIONS - 2x Bench Seats for Dug Outs With End Caps	351.93			
266	INV 3020	04/05/2022	RJ Smith Engineering	LIONS PARK MAINTENANCE/OPERATIONS - 1x Gate Latch	72.00			
267	EFT18686	26/05/2022	Octave Holdings Pty Ltd T/A Narrogin Toyota			368.68	L	
268	INV PI23051486	28/04/2022	Octave Holdings Pty Ltd T/A Narrogin Toyota	MAINTENANCE FOREMAN 4X4 VEHICLE - Supply Roof Rack Set	368.68			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
269	EFT18687	26/05/2022	Local Government Professionals Australia Wa			960.00		
270	INV 32303	11/03/2022	Local Government Professionals Australia Wa	ADMIN - TRAINING & DEVELOPMENT GEN - LG Professionals Report Writing Workshop 16/05/22 - 17/05/22	960.00			
271	EFT18688	26/05/2022	New Security Installations Pty Ltd			1,152.25		
272	INV 00014489	10/03/2022	New Security Installations Pty Ltd	ADMIN OFFICE BUILDING OPERATIONS - Maintenance to Admin Security System	1,152.25			
273	EFT18689	26/05/2022	John Parry Medical Centre			252.00	L	F
274	INV 434774	02/05/2022	John Parry Medical Centre	CHCP - RECRUITMENT - Pre Employment Medical (V. Cuthbert)	126.00			
275	INV 434898	03/05/2022	John Parry Medical Centre	CHCP - RECRUITMENT - Pre Employment Medical (P. Page)	126.00			
276	EFT18690	26/05/2022	Shire Of Cuballing			468.00	L	
277	INV 5694	09/05/2022	Shire Of Cuballing	2017 VOLVO EC220DL EXCAVATOR - Float Hire to Move Excavator Bennier Rd Pit to Narrogin Caravan Park	468.00			
278	EFT18691	26/05/2022	AMPAC Debt Recovery Pty Ltd			20,298.95		
279	INV 83171	31/03/2022	AMPAC Debt Recovery Pty Ltd	RATES - DEBT COLLECTION EXPENSES - Debt Recovery April 2022	8,074.80			
280	INV 83907	30/04/2022	AMPAC Debt Recovery Pty Ltd	RATES - DEBT COLLECTION EXPENSES - Debt Recovery March 2022	12,224.15			
281	EFT18692	26/05/2022	Easifleet			4,294.51		
282	INV 270422	27/04/2022	Easifleet	NOVATED LEASES - Employee Expenses	2,227.87			
283	INV 11052022	11/05/2022	Easifleet	NOVATED LEASES - Employee Expenses 11/05/2022	2,066.64			
284	EFT18693	26/05/2022	Rylan Pty Ltd			6,608.80		F
285	INV 2380	12/04/2022	Rylan Pty Ltd	CARAVAN PARK - RENEWAL DEVELOPMENT - Supply & Lay New Kerbing	6,608.80			
286	EFT18694	26/05/2022	United Security Enforcement Corporation			158.40		
287	INV 00012620	21/03/2022	United Security Enforcement Corporation	TOWN HALL (FEDERAL ST) BUILDING OPERATIONS - Alarm Response Lessor Hall 19/03/2022	158.40			
288	EFT18695	26/05/2022	AFGRI Equipment Australia Pty Ltd			50.94		
289	INV 2564840	17/03/2022	AFGRI Equipment Australia Pty Ltd	2017 JOHN DEERE RIDE ON MOWER (WORKS) - Fan & Freight	50.94			
290	EFT18696	26/05/2022	Ryan Charles Francisco			7,975.00	L	
291	INV B141	05/05/2022	Ryan Charles Francisco	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Safety Repairs to Severely Cracked Internal Wall, Ext	7,975.00			

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
292	EFT18697	26/05/2022	Narrogin Tyre Service		102.00	L	
293	INV 100792	05/05/2022	Narrogin Tyre Service	NO4141 2010 CATERPILLAR 432E BACKHOE LOADER - Puncture Repair	102.00		
294	EFT18698	26/05/2022	Wild & Waste Free		100.00		
295	INV 0091	06/05/2022	Wild & Waste Free	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Welcome Pack (M. Furr - EMCCS)	100.00		
296	EFT18699	26/05/2022	Dale Stewart		714.89	L	
297	INV 7/5/22	07/05/2022	Dale Stewart	ADMIN - OTHER EMPLOYEE EXPENSES - Internet Usage July 2021 - March 2022	714.89		
298	EFT18700	26/05/2022	Down to Earth Training & Assessing		5,140.00		
299	INV 00035361	08/03/2022	Down to Earth Training & Assessing	WORKS - TRAINING & DEVELOPMENT - Traffic Control Training for Staff (G Southall, T Draper, H Dale, A Ch	5,140.00		
300	EFT18701	26/05/2022	Price's Fabrication & Steel		19,382.01	L	
301	INV 00001060	05/10/2021	Price's Fabrication & Steel	VARIOUS LOCATIONS - Supply & Install Water Tank & Accessories	19,382.01		
302	EFT18702	26/05/2022	Jennifer Fowler		1,261.00	L	F
303	INV 24N	24/04/2022	Jennifer Fowler	CHCP - CLIENT PURCHASES - Cognitive Assessment & Functional Report (Client C. Tompsett)	1,261.00		
304	EFT18703	26/05/2022	Edwards Isuzu Ute		15,200.00	L	
305	INV T-5930	01/02/2022	Edwards Isuzu Ute	BT50 UTE 2020 - Purchase of New 2021 Isuzu DMax Space Cab & Disposal of Mazda BT50	15,200.00		
306	EFT18704	26/05/2022	Integrated ICT		198.00		
307	INV 21772	30/04/2022	Integrated ICT	ADMIN - INFORMATION SYSTEMS - 100/40 NBN Internet April 2022	198.00		
308	EFT18705	26/05/2022	Stiles Electrical & Communication Services PTY LTD		293,468.89		
309	INV 8345	28/04/2022	Stiles Electrical & Communication Services PTY LTD	LED LIGHTING UPPER GREAT SOUTHERN HOCKEY ASSOCIATION - Hockey Field Flood Lighting Updrade	293,468.89		
310	EFT18706	26/05/2022	Angela Trethewey		1,540.00	L	
311	INV 2102	01/02/2022	Angela Trethewey	LIB- MINOR ASSET PURCHASES - Replacement Table in Gazebo	770.00		
312	INV 2101	13/02/2022	Angela Trethewey	LIB- MINOR ASSET PURCHASES - Replacement Book Return Box Repair	550.00		
313	INV 2103	13/02/2022	Angela Trethewey	LIB- MINOR ASSET PURCHASES - Replacement Display Stand in Library	220.00		
314	EFT18707	26/05/2022	Duncan Hall		100.00		
315	INV 45	30/04/2022	Duncan Hall	ROAD MAINTENANCE GENERAL EXPENSES - Encode Location Data to Sample Video	100.00		

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
316	EFT18708	26/05/2022	Anna Prysiashna			157.00	L	
317	INV 050522	05/05/2022	Anna Prysiashna	COMMUNITY - RECRUITMENT - Police Clearance, Medical & Pathwest Reimbursement	157.00			
318	EFT18709	26/05/2022	Department Of Human Services			520.01		
319	INV DEDUCTION	09/05/2022	Department Of Human Services	Payroll deductions	520.01			
320	EFT18710	26/05/2022	Australian Services Union Western Australian Branc			25.90		
321	INV DEDUCTION	09/05/2022	Australian Services Union Western Australian Br	Payroll deductions	25.90			
					EFT Total \$	817,350.97		

Direct Debits

322	DD7625.1	03/05/2022	Keenan & Tania Wenning			1,386.67	L	
323	INV EMDRS MAY 22	03/05/2022	Keenan & Tania Wenning	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent May 2022	1,386.67			
324	DD7630.1	09/05/2022	Aware Super	Payroll deductions		14,505.61		
325	INV SUPER	09/05/2022	Aware Super	Superannuation contributions	12,665.43			
326	INV DEDUCTION	09/05/2022	Aware Super	Payroll deductions	260.00			
327	INV DEDUCTION	09/05/2022	Aware Super	Payroll deductions	150.00			
328	INV DEDUCTION	09/05/2022	Aware Super	Payroll deductions	189.35			
329	INV DEDUCTION	09/05/2022	Aware Super	Payroll deductions	354.88			
330	INV DEDUCTION	09/05/2022	Aware Super	Payroll deductions	475.34			
331	INV DEDUCTION	09/05/2022	Aware Super	Payroll deductions	410.61			
332	DD7630.2	09/05/2022	Rest Superannuation			49.35		
333	INV SUPER	09/05/2022	Rest Superannuation	Superannuation contributions	49.35			
334	DD7630.3	09/05/2022	Essential Super			215.23		
335	INV SUPER	09/05/2022	Essential Super	Superannuation contributions	215.23			
336	DD7630.4	09/05/2022	Mercer Super Trust			161.63		
337	INV SUPER	09/05/2022	Mercer Super Trust	Superannuation contributions	161.63			

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
338	DD7630.5	09/05/2022	Colonial First State		1,127.44		
339	INV SUPER	09/05/2022	Colonial First State	Superannuation contributions	937.28		
340	INV DEDUCTION	09/05/2022	Colonial First State	Payroll deductions	190.16		
341	DD7630.6	09/05/2022	Bt Super For Life		823.25		
342	INV SUPER	09/05/2022	Bt Super For Life	Superannuation contributions	711.60		
343	INV DEDUCTION	09/05/2022	Bt Super For Life	Payroll deductions	111.65		
344	DD7630.7	09/05/2022	Care Super		84.23		
345	INV SUPER	09/05/2022	Care Super	Superannuation contributions	84.23		
346	DD7630.8	09/05/2022	MyNorth Super		274.39		
347	INV SUPER	09/05/2022	MyNorth Super	Superannuation contributions	274.39		
348	DD7630.9	09/05/2022	Host Plus		571.63		
349	INV SUPER	09/05/2022	Host Plus	Superannuation contributions	571.63		
350	DD7633.1	06/05/2022	Elders Real Estate PTY LTD		350.00	L	
351	INV EMTRS RENT 060522	06/05/2022	Elders Real Estate PTY LTD	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 06/05/2022	350.00		
352	DD7646.1	05/05/2022	Sheriffs Office Perth		477.00		
353	INV 29302804	05/05/2022	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER - FER10829502 - L5702	79.50		
354	INV 29302821	05/05/2022	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER - FER10829513 - B25949	79.50		
355	INV 29302816	05/05/2022	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER - FER10829511 - D6776	79.50		
356	INV 29302823	05/05/2022	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER - FER10829517 - B25948	79.50		
357	INV 29302828	05/05/2022	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER - FER108295122 - B25946	79.50		
358	INV 29302833	05/05/2022	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER - FER102829526 - B25945	79.50		
359	DD7647.1	19/05/2022	WA Treasury Corporation		5,200.40		
360	INV 121B	19/05/2022	WA Treasury Corporation	Loan No. 121B Interest payment - Repayment of NLC Loan	5,200.40		
361	DD7648.1	02/05/2022	Aaron Joseph Cook		2,245.54	L	
362	INV CEO RENT MARCH 22	02/05/2022	Aaron Joseph Cook	CEO STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent April 2022	2,245.54		

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
363	DD7651.1	05/05/2022	Xero			54.00		F
364	INV 050522	05/05/2022	Xero	CHSP - INFORMATION SYSTEMS - Xero Monthly Subscription	54.00			
365	DD7652.1	05/05/2022	Sheriffs Office Perth			79.50		
366	INV 29302808	05/05/2022	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER - FER10829505 - D6777	79.50			
367	DD7653.1	16/05/2022	Sandwai Pty Ltd			1,071.40		F
368	INV APRIL 22	16/05/2022	Sandwai Pty Ltd	CHSP INFORMATION SYSTEMS - Monthly Charges April 2022	1,071.40			
369	DD7666.1	23/05/2022	Aware Super			14,417.48		
370	INV SUPER	23/05/2022	Aware Super	Superannuation contributions	12,595.16			
371	INV DEDUCTION	23/05/2022	Aware Super	Payroll deductions	260.00			
372	INV DEDUCTION	23/05/2022	Aware Super	Payroll deductions	150.00			
373	INV DEDUCTION	23/05/2022	Aware Super	Payroll deductions	189.35			
374	INV DEDUCTION	23/05/2022	Aware Super	Payroll deductions	354.88			
375	INV DEDUCTION	23/05/2022	Aware Super	Payroll deductions	457.48			
376	INV DEDUCTION	23/05/2022	Aware Super	Payroll deductions	410.61			
377	DD7666.2	23/05/2022	Rest Superannuation			44.41		
378	INV SUPER	23/05/2022	Rest Superannuation	Superannuation contributions	44.41			
379	DD7666.3	23/05/2022	Essential Super			215.23		
380	INV SUPER	23/05/2022	Essential Super	Superannuation contributions	215.23			
381	DD7666.4	23/05/2022	Mercer Super Trust			160.47		
382	INV SUPER	23/05/2022	Mercer Super Trust	Superannuation contributions	160.47			
383	DD7666.5	23/05/2022	Colonial First State			1,127.44		
384	INV SUPER	23/05/2022	Colonial First State	Superannuation contributions	937.28			
385	INV DEDUCTION	23/05/2022	Colonial First State	Payroll deductions	190.16			
386	DD7666.6	23/05/2022	Bt Super For Life			867.99		
387	INV SUPER	23/05/2022	Bt Super For Life	Superannuation contributions	750.76			
388	INV DEDUCTION	23/05/2022	Bt Super For Life	Payroll deductions	117.23			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
389	DD7666.7	23/05/2022	Care Super			84.23		
390	INV SUPER	23/05/2022	Care Super	Superannuation contributions	84.23			
391	DD7666.8	23/05/2022	MyNorth Super	Superannuation contributions		263.89		
392	INV SUPER	23/05/2022	MyNorth Super	Superannuation contributions	263.89			
393	DD7666.9	23/05/2022	Host Plus			549.61		
394	INV SUPER	23/05/2022	Host Plus	Superannuation contributions	549.61			
395	DD7671.1	24/05/2022	Australian Taxation Office			63,385.00		
396	INV FBT 21/22	24/05/2022	Australian Taxation Office	FBT Liability 2021/22	63,385.00			
397	DD7673.1	25/05/2022	Easifleet			924.70		
398	INV 158261	25/05/2022	Easifleet	FIRE - MOTOR VEHICLE EXPENSES Lease of Holden Colorado (NGN 12398) for Bushfire Risk Planning Co-Ord	924.70			
399	DD7683.1	27/05/2022	Elders Real Estate PTY LTD			350.00	L	
400	INV EMTRS RENT 270522	27/05/2022	Elders Real Estate PTY LTD	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 27/05/2022	350.00			
401	DD7684.1	20/05/2022	Elders Real Estate PTY LTD			350.00	L	
402	INV EMTRS RENT 200522	20/05/2022	Elders Real Estate PTY LTD	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 20/05/2022	350.00			
403	DD7685.1	13/05/2022	Elders Real Estate PTY LTD			350.00	L	
404	INV EMTRS RENT 130522	13/05/2022	Elders Real Estate PTY LTD	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 13/05/2022	350.00			
405	DD7686.1	26/05/2022	Xero			54.00		
406	INV 260522	26/05/2022	Xero	CHSP - INFORMATION SYSTEMS - Xero Montly Description	54.00			
407	DD7702.1	31/05/2022	Department of Transport			229,727.95		
408	INV T1 21/22	31/05/2022	Department of Transport	EOD DOT MAY 2022	229,727.95			
409	DD7630.10	09/05/2022	Hesta Superannuation			217.52		
410	INV SUPER	09/05/2022	Hesta Superannuation	Superannuation contributions	217.52			
411	DD7630.11	09/05/2022	Bt Superwrap			451.43		
412	INV DEDUCTION	09/05/2022	Bt Superwrap	Payroll deductions	114.93			
413	INV SUPER	09/05/2022	Bt Superwrap	Superannuation contributions	336.50			

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
414	DD7630.12	09/05/2022	Spirit Super		419.36		
415	INV DEDUCTION	09/05/2022	Spirit Super	Payroll deductions	104.84		
416	INV SUPER	09/05/2022	Spirit Super	Superannuation contributions	314.52		
417	DD7630.13	09/05/2022	Australiansuper	Superannuation contributions		2,766.74	
418	INV DEDUCTION	09/05/2022	Australiansuper	Payroll deductions	120.09		
419	INV DEDUCTION	09/05/2022	Australiansuper	Payroll deductions	637.00		
420	INV SUPER	09/05/2022	Australiansuper	Superannuation contributions	2,009.65		
421	DD7630.14	09/05/2022	Lgia Super			300.00	
422	INV DEDUCTION	09/05/2022	Lgia Super	Payroll deductions	300.00		
423	DD7630.15	09/05/2022	Mlc Masterkey			249.35	
424	INV SUPER	09/05/2022	Mlc Masterkey	Superannuation contributions	249.35		
425	DD7630.16	09/05/2022	Bt Super For Life			122.11	
426	INV SUPER	09/05/2022	Bt Super For Life	Superannuation contributions	122.11		
427	DD7630.17	09/05/2022	Cbus Super Fund			359.12	
428	INV SUPER	09/05/2022	Cbus Super Fund	Superannuation contributions	359.12		
429	DD7630.18	09/05/2022	Prime Super			338.76	
430	INV SUPER	09/05/2022	Prime Super	Superannuation contributions	338.76		
431	DD7666.10	23/05/2022	Hesta Superannuation			322.77	
432	INV SUPER	23/05/2022	Hesta Superannuation	Superannuation contributions	322.77		
433	DD7666.11	23/05/2022	Bt Superwrap			443.01	
434	INV DEDUCTION	23/05/2022	Bt Superwrap	Payroll deductions	114.93		
435	INV SUPER	23/05/2022	Bt Superwrap	Superannuation contributions	328.08		
436	DD7666.12	23/05/2022	Spirit Super			487.64	
437	INV DEDUCTION	23/05/2022	Spirit Super	Payroll deductions	121.91		
438	INV SUPER	23/05/2022	Spirit Super	Superannuation contributions	365.73		

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
439	DD7666.13	23/05/2022	Australiansuper		2,744.45		
440	INV DEDUCTION	23/05/2022	Australiansuper	Payroll deductions	111.49		
441	INV DEDUCTION	23/05/2022	Australiansuper	Payroll deductions	637.00		
442	INV SUPER	23/05/2022	Australiansuper	Superannuation contributions	1,995.96		
443	DD7666.14	23/05/2022	Mlc Masterkey		249.35		
444	INV SUPER	23/05/2022	Mlc Masterkey	Superannuation contributions	249.35		
445	DD7666.15	23/05/2022	Bt Super For Life	Superannuation contributions	122.11		
446	INV SUPER	23/05/2022	Bt Super For Life	Superannuation contributions	122.11		
447	DD7666.16	23/05/2022	Cbus Super Fund		336.77		
448	INV SUPER	23/05/2022	Cbus Super Fund	Superannuation contributions	336.77		
449	DD7666.17	23/05/2022	Prime Super		425.28		
450	INV SUPER	23/05/2022	Prime Super	Superannuation contributions	425.28		
				Direct Debit Total \$	351,905.44		

Credit Card Purchases

CEO & EMCCS	GENERAL Credit Card Purchases						
				Trust Total	\$0.00		

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
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ABBREVIATIONS				
PF	Partially Funded		Cheque Total (Less TD)	\$1,073.25 0.09%
I			Term Deposits (TD)	
F	Funded		EFT Total*	\$504,126.33 43.08%
L	Local Supplier		Payroll Total*	\$313,224.64 26.76%
R	Recoverable		Direct Debit Total	\$351,905.44 30.07%
			Credit Card Total	\$0.00 0.00%
			Trust Total	\$0.00 0.00%
				\$1,170,329.66 100.00%
			Total (Less Term Deposits)	\$1,170,329.66
			Local Suppliers	\$389,858.17 33.31%
			Employees	\$313,224.64 26.76%
			Combined Total	\$703,082.81 60.08%

* Please note Payroll totals

10.3.2 MONTHLY FINANCIAL REPORTS – MAY 2022

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	Nil
Previous Item Numbers	Nil
Date	13 June 2022
Author	Manisha Barthakur – Senior Finance Officer- Strategic
Authorising Officer	Alex Mulenga – Manager Corporate Services
Attachments	1. Monthly Financial Report for the period ended 31 May 2022

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 May 2022 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

The Council's Policy Manual contains no policies that relate and nor are there any proposed.

Financial Implications

All expenditure has been approved via adoption of the 2021/22 Annual Budget or resulting from a Council resolution.

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 May 2022 Monthly Financial Report is presented for review.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Monthly Financial Reports for May 2022, Council note the Reports as presented.

MONTHLY FINANCIAL REPORT
 (Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 MAY 2022



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

TABLE OF CONTENTS

Statement of Financial Activity	2 - 3
Monthly Summary Information	4
Summary Graphs	5
Significant Accounting Policies	6
Receivables	7
Adjusted Net Current Assets	8
Capital Acquisitions	9-12
Cash Backed Reserves	13
Budget Amendments	14 - 18

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Annual Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
FOR THE PERIOD ENDED 30 APRIL 2022								
		\$	\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)		2,394,166	1,981,854	1,981,854	1,981,854	(0)	(0%)	
Revenue from operating activities								
General Purpose Funding - Rates		5,117,093	5,117,093	5,117,093	5,117,093	0	0%	
General Purpose Funding - Other		1,406,907	1,326,843	1,226,338	2,984,800	1,758,462	143%	▲
Governance		5,060	1,855	1,847	15,901	14,054	761%	
Law, Order and Public Safety		353,275	359,348	344,387	256,578	(87,808)	(25%)	▼
Health		19,950	24,750	22,688	30,439	7,751	34%	
Education and Welfare		2,034,745	2,037,495	1,954,375	1,966,194	11,819	1%	
Housing		8,363	8,363	7,553	11,499	3,946	52%	
Community Amenities		1,133,155	1,144,319	1,090,073	1,099,025	8,953	1%	
Recreation and Culture		66,916	80,544	75,012	62,346	(12,665)	-16.9%	
Transport		284,138	289,563	240,276	302,831	62,555	26%	▲
Economic Services		365,849	368,199	337,526	317,822	(19,704)	(6%)	
Other Property and Services		161,900	174,950	162,283	105,789	(56,494)	(34.81%)	▼
		10,957,351	10,933,323	10,579,449	12,270,317	1,690,868	14%	▲
Expenditure from operating activities								
General Purpose Funding		(322,483)	(327,953)	(301,136)	(244,973)	56,163	19%	▲
Governance		(696,880)	(623,071)	(550,122)	(510,716)	39,406	7%	
Law, Order and Public Safety		(969,585)	(1,010,906)	(929,546)	(841,021)	88,525	10%	
Health		(303,363)	(275,970)	(253,630)	(280,853)	(27,223)	(11%)	▼
Education and Welfare		(1,571,411)	(1,571,411)	(1,448,260)	(1,644,453)	(196,192)	(14%)	▼
Housing		(35,823)	(43,430)	(40,133)	(23,593)	16,540	41%	▲
Community Amenities		(1,540,165)	(1,448,077)	(1,327,339)	(1,229,458)	97,881	7%	
Recreation and Culture		(3,213,503)	(3,091,226)	(2,830,011)	(2,635,105)	194,906	7%	
Transport		(3,869,121)	(3,613,044)	(3,315,583)	(2,753,833)	561,749	17%	▲
Economic Services		(832,006)	(752,386)	(687,489)	(611,474)	76,016	11%	▲
Other Property and Services		(148,509)	(135,932)	(129,065)	(179,167)	(50,102)	(38.82%)	▲
		(13,502,848)	(12,893,407)	(11,812,313)	(10,954,645)	857,667		
Operating activities excluded from budget								
Add back Depreciation		3,274,599	2,943,677	2,698,366	2,701,247	2,882	0%	
Adjust (Profit)/Loss on Asset Disposal	12	108,822	106,841	133,339	(21,478)	(154,817)	(116%)	▼
Adjust Employee Benefits Provision (Non-Current)		180	174	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		3,232,269	3,072,461	3,580,696	5,977,295	2,396,599		
Investing Activities								
Non-Operating Grants, Subsidies and Contributions		1,731,740	3,433,803	3,157,527	1,594,066	(1,563,461)	(50%)	▼
Purchase of Investments		0	0	0	0	0		
Land Held for Resale	11	0	0	0	0	0		
Land and Buildings	11	(2,526,000)	(2,605,999)	(2,443,332)	(1,173,100)	1,270,232	52%	▲
Plant and Equipment	11	(1,402,000)	(2,429,100)	(2,227,465)	(689,804)	1,537,660	69%	▲
Furniture and Equipment	11	(68,000)	(68,000)	(49,000)	(19,765)	29,235	100%	▲
Infrastructure Assets - Roads	11	(2,056,540)	(1,740,640)	(1,740,640)	(1,438,798)	301,842	100%	▲
Infrastructure Assets - Footpaths	11	(58,000)	(58,000)	(58,000)	0	58,000	100%	▲
Infrastructure Assets - Road Drainage	11	(30,000)	(30,000)	(30,000)	0	30,000	100%	▲
Infrastructure Assets - Parks and Gardens	11	(225,000)	(339,800)	(303,015)	(35,312)	267,703	100%	▲
Infrastructure Assets - Aerodromes	11	(99,554)	(99,554)	(99,554)	(58,191)	41,363	100%	▲
Infrastructure Assets - Other	11	(732,650)	(841,791)	(788,908)	(684,360)	104,548	13%	▲
Infrastructure Assets- Bridges	12	0	(588,000)	(588,000)	0	588,000		
Proceeds from Disposal of Assets	12	407,000	407,000	407,000	435,427	28,427	7%	▲
Proceeds from Sale of Investments		0	0	0	0	0	100%	
Amount attributable to investing activities		(5,059,004)	(4,960,081)	(4,763,387)	(2,069,838)	2,693,549		
Financing Activities								
Proceeds from New Debentures	13	500,000	500,000	500,000	0	(500,000)	100%	▼
Proceeds from Advances		0	0	0	0	0		
Repayment of Debentures	13	(206,412)	(206,412)	(186,925)	(122,050)	64,876	53%	▲
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	4,170,391	4,230,764	607,623	0	(607,623)	(100%)	▼
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(2,637,245)	(2,636,735)	(1,650)	0	1,650	100%	
Amount attributable to financing activities		1,826,734	1,887,617	919,048	(122,050)	(1,041,097)		
Net Capital		(0)	(3)	(263,643)	3,785,408	4,049,051		
Total Net Operating + Capital		(0)	(3)	(263,643)	3,785,408	4,049,051		
Closing Funding Surplus(Deficit)	3	(0)	(3)	(263,643)	3,785,408	4,049,051		

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 31 MAY 2022**

**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					
General Purpose Funding - Other	1,758,462	143%	▲	Timing	Variance due to receipt in advance of Financial Assistance Grant of \$1.7m for FY 22/23.
Law, Order and Public Safety	(87,808)	(25%)	▼	Timing	Timing of mitigation officer grant (\$87k) from DFES. The last quarter is yet to be received.
Transport	62,555	26%	▲	Timing	Variance due to receipt of direct road operational grant from MRWA earlier than envisaged in budget (\$154k).
Other Property and Services	(56,494)	(35%)	▼	Timing	Variance mainly due to timing of private works income and admin overheads allocation.
Expenditure from operating activities					
General Purpose Funding	56,163	19%	▲	Timing	Variance mainly due to timing of debt collection expenses (40k) and valuation expense (10k).
Transport	561,749	17%	▲	Timing	Variance due to timing of maintenance expenditure on roads, footpaths, streets (\$300k) and drainage (\$100k).
Economic Services	76,016	11%	▲	Timing	Variance mainly due to timing of operations and maintenance in tourism & area promotion (\$55k) and building maintenance costs (\$45k).
Other Property and Services	(50,102)	(39%)	▲	Timing	Variance mainly due to timing of recovery from plant operating costs and admin overheads.
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(1,563,461)	(50%)	▼	Timing	Variance due to timing of ESL SES Capital Grants (\$992k); NRLC grants by (\$165k), Heritage grants (\$74k), DWER (\$150k) and Roads to Recovery grants (89k), Tourism grant of (60k) and other capital contributions of (\$135k).
Capital Acquisitions	3,640,583	47%	▲	Timing	Timing of capital projects in Land and buildings (\$1.07m); plant purchases (\$497k) affected by global shortages; Council funded road works (\$387k) and other infrastructure particularly Southern Hockey association LED lighting (\$168k), and Stormwater Catchment Dam (\$169k).
Financing Activities					
Proceeds from New Debentures	(500,000)	100%	▼	Timing	Loan associated with staff housing. Application for loan is approved, waiting for the disbursement.
Transfer from Reserves	(607,623)	(100%)	▼	Timing	Timing of transfers to take place at year end. Rephrasing of budget required.
Repayment of Debentures	64,876	53%	▲	Timing	Variance due to timing of loan repayments for NRLC, Halls and TOUR activities.

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.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2022**

**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 in-consistent 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

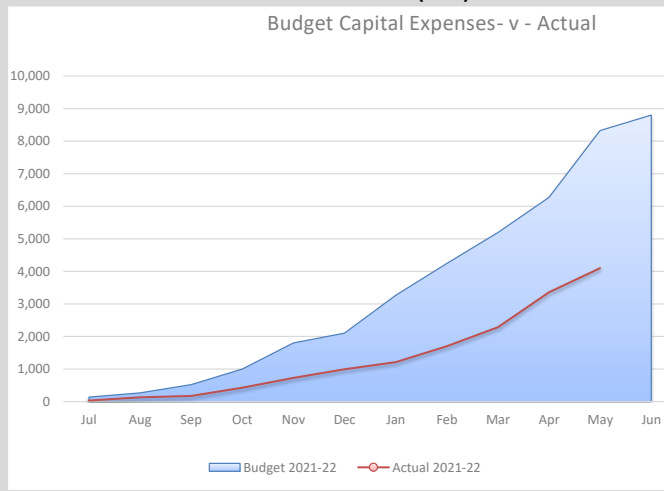
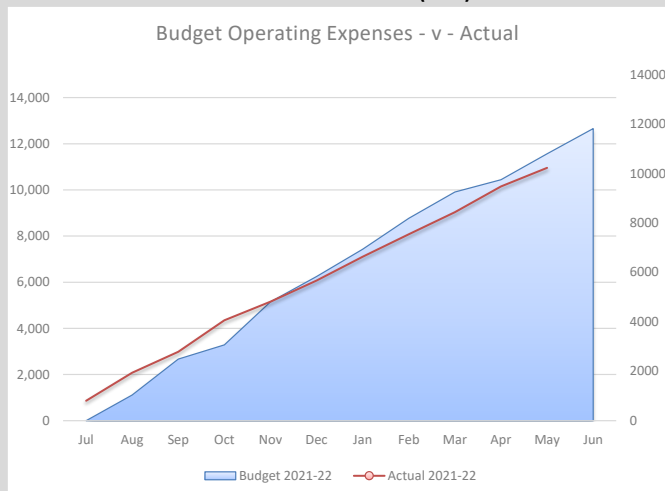
All figures shown in this statement are rounded to the nearest dollar.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2022**

**MONTHLY SUMMARY INFORMATION
GRAPHS**

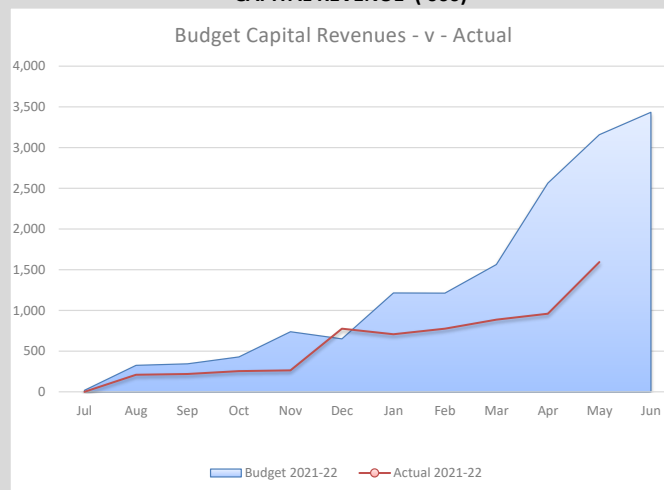
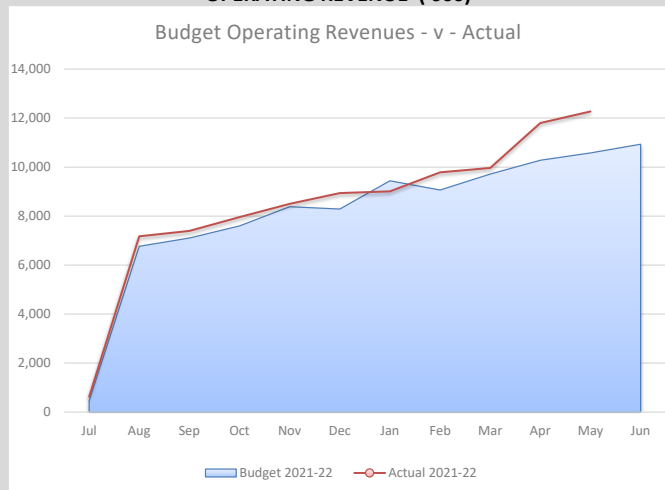
OPERATING EXPENSES ('000)

CAPITAL EXPENSES ('000)

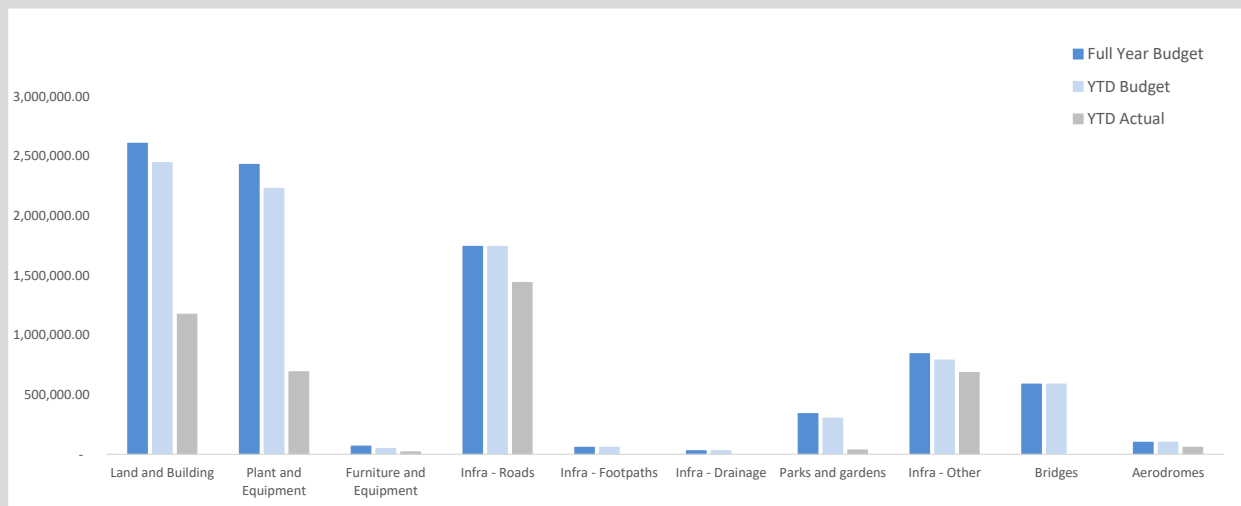


OPERATING REVENUE ('000)

CAPITAL REVENUE ('000)



CAPITAL EXPENSES BY ACTIVITY



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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022**

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.

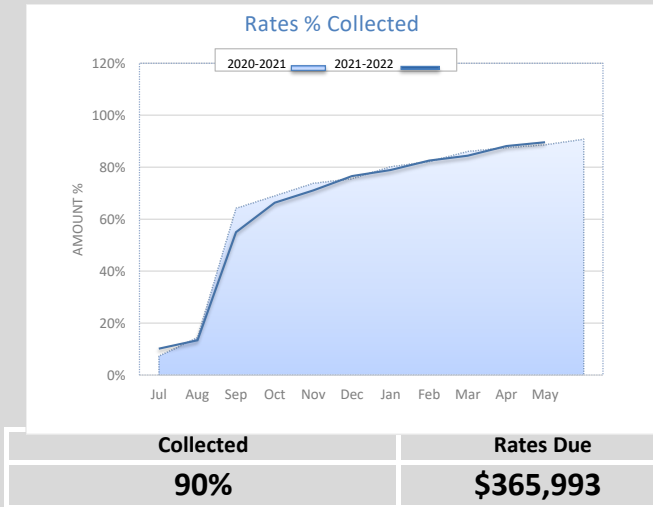
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022**

**OPERATING ACTIVITIES
RECEIVABLES**

Rates Receivable	30 Jun 21	31 May 22	Receivables - General					Total
	\$	\$	Current	30 Days	60 Days	90+ Days	\$	
Opening Arrears Previous Years	495,899	476,999	44,282	1,006	140,518	36,734	222,540	
RATES - Rates Levied - GRV	3,175,827	3,238,638	20%	0%	63%	17%		
RATES - Rates Levied - UV	1,010,196	1,061,898						
RATES - Minimum Rates Levied - GRV	560,330	605,360						
RATES - Minimum Rates Levied - UV	181,373	201,942						
RATES - Interim Rates Levied - GRV	(11,324)	10,525						
RATES - Back Rates Levied - GRV	3,526	(891)						
RATES - Ex-Gratia Rates (CBH, etc.)	9,117	10,627						
Domestic Refuse Collection Charges	476,713	493,672						
Domestic Services (Additional)	3,164	3,807						
Commercial Collection Charge	43,349	45,561						
Commercial Collection Charge (Additional)	43,178	45,330						
Total Rates and Rubbish (YTD)	5,495,450	5,716,470						
Less Collections to date	(5,586,335)	(5,638,515)						
Net Rates Collectable	405,014	554,954						
% Collected	90.76%	89.61%						
Pensioner Deferred Rates		(180,497)						
Pensioner Deferred ESL		(8,464)						
Total Rates and Rubbish, ESL, Excess Rates		365,993						
			Balance per Trial Balance					
			Rates Pensioner Rebate Claims					6,202
			GST Input					72,843
			Provision For Doubtful Debts					(75,000)
			Total Receivables General Outstanding					226,584.50
			Amounts shown above include GST (where applicable)					

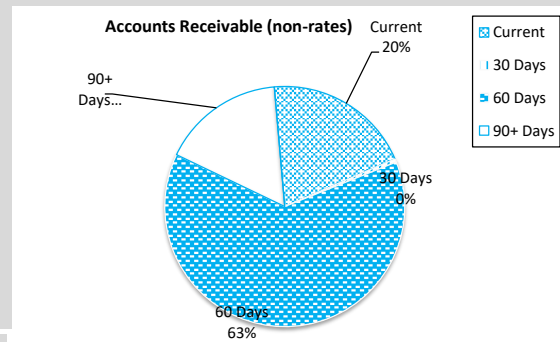
KEY INFORMATION

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



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
\$226,585
Over 30 Days
80%
Over 90 Days
17%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS

FOR THE PERIOD ENDED 31 MAY 2022

Current Assets

Cash Unrestricted
Cash Restricted - Reserves
Cash Restricted - Term Deposits
Cash Restricted - Trust
Receivables - Rates and Rubbish, ESL, Excess Rates
Receivables - Other
Inventories

Less: Current Liabilities

Payables
Loan Liability
Provisions

Net Current Asset Position

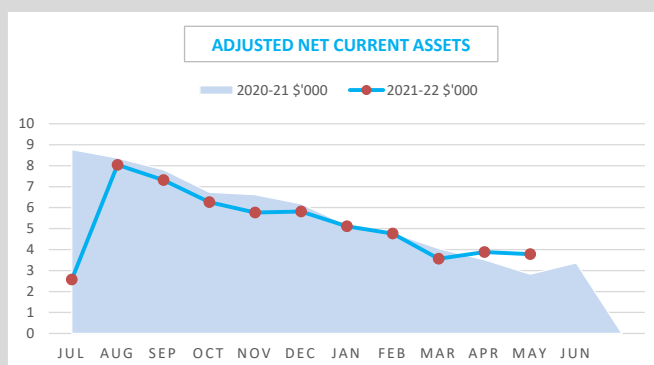
Less: Cash Restricted
Add Back: Component of Leave Liability not Required to be funded
Add Back: Current Loan Liability
Adjustment for Trust Transactions Within Muni

Net Current Funding Position

Last Years Closing	This Time Last Year	Year to Date Actual
30 Jun 2021	31 May 2021	31 May 2022
\$	\$	\$
2,941,108	2,566,185	3,673,030
4,677,042	4,087,493	2,678,590
0	0	2,000,000
30,003	29,231	34,999
288,039	362,491	365,993
96,492	217,523	226,585
9,960	8,818	36,197
8,042,643	7,271,740	9,015,395
(961,258)	(7,401)	(157,601)
(197,212)	(1,552)	(75,162)
(783,461)	(705,287)	(749,986)
(1,941,931)	(714,239)	(982,749)
6,100,712	6,557,501	8,032,646
(4,677,042)	(4,087,493)	(4,678,590)
360,972	360,583	361,107
197,212	1,552	75,162
0	(13,575)	(4,916)
1,981,854	2,818,567	3,785,408

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)

\$3.79 M

This Time Last Year

Surplus(Deficit)

\$2.82 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 %
Cash Restricted (Reserves)					
NAB	2,000,000	15/11/2022	2.05%	NAB	100%
	<u>2,000,000</u>				<u>100%</u>
Total Investment Holdings via Entity					
NAB	2,000,000				100%
	<u>2,000,000</u>				<u>100%</u>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022**

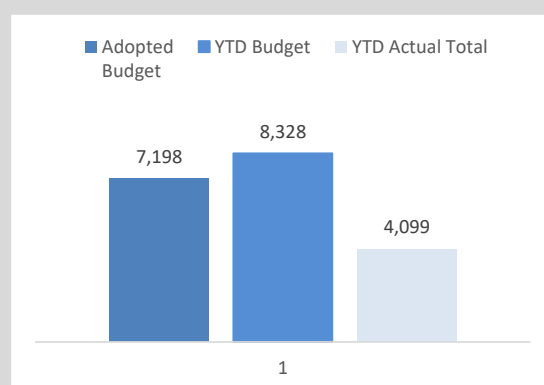
**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$	\$
Land and Buildings	2,526,000	2,605,999	2,443,332	1,173,100	1,270,232
Plant & Equipment	1,402,000	2,429,100	2,227,465	689,804	1,538,058
Furniture & Equipment	68,000	68,000	49,000	19,765	29,235
Roads	2,056,540	1,740,640	1,740,640	1,438,798	301,842
Footpaths	58,000	58,000	58,000	0	58,000
Road Drainage	30,000	30,000	30,000	0	30,000
Infrastructure- Bridges	0	588,000	588,000	0	588,000
Other Infrastructure	732,650	841,791	788,908	684,360	104,548
Parks and Gardens	225,000	339,800	303,015	35,312	267,703
Aerodromes	99,554	99,554	99,554	58,191	41,363
Capital Expenditure Totals	7,197,744	8,800,884	8,327,914	4,099,331	4,228,981

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	Current Budget	YTD Actual	% Spent
	\$7.2 M	\$8.8 M	\$4.1 M	47%

To be read in conjunction with Strategic Projects Tracker

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022INVESTING 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)
				\$	\$	\$	\$	\$
Capital Expenditure								
Land and Buildings								
1%	Hacc-Jessie house	4080360	BC052	900,000	900,000	750,000	5,159	744,841
100%	Staff Housing	4090150	BC100	500,000	580,000	580,000	580,451	(451)
0%	Town Hall (Federal St) Building Capital	4110160	BC156	30,000	30,000	27,500	0	27,500
83%	Town Hall (Federal St) Fire Panel replacement	4110160	BC155	25,000	25,000	25,000	20,696	4,304
90%	Town Hall Parapet Wall concrete Capping	4110160	BC180	20,000	20,000	20,000	18,000	2,000
0%	NRLC Building Cap-Architectural Planning Study Concept Plan	4110260	BC165	20,000	20,000	16,667	0	16,667
81%	Heritage- Laptop Upgrade for heritage Court House Museum	4110650	PE061	2,000	2,000	1,833	1,627	206
2%	ANZAC war memorial repair & restoration	4110660	BC203	50,000	50,000	50,000	960	49,040
0%	Fitout of Railway Station Building	4110660	BC207	50,000	50,000	50,000	0	50,000
2%	Museum Restoration as per conservation Report	4110660	BC201	60,000	60,000	60,000	1,100	58,900
104%	COM AMEN - Building (Capital) - CBD Ablution Upgrades	4100850	BC267	110,000	110,000	110,000	113,977	(3,977)
0%	NRLC Building Capital 2018-19 (BMS)	4110260	BC161	40,000	40,000	33,333	0	33,333
7%	Library - Stage 2	4110560	IO080B	20,000	20,000	20,000	1,370	18,630
70%	Railway Station Resortation COVID recovery project	4110660	BC202	389,000	389,000	389,000	271,138	117,862
51%	Caravan Park- Renewal Development including reseal	4130260	BC237	310,000	309,999	309,999	158,623	151,376
				2,526,000	2,605,999	2,443,332	1,173,100	1,270,232
Plant and Equipment								
0%	Acquisition of Incident Control Vehicle	4050255	PA950	0	881,900	881,900	0	881,900
0%	Acquisition of General Rescue Utility	4050255	PA951	0	110,200	110,200	0	110,200
100%	Lifting Ramp NO05	4050355	PE057	0	5,000	4,587	4,985	
83%	CHCP- new Mitsubishi Outlander P10	4080455	PA010B	38,000	38,000	38,000	31,714	6,286
80%	CHCP- new Toyota Camry P15	4080455	PA015B	28,000	28,000	28,000	22,281	5,719
89%	CHCP- new fleet vehicle	4080455	PA071A	25,000	25,000	25,000	22,281	2,719
0%	NGN219 CATS Vehicle 2021	4080750	PA014H	25,000	25,000	25,000	0	25,000
82%	NGN00 EMDRS Vehicle 2021(1)	4100655	PA002L	55,000	55,000	55,000	45,292	9,708
21%	NRLC - Plant & Equipment Other (Capital)	4110255	PE161	0	30,000	30,000	6,289	23,711
0%	NRLC-Manual Pool Vacuum	4110255	PE071	5,000	5,000	5,000	0	5,000
0%	NRLC-Capital Emergency Reparis eg - Pool Filters-YMCA	4110255	PE072	96,000	96,000	85,333	0	85,333
0%	NRLC-Capital Emergency Reparis eg - Pool Liner-YMCA	4110255	PE073	80,000	80,000	71,111	0	71,111
0%	NRLC-Capital Emergency Reparis eg - Boiler-YMCA	4110255	PE074	75,000	75,000	66,667	0	66,667
100%	BT50 UTE 2020 (WORKS) (P62)	4120350	PA062A	0	0	0	35,000	(35,000)
0%	ON0 EMTRS Vehicle 2021 (1)	4120350	PA700L	55,000	55,000	55,000	0	55,000
108%	Multi Tyre Roller (p8517)	4120350	PA8517	170,000	170,000	113,333	183,849	(70,515)
0%	Flocon (p8215) Roadsealing - Trade old Flocon and purchase new	4120350	PA8215	350,000	350,000	233,333	0	233,333
0%	Toro Lawn Mower (p59)	4120350	PA059A	35,000	35,000	35,000	0	35,000
99%	Leading Hand Parks 4*4 vehicle (p21)	4120350	PA021B	35,000	35,000	35,000	34,654	346
98%	MO Vehicle (p967)	4120350	PA967H	55,000	55,000	55,000	53,879	1,121
108%	Construction Foreman 4x4 Vehicle (p8164)	4120350	PA8164B	45,000	45,000	45,000	48,437	(3,437)
107%	Maintenance Foreman 4x4 Vehicle (p26)	4120350	PA026C	45,000	45,000	45,000	48,038	(3,038)
88%	Parks Utility (p17)	4120350	PA017B	30,000	30,000	30,000	26,257	3,743
74%	Building Surveyor Vehicle (p6)	4130350	PA006C	30,000	30,000	30,000	22,291	7,709
84%	CEO Vehicle (p1)	4140585	PA001K	70,000	70,000	70,000	59,062	10,938
83%	ONgn Emccs Vehicle 2019(2)	4140585	PA005K	55,000	55,000	55,000	45,496	9,504
				1,402,000	2,429,100	2,227,465	689,804	1,538,058

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022INVESTING 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)	
Furniture and Equipment									
104%		Admin Building CCTV	4040250	FE035	11,000	11,000	11,000	11,440	(440)
15%		Altus HR system	4140580	FE101	57,000	57,000	38,000	8,326	29,674
				68,000	68,000	49,000	19,765	29,235	
74%		Wandering Road - Stabilise Defects	4120165	IR332	92,996	92,996	92,996	68,544	24,452
100%		Leak St - New Seal over gravel	4120165	IR108	22,574	0	0	0	0
100%		Chipper St - New Seal over gravel	4120165	IR106	21,410	0	0	0	0
57%		Quigley st- New Seal over gravel	4120165	IR088	22,950	22,950	22,950	13,186	9,764
100%		Narrogin Valley Rd - New Seal over gravel	4120165	IR212	139,916	0	0	0	0
89%		Chomley Rd - Gravel re sheet	4120165	IR213	75,658	75,658	75,658	67,665	7,993
0%		Spriggs Rd - Gravel re sheet	4120165	IR258	99,498	99,498	99,498	262	99,236
28%		Cannell Rd - Gravel re sheet	4120165	IR336	161,230	161,230	161,230	45,574	115,657
85%		Booth St - Gravel re sheet	4120165	IR065	25,060	25,060	25,060	21,383	3,677
44%		Marrumucking Rd - Gravel re sheet	4120165	IR261	100,648	100,648	100,648	43,792	56,856
111%		Congelin Narrogin Rd	4120166	R2R202	30,395	30,395	30,395	33,594	(3,199)
196%		Florence Ave	4120166	R2R110	4,245	4,245	4,245	8,309	(4,064)
223%		Goldsmith St	4120166	R2R053	3,520	3,520	3,520	7,845	(4,325)
98%		Lavator St	4120166	R2R283	60,245	60,245	60,245	59,215	1,030
95%		Normans Lake Siding Rd Renewal (R2R)	4120166	R2R255	65,125	65,125	65,125	62,074	3,051
97%		Narrogin-Harrismith Road - Renewal (Local) (R2R)	4120166	R2R331	44,720	44,720	44,720	43,295	1,425
114%		Ried Rd Renewal (R2R)	4120166	R2R333	48,845	48,845	48,845	55,847	(7,002)
168%		Sagar St	4120166	R2R086	4,195	4,195	4,195	7,068	(2,873)
61%		Scadden St	4120166	R2R070	21,355	21,355	21,355	13,127	8,228
80%		Tarwonga Rd	4120166	R2R204	35,845	35,845	35,845	28,768	7,077
239%		Tuhoy St	4120166	R2R127	2,355	2,355	2,355	5,630	(3,275)
301%		Wald St	4120166	R2R113	3,255	3,255	3,255	9,798	(6,543)
77%		Earl St	4120166	R2R002B	51,000	51,000	51,000	39,501	11,499
103%		Wagin-Wickepin Road - Renewal (Rural) (RRG)	4120167	RRG207	550,899	550,899	550,899	565,923	(15,024)
101%		Narrogin-Harrismith Road - Renewal (Local) (RRG)	4120167	RRG331	236,601	236,601	236,601	238,398	(1,797)
100%		Yilliminning Road - Upgrade (Local) (RRG)	4120167	RRG337	0	0	0	(0)	0
100%		Tarwonga Road Black Spot	4120167	RBS204	132,000	0	0	0	0
				2,056,540	1,740,640	1,740,640	1,438,798	301,842	
Infrastructure - Footpaths									
0%		Ensign St Footpath	4120175	IF003	50,000	50,000	50,000	0	50,000
0%		Concrete Paths For Wilbur Park	4120175	IF053	8,000	8,000	8,000	0	8,000
				58,000	58,000	58,000	0	58,000	
Infrastructure - Drainage									
0%		Drainage Easement Falcon St	4120180	ID000	30,000	30,000	30,000	0	30,000
				30,000	30,000	30,000	0	30,000	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022INVESTING 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)
						30,000	0	30,000
		Infrastructure - Bridges						
0%		Tarwonga Rd Bridge 4551	4120181	IB204	0	192,000	192,000	0
0%		Whinbin Rock Rd Bridge 3125	4120181	IB205	0	396,000	396,000	0
				0	588,000	588,000	0	588,000
		Infrastructure - Other						
100%		TWIS Dams	4100350	IO078	51,500	55,910	51,249	55,910
100%		Drainage Engineering consultancy - stormwater diversion	4100450	IO119	0	0	0	0
29%		Cemetery Upgrade	4100860	IO026	138,960	138,960	138,960	40,569
99%		LED Lighting Upper Great Southern Hockey Association	4110265	IO164	330,000	409,000	363,556	406,726
92%		May St Stormwater Catchment Dam	4110365	IO180	169,190	169,190	169,190	155,708
0%		Public Arts projects identified by Townscape committee	4110860	IO113	25,000	25,000	22,222	0
98%		Projects NEXIS (Capital)	4110860	IO150	8,000	8,000	8,000	7,827
0%		Acquisition of Fast Fill Trailer	4050155	PA952	0	7,000	7,000	0
106%		Narrogin Central BFB 120,000L Water Tank	4050165	IO134	0	8,919	8,919	9,434
83%		Nomans Lake BFB 110,000L Water Tank	4050165	IO135	0	9,812	9,812	8,186
0%		Water Pump For Depot Tanks - 3 Phase/ 3inch Transfer Pump	4120466	PE081	10,000	10,000	10,000	0
				732,650	841,791	788,908	684,360	104,548
		Infrastructure - Parks & Gardens						
98%		Electric BBQ For Highbury near Tennis Courts	4110360	IO124	10,000	10,000	10,000	9,819
0%		Narrogin Tennis Courts CSRFF	4110360	IO127	0	114,500	104,962	0
0%		Parks Naming Project	4110360	IO128	15,000	15,000	10,000	0
13%		Walk Cycle & Mountain Bike Trails Projects	4110360	IO129	200,000	200,300	178,053	25,494
				225,000	339,800	303,015	35,312	267,703
		Infrastructure - Aerodromes						
79%		RADS Grant Narrogin Airport Patient Transfer Apron	4120460	BC220	69,554	69,554	69,554	55,190
10%		Narrogin airport-Patient transfer facility	4120460	BC221	30,000	30,000	30,000	3,001
				99,554	99,554	99,554	58,191	41,363
		Grand Total			7,197,744	8,800,884	8,327,914	4,099,331
								4,228,981

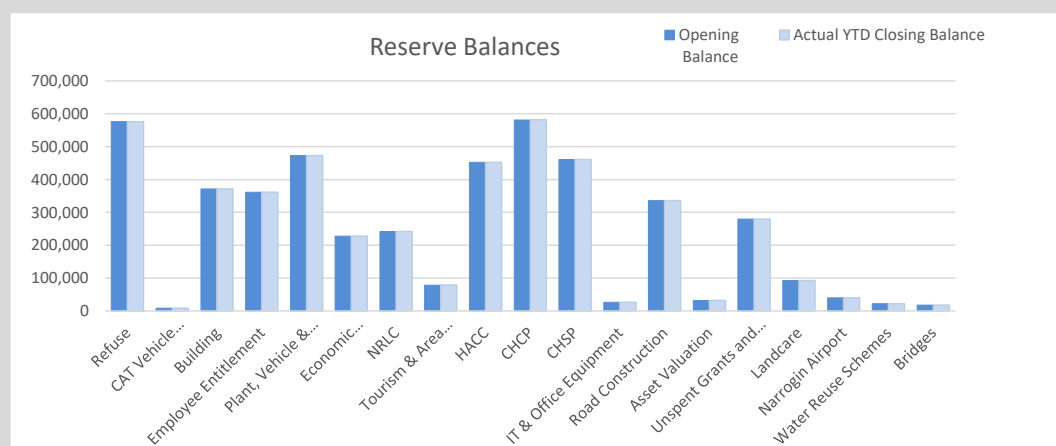
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022**

**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	575,868	280	186	39,017	0	23,848	0	591,037	576,054
CAT Vehicle Replacement	8,492	0	3	8,000	0	10,000	0	6,492	8,496
Building	371,259	180	179	180	0	276,000	0	95,439	371,438
Employee Entitlement	360,972	180	134	180	0	0	0	361,152	361,106
Plant, Vehicle & Equipment	472,848	230	151	425,230	0	677,000	0	221,078	472,998
Economic Development	227,267	110	87	110	0	200,000	0	27,377	227,354
NRLC	242,045	120	109	100,120	0	328,662	0	13,503	242,154
Tourism & Area Promotion	78,606	30	31	30	0	0	0	78,636	78,637
HACC	452,086	134	181	134	0	448,243	0	3,977	452,267
CHCP	581,385	280	80	759,634	0	994,907	0	346,112	581,465
CHSP	460,965	230	119	1,223,070	0	873,384	0	810,651	461,084
IT & Office Equipment	26,396	10	36	10	0	20,000	0	6,406	26,432
Road Construction	335,365	160	122	160	0	0	0	335,525	335,487
Asset Valuation	31,879	10	12	10	0	0	0	31,889	31,890
Unspent Grants and Contributions	279,296	280	71	280	0	279,146	0	430	279,367
Landcare	92,469	40	37	40	0	25,000	0	67,509	92,506
Narrogin Airport	40,198	20	0	15,000	11	0	0	55,198	40,209
Water Reuse Schemes	22,145	0	0	17,520	0	35,000	0	4,665	22,145
Bridges	17,500	10	0	48,010	0	39,574	0	25,936	17,500
	4,677,041	2,304	1,537	2,636,735	11	4,230,764	0	3,083,012	4,678,589

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022**

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
22/09/2021	PA950	Acquisition of Incident Control Vehicle	0921.006	Capital Expenditure			(881,900)	(881,900)
22/09/2021	PA951	Acquisition of General Rescue Utility	0921.006	Capital Expenditure			(110,200)	(992,100)
22/09/2021	3050202	ESL - SES Capital Grant GEN	0921.006	Capital Income		992,100		0
22/09/2021	PA952	Acquisition of Fast Fill Trailer	0921.006	Capital Expenditure			(7,000)	(7,000)
22/09/2021	IO134	Narrogin Central BFB 120,000L Water Tank	0921.006	Capital Expenditure			(8,919)	(15,919)
22/09/2021	IO135	Nomans Lake BFB 110,000L Water Tank	0921.006	Capital Expenditure			(9,812)	(25,731)
22/09/2021	5050152	FIRE - Grants GEN	0921.006	Capital Income		25,731		0
22/09/2021	IB205	Whinbin Rock Rd Bridge 3125	0921.006	Capital Expenditure			(192,000)	(192,000)
22/09/2021	IB204	Tarwonga Rd Bridge 4551	0921.006	Capital Expenditure			(396,000)	(588,000)
22/09/2021	3120112	ROADC - Other Grants - Roads/Streets GEN	0921.006	Capital Income		588,000		0
24/11/2021	IO164	LED Lighting Upper Great Southern Hockey Association	1124.01	Capital Expenditure			(79,000)	(79,000)
24/11/2021	3110230	NRLC - Contributions & Donations GEN	1124.01	Capital Income		39,500		(39,500)
24/11/2021	5110253	NRLC - Transfers from Reserve GEN	1124.01	Capital Income		39,500		0
15/12/2021	BC100	Staff Housing Building (Capital)	1215.008	Capital Expenditure			(80,000)	(80,000)
15/12/2021	5090160	STF HOUSE - Transfer from Reserves	1215.008	Capital Income		80,000		0
23/03/2022		Opening deficit	0323.011	Opening Surplus(Deficit)			(412,313)	(412,313)
23/03/2022	2030301	INVEST - Bank Fees and Charges (Exc GST)	0323.011	Operating Expenses			(5,470)	(417,783)
23/03/2022	2040107	MEMBERS - Members Conference/Training Expenses	0323.011	Operating Expenses			(7,000)	(424,783)
23/03/2022	2040111	MEMBERS - Communications Allowance	0323.011	Operating Expenses		500		(424,283)
23/03/2022	2040112	MEMBERS - Election Expenses	0323.011	Operating Expenses		2,000		(422,283)
23/03/2022	2040113	MEMBERS - Subscriptions & Publications	0323.011	Operating Expenses		3,000		(419,283)
23/03/2022	2040114	MEMBERS - Members - Insurance	0323.011	Operating Expenses		5,278		(414,005)
23/03/2022	2040127	MEMBERS - Civic Functions, Refreshments & Receptions	0323.011	Operating Expenses			(8,000)	(422,005)
23/03/2022	2040127	MEMBERS - Civic Functions, Refreshments & Receptions	0323.011	Operating Expenses		8,500		(413,505)
23/03/2022	2040199	MEMBERS - Administration Allocated	0323.011	Operating Expenses		12,000		(401,505)
23/03/2022	2040210	OTHGOV - Audit Fees	0323.011	Operating Expenses			(5,000)	(406,505)
23/03/2022	2040215	OTHGOV - Insurance	0323.011	Operating Expenses		1,971		(404,534)
23/03/2022	2040216	OTHGOV - Legal Expenses	0323.011	Operating Expenses		1,000		(403,534)
23/03/2022	2040222	OTHGOV - Other Consultancy - Statutory	0323.011	Operating Expenses		15,000		(388,534)
23/03/2022	2040226	OTHGOV - Valuation Expenses	0323.011	Operating Expenses		3,100		(385,434)
23/03/2022	2040292	OTHGOV - Depreciation	0323.011	Operating Expenses				(385,434)
23/03/2022	2050100	FIRE - Salaries & Wages	0323.011	Operating Expenses		12,299		(373,136)
23/03/2022	2050101	FIRE- Superannuation	0323.011	Operating Expenses		806		(372,330)
23/03/2022	2050102	FIRE- Workers Comp Insurance	0323.011	Operating Expenses			(352)	(372,681)
23/03/2022	2050106	FIRE- Other Employee Costs	0323.011	Operating Expenses			(250)	(372,931)
23/03/2022	2050107	FIRE - Motor Vehicle Expenses	0323.011	Operating Expenses		14,839		(358,093)
23/03/2022	W001	Fire Prevention/Burning/Control	0323.011	Operating Expenses			(12,406)	(370,499)
23/03/2022	W001	Fire Prevention/Burning/Control	0323.011	Operating Expenses			(20,000)	(390,499)
23/03/2022	W001	Fire Prevention/Burning/Control	0323.011	Operating Expenses			(2,000)	(392,499)
23/03/2022	2050112	FIRE - Expensed Minor Asset Purchases	0323.011	Operating Expenses		1,000		(391,499)
23/03/2022	2050113	FIRE - ESL Payable on Shire Buildings	0323.011	Operating Expenses		1,500		(389,999)
23/03/2022	2050114	FIRE - Insurance	0323.011	Operating Expenses			(1,233)	(391,232)
23/03/2022	2050192	FIRE - Depreciation	0323.011	Operating Expenses				(391,232)
23/03/2022	2050211	ESL - BFB Plant and Equipment Maintenance	0323.011	Operating Expenses			(34,740)	(425,972)
23/03/2022	2050214	ESL - Insurance Expenses	0323.011	Operating Expenses		8,949		(417,023)
23/03/2022	2050300	ANIMAL - Salaries & Wages	0323.011	Operating Expenses		2,176		(414,848)
23/03/2022	2050301	ANIMAL - Superannuation	0323.011	Operating Expenses		3,862		(410,986)
23/03/2022	2050302	ANIMAL - Workers Comp Insurance	0323.011	Operating Expenses			(1,548)	(412,534)
23/03/2022	2050303	ANIMAL - Allowances	0323.011	Operating Expenses		115		(412,418)
23/03/2022	B0030	Animal Pound Operations	0323.011	Operating Expenses			(13)	(412,431)
23/03/2022	2050315	ANIMAL - Insurance (Other Than Buildings)	0323.011	Operating Expenses			(676)	(413,107)
23/03/2022	2050392	ANIMAL - Depreciation	0323.011	Operating Expenses				(413,107)
23/03/2022	2050402	OLOPS - Workers Comp Insurance	0323.011	Operating Expenses			(275)	(413,382)
23/03/2022	2050410	OLOPS - Insurance	0323.011	Operating Expenses		5,575		(407,807)
23/03/2022	2050492	OLOPS - Depreciation	0323.011	Operating Expenses				(407,807)
23/03/2022	2070300	HEALTH - Salaries & Wages	0323.011	Operating Expenses		29,960		(377,847)

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
23/03/2022	2070301	HEALTH - Superannuation	0323.011	Operating Expenses		3,630		(374,217)
23/03/2022	2070302	HEALTH - Workers Comp Insurance	0323.011	Operating Expenses			(642)	(374,859)
23/03/2022	2070304	HEALTH - Training & Development	0323.011	Operating Expenses		2,000		(372,859)
23/03/2022	2070312	HEALTH - Insurance Expenses	0323.011	Operating Expenses			(1,425)	(374,284)
23/03/2022	2070314	HEALTH - Motor Vehicle Expenses	0323.011	Operating Expenses		1,900		(372,384)
23/03/2022	CV0002	Other Purchases for CV19 Reponse	0323.011	Operating Expenses			(8,030)	(380,414)
23/03/2022	BO110	13 Hough St - Operations	0323.011	Operating Expenses		36		(380,378)
23/03/2022	BM110	13 Hough St - Maintenance	0323.011	Operating Expenses			(4,620)	(384,998)
23/03/2022	2090192	STF HOUSE - Depreciation	0323.011	Operating Expenses				(384,998)
23/03/2022	2100100	SAN - Waste Collection	0323.011	Operating Expenses		24,300		(360,698)
23/03/2022	2100101	SAN - Waste Disposal	0323.011	Operating Expenses		26,750		(333,948)
23/03/2022	2100102	SAN - Waste Recycling	0323.011	Operating Expenses		49,050		(284,898)
23/03/2022	BO120	Waste Facilities Building Operations	0323.011	Operating Expenses			(813)	(285,711)
23/03/2022	W010	Tip Maintenance	0323.011	Operating Expenses			(19,000)	(304,711)
23/03/2022	2100107	SAN - Insurance (Other Than Buildings)	0323.011	Operating Expenses		3,441		(301,269)
23/03/2022	2100109	SAN - Training & Development	0323.011	Operating Expenses			(1,900)	(303,169)
23/03/2022	2100192	SAN - Depreciation	0323.011	Operating Expenses				(303,169)
23/03/2022	2100200	SANOTH - Waste Collection	0323.011	Operating Expenses			(5,500)	(308,669)
23/03/2022	2100201	SANOTH - Waste Disposal	0323.011	Operating Expenses		25,000		(283,669)
23/03/2022	2100201	SANOTH - Waste Disposal	0323.011	Operating Expenses			(2,000)	(285,669)
23/03/2022	2100292	SANOTH - Depreciation	0323.011	Operating Expenses				(285,669)
23/03/2022	W030	Stormwater Drainage Maintenance	0323.011	Operating Expenses		679		(284,991)
23/03/2022	2100501	ENVIRO - Landcare Community Projects	0323.011	Operating Expenses		25,000		(259,991)
23/03/2022	2100501	ENVIRO - Landcare Community Projects	0323.011	Operating Expenses			(25,000)	(284,991)
23/03/2022	2100600	PLAN - Salaries & Wages	0323.011	Operating Expenses		5,156		(279,835)
23/03/2022	2100602	PLAN - Workers Comp Insurance	0323.011	Operating Expenses			(522)	(280,357)
23/03/2022	2100612	PLAN - Insurance	0323.011	Operating Expenses			(260)	(280,617)
23/03/2022	W040	Cemetery Maintenance/Operations	0323.011	Operating Expenses			(2,269)	(282,886)
23/03/2022	W041	Cemetery Grave Digging	0323.011	Operating Expenses		800		(282,086)
23/03/2022	BO130	Mackie Park Public Toilets and Office Operations	0323.011	Operating Expenses		300		(281,786)
23/03/2022	BO130	Mackie Park Public Toilets and Office Operations	0323.011	Operating Expenses			(86)	(281,871)
23/03/2022	BO131	Gnarojin Park Public Toilets Operations	0323.011	Operating Expenses			(39)	(281,911)
23/03/2022	BO132	Smith St Public Toilets (Coles Carpark) Operations	0323.011	Operating Expenses		500		(281,411)
23/03/2022	BO132	Smith St Public Toilets (Coles Carpark) Operations	0323.011	Operating Expenses			(15)	(281,426)
23/03/2022	BO133	Harris St Public Toilets (Museum) Operations	0323.011	Operating Expenses		1,700		(279,726)
23/03/2022	BO133	Harris St Public Toilets (Museum) Operations	0323.011	Operating Expenses			(7)	(279,733)
23/03/2022	BO134	Lions Park Public Toilets Operations	0323.011	Operating Expenses		2,500		(277,233)
23/03/2022	BO134	Lions Park Public Toilets Operations	0323.011	Operating Expenses			(11)	(277,243)
23/03/2022	BO137	Cemetery Public Toilets Operations	0323.011	Operating Expenses		14		(277,230)
23/03/2022	BO138	Highbury Public Toilets Operations	0323.011	Operating Expenses			(200)	(277,430)
23/03/2022	BO138	Highbury Public Toilets Operations	0323.011	Operating Expenses			(27)	(277,457)
23/03/2022	BO264	Memorial Park Toilets Operations	0323.011	Operating Expenses		1,000		(276,457)
23/03/2022	BM138	Highbury Public Toilets Maintenance	0323.011	Operating Expenses			(200)	(276,657)
23/03/2022	BM140	Thomas Hogg Oval Toilets / Ablutions Maintenance	0323.011	Operating Expenses			(2,250)	(278,907)
23/03/2022	2100892	COM AMEN - Depreciation	0323.011	Operating Expenses				(278,907)
23/03/2022	2100899	COM AMEN - Administration Allocated	0323.011	Operating Expenses		501		(278,405)
23/03/2022	BO150	Town Hall (Federal St) Building Operations	0323.011	Operating Expenses			(446)	(278,851)
23/03/2022	BO151	Railway Institute Hall & Office Building Operations	0323.011	Operating Expenses			(440)	(279,291)
23/03/2022	BO152	John Higgins Community Complex Building Operations	0323.011	Operating Expenses			(373)	(279,664)
23/03/2022	BO153	Highbury Hall Building Operations	0323.011	Operating Expenses			(180)	(279,843)
23/03/2022	BO154	Nomans Lake Hall Building Operations	0323.011	Operating Expenses			(39)	(279,882)
23/03/2022	BM150	Town Hall (Federal St) Building Maintenance	0323.011	Operating Expenses			(200)	(280,082)
23/03/2022	BM152	John Higgins Community Complex Building Maintenance	0323.011	Operating Expenses		200		(279,882)
23/03/2022	2110197	HALLS - Community Services Allocated	0323.011	Operating Expenses		9,761		(270,121)
23/03/2022	2110199	HALLS - Administration Allocated	0323.011	Operating Expenses		500		(269,621)
23/03/2022	2110242	NRLC - Utility - Gas	0323.011	Operating Expenses			(15,000)	(284,621)
23/03/2022	2110245	NRLC - Insurance	0323.011	Operating Expenses			(502)	(285,123)
23/03/2022	2110292	NRLC - Depreciation	0323.011	Operating Expenses				(285,123)
23/03/2022	2110297	NRLC - Community Services Allocated	0323.011	Operating Expenses		5,644		(279,479)

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
23/03/2022	PG	Parks & Gardens Maintenance	0323.011	Operating Expenses		2,000		(277,479)
23/03/2022	W060	Memorial Park Maintenance/Operations	0323.011	Operating Expenses		7,000		(270,479)
23/03/2022	W061	Lions Park Maintenance/Operations	0323.011	Operating Expenses		900		(269,579)
23/03/2022	W062	Mackie Park Maintenance/Operations	0323.011	Operating Expenses		100		(269,479)
23/03/2022	W063	Gnarojin Park Maintenance/Operations	0323.011	Operating Expenses		351		(269,128)
23/03/2022	W110	Community Garden Maintenance/Operations	0323.011	Operating Expenses		38		(269,089)
23/03/2022	2110306	REC - Playground Equipment & Furniture Mtce	0323.011	Operating Expenses			(1,227)	(270,316)
23/03/2022	2110312	REC - Insurance Premiums	0323.011	Operating Expenses		5,800		(264,516)
23/03/2022	2110392	REC - Depreciation	0323.011	Operating Expenses				(264,516)
23/03/2022	2110397	REC - Community Services Allocated	0323.011	Operating Expenses		12,169		(252,348)
23/03/2022	2110399	REC - Administration Allocated	0323.011	Operating Expenses		300		(252,048)
23/03/2022	2110500	LIB - Salaries & Wages	0323.011	Operating Expenses		10,000		(242,048)
23/03/2022	2110502	LIB - Workers Comp Insurance	0323.011	Operating Expenses			(617)	(242,665)
23/03/2022	2110503	LIB - Allowances	0323.011	Operating Expenses			(600)	(243,265)
23/03/2022	2110514	LIB - Subscriptions & Memberships	0323.011	Operating Expenses			(6,523)	(249,788)
23/03/2022	BO190	Library Building Operations	0323.011	Operating Expenses			(2,371)	(252,160)
23/03/2022	BM190	Library Building Maintenance	0323.011	Operating Expenses			(1,973)	(254,132)
23/03/2022	BM190	Library Building Maintenance	0323.011	Operating Expenses			(80)	(254,212)
23/03/2022	2110592	LIB - Depreciation	0323.011	Operating Expenses				(254,212)
23/03/2022	2110599	LIB - Administration Allocated	0323.011	Operating Expenses		500		(253,712)
23/03/2022	BO201	Museum Building Operations	0323.011	Operating Expenses			(195)	(253,907)
23/03/2022	BM201	Museum Building Maintenance	0323.011	Operating Expenses			(2,950)	(256,857)
23/03/2022	W130	Railway Bridge Maintenance/Operations	0323.011	Operating Expenses			(549)	(257,406)
23/03/2022	W131	Railway Loco and Rolling Stock Maintenance/Operations	0323.011	Operating Expenses			(3)	(257,410)
23/03/2022	2110692	HERITAGE - Depreciation	0323.011	Operating Expenses				(257,410)
23/03/2022	2110800	OTHCUL - Indigenous Cultural Events	0323.011	Operating Expenses		2,000		(255,410)
23/03/2022	2110801	OTHCUL - Australia Day	0323.011	Operating Expenses		1,500		(253,910)
23/03/2022	2110802	OTHCUL - Christmas Lights	0323.011	Operating Expenses		6,191		(247,719)
23/03/2022	2110804	OTHCUL - Naidoc	0323.011	Operating Expenses			(260)	(247,978)
23/03/2022	2110805	OTHCUL - Festival & Events	0323.011	Operating Expenses		2,559		(245,419)
23/03/2022	2110810	OTHCUL - Community Chest	0323.011	Operating Expenses		5,000		(240,419)
23/03/2022	2110811	OTHCUL - Insurance	0323.011	Operating Expenses		4,341		(236,078)
23/03/2022	2110815	OTHCUL - Rev Heads	0323.011	Operating Expenses			(4,733)	(240,811)
23/03/2022	2110817	OTHCUL - Narrogin Show	0323.011	Operating Expenses			(7,028)	(247,839)
23/03/2022	2110821	OTHCUL - Event/Festival Matching Funding	0323.011	Operating Expenses		15,000		(232,839)
23/03/2022	2110830	OTHCUL - Artwork Collection	0323.011	Operating Expenses			(2,000)	(234,839)
23/03/2022	2110897	OTHCUL - Community Services Allocated	0323.011	Operating Expenses		4,443		(230,396)
23/03/2022	RMGEN	Road Maintenance General Expenses	0323.011	Operating Expenses			(9,833)	(240,229)
23/03/2022	SWEEP	Street Sweeping	0323.011	Operating Expenses			(400)	(240,629)
23/03/2022	2120209	ROADM - Litter Control	0323.011	Operating Expenses			(1,430)	(242,059)
23/03/2022	TREES	Street Tree Maintenance	0323.011	Operating Expenses		11,174		(230,885)
23/03/2022	2120211	ROADM - Consultants	0323.011	Operating Expenses		5,000		(225,885)
23/03/2022	BO210	Fairway Depot Building Operations	0323.011	Operating Expenses		679		(225,207)
23/03/2022	BO211	Lydeker Depot Building Operations	0323.011	Operating Expenses			(287)	(225,493)
23/03/2022	2120220	ROADM - Disaster Recovery Funding Arrangements (DRFAWA)	0323.011	Operating Expenses			(4,293)	(229,786)
23/03/2022	2120292	ROADM - Depreciation	0323.011	Operating Expenses				(229,786)
23/03/2022	2120492	AERO - Depreciation	0323.011	Operating Expenses				(229,786)
23/03/2022	2120502	LICENSING - Workers Comp Insurance	0323.011	Operating Expenses			(179)	(229,965)
23/03/2022	2120599	LICENSING - Administration Allocated	0323.011	Operating Expenses		14,864		(215,101)
23/03/2022	2130190	RURAL - Insurance Premiums	0323.011	Operating Expenses		2,639		(212,462)
23/03/2022	2130197	RURAL - Community Services Allocated	0323.011	Operating Expenses			(3,500)	(215,962)
23/03/2022	W150	Caravan Park General Maintenance/Operations	0323.011	Operating Expenses		5,000		(210,962)
23/03/2022	BO230	Caravan Park Ablution Block (NEW) Building Operations	0323.011	Operating Expenses		1,242		(209,720)
23/03/2022	2130292	TOUR - Depreciation	0323.011	Operating Expenses				(209,720)
23/03/2022	2130297	TOUR - Community Services Allocated	0323.011	Operating Expenses		10,200		(199,520)
23/03/2022	2130299	TOUR - Administration Allocated	0323.011	Operating Expenses		350		(199,170)
23/03/2022	2130300	BUILD - Salaries & Wages	0323.011	Operating Expenses		44,192		(154,978)
23/03/2022	2130301	BUILD - Superannuation	0323.011	Operating Expenses		2,140		(152,838)
23/03/2022	2130302	BUILD - Workers Comp Insurance	0323.011	Operating Expenses			(426)	(153,264)

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
23/03/2022	2130306	BUILD - Recruitment	0323.011	Operating Expenses			(400)	(153,664)
23/03/2022	2130316	BUILD - Insurance	0323.011	Operating Expenses		519		(153,145)
23/03/2022	2130319	BUILD - Contract Building Surveyor	0323.011	Operating Expenses		10,000		(143,145)
23/03/2022	2130391	BUILD - Loss on Disposal of Assets	0323.011	Operating Expenses				(143,145)
23/03/2022	2130399	BUILD - Administration Allocated	0323.011	Operating Expenses		250		(142,895)
23/03/2022	2130605	ECONOM - Travel & Accommodation GEN	0323.011	Operating Expenses		4,000		(138,895)
23/03/2022	2130611	ECONOM - Insurance Other Than Buildings	0323.011	Operating Expenses		2,639		(136,256)
23/03/2022	2130615	ECONOM - Facade Upgrade	0323.011	Operating Expenses		5,000		(131,256)
23/03/2022	2130692	ECONOM - Depreciation	0323.011	Operating Expenses				(131,256)
23/03/2022	2130697	ECONOM - Community Services Allocated	0323.011	Operating Expenses		7,524		(123,732)
23/03/2022	PW999	Private Works - Budget Purposes Only	0323.011	Operating Expenses		2,000		(121,732)
23/03/2022	PWGEN	Private Works Small Jobs	0323.011	Operating Expenses		14,224		(107,508)
23/03/2022	PW21104	PW21104 - Barry Silver Truck Hire and Gravel purchase	0323.011	Operating Expenses			(461)	(107,969)
23/03/2022	PW21105	PW21105 - Water Corp- Traffic Control	0323.011	Operating Expenses			(1,478)	(109,447)
23/03/2022	PW21106	PW21106 - Narrogin Agri School 1.5Hours Steel vibe roller	0323.011	Operating Expenses			(338)	(109,785)
23/03/2022	PW21107	PW21107 - Trench Repairs Water Corp.	0323.011	Operating Expenses			(351)	(110,136)
23/03/2022	PW21108	Sealing Trench for Doug Allan	0323.011	Operating Expenses			(949)	(111,085)
23/03/2022	2140202	PWO - EMTRS - Workers Compensation	0323.011	Operating Expenses		2,095		(108,991)
23/03/2022	2140205	PWO - EMTRS - Occupational Health & Safety	0323.011	Operating Expenses			(660)	(109,651)
23/03/2022	2140206	PWO - EMTRS - Recruitment	0323.011	Operating Expenses			(1,080)	(110,731)
23/03/2022	2140215	PWO - WORKS - Wages Administration Hours	0323.011	Operating Expenses		25,200		(85,531)
23/03/2022	2140215	PWO - WORKS - Wages Administration Hours	0323.011	Operating Expenses			(1,200)	(86,731)
23/03/2022	2140216	PWO - WORKS - Superannuation	0323.011	Operating Expenses		3,600		(83,131)
23/03/2022	2140220	PWO - WORKS - Long Service Leave	0323.011	Operating Expenses			(15,800)	(98,930)
23/03/2022	W160	WORKS - Training & Development	0323.011	Operating Expenses		8,113		(90,817)
23/03/2022	W160	WORKS - Training & Development	0323.011	Operating Expenses			(300)	(91,117)
23/03/2022	2140228	PWO - WORKS - Workers Compensation Insurance	0323.011	Operating Expenses		6,725		(84,393)
23/03/2022	2140230	PWO - Insurances (Except Workers Comp)	0323.011	Operating Expenses			(13,149)	(97,542)
23/03/2022	2140232	PWO - Information Systems	0323.011	Operating Expenses			(160)	(97,702)
23/03/2022	2140234	PWO - Expensed Minor Asset Purchases	0323.011	Operating Expenses		1,000		(96,702)
23/03/2022	2140292	PWO - Depreciation	0323.011	Operating Expenses				(96,702)
23/03/2022	2140293	PWO - Less - Allocated to Works (PWO's)	0323.011	Operating Expenses			(15,477)	(112,179)
23/03/2022	2140301	POC - Parts & Repairs	0323.011	Operating Expenses			(1,518)	(113,697)
23/03/2022	2140307	POC - Insurance	0323.011	Operating Expenses			(16)	(113,712)
23/03/2022	2140394	POC - LESS Plant Operation Costs Allocated to Works	0323.011	Operating Expenses			(29,467)	(143,179)
23/03/2022	2140492	POC - Depreciation	0323.011	Operating Expenses				(143,179)
23/03/2022	2140500	ADMIN - Salaries & Wages	0323.011	Operating Expenses		36,411		(106,768)
23/03/2022	2140500	ADMIN - Salaries & Wages	0323.011	Operating Expenses			(1,185)	(107,953)
23/03/2022	2140501	ADMIN - Superannuation	0323.011	Operating Expenses		3,435		(104,518)
23/03/2022	2140502	ADMIN - Workers Compensation	0323.011	Operating Expenses			(3,840)	(108,357)
23/03/2022	2140504	ADMIN - Training & Development	0323.011	Operating Expenses		8,000		(100,357)
23/03/2022	2140505	ADMIN - Occupational Health & Safety	0323.011	Operating Expenses		2,567		(97,790)
23/03/2022	2140506	ADMIN - Recruitment	0323.011	Operating Expenses		2,500		(95,290)
23/03/2022	BO261	History Hall Building Operations	0323.011	Operating Expenses			(879)	(96,168)
23/03/2022	BM260	Admin Office Building Maintenance	0323.011	Operating Expenses			(120)	(96,288)
23/03/2022	2140517	ADMIN - Insurances (Other than Bld and W/Comp)	0323.011	Operating Expenses			(22,625)	(118,913)
23/03/2022	2140592	ADMIN - Depreciation	0323.011	Operating Expenses				(118,913)
23/03/2022	2140599	ADMIN - Administration Overheads Recovered	0323.011	Operating Expenses			(29,793)	(148,706)
23/03/2022	2140600	COMMUNITY - Salaries & Wages	0323.011	Operating Expenses		43,778		(104,929)
23/03/2022	2140601	COMMUNITY - Superannuation	0323.011	Operating Expenses		5,000		(99,929)
23/03/2022	2140602	COMMUNITY - Workers Compensation	0323.011	Operating Expenses			(459)	(100,388)
23/03/2022	2140615	COMMUNITY - Insurances (Other than Bld and W/Comp)	0323.011	Operating Expenses			(2,080)	(102,468)
23/03/2022	2140699	COMMUNITY - Community Services Overheads Recovered	0323.011	Operating Expenses			(46,239)	(148,707)
23/03/2022	2140700	SAL - Gross Salary and Wages	0323.011	Operating Expenses		68,187		(80,520)
23/03/2022	2140701	SAL - Less Salaries & Wages Allocated	0323.011	Operating Expenses			(68,187)	(148,707)
23/03/2022	2140703	SAL - Workers Compensation Expense	0323.011	Operating Expenses		12,930		(135,777)
23/03/2022	3030110	RATES - Interim Rates Levied - GRV	0323.011	Operating Revenue		4,445		(131,332)
23/03/2022	3030115	RATES - Back Rates Levied - GRV	0323.011	Operating Revenue			(906)	(132,237)
23/03/2022	3030120	RATES - Ex-Gratia Rates (CBH, etc.)	0323.011	Operating Revenue		1,372		(130,865)
23/03/2022	3030129	RATES - Account Enquiry Charges	0323.011	Operating Revenue		2,070		(128,795)

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
23/03/2022	3030200	GENGRANT - Financial Assistance Grant - General	0323.011	Operating Revenue			(88,584)	(217,379)
23/03/2022	3030201	GENGRANT - Financial Assistance Grant - Roads	0323.011	Operating Revenue		5,598		(211,781)
23/03/2022	3030400	GENFUND - Commissions	0323.011	Operating Revenue			(4,060)	(215,841)
23/03/2022	3040299	Suspense Holding for Electronic Bank Deposits	0323.011	Operating Revenue			(3,205)	(219,046)
23/03/2022	3050100	FIRE - Fines and Penalties	0323.011	Operating Revenue		273		(218,772)
23/03/2022	3050305	ANIMAL - Other Fees & Charges	0323.011	Operating Revenue		5,800		(212,972)
23/03/2022	3070610	HEALTH - Covid-Other Income	0323.011	Operating Revenue		4,800		(208,172)
23/03/2022	3080120	PRE-SCHOOL - Other Income	0323.011	Operating Revenue		2,750		(205,422)
23/03/2022	3100100	SAN - Domestic Refuse Collection Charges	0323.011	Operating Revenue		979		(204,443)
23/03/2022	3100101	SAN - Domestic Services (Additional)	0323.011	Operating Revenue		469		(203,974)
23/03/2022	3100103	SAN - Reimbursements	0323.011	Operating Revenue			(3,000)	(206,974)
23/03/2022	3100105	SAN - Domestic Recycling Service	0323.011	Operating Revenue		94		(206,881)
23/03/2022	3100202	SANOTH - Commercial Tipping Charge	0323.011	Operating Revenue		19,922		(186,959)
23/03/2022	3100606	PLAN - Planning Officer Regional Support Income	0323.011	Operating Revenue			(11,500)	(198,459)
23/03/2022	3100806	COM AMEN - Cemetery Fees (Burial) Ex GST	0323.011	Operating Revenue		3,000		(195,459)
23/03/2022	3100807	COM AMEN - Cemetery Fees (Niche Wall & Rose Garden) Ex GST	0323.011	Operating Revenue		1,200		(194,259)
23/03/2022	3110305	REC - Reimbursements - Other Recreation	0323.011	Operating Revenue		13,430		(180,829)
23/03/2022	3110501	LIB - Fines & Penalties	0323.011	Operating Revenue		198		(180,630)
23/03/2022	3120102	ROADC - Black Spot Grant	0323.011	Operating Revenue			(88,000)	(268,630)
23/03/2022	3120500	LICENSING - Transport Licensing Commission	0323.011	Operating Revenue		5,425		(263,205)
23/03/2022	3130202	TOUR - Reimbursements (Inc GST)	0323.011	Operating Revenue		1,500		(261,705)
23/03/2022	3130605	ECONOM - TransWA Commission	0323.011	Operating Revenue		450		(261,255)
23/03/2022	3130606	ECONOM - Other Income	0323.011	Operating Revenue		400		(260,855)
23/03/2022	3140201	PWO - Other Reimbursements	0323.011	Operating Revenue		50		(260,805)
23/03/2022	3140300	POC - Fuel Tax Credits Grant Scheme	0323.011	Operating Revenue		6,000		(254,805)
23/03/2022	3140505	ADMIN - Reimbursements	0323.011	Operating Revenue		7,000		(247,805)
23/03/2022	4030350	INVEST - Transfer Interest To Reserve	0323.011	Capital Expenses		510		(247,295)
23/03/2022	PE057	Lifting Ramp - NO05	0323.011	Capital Expenses			(5,000)	(252,295)
23/03/2022	IO078	TWIS Dams	0323.011	Capital Expenses			(4,410)	(256,705)
23/03/2022	PE161	NRRLC - Plant & Equipment Other (Capital)	0323.011	Capital Expenses			(30,000)	(286,705)
23/03/2022	IO127	Narrogin Tennis Courts Resurfacing	0323.011	Capital Expenses			(114,500)	(401,205)
23/03/2022	IO129	Walk Cycle & Mountain Bike Trails Projects	0323.011	Capital Expenses			(300)	(401,505)
23/03/2022	IR108	Leake St - New Seal over gravel (upgrade)	0323.011	Capital Expenses		22,574		(378,931)
23/03/2022	IR106	Chipper St -New Seal over gravel	0323.011	Capital Expenses		21,410		(357,521)
23/03/2022	IR212	Narrogin Valley Road - Renewal (Rural)	0323.011	Capital Expenses		139,916		(217,605)
23/03/2022	RBS204	Tarwonga Rd (2021/22)	0323.011	Capital Expenses		132,000		(85,605)
23/03/2022	5050153	FIRE Transfer from Reserves to Muni	0323.011	Capital Revenue		186,646		101,041
23/03/2022	5100850	COM AMEN - Transfer from Reserve	0323.011	Capital Revenue			(97,272)	3,769
23/03/2022	5110254	REC - Other Income Contributions Reimb (Capital) GEN	0323.011	Capital Revenue		76,323		80,092
23/03/2022	5110353	REC - Transfers From Reserve	0323.011	Capital Revenue		38,162		118,254
23/03/2022	5120353	PLANT - Insurance Proceeds from Plant Damage	0323.011	Capital Revenue		68,409		186,663
23/03/2022	5130150	TOUR - Transfer From Reserve	0323.011	Capital Revenue			(186,663)	(0)
					0	3,315,166	(3,315,166)	(0)

Shire of Narrogin
Strategic Projects 2021/22

For the Period Ended 31 May 2022

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

Item #	Account Number	GL / Job	Project Description	31/05/2022		31/05/2022		Responsible Officer			1st Quarter Jul - Sep	2nd Quarter Oct - Dec	3rd Quarter Jan - Mar	4th Quarter Apr - Jul	Comment
				2021/22 Current Budget	Outstanding Purchase Orders	2021/22 YTD Actual	Total Committed Expenditure								
Governance															
Members of Council															
1	4040250	FE035	Admin Building CCTV	11,000	-	11,440	11,440	EMCCS	4	●					Complete
Law, Order, Public Safety															
3	4050255	PA950	Acquisition of Incident Control Vehicle	881,900	-	-	-	Azhar Awang	2	●					Deferred to 2022/23
4	4050255	PA951	Acquisition of General Rescue Utility	110,200	-	-	-	Azhar Awang	2	●					Deferred to 2022/23
5	4050255	PA952	Acquisition of Fast Fill Trailer	7,000	-	-	-	Azhar Awang	3	●					Complete
6	4050355	PE057	Lifting Ramp - NO05	5,000	-	4,985	4,985	Azhar Awang	4	●					Complete
7	4050165	IO134	Narrogin Central BFB 120,000L Water Tank	8,919	-	9,434	9,434	Azhar Awang	3	●					Installed, waiting for camlocks to be installed
8	4050165	IO135	Nomans Lake BFB 110,000L Water Tank	9,812	-	8,186	8,186	Azhar Awang	3	●					Installed, waiting for camlocks to be installed
Education & Welfare															
Home and Community Care (HACC)															
Commonwealth Home Care Packages (CHCP)															
9	4080360	BC052	Relocation of Home & Community Care	900,000	26,355	5,100	31,455	EMCCS	2	●					On hold whilst discussions are arranged with stakeholders
10	4080455	PA010B	Trade NGN847 Mitsubishi Outlander (P10)	38,000	-	31,714	31,714	EMCCS	4	●					Complete
11	4080455	PA015B	Replacement for Caddy NGN1155 (P15)	28,000	-	22,281	22,281	EMCCS	4	●					Complete - paid 31/03/2021
12	4050355	PA014H	NGN219 CATS Vehicle 2021	25,000	26,081	-	26,081	EMCCS	4	●					Complete-costs to process
13	4080455	PA071A	Purchase new Fleet vehicle (CHCP)	25,000	-	22,281	22,281	EMCCS	4	●					Complete
Housing															
14	4090150	BC100	Staff Housing Building (Capital)	580,000	580,200	580,451	1,160,651	Dale Stewart	3	●					Settlement complete
Community Amenities															
Other Community Amenities															
15	4100850	BC267	Smith Street Ablution Upgrade	110,000	218	113,977	114,195	Azhar Awang	4	●					Completed as per schedule
16	4100350	IO078	TWIS Dams	55,910	-	55,910	55,910	Torre Evans	4	●					Complete
Cemetery															
17	4100860	IO026	Cemetery Upgrade	138,960	20,741	40,569	61,310	Torre Evans	3	●					Started - On Track, to be completed in June
Recreation & Culture															
Public Halls, Civic Centres															
19	4110160	BC155	Town Hall Fire Panel Replacement	25,000	-	20,696	20,696	Azhar Awang	4	●					Complete
20	4110160	BC180	Parapet Wall Concrete Capping Town Hall	20,000	-	18,000	18,000	Azhar Awang	4	●					Complete
21	4110160	BC150	Town Hall Stage Rigging	30,000	-	-	-	Azhar Awang	3	●					Deferred to 2022/23- In Capex Requests- yet to finalise
Narrogin Regional Leisure Centre															
22	4110260	BC165	Architectural Planning Study Concept Plan NRLC	20,000	-	-	-	Azhar Awang/Dale Stewart/Mark Furr	2	●					Not Started - PO Issued
23	4110260	BC161	NRLC Building Capital 2018-19 (BMS)	40,000	-	-	-	Azhar Awang/Dale Stewart	3	●					Quotes Received, Currently reviewing contractors
24	4110255	PE071	Manual Pool Vacuum	5,000	-	-	-	Azhar Awang	3	●					With YMCA Management - On Track, to be oncharged
25	4110255	PE072	Capital Emergency Reparis eg - Pool Filters-YMCA	96,000	-	-	-	Azhar Awang	3	●					Not Started - only when required
26	4110255	PE073	Capital Emergency Reparis eg - Pool Liner-YMCA	80,000	-	-	-	Azhar Awang	3	●					Not Started - only when required
27	4110255	PE074	Capital Emergency Reparis eg - Boiler-YMCA	75,000	-	-	-	Azhar Awang	3	●					Not Started - only when required
28	4110255	PE161	NRLC - Plant & Equipment Other (Capital)	30,000	10,181	6,289	16,470	Azhar Awang	3	●					Emergency Equipment
29	4110265	IO164	LED Lighting Upper Great Southern Hockey Association	409,000	-	406,726	406,726	Dale Stewart	3	●					Tender awarded - Project LET - construction commenced. Expected to be completed by end of April 2022.

Item #	Account Number	GL / Job	Project Description	31/05/2022		31/05/2022		Responsible Officer			1st Quarter Jul- Sep	2nd Quarter Oct - Dec	3rd Quarter Jan - Mar	4th Quarter Apr - Jul	Comment
				2021/22 Current Budget	Outstanding Purchase Orders	2021/22 YTD Actual	Total Committed Expenditure								
Other Recreation & Sport															
30	4110360	IO124	Electric BBQ For Highbury near Tennis Courts	10,000	4,830	9,819	14,649	Torre Evans	4	●					Complete
31	4110360	IO127	Narrogin Tennis Courts Resurfacing	114,500	121,671	-	121,671	Torre Evans	1	●					Project not occurring this financial year
32	4110360	IO128	Parks Naming Project	15,000	-	-	-	Torre Evans	3	●					Materials Ordered- to be completed in June
33	4110360	IO129	Walk Cycle & Mountain Bike Trails Projects	200,300	-	25,494	25,494	Azhar Awang	3	●					Funds received, MLC to action plan. Signage prepared. Upgrades to Trails - next budget; RFQ for signage installation
34	4110365	IO180	May St Stormwater Catchment Dam	169,190	6,424	155,708	162,187	Torre Evans	3	●					95% Complete- to be completed in June
Libraries															
36	4110560	IO080B	Library Expansion Project Planning	20,000	18,500	1,370	19,870	EMCCS	3	●					Architect completing concept drawings and specifications
Heritage															
37	4110660	BC203	ANZAC War memorial repair & restoration	50,000	45,455	960	46,415	Azhar Awang	3	●					Work commenced
38	4110650	PE061	Heritage - Laptop Upgrade for Heritage Court House Museum	2,000	-	1,627	1,627	Azhar Awang	4	●					Complete
39	4110660	BC207	Fitout of Railway Station Building	50,000	-	-	-	Dale Stewart	1	●					
40	4110600	BC201	Museum Restoration as per conservation Report	60,000	54,545	1,100	55,645	Azhar Awang	3	●					Work commenced
40	4110600	BC202	Railway Station Restoration Covid Recovery Project	389,000	81,044	271,138	352,182	Dale Stewart	3	●					Trades are delaying progress
Other Culture															
41	4110860	IO150	Projects Nexis	8,000	-	7,827	7,827	Azhar Awang	4	●					Complete
43	4110860	IO113	Public Art Projects identified by Townscape Committee	25,000	2,273	-	2,273	Torre Evans/ Azhar Awang	3	●					Acting manager-leisure/culture facilitating project
Transport															
Road to Recovery Funded Road Works- All Re-Seals															
44	4120166	R2R202	Congelin Narrogin Rd- SLK 8.1 - 7.1	30,395	-	33,594	33,594	Torre Evans	4	●					Complete
45	4120166	R2R110	Florence Ave- SLK 0 - 0.18	4,245	-	8,309	8,309	Torre Evans	4	●					Complete
46	4120166	R2R053	Goldsmith St- SLK 0 - 0.12	3,520	-	7,845	7,845	Torre Evans	4	●					Complete
47	4120166	R2R283	Lavator St- SLK 0 - 2.44	60,245	-	59,215	59,215	Torre Evans	4	●					Complete
48	4120166	R2R331	Narrogin Harrismith Rd- SLK 21.2 - 19.7	44,720	-	43,295	43,295	Torre Evans	4	●					Complete
49	4120166	R2R255	Nomans Lake Siding- SLK 0 - 6.12	65,125	-	62,074	62,074	Torre Evans	4	●					Complete
50	4120166	R2R333	Ried Rd- SLK 0 - 3.99	48,845	-	55,847	55,847	Torre Evans	4	●					Complete
51	4120166	R2R086	Sagar St- SLK 0.1 - 0.84	4,195	-	7,068	7,068	Torre Evans	4	●					Complete
52	4120166	R2R070	Scadden St- SLK 0 - 0.54	21,355	-	13,127	13,127	Torre Evans	4	●					Complete
53	4120166	R2R204	Tarwonga Rd- SLK 0.04 - 1.04	35,845	-	28,768	28,768	Torre Evans	4	●					Complete
54	4120166	R2R127	Tuohy St- SLK 0 - 0.1	2,355	-	5,630	5,630	Torre Evans	4	●					Complete
55	4120166	R2R113	Wald St- SLK 0 - 0	3,255	-	9,798	9,798	Torre Evans	4	●					Complete
56	4120166	R2R002B	Earl St	51,000	-	39,501	39,501	Torre Evans	4	●					Complete
Regional Road Group Works															
57	4120167	RRG207	Wagin-Wickepin Road - Renewal (Rural) (RRG)	550,899	-	565,923	565,923	Torre Evans	4	●					Complete
58	4120167	RRG331	Narrogin-Harrismith Road - Renewal (Local) (RRG)	236,601	-	238,398	238,398	Torre Evans	4	●					Complete
Muni Funded Roadworks															
59	4120165	IR332	Wandering Road - Stabilise Defects (Renewal)	92,996	-	68,544	68,544	Torre Evans	4	●					Complete
		IR108	Leake St - New Seal over gravel (upgrade)	-	-	-	-	Torre Evans							
		IR106	Chipper St -New Seal over gravel	-	-	-	-	Torre Evans							
60	4120166	IR088	Quigley st- New Seal over gravel (Upgrade)	22,950	-	13,186	13,186	Torre Evans	4	●					Complete
		IR212	Narrogin Valley Road - Renewal (Rural)	-	-	-	-	Torre Evans							2022/23 Budget
61	4120166	IR213	Chomley Road - Renewal (Rural)	75,658	-	67,665	67,665	Torre Evans	4	●					Complete
62	4120166	IR258	Spriggs Rd -Gravel re sheet (Renewal)	99,498	17,700	262	17,962	Torre Evans	4	●					Complete
63	4120166	IR336	Cannell Road - Renewal (Rural)	161,230	7,000	45,574	52,574	Torre Evans	4	●					Complete
64	4120166	IR065	Booth St - Gravel re sheet (Renewal)	25,060	-	21,383	21,383	Torre Evans	4	●					Complete
65	4120166	IR261	Marrumucking Rd - Gravel re sheet (Renewal)	100,648	18,000	43,792	61,792	Torre Evans	4	●					Complete
Black Spot programme															
			Tarwonga Rd Black spot	-	-	-	-	Torre Evans	2	●					Project deferred to MRWA FY2022/23
Other Transport Capital Projects															
67	4120155	PE081	Water Pump For Depot Tanks - 3 Phase/ 3inch Transfer Pump	10,000	-	-	-	Torre Evans	3	●					PO issued in June
Drainage Construction															
68	4120180	ID000	Drainage Easement Falcon St	30,000	-	-	-	Azhar Awang/Torre Evans	3	●					Draft Agreement Prepared - Deferred budget to 2022/23
Footpath Construction															
69	4120175	IF003	Ensign St Footpath Construction	50,000	45,600	-	45,600	Torre Evans	3	●					RFQ awarded - works to commence mid May
70	4120175	IF053	Concrete Paths For Wilbur Park	8,000	-	-	-	Torre Evans	4	●					Complete
Infrastructure Bridges															
71	4120181	IB204	Tarwonga Rd Bridge 4551	192,000	-	-	-	Torre Evans	2	●					Not Started, grant funded & MRWA to complete work
72	4120181	IB205	Whinbin Rock Rd Bridge 3125	396,000	-	-	-	Torre Evans	2	●					Not Started, grant funded & MRWA to complete work

Item #	Account Number	GL / Job	Project Description	31/05/2022		31/05/2022		Responsible Officer			1st Quarter Jul- Sep	2nd Quarter Oct - Dec	3rd Quarter Jan - Mar	4th Quarter Apr - Jul	Comment
				2021/22 Current Budget	Outstanding Purchase Orders	2021/22 YTD Actual	Total Committed Expenditure								
Plant Replacement Purchases															
73	4120350	PA8517	Multi Tyre Roller (p8517)	170,000	-	183,849	183,849	Torre Evans	4	●					Delivered, not paid
74	4120350	PA8215	Flocon (p8215) Roadsealing - Trade old Flocon and purchase new	350,000	349,881	-	349,881	Torre Evans	3	●					Purchase Order issued- delivery in Sept 2022
75	4120350		Jet Patcher (p8218)- Straight disposal	-	-	-	-	Torre Evans	3	●					Not Started - awaiting delivery of Flocon in Sept2022
76	4120350	PA059A	NGN677 Toro Mower 2018 (WORKS) (PE041)	35,000	37,300	-	37,300	Torre Evans	3	●					PO Issued, awaiting delivery
77	4120350	PA001K	CEO Vehicle (p1)	70,000	-	59,062	59,062	Torre Evans	4	●					Complete
78	4120350	PA021B	Leading Hand Parks 4*4 vehicle (p21)	35,000	-	34,654	34,654	Torre Evans	4	●					Complete
79	4120350	PA002L	NGN00 EMDRS Vehicle 2021(1)	55,000	-	45,292	45,292	Torre Evans	4	●					Complete
80	4120350	PA700L	ON0 EMTRS Vehicle 2021 (1)	55,000	46,253	-	46,253	Torre Evans	3	●					Purchase Order issued - expected delivery in June
81	4120350	PA006C	Purchase Building Surveyor vehicle (P6)	30,000	-	22,291	22,291	Torre Evans	4	●					Complete
82	4120350	PA967H	MO Vehicle (p967)	55,000	-	53,879	53,879	Torre Evans	4	●					Complete
83	4120350	PA8164B	Construction Foreman 4x4 Vehicle (p8164)	45,000	1,369	48,437	49,807	Torre Evans	4	●					Completed - Paid April
84	4120350	PA026C	Maintenance Foreman 4x4 Vehicle (P26)	45,000	-	48,038	48,038	Torre Evans	4	●					Complete
85	4120350	PA017B	Parks Utility (P17)	30,000	-	26,257	26,257	Torre Evans	4	●					Completed - Paid April
86	4120350	PA005K	ONGN EMCCS Vehicle 2021(1)	55,000	-	45,496	45,496	Torre Evans	4	●					Complete
Aerodromes															
87	4120460	BC220	Aerodrome Building (Capital)	69,554	-	55,190	55,190	Torre Evans	4	●					Complete
88	4120460	BC221	Narrogin airport-Patient transfer facility	30,000	-	3,001	3,001	Torre Evans/ St John Ambulan	3	●					St John Ambulance (on hold for) - holding money
Economic Services															
Tourism & Area Promotion															
89	4130260	BC237	Caravan Park - Renewal Development	309,999	122,611	158,682	281,293	Torre Evans	3	●					In progress- to be completed in June
Other Property & Services															
Administration Overheads															
90	4140580	FE101	Purchase of Altus HR system	57,000	-	8,326	8,326	EMCCS	3	●					On Track

87	TOTAL PROJECTS		8,800,884	1,644,232	4,064,331	5,708,618
	Capital Projects		8,800,884		4,064,331	5,708,618
	Operational Projects		-		-	-
			8,800,884		4,064,331	5,708,618

Value of Original Budget of Completed Projects:	\$2,761,694
Value of Actuals of Completed Projects:	\$2,456,997
\$ Under / (Over) of Completed Projects:	\$304,697
Actual v's Budget of Completed Projects %:	88.97%

Total projects:	87
Total complete:	50
% complete:	57%

10.3.3 SUNDRY DEBTORS WRITE OFFS

File Reference	12.7.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	13 June 2022
Author	Cassey Klomp – Senior Finance Officer - Operational
Authorising Officer	Alex Mulenga – Acting Executive Manager Corporate & Community Services
Attachments	1. Sundry Debtor Write Offs – Confidential Attachment under separate cover

Summary

The following information is presented to Council for authorisation to write off sundry outstanding debts.

Background

As part of the preparation of the Shire's end of year financial accounts, a review of the Shire's outstanding sundry debts has been undertaken.

All outstanding sundry debtor invoices followed the Shire's debt recovery process, including an offer to contact the Shire should the customer be experiencing any difficulty in making payment. No further action was taken with these invoices as it would cost the Shire more in debt recovery costs than the outstanding amounts.

Consultation

Consultation has been undertaken with the following officers:

- Executive Manager Corporate & Community Services;
- Acting Executive Manager Corporate & Community Services; and
- Chief Executive Officer.

Statutory Environment

Section 6.12 (1) (c) of the Local Government Act 1995 states that "a local government may write off any amount of money, which is owed to the local government".

Unrecoverable debts up to the individual value of \$100 may be written off under Council Delegation 3.7, whilst those over \$100 are to be brought to Council for write off on at least an annual basis.

Policy Implications

The Council's Policy Manual contains no policies that relate and nor are there any proposed.

Financial Implications

Details of the proposed write offs are shown in the Confidential Attachment. This will reduce the revenue expected to be collected in 2021/2022 by \$1,281.93.

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 debts requested to be written off in this report are deemed irrecoverable. See the Confidential Attachment for details.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION

That with respect to Sundry Debtors Write Offs, Council approve the write offs totalling \$1,281.93 as per the Confidential Attachment.

10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

10.4.1 HEALTH LOCAL LAW 2022 – UNDERTAKING

File Reference	19.6.1
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	None
Date	24 May 2022
Author	Niel Mitchell – Governance Consultant
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none">1. Confidential letter sent via separate notification to Elected Members2. Health Local Law 2022

Summary

Council is requested to consider an undertaking to the Parliamentary Joint Standing Committee on Delegated Legislation regarding the recently adopted Health Local Law 2022.

Background

Advice has been received from the Joint Standing Committee on Delegated Legislation (JSCDL) regarding the Health Local Law 2022 adopted by Council, published in the Government Gazette and now in force.

The JSCDL advises that the correspondence is confidential and privileged. Should the contents of the letter need to be discussed, the meeting should be closed to the public.

Legislation requires that local laws are presented to Parliament for review, at which time they may be disallowed by the Parliament.

The Interpretation Act 1984 s.42 specifies the authority of each House of Parliament to review local laws and to pass a resolution to disallow.

The JSCDL has delegated power from Parliament to review local laws etc, and make a recommendation for disallowance if considered appropriate. The JSCDL will only review local laws after they have been published in the Government Gazette.

Consultation

Consultation has occurred with the following:

- Chief Executive Officer.

Statutory Environment

Local Government Act 1995 –

- s.3.12 – requirement to submit a local law to Parliament for review once adopted

Interpretation Act 1984

- s.42 – local laws to be laid before Parliament, and either House may pass a resolution to disallow

Shire of Narrogin Health Local Law 2022 –

- operation of clauses as notified in this item to be modified by virtue of the undertaking until amended or deleted

Policy Implications

There are no relevant Council Policies that relate.

Financial Implications

Other than administrative, there are no relevant financial implications.

Strategic Implications

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

The role of the JSCDL is to review all legislation, regulations, local laws etc on behalf of Parliament, made by government agencies and local government. As part of their role, they may seek to put in place an undertaking with the relevant authority to amend the delegated legislation, rather than disallowing it entirely. An undertaking is generally in two parts –

1. A commitment to amend the local law within a specified time, or the timeframe may not be specified; and
2. That the local law provisions that are to be amended will not be enforced until the amendment is made.

While a Notice of Motion has been given to Parliament, it is a precursor to actual disallowance. An undertaking may be requested where the purpose of the local law is able to continue reasonably intact, but is not sought if the matter is considered to be core to the local law and fatal to its operation.

The JSCDL may also request that provisions, in laws to be amended, are not to be enforced in a manner contrary to their intentions.

Accordingly, the local law remains in place, including the provisions considered by the JSCDL to be requiring amendment. To amend these provisions requires an amendment local law to be made, following the procedures set out by the Local Government Act s.3.12.

It is considered that the effects of the requested changes will be –

- (a) Deletion of clause 14.7(2) – considered to be inconsistent with section 3.22 of the Local Government Act 1995; and

(b) Correction of 4 small typographical errors, not altering the intent of the provisions affected.

If necessary, consequential amendments to other clauses may be required, but are not expected.

If resolved, the undertaking needs to be publicly available. The simplest way for this to occur is to place the advice as an addendum to the local law on the website, and on the local law's website page.

A six month time requirement for the amendments to be made has been imposed by the JSCDL.

In their advice the JSCDL requested that the undertakings be provided to them by 30 June 2022, should Council agree to give them.

The JSCDL require that any undertaking be confirmed with them by a letter signed by the President.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Health Local Law 2022, the Council of the Shire of Narrogin resolves to undertake to the Joint Standing Committee on Delegated Legislation that the Shire:

1. Within six months:
 - a) Deletes clause 14.7(2); and
 - b) Corrects the four (4) small typographical errors in clauses 2.9(1), 2.12(3), 5.11(3) and 5.32(c).
2. Ensures that all consequential amendments arising from undertaking 1 will be made.
3. Agrees that clause 14.7(2) of the local law will not be enforced in a manner contrary to undertaking 1.
4. Agrees that where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.

LOCAL GOVERNMENT ACT 1995
SHIRE OF NARROGIN
HEALTH LOCAL LAW 2022

CONTENTS

PART 1 - PRELIMINARY

- 1.1 Citation
- 1.2 Commencement
- 1.3 Application
- 1.4 Repeal
- 1.5 Transitional provisions
- 1.6 Terms used

PART 2 - SANITATION

Division 1 – Sanitary conveniences

- 2.1 Interpretation
- 2.2 Dwelling house
- 2.3 Premises other than a dwelling house
- 2.4 Events
- 2.5 Toilets
- 2.6 Temporary sanitary conveniences at temporary work sites
- 2.7 Maintenance of sanitary conveniences and fittings
- 2.8 Ventilation of toilets
- 2.9 Public sanitary conveniences
- 2.10 Lighting
- 2.11 Installation

Division 2 – Bathrooms, laundries and kitchens

- 2.12 Bathrooms
- 2.13 Laundries
- 2.14 Washing or keeping of clothes in kitchens
- 2.15 Kitchens

PART 3 - HOUSING AND GENERAL

Division 1 – Maintenance of dwelling houses

- 3.1 Dwelling house maintenance
- Division 2 – Ventilation of dwelling houses*
- 3.2 Exemption for short term hostels and recreational campsites
 - 3.3 Overcrowding
 - 3.4 Calculated sufficient space
 - 3.5 Ventilation
 - 3.6 Sub-floor ventilation

Division 3 – Water supply

- 3.7 Water supply
- 3.8 Rain water tanks
- 3.9 Bores and wells
- 3.10 Pollution

Division 4 – Second-hand furniture, bedding and clothing

- 3.11 Prohibition on sale
- 3.12 Prohibition of possession

PART 4 - LIQUID REFUSE AND WASTE, BUTCHERS' WASTE AND WASTE ENCLOSURES

Division 1 – Liquid refuse and liquid waste

- 4.1 Interpretation

- 4.2 Deposit of liquid refuse
- 4.3 Disposal of liquid waste
- Division 2 – Transport of butchers' waste*
- 4.4 Interpretation
- 4.5 Restriction of vehicles for transport of butchers' waste
- 4.6 Transport of butchers' waste

Division 3 – Waste receptacle enclosures

- 4.7 Suitable enclosure for waste receptacles

PART 5 - NUISANCES AND GENERAL

Division 1 – Nuisances

- 5.1 Interpretation
- 5.2 Public vehicles to be kept clean
- 5.3 Prohibition against spitting
- 5.4 Transportation, use and storage of offal, blood or other offensive material
- 5.5 Use or storage of fertiliser
- 5.6 Storage and dispatch of artificial fertiliser
- 5.7 Storage of fertiliser and compost
- 5.8 Movement of commercial vehicles
- 5.9 Footpaths etc, to be kept clean
- 5.10 Disposing of disused refrigerators or similar containers
- 5.11 Storage of vehicles, vessels and machinery

Division 2 – Slaughter and disposal of dead animals

- 5.12 Slaughter of animals
- 5.13 Disposal of dead animals

Division 3 – Feedlots

- 5.14 Interpretation
- 5.15 Premises to be approved
- 5.16 Buffer distances for feedlots
- 5.17 Site requirements
- 5.18 Management of beef cattle feedlots

Division 4 – Piggeries

- 5.19 Interpretation
- 5.20 Premises to be approved
- 5.21 Buffer distances for piggeries
- 5.22 Site requirements
- 5.23 Sties, enclosures or sheds
- 5.24 Management of piggeries
- 5.25 Feed
- 5.26 Fencing
- 5.27 Water supply
- 5.28 Feeding troughs
- 5.29 Slaughtering

Division 5 – Bee keeping

- 5.30 Interpretation
- 5.31 Limitation on numbers of bee hives
- 5.32 Restrictions on keeping of bees
- 5.33 Bees which cause a nuisance not to be kept

PART 6 - ENVIRONMENT

Division 1 – Unsightly land and disused materials

- 6.1 Unauthorised storage of materials
- 6.2 Removal of refuse and disused materials
- 6.3 Removal of unsightly overgrowth of vegetation

Division 2 – Dust, smoke, fumes and odours

- 6.4 Interpretation
- 6.5 Dust management

- 6.6 Burning of cleared vegetation on building or development site prohibited
- 6.7 Burning of rubbish, refuse or other material
- 6.8 Escape of dust, smoke, fumes or odours

Division 3 – Stormwater management

- 6.9 Containment and disposal of stormwater

Division 4 – Light

- 6.10 Use of exterior lights
- 6.11 Emission or reflection of light

PART 7 - ANIMALS AND BIRDS

Division 1 – Keeping of animals and birds

- 7.1 Cleanliness
- 7.2 Nuisance caused by animals or birds
- 7.3 Animal and bird enclosures
- 7.4 Keeping of fauna

Division 2 – Keeping of animals

- 7.5 Interpretation
- 7.6 Requirements for keeping approved animals
- 7.7 Limitation on numbers of other animals

Division 3 – Keeping of birds

- 7.8 Interpretation
- 7.9 Commercial poultry establishments
- 7.10 Limitation on numbers of pigeons, poultry and miscellaneous birds
- 7.11 Requirements for keeping poultry
- 7.12 Roosters, geese, turkeys, peafowl, emu and ostrich
- 7.13 Requirements for keeping pigeons
- 7.14 Restrictions on pigeon nesting or perching
- 7.15 Restrictions on feeding wild birds

PART 8 - PEST CONTROL

- 8.1 Interpretation
- 8.2 Measures to be taken for control of flies
- 8.3 Measures to be taken to prevent breeding of mosquitoes
- 8.4 Measures to be taken to eradicate rodents
- 8.5 Measures to be taken to eradicate cockroaches
- 8.6 Measures to be taken to keep premises free from Argentine ants
- 8.7 Measures to be taken to keep premises free from European wasp nests
- 8.8 Measures to be taken to keep premises free from arthropod vectors of disease

PART 9 - INFECTIOUS DISEASES

- 9.1 Requirements for an owner or occupier to clean, disinfect and disinfest
- 9.2 Authorised person may disinfect or disinfest premises
- 9.3 Insanitary dwelling houses, premises and things
- 9.4 Persons in contact with an infectious disease sufferer
- 9.5 Declaration of infected dwelling house or premises
- 9.6 Destruction of infected animals
- 9.7 Disposal of a body
- 9.8 Disposal of used condoms
- 9.9 Disposal of used needles

PART 10 - LODGING HOUSES

Division 1 – Registration

- 10.1 Interpretation
- 10.2 Accommodation not to be kept unless registered
- 10.3 Application for registration
- 10.4 Determination of application
- 10.5 Suspension or revocation of registration of a lodging house

Division 2 – Construction and use requirements

- 10.6 General construction requirements
- 10.7 Insect screening
- 10.8 Sanitary conveniences
- 10.9 Laundry unit
- 10.10 Kitchen
- 10.11 Cooking facilities
- 10.12 Dining room
- 10.13 Lounge room
- 10.14 Fire prevention and control
- 10.15 Obstruction of passages and stairways
- 10.16 Fitting of locks
- 10.17 Restriction on use of rooms for sleeping
- 10.18 Sleeping accommodation, short term hostels and recreational campsites
- 10.19 Furnishing etc. of sleeping apartments
- 10.20 Ventilation
- 10.21 Room identification

Division 3 – Management and care

- 10.22 Duties of keeper
- 10.23 Register of lodgers
- 10.24 Keeper report
- 10.25 Certificate in respect of sleeping accommodation
- 10.26 Duplicate keys and inspection
- 10.27 Room occupancy
- 10.28 Maintenance of a room by a lodger or resident
- 10.29 Cleaning and maintenance requirements
- 10.30 Responsibilities of lodgers and residents
- 10.31 Approval for storage and consumption of food
- 10.32 Infectious disease

PART 11 - OFFENSIVE TRADES

Division 1 – General

- 11.1 Interpretation
- 11.2 Application to establish an offensive trade
- 11.3 Notice of application
- 11.4 Registration of premises
- 11.5 Certificate of registration of premises for offensive trade
- 11.6 Transfer of business premises
- 11.7 Alterations to premises

Division 2 – General duties of an occupier

- 11.8 Interpretation
- 11.9 Cleanliness of premises etc.
- 11.10 Sanitary conveniences and hand wash basins
- 11.11 Painting of walls etc.
- 11.12 Effluvia, odours, gases or dust
- 11.13 Receptacles for disposal of offensive material
- 11.14 Storage of materials
- 11.15 Sleeping on premises
- 11.16 Written notice

Division 3 – Fat rendering establishments

- 11.17 Interpretation
- 11.18 Ventilation
- 11.19 Covering of apparatus
- 11.20 Walls to be impervious

Division 4 – Fish premises

- 11.21 Interpretation
- 11.22 Fish preparation room

- 11.23 Bench
- 11.24 Disposal of waste
- 11.25 Fish containers
- 11.26 Cooking of fish
- 11.27 Use of an approved portable box
- 11.28 Fish transport vehicle

Division 5 – Laundries, dry cleaning establishments and dye works

- 11.29 Interpretation
- 11.30 Receiving depot
- 11.31 Reception room
- 11.32 Walls and floors
- 11.33 Laundry floor
- 11.34 Escape of dust
- 11.35 Precautions against combustion
- 11.36 Trolleys

Division 6 – Abattoirs

- 11.37 Construction of abattoirs

PART 12 - MORGUES

- 12.1 Licensing of morgues
- 12.2 Application for licence
- 12.3 Decision on application for a morgue
- 12.4 Duties of owner or occupier

PART 13 - LICENCING

Division 1 – Applying for a licence

- 13.1 Application for licence
- 13.2 Decision on application for licence
- 13.3 General restrictions on grant of licence
- 13.4 Examples of conditions
- 13.5 Imposing conditions under a policy
- 13.6 Compliance with conditions
- 13.7 Variation of licence

Division 2 – Duration of licences

- 13.8 Duration of licence
- 13.9 Renewal of licence
- 13.10 Transfer of licence
- 13.11 Surrender of licence

Division 3 – Responsibilities of licensees and others

- 13.12 Production of licence
- 13.13 Production of licence document for amendment
- 13.14 False or misleading statement

PART 14 - GIVING OF NOTICE

- 14.1 Notice to remedy non-compliance
- 14.2 Notice of proposed suspension of licence
- 14.3 Notice of suspension of licence
- 14.4 Notice of cancellation of suspension of licence
- 14.5 Notice of proposed revocation of licence
- 14.6 Notice of revocation of licence
- 14.7 Local government may undertake requirements of notice

PART 15 - OBJECTIONS AND APPEALS

- 15.1 Objections and appeals

PART 16 - ENFORCEMENT

- 16.1 Offences
- 16.2 General penalty
- 16.3 Modified penalties

16.4 Form of infringement notices

SCHEDULE – MODIFIED PENALTIES

LOCAL GOVERNMENT ACT 1995

SHIRE OF NARROGIN

HEALTH LOCAL LAW 2022

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Shire of Narrogin resolved on 23 February 2022 to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Narrogin Health Local Law 2022*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district of the local government.

1.4 Repeal

The following local laws are repealed –

- (a) The Health Local Laws made by the Council of the Town of Narrogin adopting the *Model By-Laws Series 'A'* at a meeting of the Council on 14 December 1965 and published in the *Government Gazette* on 13 July 1966, and amended from time to time; and
- (b) The Health Local Laws made by the Council of the Shire of Narrogin adopting the *Model By-Laws Series 'A'* at a meeting of the Council on 18 March 1974 and published in the *Government Gazette* on 11 October 1974, and amended from time to time.

1.5 Transitional provisions

- (1) An application for, or the renewal of, a licence, permit or other authorisation made under a local law that is in force before the commencement day is to be dealt with and determined as if it were an application under this local law.
- (2) A licence, permit or other authorisation under a repealed local law that is in force before the commencement day is to be regarded on and after that day as a licence under this local law and may be dealt with accordingly.

1.6 Terms used

- (1) In this local law, unless the context otherwise requires –

Act means the *Health (Miscellaneous Provisions) Act 1911*;

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

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

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

AS or AS/NZS means an Australian Standard or Australian/New Zealand Standard published by Standards Australia, as amended from time to time, and available for viewing free of charge at the Shire of Narrogin Administration Centre;

AS 1530.2:1993 means Australian Standard for Methods for fire tests on building materials, components and structures – Test for flammability of materials;

AS 1530.3:1999 means Australian Standard for Methods for fire tests on building materials, components and structures – Simultaneous determination of ignitability, flame propagation, heat release and smoke release;

AS 1668.2:2012 means Australian Standard for the use of ventilation and air conditioning in buildings – Mechanical ventilation in building;

AS 2001.5.4:2005 means Australian Standard for Methods of test for textiles – Dimensional change – Domestic washing and drying procedures for textile testing (ISO 6330:2000, MOD);

AS 2293.1:2018 means Australian Standard for Emergency escape lighting and exit signs for buildings – System design, installation and operation;

AS 3786:2014 means Australian Standard for Smoke alarms using scattered light, transmitted light or ionization;

AS/NZS ISO 717.1:2013 means Australian Standard for Acoustics – Rating of sound insulation in buildings and of building elements – Airborne sound insulation;

authorised person means a person appointed under –

- (a) the provisions of the *Public Health Act 2016* as an authorised person; or
- (b) the *Local Government Act 1995*; and
- (c) includes a person appointed by the local government as an Environmental Health Officer;

bed means a piece of furniture on which to sleep;

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

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

builder means the holder of a building permit issued in respect of building works on a building site or a person in control of a building site;

building permit means a permit granted under section 20 of the *Building Act 2011*;

building site means any lot for which a building permit is current;

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

Council means the Council of the local government;

district means the district of the local government and includes any area placed under the jurisdiction of the local government pursuant to section 22 of the Act;

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

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

habitable room means a room used for normal domestic activities; and

- (a) includes a bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, play-room, family room and sun-room; but
- (b) excludes a bathroom, laundry, water closet, pantry, walk-in wardrobe, corridor, lobby, photographic dark room, clothes-drying room, and other spaces of a specialised nature occupied neither frequently nor for extended periods;

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

infectious disease has the meaning given to it by –

- (a) section 3(1) of the Act; and
- (b) includes a notifiable infectious disease;

land has the meaning given to it by the *Planning and Development Act 2005*;

licence means a licence, permit, registration or approval issued by the local government under this local law;

local government means the Shire of Narrogin;

local planning scheme has the meaning given to it by the *Planning and Development Act 2005*;

lot has the meaning given to it by the *Planning and Development Act 2005*;

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

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

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

noise has the meaning given to it by section 3 of the *Environmental Protection Act 1986*;

occupier has the meaning given to it in section 3 of the Act and includes a builder or contractor on land where the context permits;

owner has the meaning given to it in section 3 of the Act;

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

refuse means any waste material including bricks, lime, cement, concrete, rubble, stones, iron, timber, tiles, bags, plastics, ashes, vegetation, timber, wood or metal shavings, sawdust, and waste food, and includes any broken, used, derelict or discarded matter;

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

Schedule means a Schedule to this local law;

set fee means a fee –

(a) as prescribed by legislation; or

(b) in any other instance, as fixed by the local government from time to time under sections 6.16 to 6.19 of the *Local Government Act 1995*;

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

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

stormwater means any naturally occurring water that results from rainfall on or around a site, or water flowing onto the site;

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

thoroughfare has the meaning given to it by section 1.4 of the *Local Government Act 1995*;

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

townsite means the townsites within the district excluding Yilliminning and Nomans Lake townsites, which are –

(a) constituted under section 26(2) of the *Land Administration Act 1997*; or

(b) referred to in section 37 of Schedule 9.3 of the *Local Government Act 1995*;

urinal may be –

(a) an individual stall or wall hung urinal;

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

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

vectors of disease means those pests as defined in clause 8.1;

vermin includes rats, mice, flies, fleas, mites, lice, cockroaches and any other animal, whether vertebrate or invertebrate, which is known to be a vector of disease or likely to cause damage to human food, habitation or possessions;

window includes a glass panel, roof light, glass brick, glass louvre, glazed sash, glazed door, or other device which transmits natural light directly from outside a building to the room concerned when in the closed position; and

written notice means a notice issued in accordance with Part 14.

PART 2 - SANITATION

Division 1 – Sanitary conveniences

2.1 Interpretation

In this Part, unless the context otherwise requires –

event includes a fair, function or festival;

organiser means a person –

(a) to whom approval has been granted by an authorised person to conduct the event; or

(b) responsible for the conduct of the event;

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

receptacle for drainage has the same meaning as in the *Health (Treatment of Sewage and Disposal of*

Effluent and Liquid Waste) Regulations 1974 and includes the irrigation effluent disposal area of an aerobic treatment system; and

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

- (a) patrons in conjunction with an event; or
- (b) employees at construction sites or the like.

2.2 Dwelling house

- (1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house unless it has at least one toilet.
- (2) A room in which a toilet is located shall have adequate lighting and ventilation.

2.3 Premises other than a dwelling house

- (1) The owner of premises other than a dwelling house shall not use or occupy, or permit to be used or occupied, premises other than a dwelling house unless –
 - (a) the premises have sanitary conveniences in accordance with the NCC and this Part;
 - (b) the toilets required by this local law are situated within 90 metres and are easily accessible to the persons for whom they are provided; and
 - (c) the premises have hand wash basins –
 - (i) in accordance with the NCC;
 - (ii) for the use of persons employed or engaged on the premises;
 - (iii) provided with an adequate supply of water supplied by taps located over each hand wash basin;
 - (iv) separate from any trough, sink or basin used in connection with any process carried out on the premises; and
 - (v) situated within a reasonable distance of the sanitary conveniences and easily accessible to the person for whom they are provided.
- (2) The occupier of premises other than a dwelling house shall ensure that –
 - (a) clean toilet paper is available at all times in each cubicle;
 - (b) a sanitary napkin disposal facility is provided in each toilet provided for the use of females; and
 - (c) each hand wash basin is provided with –
 - (i) an adequate supply of soap or other hand cleaning substances; and
 - (ii) hand drying facilities, situated adjacent to and visible from the hand wash basin.

2.4 Events

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

2.5 Toilets

- (1) Toilets on premises shall be maintained in accordance with the following requirements –
 - (a) the door to a toilet, other than an internal door, shall be properly screened to a continuous height of 1.8 metres from the floor;
 - (b) a toilet or its entrance, which is visible from overlooking windows, shall be properly screened;
 - (c) unless otherwise approved by an authorised person, a toilet shall not be directly accessible from a kitchen or a room where food is stored, prepared, served or consumed;
 - (d) the floor of any internal toilet shall be –
 - (i) of concrete or of other approved impervious material of an approved thickness; and
 - (ii) unless otherwise approved graded to a floor waste outlet and proper discharge pipe with flap valve fitted and, where necessary, protected by an approved sump; and
 - (e) the floor of any external toilet shall be –
 - (i) of concrete or of other approved impervious material of an approved thickness; and
 - (ii) graded to the door or alternatively an approved outlet.
- (2) Toilets on premises other than a dwelling house shall be maintained in accordance with the following additional requirements –
 - (a) toilet for the exclusive use of males shall not adjoin any toilet for the exclusive use of females

- unless the toilets are separated by a wall extending from floor to ceiling and of sufficient density to have a sound transmission class of not less than 50 as required by AS/NZS ISO 717.1:2013; and
- (b) where more than one toilet is provided on the premises, the entrance to each toilet shall bear a suitable sign indicating for which sex its use is intended.

2.6 Temporary sanitary conveniences at temporary work sites

A person who undertakes temporary work at any place shall ensure that every temporary sanitary convenience is –

- (a) installed and maintained in accordance with the requirements of the *Health (Temporary Sanitary Conveniences) Regulations 1997*; and
- (b) removed within 48 hours of completion of works.

2.7 Maintenance of sanitary conveniences and fittings

(1) The occupier of premises shall –

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

(2) The owner of premises shall –

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

2.8 Ventilation of toilets

- (1) A toilet in any premises shall be ventilated in accordance with the *Sewerage (Lighting, Ventilation and Construction) Regulations 1971* and the NCC.
- (2) A mechanical ventilation system provided under subclause (1) shall be maintained in good working order and condition.

2.9 Public sanitary conveniences

(1) A person shall not –

- (a) foul;
- (b) damage or vandalise; or
- (c) write on or otherwise deface

a public sanitary convenience or sanitary fittings on the premises in which the public sanitary convenience is located

(2) A person shall not live or sleep in the premises in which a public sanitary convenience is located or use it for a purpose other than that for which it was intended.

2.10 Lighting

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

2.11 Installation

Every sanitary convenience shall –

- (a) be installed in accordance with the requirements of –
 - (i) the *Country Areas Water Supply Act 1947*; and
 - (ii) the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Wastes) Regulations 1974*; and
 - (iii) the *Water Services Act 2012*; and
- (b) have an adequate supply of water.

Division 2 – Bathrooms, laundries and kitchens

2.12 Bathrooms

(1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a

bathroom that –

- (a) is adequately lined with an impervious material and has a ceiling complying with the NCC;
 - (b) complies with the *Health Act (Laundries and Bathrooms) Regulations* and the NCC; and
 - (c) is equipped with –
 - (i) a hand wash basin; and
 - (ii) either a shower in a shower recess or a bath.
- (2) All baths, showers, hand wash basins and similar fittings shall be provided with an adequate supply of hot and cold water.
- (3) The floor of the bathroom shall be properly surfaced with an even fall to a floor waste otherwise approved, suitably trapped and discharging to –
- (a) the sewer of a licensed water service operator; or
 - (b) an apparatus for the treatment of sewage approved by an authorised person.

2.13 Laundries

- (1) A laundry shall comply with the requirements of the *Health Act (Laundries and Bathrooms) Regulations* and the NCC.
- (2) Where, in any building, a laundry is situated adjacent to a kitchen or a room where food is stored, prepared, served or consumed, the laundry shall be separated from the kitchen by a wall extending from the floor to the roof or ceiling unless otherwise approved.
- (3) Where there is an opening between a laundry and a kitchen or other room where food is stored, prepared, served or consumed, the opening shall –
- (a) not be more than 1220 millimetres wide; and
 - (b) have a door, which when closed shall completely fill the opening.
- (4) A person shall not use or occupy, or permit to be used or occupied, a dwelling house without a laundry that –
- (a) is properly enclosed and roofed;
 - (b) is adequately lined with an impervious material;
 - (c) has a floor of concrete or other approved impervious material of an approved thickness;
 - (d) is properly surfaced, with an even fall to a floor waste unless otherwise approved, suitably trapped and discharging to –
 - (i) the sewer of a licensed water service operator; or
 - (ii) an on-site waste water disposal system of a type approved by an authorised person; and
 - (e) is provided with adequate ventilation.
- (5) In the case of a single occupancy dwelling house, the laundry referred to in subclause (1) shall have –
- (a) either –
 - (i) two wash troughs; or
 - (ii) a washing machine and either a wash trough or a sink; and
 - (b) a clothes drying facility comprising either –
 - (i) a mechanical clothes dryer; or
 - (ii) not less than 20 metres of clothes line erected externally.
- (6) All wash troughs, sinks and washing machines shall be –
- (a) in a laundry and connected to an adequate supply of hot and cold water; and
 - (b) installed to manufacturer's specifications, and all wash troughs shall have a capacity of at least 36 litres.
- (7) Sole or multiple occupancy units, each being a separate dwelling house, shall have –
- (a) laundry facilities for the exclusive use of the occupants of each unit; or
 - (b) a separate laundry, with communal laundry facilities for up to four sole occupancy units that do not have their own laundry facilities.

2.14 Washing or keeping of clothes in kitchens

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

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

2.15 Kitchens

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

PART 3 - HOUSING AND GENERAL

Division 1 – Maintenance of dwelling houses

3.1 Dwelling house maintenance

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

- (a) maintain all roofs, guttering and downpipes in a good state of repair, clean and free from obstructions;
- (b) maintain any footings, foundations and walls, either external or internal, in a sound condition;
- (c) replace any missing, broken, decayed or termite-eaten timber or other deteriorated material in any verandah, roof, walls, steps, handrails, floors or their supports with material of sound quality;
- (d) comply with any direction in writing given by an authorised person to treat the premises for the purpose of destroying any termites;
- (e) maintain any brick, stone, mortar or cement work in a sound condition;
- (f) maintain, repair or replace any flashings, damp proof course or ant caps, which are missing or defective;
- (g) maintain all ventilators in good order and repair;
- (h) maintain all floors even and level in surface and free from cracks and gaps;
- (i) maintain all ceilings, internal wall finishes, skirtings, architraves and other fixtures and fittings complete and with smooth unbroken surfaces;
- (j) maintain all doors and windows in good working order and weatherproof condition;
- (k) retain all natural lighting free from any obstruction which would reduce the natural lighting, below the ratio of 10% of the floor area;
- (l) maintain all pipes, fittings and fixtures connected with water supply, drainage or sewerage so that they comply in all respects with –
 - (i) the provisions of the *Water Services Act 2012*;
 - (ii) the NCC with regards to plumbing and relevant associated standards; and
 - (iii) any other legal requirements to which they are subject; and
- (m) maintain all electric wiring, gas services and fittings to comply in all respects with the requirements of all relevant public authorities.

Division 2 – Ventilation of dwelling houses

3.2 Exemption for short term hostels and recreational campsites

This Division shall not apply to short term hostels and recreational campsites referred to in Division 2 of Part 10.

3.3 Overcrowding

The owner or occupier of a dwelling house shall not permit –

- (a) a room in the dwelling house that is not a habitable room to be used for sleeping purposes;
- (b) a habitable room in the dwelling house to be used for sleeping purposes unless –
 - (i) for every person over the age of 10 years using the room there is at least 14 cubic metres of air space per person; and
 - (ii) for every person between the ages of one and ten years there is at least eight cubic metres of air space per person; or
- (c) any structure classified as Class 10(a) under the NCC, including but not limited to a garage, shed or area under a verandah or patio to be used for sleeping purposes.

3.4 Calculated sufficient space

For the purpose of clause 3.5, in calculating the space required for each person –

- (a) each room shall be considered separately and sufficient space shall be allowed in each room for the number of persons present in the room at any one time;
- (b) a deduction shall be made for the space occupied by furniture, fittings and projections of the walls into a room; and
- (c) the space required includes ceilings measured up to a height of 2700 millimetres.

3.5 Ventilation

- (1) A person shall not use or occupy, or permit to be used or occupied, a dwelling house unless the dwelling house is properly ventilated.
- (2) For the purpose of subclause (1) a dwelling house shall be deemed to be properly ventilated if it complies with the NCC, including the provision of –
 - (a) natural ventilation; or
 - (b) a mechanical ventilation or air-conditioning system.
- (3) The owner of a dwelling house provided with a mechanical ventilation or air-conditioning system as its only or prime means of ventilation shall ensure that the system is –
 - (a) maintained in good working order and condition; and
 - (b) in use at all times the building is occupied.
- (4) If a dwelling house is not properly ventilated, the owner of the dwelling house may be required by written notice given by an authorised person to undertake remedial actions including but not limited to –
 - (a) providing a different, or additional method of ventilation; or
 - (b) ceasing to use the dwelling house until it is properly ventilated.

3.6 Sub-floor ventilation

The owner or occupier of a dwelling house shall make provision for any sub-floor ventilation by ensuring that air bricks and other openings are kept clear of refuse, vegetation, building materials, dirt and the like.

Division 3 – Water supply

3.7 Water supply

- (1) The owner of every dwelling house shall provide a continuous supply of drinking water, reticulated for use and obtained from –
 - (a) a licensed water service operator;
 - (b) an underground bore;
 - (c) a rainwater storage system; or
 - (d) an alternative supply approved by the Chief Health Officer.
- (2) The water supply shall at all times deliver an adequate supply of drinking water to each tap in the house.
- (3) The water supply to toilets or for garden use may be from an alternative source that is not necessarily drinking water but shall comply with the requirements of relevant legislation, codes of practice or

guidelines where applicable.

3.8 Rain water tanks

- (1) The owner or occupier of a dwelling house for which part of the drinking water supply is drawn from a rain water tank shall –
 - (a) ensure that it is managed and maintained so as to meet the relevant standards in the *Australian Drinking Water Guidelines* developed by the National Health and Medical Research Council;
 - (b) maintain in a clean condition –
 - (i) the roof forming the catchment for the tank; and
 - (ii) the guttering and downpipes appurtenant to the roof; and
 - (c) ensure that each rain water tank is fitted with a tight fitting mosquito proof cover which shall not be removed at any time except for the purpose of cleaning, repairing or maintaining the tank.
- (2) The owner or occupier of a dwelling house for which its entire water supply is drawn from a rain water tank or tanks shall ensure that the storage capacity of the tank or tanks is not less than 120,000 litres.

3.9 Bores and wells

The owner or occupier of any premises shall not use or permit for human consumption the use of the water of any bore or well unless the bore or well is –

- (a) at least 30 metres from any soak well or other possible source of pollution unless otherwise approved by the Chief Health Officer; and
- (b) covered with a tight-fitting cover without openings of any sort other than those essential for the insertion of a pump; and
- (c) compliant with the requirements of the *Health Act (Underground Water Supply) Regulations 1959*.

3.10 Pollution

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

Division 4 – Second-hand furniture, bedding and clothing

3.11 Prohibition on sale

A person shall not offer for sale or sell any second-hand furniture, bedding or clothing, which is filthy or infested with vectors of disease.

3.12 Prohibition of possession

A dealer in second-hand furniture, bedding or clothing shall not have on any premises used for the operation of the business any second-hand furniture, bedding or clothing which is filthy or infested with vectors of disease.

PART 4 - LIQUID REFUSE AND WASTE, BUTCHERS' WASTE AND WASTE ENCLOSURES

Division 1 – Liquid refuse and liquid waste

4.1 Interpretation

In this division, unless the context otherwise requires –

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

liquid waste means –

- (a) wastewater or any other waste in liquid form from domestic, industrial or commercial activities, other than effluent;
- (b) includes bathroom, kitchen, scullery and laundry wastes, all washings from animal and poultry pens and any other domestic or trade wastes that are discharged by means of a drain to a receptacle for drainage; and
- (c) includes waste from any process or activity, whether useful or useless, that is in liquid form

and includes paint, fuel, grease, fat, oil, degreaser, solvent, detergent, chemical, animal waste, food waste, effluent and all discharges of liquid to land, air or water that are not otherwise authorised by a written law but does not include uncontaminated stormwater; and **receptacle for drainage** has the same meaning as in the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*.

4.2 Deposit of liquid refuse

- (1) A person shall not deposit or cause or permit to be deposited liquid refuse –
 - (a) on a street;
 - (b) in a stormwater disposal system; or
 - (c) on any land or place other than a place or depot duly authorised for that purpose.
- (2) Notwithstanding subclause (1), in the case of swimming pool back wash water, discharge is permitted –
 - (a) into soak wells of adequate capacity; or
 - (b) onto a road verge for the purpose of watering gardens or vegetation, without discharge onto a road or into a stormwater drain.
- (3) The owner or occupier of land on which a swimming pool is constructed shall ensure that backwash water is not permitted to discharge onto or run-off onto adjacent land or so as to cause a nuisance, or cause damage to any structures situated on adjacent land.

4.3 Disposal of liquid waste

- (1) The owner or occupier of premises shall –
 - (a) provide, by one of the methods prescribed in this clause, for the disposal of all liquid waste produced on the premises; and
 - (b) at all times maintain in good working order and condition any apparatus used for the disposal of liquid waste.
- (2) Liquid waste shall be disposed of by one of the following methods –
 - (a) discharging it into the sewerage system of a licensed water service operator in a manner approved by the licensed water service operator;
 - (b) discharging it into an apparatus for the treatment of sewage and disposal of effluent and liquid waste approved by the Chief Health Officer or an authorised person; or
 - (c) collection and disposal at an approved liquid waste disposal site in a manner approved by the Chief Health Officer.

Division 2 – Transport of butchers' waste

4.4 Interpretation

In this division, unless the context otherwise requires –

butchers' waste includes animal skeletons and rib cages, from a boning room and the inedible products of an abattoir or a butcher's shop.

4.5 Restriction of vehicles for transport of butchers' waste

- (1) A person shall not use, for the transport of butchers' waste –
 - (a) a vehicle used for the transport of food or drugs; or
 - (b) anything intended to be used for the packing or handling of food or drugs.
- (2) A vehicle used for the transport of butchers' waste shall not be used to transport any other item, substance or material which is not butchers' waste in the same compartment.

4.6 Transport of butchers' waste

- (1) A person shall not transport butchers' waste other than in –
 - (a) a compartment complying with the following specifications –
 - (i) all internal surfaces to be constructed of an approved, smooth, impervious material;
 - (ii) all joints to be sealed and made watertight;
 - (iii) the loading doors, if any, to be water-tight and kept closed at all times except when loading or unloading; and
 - (iv) the top to be completely covered by a tarpaulin or other impervious material approved by an

- authorised person so as to keep the load out of sight of the public; or
- (b) a container which is water-tight, durable and impervious and which is fitted with a lid, which can be tightly closed.
- (2) A person shall not transport any butchers' waste in a vehicle unless the vehicle and its fittings, including the compartment or container referred to in this clause, are –
- (a) maintained in good order and condition; and
 - (b) thoroughly cleaned at the conclusion of each day's work.
- (3) A person shall not load, transport, or unload butchers' waste in a manner that is or may be offensive due to –
- (a) the sight of animal skeletons, bones, offal or waste matter;
 - (b) the odour of putrefaction, offal or waste matter; or
 - (c) the presence of blood and particles of flesh or fat dropping onto the surface of the street pavement or ground.

Division 3 – Waste receptacle enclosures

4.7 Suitable enclosure for waste receptacles

- (1) For the purposes of this clause, a "suitable enclosure" means an enclosure –
- (a) of sufficient size to accommodate all waste receptacles used on the premises but in any event having a floor area not less than a size approved by an authorised person;
 - (b) constructed of brick, concrete, corrugated compressed fibre cement sheet or other material of suitable thickness approved by an authorised person;
 - (c) having walls not less than 1.8 metres in height and having an access way of not less than 1 metre in width and fitted with a self-closing gate;
 - (d) containing a smooth and impervious floor –
 - (i) of not less than 75 millimetres in thickness; and
 - (ii) which is evenly graded to an approved liquid refuse disposal system;
 - (e) which is easily accessible to allow for the removal of the waste receptacles;
 - (f) provided with a ramp into the enclosure having a gradient no steeper than 1:8 unless otherwise approved by an authorised person; and
 - (g) provided with a tap connected to an adequate supply of water.
- (2) An owner or occupier of premises may be required by direction in writing given by an authorised person to provide a suitable enclosure on the premises for the storage and cleaning of waste receptacles, where the premises –
- (a) consists of more than 3 dwelling houses; or
 - (b) are used for commercial or industrial purposes; or
 - (c) are food premises.
- (3) An owner or occupier of premises required to provide a suitable enclosure under this clause shall keep the enclosure thoroughly clean and disinfected.

PART 5 - NUISANCES AND GENERAL

Division 1 – Nuisances

5.1 Interpretation

In this division, unless the context otherwise requires –

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

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

fertiliser includes manure;

liquid waste has the same meaning as in clause 4.1; and

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

5.2 Public vehicles to be kept clean

The owner or person in control of a public vehicle shall –

- (a) maintain the vehicle at all times –
 - (i) in a clean condition; and
 - (ii) free from vectors of disease; and
- (b) whenever directed by written notice given by an authorised person, thoroughly clean and disinfect the vehicle as directed.

5.3 Prohibition against spitting

A person shall not spit on a footpath, street or public place.

5.4 Transportation, use and storage of offal, blood or other offensive material

A person shall not transport or store offal or blood, for the purpose of being used as manure, unless it has been sterilised by –

- (a) steam, and properly dried; or
- (b) some other effective method approved by an authorised person.

5.5 Use or storage of fertiliser

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

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

5.6 Storage and dispatch of artificial fertiliser

An owner or occupier of premises where artificial fertiliser is stored in bulk for sale shall –

- (a) keep all artificial fertiliser in a building –
 - (i) of which all internal surfaces are constructed of durable and non-absorbent materials; finished internally with a smooth surface;
 - (ii) that protects it from the absorption of moisture; and
 - (iii) that is adequately ventilated;
- (b) take adequate measures to prevent the emission of dust or offensive effluvia from the building; and
- (c) ensure that all artificial fertiliser dispatched from the premises is handled and loaded in such a manner as to prevent any nuisance arising during transit.

5.7 Storage of fertiliser and compost

- (1) Subject to subclause (2) fertiliser and compost is not to be stored inside a dwelling house in a habitable room, kitchen, laundry, bathroom, living area, passage way or bedroom.
- (2) Fertiliser and compost may be stored –
 - (a) in a non-habitable building such as a shed, garage or storage room which is fully enclosed, well ventilated and separated from the habitable areas of the dwelling house; or
 - (b) in an outside area.
- (3) The owner or occupier of premises where fertiliser or compost is stored or used shall –
 - (a) take reasonable steps to prevent the escape of odours, dust or particles of fertiliser or compost;
 - (b) treat the fertiliser or compost in such a manner as to effectively prevent it attracting or being a breeding place for vermin; and
 - (c) store only such amounts of fertiliser or compost –
 - (i) as can be readily used within a reasonable period; or
 - (ii) as may be directed by written notice given by an authorised person.

5.8 Movement of commercial vehicles

(1) In this clause –

light commercial vehicle –

- (a) means a vehicle with a gross vehicle mass not greater than 4500 kg, constructed for the conveyance of goods or merchandise, or for the conveyance of materials used in any trade, business, industry or work whatsoever, other than a vehicle for the conveyance of passengers; and
- (b) includes any vehicle that is designed primarily for the carriage of persons, but which has been

fitted or adapted for the conveyance of the goods, merchandise or materials referred to, and is in fact used for that purpose; and

commercial vehicle means a vehicle, whether licenced or not, that has a gross vehicle mass of greater than 4500 kg including –

(a) a utility, van, truck, tractor, bus or earthmoving equipment; and

(b) a vehicle that is, or is designed to be an attachment to a vehicle referred to in paragraph (a).

(2) A person shall not park a light commercial vehicle or commercial vehicle containing animals in a townsite for a period in excess of one hour, unless –

(a) on land zoned as farming, rural residential, rural, special rural, industrial, light industry or general industry; and

(b) the vehicle is parked on that land more than 100 metres from any dwelling house.

(3) A person shall not park a light commercial vehicle or commercial vehicle so as to create or be a nuisance to any person, by reason of the odour emanating from the vehicle where that vehicle contains or has been used for –

(a) the carriage of animals;

(b) the transport of chemicals; or

(c) collection or disposal of any waste.

(4) If a person parks a light commercial vehicle or commercial vehicle containing animals in a townsite in accordance with subclause (2) or with the approval of an authorised person, then the person does not contravene subclause (3).

(5) A person shall not start or drive a commercial vehicle on land zoned, approved or used for residential purposes between the hours of 10.30 pm and 6.30 am on the following day without first obtaining the written consent of an authorised person.

5.9 Footpaths etc, to be kept clean

An owner or occupier of premises shall take reasonable steps to ensure that any footpath, pavement, area or right of way immediately adjacent to the premises is clear of any rubbish, matter or things coming from or belonging to the premises.

5.10 Disposing of disused refrigerators or similar containers

A person shall not place, leave or dispose of a disused refrigerator, ice chest, ice box, trunk, chest or other similar article having a compartment with a capacity of 0.04 cubic metres or more, on any land unless –

(a) every door and lid and every lock, catch and hinge attached to a door or lid has been removed;

(b) rendering every door and lid incapable of being fastened; and

refrigerant gas has been removed by a qualified person.

5.11 Storage of vehicles, vessels and machinery

(1) In this clause –

machinery includes disused equipment;

vehicle means any motor vehicle, or part of a motor vehicle in a state of disrepair or in the process of being wrecked whether licensed or not;

vessel means any kind of vessel intended for navigation by water, or part of a vessel in a state of disrepair or in the process of being wrecked whether licensed or not; and

wreck includes the dismantling, breaking up, storage and disposal of vehicles.

(2) The owner or occupier of land in a townsite shall not –

(a) store, or allow to remain, in public view on any lot more than one vehicle, vessel or machinery (whether licensed or not) in a state of disrepair;

(b) store, or allow to remain, in public view on any lot any vehicle, vessel or machinery in a state of disrepair for a period in excess of one month;

(c) store, or allow to remain, in public view on any lot any vehicle, vessel or machinery parts (including tyres);

(d) wreck, dismantle or break up any vehicle, part or body of a vehicle, vessel or machinery except where performed –

(i) inside a building; or

- (ii) within an area enclosed by a fence or wall of not less than 1.8 metres in height and of such a nature as to screen all vehicles, parts or bodies of vehicles, vessels or machinery from the street and from adjoining properties; or
 - (e) wreck, dismantle or break up a vehicle, vessel or machinery so as to cause a nuisance.
- (3) Subclause (2)(a) to (d) does not apply where –
- (a) where the approval of an authorised person has been obtained; or
 - (b) on land that is zoned appropriately.

Division 2 – Slaughter and disposal of dead animals

5.12 Slaughter of animals

- (1) Subject to subclause (2) a person, shall not slaughter any animal within the district.
- (2) Subclause (1) does not apply to –
 - (a) euthanasia of animals by veterinarians or other duly authorised persons;
 - (b) persons who slaughter stock for their own consumption and who are exempted under Regulation 20 (2) of the *Food Regulations 2009*;
 - (c) slaughter of animals for the purposes of pet meat and game meat operations in accordance with Part 5 of the *Food Regulations 2009*;
 - (d) slaughter of animals for human consumption in abattoirs, operating in accordance with clause 11.37; and
 - (e) slaughter of animals for vermin control.

5.13 Disposal of dead animals

- (1) An owner or operator of a veterinary practice where dead animals are kept for more than 12 hours, shall refrigerate the carcass prior to its removal and disposal, at an approved disposal site.
- (2) An owner or occupier of premises, other than a veterinary practice, on which there is a dead animal shall without delay remove the carcass for its disposal at an approved disposal site.
- (3) An owner, or a person having the care, of any animal that dies or is killed in a public or private place shall without delay remove the carcass and arrange for its disposal at an approved disposal site.
- (4) The requirements of subclauses (1), (2) and (3) shall not limit the practice by farmers, pastoralists and the like of disposing of carcasses on rural land in a manner that is not likely to pollute or be dangerous or injurious to health.

Division 3 – Feedlots

5.14 Interpretation

In this division, unless the context otherwise requires –

feedlot means a confined area with watering and feeding facilities where animals are held and fed for the purpose of weight gain;

animal includes cattle, sheep, goats, deer and the like; and

sensitive land use means land use sensitive to emissions from industry and infrastructure, and includes –

- (a) isolated rural residences;
- (b) residential developments;
- (c) hospitals, nursing homes, aged care facilities and the like;
- (d) hotels, motels, hostels, caravan parks and the like
- (e) schools, child care facilities and the like;
- (f) shopping centres;
- (g) playgrounds, public buildings and the like; and
- (h) commercial and industrial land uses including dairies, which require a high level of amenity or are sensitive to particular emissions.

5.15 Premises to be approved

- (1) No premises shall be used as a feedlot unless approved with or without conditions by an authorised person.

- (2) In addition to clause 13.1 an application for approval under subclause (1) shall be accompanied by
- (a) plans and specifications of the proposed feedlot;
 - (b) details of the approximate number of animals to be kept;
 - (c) details of the drainage and effluent disposal system to be installed; and
 - (d) details of the method by which cleanliness of the feedlot shall be maintained.
- (3) Notwithstanding subclause (1), a feedlot with more than 500 animals is to be registered under the *Environmental Protection Regulations 1987* –
- (a) Schedule 1, Part 1 (Category 1); or
 - (b) Schedule 1, Part 2 (Category 68).

5.16 Buffer distances for feedlots

- (1) Feedlots are to be sited so that every portion of the feedlot complies with the following minimum separation distances –

	1	2	3	4
	Feedlots and facilities for			
	more than 5000 animals	500-4999 animals	50-499 animals	less than 50 animals
Townsite boundaries	5000m	3000m	2000m	500m
Sensitive land use including isolated residences	1000m	1000m	1000m	1000m
Surface water supply catchments	Not permitted	Not permitted	Not permitted	Not permitted
Water courses, lakes or wetlands	300m	300m	300m	300m
Bores, wells, soaks for drinking water supply	300m	300m	300m	300m
Stock irrigation supply	300m	300m	300m	300m
Public roads, recreation areas	100m	100m	100m	50m
Neighbouring rural property boundaries	50m	50m	50m	50m

- (2) Sites unable to satisfy the separation requirements may be approved with or without conditions on application to the Council.

5.17 Site requirements

- (1) The owner or occupier of an approved feedlot shall ensure that –
- (a) the premises are sited in an area where the land slope is no greater than 1:20 but no less than 1:100;
 - (b) the premises are sited on sandy loam soils rather than coarse sand;
 - (c) the premises have a minimum groundwater clearance of 3 metres;
 - (d) drainage diverts all uncontaminated stormwater from the general waste stream;
 - (e) stock numbers per pen do not cause dust and effluvia to become a nuisance; and
 - (f) the premises have solid and liquid waste disposal arrangements that are not offensive or injurious to health.
- (2) The owner or occupier of the approved feedlot shall take effective measures to prevent the discharge of dust which may involve –
- (a) reducing the stocking rate immediately to a level that does not cause the discharge of dust;
 - (b) stabilisation of the soil surface to a level that does not cause the discharge of dust; or
 - (c) provision of adequate windbreaks to effectively prevent the discharge of dust.

5.18 Management of beef cattle feedlots

Beef cattle feedlots are to be operated and managed in accordance with the *Guidelines for the Environmental Management of Beef Cattle Feedlots in Western Australia (2004)*.

Division 4 – Piggeries

5.19 Interpretation

In this Division, unless the context otherwise requires –

intensive piggery means premises on which pigs are fed, watered and housed in pens;

other piggery means a piggery other than an intensive piggery;

piggery has the meaning given to it by section 3(1) of the Act; and includes any portion of premises to which pigs have access; and

sensitive land use has the meaning given to it in clause 5.14.

5.20 Premises to be approved

- (1) Premises shall not be used as a piggery unless approved with or without conditions by an authorised person.
- (2) An application for registration of a piggery shall be made in accordance with clause 13.1.
- (3) In addition to clause 13.1 an application for approval under subclause (1) shall be accompanied by –
 - (a) plans and specifications of the proposed piggery;
 - (b) details of the approximate number of pigs to be kept;
 - (c) details of the drainage and effluent disposal system to be installed; and
 - (d) details of the method by which cleanliness of the piggery shall be maintained.
- (4) Notwithstanding subclause (1), an intensive piggery is to be registered under the *Environmental Protection Regulations 1987* –
 - (a) Schedule 1, Part 1 (Category 2); or
 - (b) Schedule 1, Part 2 (Category 69).

5.21 Buffer distances for piggeries

- (1) Subject to subclause (2), no premises shall be approved as a piggery with or without conditions by an authorised person unless every portion of such piggery complies with the following minimum separation distances –

	1	2	3	4	5	6
	Piggeries and facilities for				Land used to dispose of raw or partly treated waste	Land used to dispose of effectively treated waste
	more than 5000 pigs	500-4999 pigs	50-499 pigs	less than 50 pigs		
Townsite boundaries	5000m	3000m	2000m	500m	1000m	200m
Sensitive land use including isolated residences	1000m	1000m	1000m	1000m	1000m	50m
Surface water supply catchments	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted
Water courses, lakes or wetlands	300m	300m	300m	300m	300m	100m
Bores, wells, soaks for drinking water supply	300m	300m	300m	300m	300m	100m
Stock irrigation supply	300m	300m	300m	300m	300m	100m
Public roads, recreation areas	200m	150m	100m	50m	100m	20m
Neighbouring rural property boundaries	50m	50m	50m	50m	300m	20m

- (2) Sites unable to satisfy the separation requirements may be approved with or without conditions on application to the Council.

5.22 Site requirements

- (1) The owner or occupier of premises shall take effective measures to prevent the discharge of dust, offensive fumes and effluent becoming a nuisance which may involve –
- (a) reducing the stock rate immediately to a level that does not cause the discharge of dust, odour or effluent; or
 - (b) stabilisation of the soil surface to a level that does not cause the discharge of dust, odour or effluent; or
 - (c) provision of adequate windbreaks to effectively prevent the discharge of dust.

5.23 Sties, enclosures or sheds

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

5.24 Management of piggeries

Unless otherwise provided for under this local law, piggeries are to be operated and managed in accordance with the –

- (a) *National Environmental Guidelines for Indoor Piggeries (2018)*; or
- (b) *National Environmental Guidelines for Rotational Outdoor Piggeries (2013)*.

5.25 Feed

The occupier of any piggery shall not –

- (a) receive, or allow to be received on such premises, any carcass or part of a carcass of a diseased animal;
- (b) feed the pigs upon the flesh or offal of diseased animals;
- (c) receive or suffer or permit to be received on the premises, putrid matter for any purpose; and
- (d) receive or suffer or permit to be received on the premises, any kitchen, slaughterhouse or butcher's wastes or other putrescible pig feed.

5.26 Fencing

The occupier of every piggery shall securely fence all the enclosures.

5.27 Water supply

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

5.28 Feeding troughs

- (1) The occupier of every piggery shall –
 - (a) where sties and enclosures are provided under the provisions of clause 5.23(2), provide feeding troughs in every sty, situated near to the drainage gutter or positioned to be accessible to the pigs in two or more sties or enclosures;
 - (b) where enclosures are provided under the provisions of clause 5.23(3), provide feeding troughs in every such enclosure;
 - (c) cause all feeding troughs, other than those provided in connection with movable enclosures, to be fixed upon a cement or concrete floor extending 1.2 metres in all directions from such trough, and designed to permit ready drainage; and
 - (d) not permit pigs to be fed other than at the feeding troughs provided in accordance with this clause.
- (2) Notwithstanding the provisions of subclause (1), where pigs are kept continually confined in fully enclosed pens, floor feeding with pellets or dry meal shall be permitted, in which case feeding troughs are not required to be provided.

5.29 Slaughtering

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

Division 5 – Bee keeping

5.30 Interpretation

In this Division, unless the context otherwise requires –

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

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

5.31 Limitation on numbers of bee hives

- (1) A person shall not keep or permit the keeping of bees unless –
 - (a) on land having an area greater than 1000 square metres; or
 - (b) approval to do so has been given by an authorised person.
- (2) Subject to subclause (3), a person shall not keep or permit the keeping of bees in more than two hives on land within a townsite.
- (3) An authorised person may, upon written application, consent to a person keeping bees in more than two hives on a lot, with or without conditions.

5.32 Restrictions on keeping of bees

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

- (a) an adequate and permanent supply of water is provided on the lot which is readily accessible to bees;
- (b) the hive is kept –
 - (i) outside, and at least 10 metres from, any building other than a fence;
 - (ii) at least 10 metres from any footpath, street, private street or public place; and
 - (iii) at least 5 metres from the boundary of the lot;
- (c) the person is registered as a beekeeper if required by the *Agriculture Management (Identification and Movement of Stock and Apiaries) Regulations 2013*.

5.33 Bees which cause a nuisance not to be kept

A person shall not keep or permit the keeping of bees which cause a nuisance.

PART 6 - ENVIRONMENT

Division 1 – Unsightly land and disused materials

6.1 Unauthorised storage of materials

- (1) All construction materials shall be located on the building site or development site under construction, unless written approval has been given by an authorised person to store materials on another property (including a road reserve).
- (2) In addition to clause 13.1 an application for approval under subclause (1) shall be accompanied by the written approval of the landowner of the land on which materials are proposed to be stored.

6.2 Removal of refuse and disused materials

The owner or occupier of a lot shall not keep, or permit to remain on the lot, any refuse, rubbish or disused material of whatever nature or kind which in the opinion of an authorised person is likely to give the lot an unsightly appearance and does not conform with the general appearance of other land in that particular part of the district.

6.3 Removal of unsightly overgrowth of vegetation

The owner or occupier of a lot shall not permit to remain on a lot, any unsightly overgrowth of vegetation that gives the lot an untidy appearance.

Division 2 – Dust, smoke, fumes and odours

6.4 Interpretation

In this division, unless the context otherwise requires –

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

liquid waste means –

- (a) wastewater or any other liquid waste from domestic, industrial or commercial activities, other than effluent;
- (b) includes bathroom, kitchen, scullery and laundry wastes, all washings from animal and poultry pens and any other domestic or trade wastes that are discharged by means of a drain to a receptacle for drainage; and
- (c) includes waste from any process or activity, whether useful or useless, that is in liquid form and includes paint, fuel, grease, fat, oil, degreaser, solvent, detergent, chemical, animal waste, food waste, effluent and all discharges of liquid to land, air or water that are not otherwise authorised by a written law but does not include uncontaminated stormwater.

6.5 Dust management

- (1) An authorised person may require an owner or occupier of land undertaking or intending to undertake any work involving the clearing of land, from which any sand or dust is likely to be released whether by means of wind, water or any other cause, to –
 - (a) submit to an authorised person a Dust Management Plan in accordance with "A guideline for managing the impacts of dust and associated contaminants from land development sites, remediation and other related activities (2011)" as produced by the Department of Water and Environmental Regulation, and amended from time to time; and
 - (b) obtain written approval of the Dust Management Plan from an authorised person before commencement of any work.
- (2) An owner or occupier of land may be required by written notice to take effective measures including but not limited to –
 - (a) stabilise dust on the land;
 - (b) contain all liquid waste on the land;
 - (c) ensure no dust or liquid waste is released or escapes from the land whether by means of wind, water or any other cause; and
 - (d) notify the owners or occupiers of adjoining land in writing at least 48 hours prior to the commencement of any activity that has the potential to cause the release or escape from the land of dust or liquid waste giving details of –
 - (i) the nature of the activity;

- (ii) the proposed commencement time, frequency, duration time and location of the activity; and
 - (iii) the name of the person responsible for carrying out the activity and how and where that person may be contacted.
- (3) Where an authorised person is of the opinion that dust or liquid waste may be released or escape as a result of an activity which is likely to be carried on from any land, the authorised person may give to the owner or occupier written notice that the activity may only be carried on subject to conditions specified in the notice.

6.6 Burning of cleared vegetation on building or development site prohibited

An owner or occupier of any building site or development site within a townsite shall ensure that no vegetation or other material cleared from the site is burnt on the site unless authorisation in writing is given by an authorised person.

6.7 Burning of rubbish, refuse or other material

- (1) A person shall not on any land having an area of 4000 square metres or less within a townsite, set fire to rubbish, refuse or other materials unless –
- (a) the material does not include any plastic, rubber, food scraps, green garden materials or other material likely to cause the generation of smoke or odour in such quantity as to cause a nuisance to other persons;
 - (b) a haze alert has not been issued by the Bureau of Meteorology for the period during which burning is to take place; and
 - (c) the burning complies with the *Bush Fires Act 1954*, any annual fire hazard reduction notice issued by an authorised person under that Act and any conditions of approval as determined by an authorised person.
- (2) Subclause (1) shall not apply to any barbeque, solid fuel water heater, space heater or ovens fired with dry paper, dry wood, synthetic char or charcoal type fuel.
- (3) Subclause (1) is subject to any fire danger rating as determined by the Bureau of Meteorology.

6.8 Escape of dust, smoke, fumes or odours

An owner or occupier of land or premises shall not cause or permit the escape of dust, smoke, fumes or odours from the land so as to cause or to be a nuisance to any person.

Division 3 – Stormwater management

6.9 Containment and disposal of stormwater

- (1) The owner or occupier of a lot shall ensure that all stormwater received by any building, house, or other structure or any paved or sealed or other surfaced areas including any vehicle access ways on the lot is contained within the lot and is not permitted to discharge onto or run-off onto adjacent land so as to cause a nuisance, or cause damage to any structures situated on adjacent land.
- (2) Subclause (1) shall not prevent the discharge of stormwater from a lot into a local government approved stormwater drain or road.
- (3) The owner or occupier of a lot shall ensure that all stormwater drainage systems on the lot or used by that lot but are located on an adjoining land, are maintained in a good state of repair and free from obstruction.

Division 4 – Light

6.10 Use of exterior lights

An owner and or occupier of land on which floodlights, lighting installations or other exterior lights are erected or used shall not allow the floodlights or other exterior lights to shine directly onto an adjoining lot.

6.11 Emission or reflection of light

An owner or occupier of land shall ensure that –

- (a) artificial light is not emitted or reflected from anything on the land so as to illuminate premises outside the land at a level that interferes unreasonably with normal daily activities; and

- (b) natural light is not reflected from anything on the land so as to create or cause a nuisance to –
 - (i) the owner or occupier of any other premises; or
 - (ii) person lawfully using a street or thoroughfare.

PART 7 - ANIMALS AND BIRDS

Division 1 – Keeping of animals and birds

7.1 Cleanliness

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

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

7.2 Nuisance caused by animals or birds

An owner or occupier of land shall not keep any animal or bird which –

- (a) is or creates a nuisance; or
- (b) emits an unreasonable or constant noise.

7.3 Animal and bird enclosures

- (1) A person shall not keep or cause or permit to be kept any animals or birds on premises which are not effectively drained or of which the drainage flows to the walls or foundations of any building.
- (2) An authorised person may give written notice to the owner or occupier of premises where animals or birds are kept to pave, grade and drain floors of all structures and the surface of the ground of all enclosures used for the keeping of animals or birds.

7.4 Keeping of fauna

(1) In this clause –

fauna means any animal indigenous to or which periodically migrates to any State or Territory of the Commonwealth or the territorial waters of the Commonwealth and includes in relation to any such animal –

- (a) any class of animal or individual member;
- (b) the eggs or larvae; or
- (c) the carcass, skin, plumage or fur unless it has been shed or discarded by the fauna in a normal or natural manner.

(2) Notwithstanding the provisions of Division 2 and Division 3 of this Part, a person may keep fauna for the period and under such conditions as may be authorised by the department of the Public Service principally assisting in the administration of the *Conservation and Land Management Act 1984*.

Division 2 – Keeping of animals

7.5 Interpretation

In this division, unless the context otherwise requires –

approved animal means a farm animal the subject of an approval by an authorised person;

cow includes an ox, calf or bull;

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

horse includes an ass, mule, donkey or pony.

7.6 Requirements for keeping approved animals

- (1) An owner or occupier of premises within a townsite shall not keep a farm animal without approval of an authorised person.

- (2) An owner or occupier of premises who has an approved animal shall ensure the premises has an area of not less than 2000 square metres for the exclusive use of the approved animal.
- (3) A person who keeps an approved animal or permits an approved animal to be kept shall ensure that –
 - (a) all approved animals are to be kept in a properly constructed and securely fastened structure or enclosure; and
 - (b) no approved animal is able to encroach within 15 metres of a dwelling house, public building, or premises where people are employed or premises where food is stored, prepared, manufactured or sold.
- (4) Subclauses (1) and (2) do not apply to premises used –
 - (a) for veterinary purposes;
 - (b) as a pet shop; or
 - (c) in accordance with clause 7.4(2).

7.7 Limitation on numbers of other animals

- (1) The number of cats or dogs permitted to be kept are as determined by the Shire of Narrogin –
 - (a) *Cats Local Law 2016* as amended from time to time; and
 - (b) *Dogs Local Law 2016* as amended from time to time.
- (2) Without the approval of an authorised person, an owner or occupier of land in a townsite shall not keep more than 20 animals, including dogs and cats.
- (3) Notwithstanding subclause (2) an authorised person may require a reduction of the approved number of animals on premises within a townsite, or alternatively prohibit the keeping of animals on particular premises, if unreasonable noise or a nuisance is being caused.
- (4) Subclauses (2) and (3) do not apply to premises used –
 - (a) for veterinary purposes;
 - (b) as a pet shop; or
 - (c) in accordance with clause 7.4(2).

Division 3 – Keeping of birds

7.8 Interpretation

In this division, unless the context otherwise requires –

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

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

miscellaneous birds means birds other than poultry and pigeons.

7.9 Commercial poultry establishments

Commercial poultry establishments are to manage operations in accordance with the *Environmental Code of Practice for Poultry Farms in Western Australia 2004* produced by the Western Australian Broilers Growers Association and Poultry Farmers Association of Western Australia.

7.10 Limitation on numbers of pigeons, poultry and miscellaneous birds

- (1) Without the approval of an authorised person, an owner or occupier of land in a townsite shall not keep a combined total of more than 20 poultry, pigeons and miscellaneous birds.
- (2) Notwithstanding subclause (1) an authorised person may require a reduction of the approved number of poultry, pigeons, or miscellaneous birds on premises within the district, or alternatively prohibit the keeping of poultry, pigeons, or miscellaneous birds on particular premises, if unreasonable noise or a nuisance is being caused.
- (3) Subclauses (1) and (2) do not apply to premises used –
 - (a) for veterinary purposes;
 - (b) as a pet shop; or
 - (c) in accordance with clause 7.4(2).

7.11 Requirements for keeping poultry

- (1) A person who keeps poultry or permits poultry to be kept on land within a townsite shall ensure that –

- (a) all poultry is kept in a properly constructed and securely fastened structure or enclosure;
 - (b) the structure or enclosure is in a yard having an otherwise unobstructed area of at least 15 square metres; and
 - (c) no poultry is able to approach within 15 metres of a street other than a right of way unless, in the case of land at the junction of two or more streets, an authorised person has approved a lesser distance.
- (2) A person who keeps poultry or permits poultry to be kept shall ensure no poultry is able to encroach –
- (i) within 5 metres of any dwelling house on the land; or
 - (ii) within 15 metres of a neighbouring dwelling house, public building, or premises where people are employed or premises where food is stored, prepared, manufactured or sold.

7.12 Roosters, geese, turkeys, peafowl, emu and ostrich

Without the approval of an authorised person, an owner or occupier of premises in a townsite shall not keep on those premises –

- (a) a rooster;
- (b) a goose or gander;
- (c) a turkey;
- (d) a peacock or peahen;
- (e) guinea fowl;
- (f) an emu; or
- (g) an ostrich.

7.13 Requirements for keeping pigeons

- (1) An owner or occupier of land in a townsite shall not keep pigeons without the approval of an authorised person.
- (2) An authorised person may approve the keeping of pigeons, subject to conditions that may include but are not limited to –
- (a) no pigeon is able to approach within 15 metres of a dwelling house, public building or premises where people are employed or where food is stored, prepared, manufactured or sold;
 - (b) except where homing pigeons are freed for exercise, the pigeons are kept in a properly constructed pigeon loft that is in a yard having an otherwise unobstructed area of at least 30 square metres; and
 - (c) pigeons are kept in accordance with the *Code of Practice for Pigeon Keeping and Racing in Western Australia*.

7.14 Restrictions on pigeon nesting or perching

An authorised person may give written notice to an owner or occupier of a house or other structure in or on which pigeons are, or are in the habit of, nesting or perching so as to create a nuisance to take adequate steps to prevent them continuing to do so.

7.15 Restrictions on feeding wild birds

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

PART 8 - PEST CONTROL

8.1 Interpretation

In this Part, unless the context otherwise requires –

Argentine ant means an ant belonging to the species *Linepithema humile* (formerly *Iridomyrmex humilis*);

arthropod vectors of disease includes –

- (a) fleas (*Siphonaptera*);
- (b) bedbugs (*Cimex lectularius*);
- (c) crab lice (*Phthirus pubis*);
- (d) body lice (*Pediculus humanus var. corporis*); and
- (e) head lice (*Pediculus humanus var. capitis*);

cockroach means any of the various orthopterous insects commonly known as cockroaches;

European wasp means a wasp *Vespula germanica*;

flies means any of the two-winged insects constituting the order *Diptera* commonly known as flies;

mosquitoes means any of the two-winged insects constituting the family *Diptera Culicidae* commonly known as mosquitoes; and

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

8.2 Measures to be taken for control of flies

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

8.3 Measures to be taken to prevent breeding of mosquitoes

- (1) An owner or occupier of premises shall take effective measures to ensure that the premises are kept free from possible mosquito breeding sites and shall –
 - (a) take all reasonable steps to –
 - (i) control the prevalence of mosquitoes;
 - (ii) eradicate mosquitos; and
 - (iii) effectively prevent the breeding of mosquitoes;
 - (b) assist an authorised person to locate any possible mosquito breeding sites that may be present in or about the premises.
- (2) An owner or occupier of premises shall –
 - (a) where water is kept in a horse trough, poultry drinking container or other receptacle –
 - (i) frequently change the water; and
 - (ii) keep the water clean and free from vegetable matter and slime;
 - (b) where a septic tank is installed shall ensure the fixture is in sound condition at all times, and mesh having openings not larger than 1.2 millimetres covers any vent to the tank;
 - (c) cause all drains and channels in or on the land to be kept in good order and free from obstruction; and
 - (d) where any activity is undertaken on any land which creates an excavation likely to hold water and cause mosquito breeding shall as soon as practicable following the completion of the activity, and taking into consideration the purpose of the excavation, ensure that –
 - (i) the excavation is filled in with clean material and made level with the surrounding surface; or
 - (ii) alternatively treated with an approved pesticide to control mosquito breeding.
- (3) Where it appears to an authorised person that there is, on any premises, undergrowth or vegetation likely to harbour mosquitoes, the owner or occupier of the premises may be required by direction in writing given by an authorised person to cut down and remove within a specified time the undergrowth or vegetation.

8.4 Measures to be taken to eradicate rodents

- (1) An owner or occupier of premises shall at all times take effective measures to eradicate any rodents in or on the premises.
- (2) An owner or occupier of premises who keeps rodents shall –
 - (a) at all times ensure that all live rodents are kept in the effective control of a person or in locked cages; and
 - (b) if a rodent escapes, ensure that all reasonable steps are taken to destroy or recapture the rodent.
- (3) A person shall not store, or allow to be stored, on any premises, any food, refuse or other waste matter unless it is contained in a rodent proof receptacle or compartment.

8.5 Measures to be taken to eradicate cockroaches

An owner or occupier of premises shall take effective measures to eradicate any cockroaches in or on the premises.

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

An owner or occupier of premises shall take effective measures to eradicate any Argentine ants in or on the premises.

8.7 Measures to be taken to keep premises free from European wasp nests

An owner or occupier of premises shall –

- (a) ensure that the premises are kept free from European wasp nests;
- (b) without delay notify the local government of any wasp nest in, on or about the premises that is suspected to be a European wasp nest;
- (c) assist an authorised person, or his or her representative, to trace any nest that may be present in, on or about the premises.

8.8 Measures to be taken to keep premises free from arthropod vectors of disease

The owner or occupier of premises shall keep the premises and any person residing in or on the premises free from any arthropod vectors of disease.

PART 9 - INFECTIOUS DISEASES

9.1 Requirements for an owner or occupier to clean, disinfect and disinfest

An authorised person may, by written notice, require an owner or occupier of premises, within the time and in the manner specified in the notice, to clean, disinfect and disinfest –

- (a) the premises; or
- (b) such things in or on the premises as are specified in the notice.

9.2 Authorised person may disinfect or disinfest premises

- (1) Where an authorised person is satisfied that any case of infectious disease has occurred on any premises, the authorised person may give written notice to disinfect or disinfest premises or any part of the premises and anything in or on the premises.
- (2) An owner or occupier of premises shall permit, and provide access to enable, an authorised person or other person to carry out the written notice given under subclause (1).

9.3 Insanitary dwelling houses, premises and things

- (1) An owner or occupier of any dwelling house or premises shall maintain the dwelling house or premises free from any insanitary condition or thing.
- (2) Where the Council resolves that a dwelling house is insanitary, an authorised person may give written notice to an owner of the dwelling house to destroy or amend the dwelling house.
- (3) Where an authorised person considers that a dwelling house or premises is not being maintained in a sanitary condition or any thing is insanitary, direction in writing may be given requiring –
 - (a) the owner or occupier of the dwelling house or premises to amend any insanitary condition; or
 - (b) the owner or occupier of the insanitary thing to destroy or amend it.

9.4 Persons in contact with an infectious disease sufferer

If a person in any dwelling house is, or is suspected of, suffering from an infectious disease, any occupant of the dwelling house or any person who enters or leaves the dwelling house may by direction in writing –

- (a) be removed to isolation in an appropriate place to prevent or minimise the risk of the infection spreading; and
- (b) if so removed, shall remain in that place until the authorised person otherwise directs in writing.

9.5 Declaration of infected dwelling house or premises

- (1) To prevent or check the spread of infectious disease, an authorised person may from time to time declare any dwelling house or premises to be infected.

- (2) A person shall not enter or leave any dwelling house or premises declared to be infected without the written consent of an authorised person.

9.6 Destruction of infected animals

An authorised person, upon being satisfied that an animal is or may be infected or is liable to be infected or to convey infection may, by written notice require –

- (a) that the animal be examined by a registered veterinary officer; and
- (b) all steps taken to enable the condition to be controlled or eradicated; or
- (c) the animal be destroyed and disposed of.

9.7 Disposal of a body

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

9.8 Disposal of used condoms

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

9.9 Disposal of used needles

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

PART 10 - LODGING HOUSES

Division 1 – Registration

10.1 Interpretation

- (1) In this Part, unless the context otherwise requires –
- accommodation** means one or more buildings used for boarding purposes referred to in this Part;
 - bed and breakfast** means a dwelling house used by a resident of the dwelling house to provide short-term accommodation on a commercial basis for not more than four adults or one family, and contains not more than two guest bedrooms;
 - bunk** means a sleeping berth comprising one of two arranged vertically;
 - dormitory** means a building or room utilised for sleeping purposes at a short term hostel or recreational campsite;
 - Food Standards Code** means the Australia New Zealand Food Standards Code as defined in the Commonwealth *Food Standards Australia New Zealand Act 1991*;
 - holiday accommodation** excludes buildings on a caravan park, excludes a lodging house, and means a building where the period of occupancy of any lodger is not more than 14 consecutive days and includes a bed and breakfast, chalet, cottage or holiday house;
 - keeper** means a person whose name appears on the register of keepers, in respect of accommodation, as the keeper of that accommodation;
 - lodger** means a person who obtains, for hire or reward, board or lodging in accommodation;
 - lodging house** includes a recreational campsite, a serviced apartment and a short term hostel and has the same meaning as defined in Section 3 of the Act;
 - manager** means a person duly appointed by the keeper in accordance with this Division to reside in, and have the care and management of accommodation;
 - manufacturer's specifications** means a data sheet describing the technical characteristics of a

product which is published by a manufacturer to help consumers use the product;

recreational campsite means a lodging house, including youth camps, youth education camps, church camps and riding schools but excluding a camp or caravan within the meaning of the *Caravan Parks and Camping Grounds Act 1995* –

(a) situated on a campsite principally used for –

- (i) recreational, sporting, religious, ethnic or educational pursuits; or
- (ii) conferences or conventions; and

(b) where the period of occupancy of any lodger is not more than 14 consecutive days;

register of lodgers means the register kept in accordance with section 157 of the Act and this Part;

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

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

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

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

sleeping apartment means a room for lodgers to sleep in.

- (2) Where in this Part an act is required to be done or forbidden to be done in relation to any lodging house, the keeper of the lodging house has, unless the contrary intention appears, the duty of causing to be done the act so required to be done, or of preventing from being done the act so forbidden to be done, as the case may be.

10.2 Accommodation not to be kept unless registered

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

- (a) the accommodation is constructed in accordance with the requirements of this Part;
- (b) the accommodation is registered by the local government under clause 10.4(1);
- (c) the names of the persons keeping or proposing to keep, and managing the accommodation is entered in the register of keepers in accordance with section 147 of the Act; and
- (d) in the case of holiday accommodation, when required by an authorised person, a management plan is approved by an authorised person that includes –
 - (i) a code of conduct detailing the expected behaviour and obligations of lodgers, which is also to be displayed within the premises;
 - (ii) details of lodger check-in and check-out procedures;
 - (iii) details of waste management procedures;
 - (iv) an emergency management plan; and
 - (v) the keeper and manager's mobile telephone numbers.

10.3 Application for registration

In addition to clause 13.1 an application for registration of accommodation shall contain the following details –

- (a) if the applicant is a body corporate, the name and position of the person having principal responsibility for the premises to be registered;
- (b) contact details of the applicant including –
 - (i) business, residential and email addresses; and
 - (ii) business, residential and mobile telephone numbers;
- (c) if the keeper is not to be resident at the lodging house, proposed arrangements for manager;
- (d) proposed classification as –
 - (i) a lodging house;
 - (ii) a short term hostel;
 - (iii) serviced apartments;
 - (iv) recreational campsite; or
 - (v) other classification;
- (e) type and number of rooms and facilities for private use;

- (f) type, number and area of rooms and facilities for use by lodger;
- (g) type, number and area of sanitary conveniences and facilities for each of male and female lodgers;
- (h) number, areas and details of equipment for laundry facilities;
- (i) if meals are to be provided by the manager; and
- (j) be accompanied by detailed plans and specifications of the lodging house.

10.4 Determination of application

- (1) An authorised person may approve, with or without conditions, an application under clause 10.3 by issuing to the applicant a certificate of registration of a lodging house in the form determined by the local government from time to time.
- (2) The certificate of registration is to include –
 - (a) classification as per clause 10.3(d);
 - (b) name of resident manager;
 - (c) name of owner if not resident;
 - (d) number of rooms for lodgers, and the number of lodgers permitted to in each sleeping apartment;
 - (e) number / type of rooms for lodger's use;
 - (f) conditions imposed, if any; and
 - (g) approved number of rooms and approved number of lodgers per room listed according to room.
- (3) The certificate of registration is to be displayed in the reception area accessible by lodgers.
- (4) The licence for a lodging house shall expire on 30 June following the date of its issue.

10.5 Suspension or revocation of registration of a lodging house

In accordance with Part 14, an authorised person may suspend or revoke a registration, including but not limited to the following grounds –

- (a) that the lodging house has not, to the satisfaction of an authorised person, been kept free from vectors of disease or in a clean, wholesome and sanitary condition;
- (b) that the keeper has –
 - (i) been convicted of an offence against this local law in respect of the accommodation;
 - (ii) not complied with a requirement of this Part; or
 - (iii) not complied with a condition of registration;
- (c) that the local government, having regard to a report from the Police, is satisfied that the keeper or manager is not a fit and proper person; and
- (d) that, by reason of alterations or additions or neglect to repair and renovate, the condition of the accommodation is such as to render it, in the opinion of an authorised person, unfit to remain registered.

Division 2 – Construction and use requirements

10.6 General construction requirements

The general construction requirements of accommodation shall comply with the NCC.

10.7 Insect screening

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

10.8 Sanitary conveniences

- (1) A keeper of accommodation shall maintain in good working order and condition and in convenient positions on the premises –
 - (a) toilets; and
 - (b) bathrooms, each fitted with shower or a bath (or both) and hand wash basin and in accordance with the requirements of the NCC.
- (2) A bathroom or toilet, which is used as a private bathroom or toilet to the exclusion of other lodgers or residents, shall not be counted for the purposes of subclause (1).
- (3) Each bath, shower and hand wash basin shall be provided with an adequate supply of hot and cold water.

- (4) The walls of each shower and bath shall be of an impervious material to a minimum height of 1.8 metres above the floor level.
- (5) Each toilet and bathroom shall –
 - (a) be situated, separated and screened as to ensure privacy;
 - (b) be apportioned as to each sex;
 - (c) have a distinct sign displayed in a prominent position denoting the sex for which the toilet or bathroom is provided; and
 - (d) be provided with adequate lighting.
- (6) Subclauses (5)(b) and (c) do not apply to a serviced apartment.

10.9 Laundry unit

- (1) A laundry unit shall consist of –
 - (a) a washing machine with a capacity of not less than four kilograms of dry clothing;
 - (b) either an electric drying cabinet or not less than 30 metres of clothes line;
 - (c) one wash trough of not less than 45 litres capacity, connected to both hot and cold water; and
 - (d) A hot water system that –
 - (i) is capable of delivering an adequate supply of water at a temperature of at least 65 degrees Celsius for each washing machine and wash trough provided with the communal facilities; and
 - (ii) has a delivery rate of not less than five litres per minute for each washing machine or a higher delivery rate according to the manufacturer's specifications.
- (2) A keeper of a lodging house shall, subject to the satisfaction of an authorised person –
 - (a) provide on the premises a laundry unit for each 15 lodgers;
 - (b) at all times maintain each laundry unit in a proper sanitary condition and in good repair;
 - (c) provide an adequate supply of hot and cold water to each wash trough, sink and washing machine; and
 - (d) ensure that the floor area of each laundry unit is properly surfaced with an even fall to a floor waste.
- (3) An authorised person may approve the provision of a reduced number of laundry units if suitable equipment of a commercial type is installed.

10.10 Kitchen

The keeper of a lodging house shall provide in that lodging house a kitchen which complies with the relevant requirements of –

- (a) the *Food Act 2008*;
- (b) the *Food Regulations 2009*; and
- (c) *Standards 3.1.1, 3.2.2, and 3.2.3 of the Food Standards Code* as determined by an authorised person.

10.11 Cooking facilities

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

10.12 Dining room

The keeper of a lodging house shall provide in that lodging house a dining room which –

- (a) is located in close proximity to, or combined with, the kitchen;
- (b) has a floor area of which shall not be less than the greater of –
 - (i) 0.5 square metres per person; or
 - (ii) 10 square metres;
- (c) is adequately furnished to accommodate, at any one time, half of the number of lodgers; and
- (d) has a suitable floor covering.

10.13 Lounge room

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

- (a) has a floor area with a minimum of 13 square metres, and –
 - (i) where the lounge room is not combined with a dining room, is not less than 0.6 square metres

- per person; or
- (ii) where the lounge room is combined with a dining room, is not less 1.2 metres per person;
- (b) is adequately furnished to accommodate at any one time, half of the number of lodgers; and
- (c) has a suitable floor covering.

10.14 Fire prevention and control

- (1) A keeper shall—
 - (a) ensure smoke alarms complying with *AS 3786:2014* are installed on or near the ceiling in every bedroom and in every corridor or hallway associated with a bedroom, or if there is no corridor or hallway, in an area between the bedrooms and the remainder of the building as required by the NCC;
 - (b) ensure that there is installed in each passage or corridor in the lodging house a smoke alarm incorporating evacuation lighting which is activated by the smoke alarm as required by the NCC;
 - (c) provide evacuation lighting if required by the NCC to be kept separate from the general lighting system and kept illuminated during the hours of darkness;
 - (d) provide an approved fire blanket positioned within two metres of the cooking area in each kitchen;
 - (e) if required by the NCC, ensure that illuminated exit signs are installed above exit doorways which comply with *AS 2293.1:2018* and which are maintained in good working order at all times; and
 - (f) provide firefighting equipment in accordance with the requirements of the NCC and ensure that the equipment is clearly visible, accessible and maintained in good working order at all times.
- (2) No person shall smoke in any dormitory, kitchen or dining room or other enclosed public place within a lodging house.
- (3) A keeper shall ensure that any items which are likely to cause a fire hazard are not located within bedrooms or dormitories of a lodging house.
- (4) The keeper of a lodging house which is a recreational campsite or short term hostel, but not a serviced apartment, shall ensure that –
 - (a) materials used in bedrooms and dormitory area comply with *AS 1530.2:1993* and *AS 1530.3:1999* as follows –
 - (i) drapes, curtains and blinds – a maximum flammability index of 6;
 - (ii) flammable furniture, upholstery and beds –
 - (A) a maximum spread of flame index of 6; and
 - (B) a maximum smoke developed index of 5; and
 - (iii) floor coverings –
 - (A) a maximum spread of flame index of 7; and
 - (B) a maximum smoke developed index of 5; and
 - (b) fire retardant coatings used to make a material comply with these indices shall be –
 - (i) certified by the manufacturer as approved for use with the fabric to achieve the required indices;
 - (ii) certified by the manufacturer to retain its fire retardancy effect after a minimum of five commercial dry cleaning or laundering operations carried out in accordance with *AS 2001.5.4:2005*; and
 - (iii) certified by the applicator as having been carried out in accordance with the manufacturer's specifications.

10.15 Obstruction of passages and stairways

A keeper of a lodging house shall not place or permit to be placed furniture, fittings or other things in such a manner as to form an obstruction to the free passage of lodgers, residents or persons in or occupying the lodging house, either temporarily or permanently, in or on –

- (a) a stairway, stair landing, fire-escape, window or common passageway; or
- (b) part of the lodging house in common use or intended or adapted for common use.

10.16 Fitting of locks

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

10.17 Restriction on use of rooms for sleeping

- (1) Subject to subclause (3) and clause 10.31, a keeper of a lodging house shall not use or permit to be used as a sleeping apartment a room in a lodging house –
 - (a) which contains food;
 - (b) which contains or is fitted with a cooking appliance or kitchen sink;
 - (c) which is used as a kitchen, scullery, store room, dining room, general sitting room, lounge room or for the preparation or storage of food;
 - (d) which is not reasonably accessible without passing through a sleeping or other room in the private occupation of another person;
 - (e) which, except in the case of a short term hostel or a recreational campsite, contains less than five square metres of clear space for each lodger occupying the room;
 - (f) which is not naturally illuminated in accordance with the requirements of the NCC;
 - (g) which is not ventilated in accordance with the requirements of the NCC;
 - (h) in which the lighting or ventilation referred to in paragraphs (f) and (g) is obstructed or is not in good and efficient order;
 - (i) which is not free from internal dampness;
 - (j) of which any part of the floor is below the level of the adjoining ground; or
 - (k) the floor of which is not fitted with an approved carpet or vinyl floor covering or other floor treatment approved by an authorised person.
- (2) For the purposes of this clause, two children under the age of 10 years shall be counted as one lodger.
- (3) Subclauses (1)(a), (b) and (c) shall not apply to a serviced apartment.

10.18 Sleeping accommodation, short term hostels and recreational campsites

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

- provided with safety guards or positioned so as not to be a danger to any occupants to the satisfaction of an authorised person; and
- (d) ensure all doors, windows and ventilators are kept free from obstruction.

10.19 Furnishing etc. of sleeping apartments

A keeper of a lodging house shall, unless otherwise approved by an authorised person –

- (a) furnish each sleeping apartment with a sufficient number of beds and sufficient bed linen of good quality;
- (b) ensure that each bed –
 - (i) has a mattress and pillow;
 - (ii) is provided with a pillow case, two sheets, a blanket or rug and, in cold weather, not less than one additional blanket or rug; and
 - (iii) has a mattress and pillow protectors fitted;
- (c) furnish each bedroom so that there are adequate storage facilities for belongings within the room; and
- (d) not cause or permit any tiered beds or bunks to be used in a sleeping apartment other than in a lodging house used exclusively as a short term hostel or recreational campsite.

10.20 Ventilation

If, in the opinion of an authorised person, a kitchen, bathroom, toilet, laundry or habitable room is not adequately or properly ventilated, the authorised person may give written notice to the keeper to provide a different or additional method of ventilation.

10.21 Room identification

- (1) A keeper shall number each room available to a lodger in a lodging house or provide an alternative means of identification approved by an authorised person.
- (2) The numbering system or alternative means of room identification is to be –
 - (a) legible and easily identified; and
 - (b) placed on or adjacent to each door to a habitable room.

Division 3 – Management and care

10.22 Duties of keeper

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

- (a) reside continuously in the lodging house; and
- (b) not be absent from the lodging house unless arrangements for a reputable person to have the care and management of the lodging house have been made.

10.23 Register of lodgers

- (1) A register of lodgers shall be kept in accordance with section 157 of the Act and this clause.
- (2) A keeper shall keep a register of lodgers recording the following details –
 - (a) date of arrival;
 - (b) name;
 - (c) details sufficient to trace and contact each lodger should the need arise;
 - (d) room number; and
 - (e) date of departure.
- (3) The register of lodgers shall be –
 - (a) kept in the lodging house; and
 - (b) open to inspection at any time on demand by a police officer or by an authorised person.
- (4) The register shall be kept for a minimum of 3 years.

10.24 Keeper report

A keeper shall, whenever required by a police officer or an authorised person, provide a report containing the details of clause 10.23(2).

10.25 Certificate in respect of sleeping accommodation

- (1) An authorised person may issue to a keeper a certificate of sleeping accommodation, in respect of each room, which shall be in the form determined by the local government from time to time.
- (2) The certificate issued under subclause (1) shall specify the maximum number of persons who shall be permitted to occupy each room as a sleeping apartment at any one time.
- (3) The certificate of registration shall be displayed in the reception area accessible by those visiting the premises.
- (4) When required by an authorised person, a keeper shall exhibit the certificate issued under this clause in a conspicuous place in the room to which it refers.
- (5) A person shall not permit or allow to be permitted a greater number of persons than is specified on a certificate issued under this clause to occupy the room to which it refers.

10.26 Duplicate keys and inspection

A keeper and manager of accommodation shall –

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

10.27 Room occupancy

- (1) A keeper shall not –
 - (a) permit or allow to be permitted more than the maximum number of persons permitted by the certificate of registration of a lodging house issued under clause 10.4(1) to be lodged at any one time in the accommodation;
 - (b) place or permit to be placed or kept in any sleeping apartments –
 - (i) a larger number of beds; or
 - (ii) a larger quantity of bedding,than is required to accommodate and provide for the maximum number of persons permitted to occupy the sleeping apartment at any one time; and
 - (c) use or permit to be used for sleeping purposes a room that –
 - (i) has not been certified for that purpose; or
 - (ii) an authorised person has forbidden to be used as a sleeping apartment.
- (2) For the purpose of this clause, two children under 10 years of age shall be counted as one lodger.

10.28 Maintenance of a room by a lodger or resident

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

10.29 Cleaning and maintenance requirements

A keeper shall –

- (a) maintain in a clean, sound and undamaged condition –
 - (i) the floor, walls, ceilings, woodwork and painted surfaces;
 - (ii) the floor coverings and window treatments; and
 - (iii) the toilets, including toilet seats, cisterns and associated plumbing;
- (b) maintain in a clean condition and in good working order –
 - (i) all fixtures and fittings; and
 - (ii) windows, doors and door furniture;
- (c) ensure that the internal walls of each bathroom and toilet are painted so as to maintain a smooth, impervious washable surface;
- (d) ensure that all floors are kept clean at all times;

- (e) ensure that –
 - (i) all bed linen, towels and house linen in use is washed at least once a week;
 - (ii) within a reasonable time of a bed having been vacated by a lodger or resident, the bed linen is removed and washed;
 - (iii) a person does not occupy a bed, which has been used by another person, unless the bed has been provided with clean bed linen;
 - (iv) all beds, bedsteads, blankets, rugs, covers, bed linen, towels and house linen are kept clean, in good repair and free from vectors of disease;
 - (v) when any vectors of disease are found in a bed, furniture, room or sleeping apartment, effective action is taken to eradicate the vectors of disease without delay; and
 - (vi) a room, which is not free from vectors of disease, is not used as a sleeping apartment;
- (f) when so directed by written notice given by an authorised person, ensure that –
 - (i) a room, together with its contents and any other part of the lodging house, is cleaned and disinfected; and
 - (ii) a bed or other article of furniture is removed from the lodging house and properly disposed of;
- (g) ensure that the yard is kept clean at all times; and
- (h) provide all bedrooms, passages, common areas, toilets, bathrooms and laundries with adequate lighting.

10.30 Responsibilities of lodgers and residents

A lodger or resident shall not –

- (a) use any room available to lodgers –
 - (i) as a shop, store or factory; or
 - (ii) for manufacturing or trading services;
- (b) keep or store in or on the lodging house any goods or materials which are inflammable or offensive;
- (c) use a bath or hand wash basin other than for ablutionary purposes;
- (d) use a bathroom facility or fitting for laundry purposes;
- (e) use a sink installed in a kitchen or scullery for any purpose other than the washing and cleaning of cooking and eating utensils, other kitchenware or culinary purposes;
- (f) deposit rubbish or waste food other than into a proper rubbish receptacle;
- (g) in a kitchen or other place where food is kept –
 - (i) wash or permit the washing of clothing or bedding; or
 - (ii) keep or permit to be kept any soiled clothing or bedding;
- (h) subject to clause 10.31 –
 - (i) keep, store, prepare or cook food in any sleeping apartment; or
 - (ii) unless sick or invalid and unable to leave a sleeping apartment for that reason, use a sleeping apartment for dining purposes;
- (i) place or keep, in any part of a lodging house, any luggage, clothing, bedding or furniture that is infested with vectors of disease;
- (j) store or keep items other than personal effects –
 - (i) in any kitchen, living or sleeping apartment so as to prevent the cleaning of the floors, walls, fittings or fixtures; or
 - (ii) in a sleeping apartment so as to decrease the air space to less than the minimum required by this Part;
- (k) obstruct or prevent the keeper or manager from inspecting or examining the room or rooms occupied by the lodger or resident; and
- (l) fix any fastener or change any lock to a door or room without the written approval of the keeper.

10.31 Approval for storage and consumption of food

(1) An authorised person may –

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

- (2) The keeper of a serviced apartment may permit the storage and consumption of food within that apartment if suitable storage and dining facilities are provided.

10.32 Infectious disease

A keeper shall without delay after becoming aware that a lodger or resident is suffering from a notifiable infectious disease notify an authorised person.

PART 11 - OFFENSIVE TRADES

Division 1 – General

11.1 Interpretation

In this Part, unless the context otherwise requires –

offensive trade means any trades as defined by section 186 of the Act, and includes –

- (a) establishments carrying out gut scraping or preparation of sausage skins;
- (b) knackeries;
- (c) laundromats and dry cleaning premises;
- (d) livestock saleyards;
- (e) establishments for caged poultry farming or poultry processing;
- (f) establishments for caged rabbit farming; and
- (g) establishments for shellfish and crustacean processing, excluding retail fish shop; and

premises means those premises in or upon which an offensive trade is carried on.

11.2 Application to establish an offensive trade

(1) A person seeking the consent of the local government under section 187 of the Act to establish an offensive trade shall –

- (a) advertise notice of his or her intention to apply for consent in accordance with clause 11.3; and
- (b) lodge an application with the local government.

(2) In addition to clause 13.1 an application for registration to establish an offensive trade shall include but is not limited to the addition following details –

- (a) description of proposed offensive trade;
- (b) details of operations –
 - (i) days and times of operation;
 - (ii) quantities of materials – received and dispatched;
 - (iii) quantities of waste materials or products;
 - (iv) arrangements for disposal of waste materials or products;
- (c) plans and specifications of the buildings proposed to be erected or used in connection with the proposed offensive trade are attached;
- (d) details of advertising, notification to adjoining properties; and
- (e) accompanied by the fee prescribed in the *Health (Offensive Trades Fees) Regulations 1976* as amended from time to time.

11.3 Notice of application

A notice required under subclause 11.2(1)(a) shall –

- (a) contain the name and address of the person who intends to make the application;
- (b) contain a description of the nature of the offensive trade;
- (c) contain details of the premises in or upon which it is proposed to carry on the proposed trade; and
- (d) appear in a local newspaper at least two weeks but not more than one month before the application under clause 11.2(1)(b) is lodged with the local government.

11.4 Registration of premises

Registration of premises for an offensive trade is to be in accordance with section 191 of the Act.

11.5 Certificate of registration of premises for offensive trade

(1) In addition to clause 13.2(3) a certificate of registration of premises for an offensive trade is to include

the –

- (a) name of business;
 - (b) address of approved offensive trade premises;
 - (c) type of offensive trade;
 - (d) name of owner;
 - (e) name of manager if the manager is not the owner;
 - (f) period of licence;
 - (g) conditions imposed, if any; and
 - (h) approved times of operation.
- (2) The certificate of registration shall be displayed in the reception area accessible by those visiting the premises.

11.6 Transfer of business premises

- (1) Transfer of an offensive trade to alternative premises is subject to clauses 11.2 and 11.4.
- (2) For avoidance of doubt, registration of premises is specific to the premises registered, and is non-transferable.

11.7 Alterations to premises

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

Division 2 – General duties of an occupier

11.8 Interpretation

In this Division, unless the context otherwise requires –

premises means those premises in or upon which an offensive trade is carried on; and
vectors of disease has the meaning given to it in clause 8.1.

11.9 Cleanliness of premises etc.

The occupier shall –

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

11.10 Sanitary conveniences and hand wash basins

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

11.11 Painting of walls etc.

The occupier shall cause the internal surface of every wall, the underside of every ceiling or roof and all fittings in and on the premises to be cleaned and painted when directed by written notice given by an authorised person.

11.12 Effluvia, odours, gases or dust

The occupier shall –

- (a) provide, use and maintain in a state of good repair and working order, appliances and preventive measures capable of effectively destroying or of rendering harmless all offensive effluvia, odours, dust or gases arising in any process of his or her business or from any material, residue or other substance which may be kept or stored upon the premises; and
- (b) manage and operate the premises such that odours emanating from the premises do not unreasonably interfere with the health, welfare, convenience, comfort or amenity of any person.

11.13 Receptacles for disposal of offensive material

The occupier shall –

- (a) provide on the premises impervious receptacles of sufficient capacity to receive all offensive material and trade refuse produced upon the premises in any one day;
- (b) keep airtight covers on the receptacles, except when it is necessary to place something in or remove something from them;
- (c) cause all offensive material and trade refuse to be placed in the receptacles without delay;
- (d) cause the contents of the receptacles to be removed from the premises at least once per week or as directed by written notice given by an authorised person; and
- (e) cause all receptacles after being emptied to be cleaned with an efficient disinfectant without delay.

11.14 Storage of materials

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

11.15 Sleeping on premises

A person shall not use or permit any room in premises used for an offensive trade to be used for sleeping purposes.

11.16 Written notice

An authorised person may give to the occupier written notice to prevent or diminish the offensiveness of a trade or to safeguard the public health.

Division 3 – Fat rendering establishments

11.17 Interpretation

In this Division, unless the context otherwise requires –

fat rendering establishments means premises where edible fats including suet, dripping or premier jus are rendered down by any heat processing method.

11.18 Ventilation

The occupier shall provide and maintain –

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

11.19 Covering of apparatus

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

11.20 Walls to be impervious

The occupier shall cause walls and ceiling within of three metres of the rendering apparatus or equipment

to be a smooth, impervious surface to ceiling height, devoid of holes, cracks and crevices.

Division 4 – Fish premises

11.21 Interpretation

In this Division, unless the context otherwise requires –

appliance includes a utensil, an instrument, a cover, a container or apparatus;

fish means fresh fish, frozen fish, chilled fish and cooked fish, whether cleaned, uncleaned or part cleaned and includes crustaceans and molluscs but does not include –

- (a) fish which has been cured, preserved, hermetically canned or treated to prevent putrefaction; or
- (b) cleaned fish supplied in cartons or packets by a packer and sold in such cartons or packets if they are at all times kept in a deep freeze refrigeration unit at a temperature not exceeding minus 15 degrees Celsius;

fish premises includes fish processing establishments, fish curing establishments and shellfish and crustacean processing establishments but does not include retail fish shops in which no significant fish processing occurs;

fish transport vehicle includes –

- (a) an appliance attached to, carried in or used in connection with a vehicle; and
- (b) a trailer and a portable box, used or designed to be used for the transport or storage of fish; and

portable box means a box for the transport or storage of fish and includes a fish transport vehicle.

11.22 Fish preparation room

- (1) The occupier of a fish premises which requires a fish processing or preparation room shall ensure that this room complies with the following requirements –
 - (a) the walls shall be a smooth, impervious surface to ceiling height, devoid of holes, cracks and crevices;
 - (b) the floor shall be a smooth, impervious and durable surface;
 - (c) the minimum floor area shall be nine square metres;
 - (d) the room shall be furnished with a hand wash basin connected to a piped supply of hot and cold water; and
 - (e) the room shall be fly-proofed and provided with adequate light and ventilation.
- (2) The occupier shall ensure that all fish are prepared in the fish processing or preparation room and that room shall be used solely for that purpose.
- (3) The occupier of a fish premises shall provide, in or easily accessible from each fish preparation room, cleaning facilities consisting of a double bowl stainless steel wash trough of adequate size to accommodate the equipment and utensils used on the premises, connected to a piped supply of hot and cold water.

11.23 Bench

The occupier of a fish premises shall provide and maintain on the premises a separate stainless steel bench for the handling of fish.

11.24 Disposal of waste

The occupier of a fish premises shall cause all offal and wastes, all rejected and unsaleable fish and any rubbish or refuse which is likely to be offensive or a nuisance to be –

- (a) placed in the receptacles referred to in clause 11.13 and disposed of in accordance with that clause; or
- (b) kept in a frozen state in an approved enclosure before its removal from the premises.

11.25 Fish containers

The occupier of a fish premises shall not allow any box, basket or other container used for the transport of fish to –

- (a) remain on the premises longer than is necessary for it to be emptied; or
- (b) be kept so as to cause a nuisance or to attract flies.

11.26 Cooking of fish

Where cooking of fish is carried out in a fish premises, the occupier shall provide and maintain –

- (a) a hood, which shall be of an approved design and construction in accordance with the requirements of AS 1668.2:2012 and so situated as to capture and remove all effluvia, odours and smoke from the process of cooking; and
- (b) an exhaust ventilation system –
 - (i) the point of discharge of which shall be at least one metre above the ridge of a pitched roof or three metres above a flat roof and shall not be located within six metres of an adjoining property or any fresh air intakes; and
 - (ii) which shall discharge in such manner and in such a position that no nuisance is created.

11.27 Use of an approved portable box

An authorised person may permit an approved portable box to be used for the transport or storage of fish.

11.28 Fish transport vehicle

A person shall not use a fish transport vehicle for the transport or storage of fish unless it is so constructed, equipped and maintained that –

- (a) the frame is made of metal or other approved material;
- (b) all internal surfaces—
 - (i) are made of metal or approved impervious plastic substance, which may include stainless steel, aluminium, galvanised iron, fibreglass, or other material of similar strength and impermeable qualities;
 - (ii) are smoothly finished;
 - (iii) are rigidly secured with a solid backing; and
 - (iv) have floor and vertical angles coved with not less than a 9.5 millimetre radius, but, if all necessary floor joints are effectively sealed, the surface of the floor, or part of it, may be of an approved tread type track material;
- (c) internal horizontal joints made between metal sheeting are lapped from top to bottom and either—
 - (i) continuously welded; or
 - (ii) lapped with a minimum of 40 millimetres cover secured with blind rivets and sealed with a durable, non-absorbent sealing material;
- (d) the vehicle is effectively insulated with a stable insulating material;
- (e) the vehicle has, at the rear or side, doors that are made in the manner provided by paragraphs (a), (b), (c) and (d) of this clause, are close fitting, and have a suitable locking device fitted;
- (f) the vehicle is fitted with shelves and grids, made of impervious material, in such a manner that the shelves and grids may be easily removed;
- (g) any containers used in the vehicle for fish are made of stainless steel, fibreglass or approved impervious plastic; and
- (h) the vehicle is in good repair and condition and is thoroughly clean.

Division 5 – Laundries, dry cleaning establishments and dye works

11.29 Interpretation

In this Division, unless the context otherwise requires –

dry cleaning establishment –

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

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

exempt laundromat means premises in which –

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

- (c) provision is made for the discharge of all liquid waste therefrom into a public sewer;
- laundromat** means a public place with coin operated washing machines, spin dryers or dry cleaning machines;
- laundry** means any place where articles are laundered for the purpose of trade but does not include an exempt laundromat; and
- liquid waste** has the same meaning as in clause 4.1.

11.30 Receiving depot

An owner or occupier of premises shall not use or permit the premises to be used as a receiving depot for a laundry, dry cleaning establishment or dye works except with the written permission of an authorised person who may at any time withdraw such permission in writing.

11.31 Reception room

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

11.32 Walls and floors

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

- (a) the internal surfaces of all walls shall be a smooth, impervious surface to ceiling height;
- (b) the floor to be impervious, constructed of concrete or other material approved by an authorised person and finished to a smooth surface; and
- (c) every floor and wall of any building on the premises to be kept at all times in good order and repair, so as to prevent the absorption of any liquid which may be splashed or spilled or may fall or be deposited on it.

11.33 Laundry floor

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

11.34 Escape of dust

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

11.35 Precautions against combustion

The occupier of a dry cleaning establishment where volatile liquids are used shall take all proper precautions against combustion and shall comply with any written notice given by an authorised person for that purpose.

11.36 Trolleys

The occupier of a dry cleaning establishment shall –

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

Division 6 – Abattoirs

11.37 Construction of abattoirs

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

PART 12 - MORGUES

12.1 Licensing of morgues

- (1) All non-government morgues shall be licensed pursuant to the provisions of this Part.
- (2) The licence for a morgue shall expire on 30 June following the date of its issue.

12.2 Application for licence

In addition to clause 13.1 an application for licencing of a morgue under clause 12.1(1) shall include a floor plan and specifications of the morgue containing the following details –

- (a) the use of each room;
- (b) the structural finish of each wall, floor and ceiling;
- (c) the position and type of each fitting and fixture; and
- (d) all ventilation inlets and outlets.

12.3 Decision on application for a morgue

- (1) Subject to clause 13.2(2) a licence shall not be granted in respect of any premises unless –
 - (a) provision has been made for the keeping of the bodies of the dead at a temperature not exceeding zero degrees Celsius;
 - (b) the walls are constructed of stone or brickwork or other approved material;
 - (c) the interior surface of all walls shall be a smooth, impervious surface to ceiling height;
 - (d) all floors are constructed of impervious material, having a fall to an outlet discharging over a trapped gully; and
 - (e) the premises are adequately ventilated by direct communication with the outside air.

12.4 Duties of owner or occupier

The owner or occupier of premises shall at all times maintain in good working order and condition the premises, all fixtures and fittings and any equipment.

PART 13 - LICENCING

Division 1 – Applying for a licence

13.1 Application for licence

- (1) Where a person is required to obtain a licence under this local law, that person shall apply for the licence in accordance with subclause (2).
- (2) An application for a licence under this local law shall –
 - (a) be in the form determined by the local government;
 - (b) be signed by the applicant;
 - (c) provide the information required by the form;
 - (d) full name, contact details and residential address of owner;
 - (e) where appropriate, if owner is not to be the manager, proposed arrangements for manager;
 - (f) where appropriate, the address of premises to be registered; and
 - (g) be forwarded to the local government together with any set fee.
- (3) An authorised person may require an applicant to provide additional information reasonably related to an application before determining an application for a licence.
- (4) An authorised person may require an applicant to give local public notice of the application for a licence.
- (5) An authorised person may refuse to consider an application for a licence which is not in accordance with subclause (2) or where the requirements of subclause (3) or (4) have not been satisfied.

13.2 Decision on application for licence

- (1) An application not complying with the local planning scheme will not be approved.
- (2) An authorised person may –
 - (a) approve an application for a licence unconditionally or subject to any conditions; or

- (b) refuse to approve an application for a licence.
- (3) If an authorised person approves an application for a licence, the licence is to be issued to the applicant in the form determined by the local government.
- (4) If an authorised person refuses to approve an application for a licence, written advice of that refusal is to be given to the applicant.
- (5) An authorised person may, at any time, amend a condition of approval and the amended condition takes effect when written advice of it is given to the licensee.

13.3 General restrictions on grant of licence

- (1) An authorised person shall not grant a licence if there are reasonable grounds for believing that the provision of the activity to which the application relates would constitute a nuisance or unacceptable risk to the health or safety of the public.
- (2) An authorised person shall not grant a licence unless an authorised person is satisfied that –
 - (a) the applicant is capable of carrying on the activity in accordance with this local law and the terms and conditions of the licence;
 - (b) a licence or similar authority granted or issued to the applicant has not been revoked in the period of 5 years before the application is made; and
 - (c) the applicant is a fit and proper person to carry on the activity.

13.4 Examples of conditions

Examples of conditions that an authorised person may impose on a licence under clause 13.2(2)(a) or 13.7(1)(a) include but are not limited to –

- (a) the payment of a set fee;
- (b) compliance with a standard or a policy adopted by the local government;
- (c) restrictions on the erection or use of materials, external signs or decorations;
- (d) the duration and commencement of the licence;
- (e) the commencement of the licence being contingent on the occurrence of an event;
- (f) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
- (g) the approval of another application for a licence which may be required by the local government under any written law;
- (h) the area of the district to which the licence applies; and
- (i) the obtaining of public risk insurance in an amount and on terms reasonably required by an authorised person.

13.5 Imposing conditions under a policy

- (1) In this clause –

policy means a policy made under section 2.7(2)(b) of the *Local Government Act 1995* containing conditions subject to which an application for a licence may be approved or varied under clauses 13.2(2)(a) or 13.7(1)(a).
- (2) Under clauses 13.2(2)(a) or 13.7(1)(a) an authorised person may approve an application subject to conditions by reference to a policy.
- (3) An authorised person is to give to the licensee a copy of the policy or the part of the policy which is relevant to the application for a licence, with the form of licence referred to in clauses 13.2(3) or 13.7(2).
- (4) An application for a licence is not to be taken to have been approved subject to the conditions contained in a policy until an authorised person gives the licensee a copy of the policy or the part of the policy which is relevant to the application.
- (5) Sections 5.94 and 5.95 of the Act apply to a policy and, for that purpose, a policy is deemed to be information within section 5.94(u)(i) of the Act.

13.6 Compliance with conditions

Where an application for a licence has been approved or varied subject to conditions, the licensee shall comply with each of those conditions, as amended.

13.7 Variation of licence

- (1) An authorised person may, by written advice given to the licensee, vary a licence by –
 - (a) imposing a new condition; or
 - (b) changing or removing any existing condition.
- (2) An amendment may be made on application made by the licensee or at the initiative of an authorised person.
- (3) An amendment will come into effect on the day that written advice is given to the licensee, or other date as specified in the notice.

Division 2 – Duration of licences

13.8 Duration of licence

- (1) A licence is valid for one year from the date on which it is issued, unless it is –
 - (a) otherwise stated in this local law or in the licence; or
 - (b) suspended or revoked under this Division.
- (2) Where a licence requires annual approval, a licensee shall pay to the local government the set fee for the annual licence on or before 30 June in each year.

13.9 Renewal of licence

- (1) A licensee may apply to an authorised person for the renewal of a licence.
- (2) An application for renewal shall –
 - (a) be in the form determined by the local government;
 - (b) be signed by the licensee;
 - (c) provide the information required by the form;
 - (d) be forwarded to the local government no later than 28 days before the expiry of the licence, or within a shorter period that an authorised person in a particular case permits; and
 - (e) be accompanied by any set fee.
- (3) The provisions of this Part that apply to an application for a licence also apply to an application for the renewal of a licence as though it were an application for a licence.

13.10 Transfer of licence

- (1) An application for the transfer of a valid licence is –
 - (a) to be made in writing;
 - (b) to be signed by the licensee and the proposed transferee of the licence;
 - (c) to include such information as an authorised person may require to enable the application to be determined;
 - (d) be forwarded to the local government no later than 28 days before the intended of the licence, or within a shorter period that an authorised person in a particular case permits; and
 - (e) to be forwarded to the local government together with any set fee.
- (2) An authorised person may approve an application for the transfer of a licence, refuse to approve it or approve it subject to any conditions.
- (3) Where an authorised person approves an application for the transfer of a licence, the transfer may be effected by an endorsement on the licence signed by an authorised person.
- (4) Where an authorised person approves the transfer of a licence, the local government is not required to refund any part of any set fee paid by the former licensee.

13.11 Surrender of licence

A licensee may surrender the licence at any time by written advice to an authorised person.

Division 3 – Responsibilities of licensees and others

13.12 Production of licence

A licensee shall produce to an authorised person his or her licence when required to do so by that authorised person without delay.

13.13 Production of licence document for amendment

If an authorised person amends or renews a licence, the licensee shall, if required by the authorised person, produce the licence document to the authorised person for amendment within the period specified by the authorised person.

13.14 False or misleading statement

A person shall not make a false or misleading statement in connection with an application in respect of a licence under this local law.

PART 14 - GIVING OF NOTICE

14.1 Notice to remedy non-compliance

- (1) Where a breach of any provision of this local law has occurred, an authorised person may give written notice to the person alleged to be responsible for such breach.
- (2) A notice issued pursuant to subclause (1) shall –
 - (a) specify the provision of this local law which has been breached;
 - (b) specify the particulars of the breach;
 - (c) specify the manner in which the recipient is required to remedy the breach to the satisfaction of the authorised person; and
 - (d) specify the time period within which the work or action is to be undertaken.

14.2 Notice of proposed suspension of licence

- (1) If an authorised person proposes to suspend a licence under clause 14.3(1), the authorised person is to give written notice to the licensee of the proposed suspension.
- (2) The notice shall –
 - (a) state that the authorised person proposes to suspend the licence;
 - (b) state the reasons for the proposed suspension; and
 - (c) inform the licensee that the licensee is entitled to make representation to the authorised person in respect of the proposed suspension within 7 days after the day on which the licensee is given the notice.
- (3) In considering whether to suspend the licence, the authorised person is to have regard to any representations made by the licensee within the period referred to in subclause (2)(c).

14.3 Notice of suspension of licence

- (1) Subject to clause 14.2 an authorised person may by written notice to the licensee, suspend a licence if there are reasonable grounds for believing that –
 - (a) the licensee has contravened a term or condition of a licence;
 - (b) the licensee has contravened a provision of this local law; or
 - (c) the continued provision of the activity authorised by the licence constitutes or will constitute –
 - (i) a nuisance; or
 - (ii) an unacceptable risk to the safety, health or welfare of the public.
- (2) The suspension notice is to –
 - (a) specify the provision of this local law which has been breached;
 - (b) specify the particulars of the breach;
 - (c) specify the day, or the day and time, on or at which the suspension takes effect;
 - (d) specify the manner in which the recipient is required to remedy the breach to the satisfaction of an authorised person;
 - (e) specify the time period within which the work or action is to be undertaken; and
 - (f) inform the licensee that the licensee has a right to object or appeal the decision to suspend the licence.
- (3) The suspension of a licence has effect on the day, or the day and time, specified in the suspension notice until one of the following happens –
 - (a) the licence expires;
 - (b) the suspension is cancelled under clause 14.4;
 - (c) the licence is revoked under clause 14.6; or

- (d) the licence is surrendered in accordance with the provisions of this local law.
- (4) Notwithstanding clause 14.2(2)(c) a suspension of a licence under subclause (1)(c) may have immediate effect.

14.4 Notice of cancellation of suspension of licence

The authorised person is to by written notice given to the licensee cancel the suspension of a licence if the authorised person is satisfied that –

- (a) the steps specified in the suspension notice have been taken; or
- (b) it is appropriate to do so in the circumstances of a particular case.

14.5 Notice of proposed revocation of licence

(1) If an authorised person proposes to revoke a licence under clause 14.6(1), the authorised person is to give written notice to the licensee of the proposed revocation.

(2) The notice shall –

- (a) state that the authorised person proposes to revoke the licence;
- (b) state the reasons for the proposed revocation; and
- (c) inform the licensee that the licensee is entitled to make representation to the authorised person in respect of the proposed revocation within 7 days after the day on which the licensee is given the notice.

(3) In considering whether to suspend the licence, the authorised person is to have regard to any representations made by the licensee within the period referred to in subclause (2)(c).

14.6 Notice of revocation of licence

(1) Subject to clause 14.5 an authorised person may by written notice to the licensee, revoke a licence if there are reasonable grounds for believing that –

- (a) the licence was obtained improperly;
- (b) the licensee has persistently or frequently contravened, whether or not the licence is or has been suspended on the grounds of a contravention of –
 - (i) a term or condition of the licence; or
 - (ii) a provision of this local law; or
- (c) the continued provision of the activity authorised by the licence constitutes or will constitute –
 - (i) a nuisance; or
 - (ii) an unacceptable risk to the safety, health or welfare of the public.

(2) The notice of revocation shall –

- (a) specify the provision of this local law which has been breached;
- (b) specify the particulars of the breach;
- (c) specify the day, or the day and time, on or at which the revocation takes effect; and
- (d) inform the licensee that the licensee has a right to object or appeal the decision to suspend the licence.

(3) Notwithstanding clause 14.5(2)(c) revocation of a licence under subclause (1)(c) may have immediate effect.

14.7 Local government may undertake requirements of notice

(1) If a person fails to comply with a written notice referred to in clauses 14.1 or 14.3(2)(d) or (e) the local government may –

- (a) do or cause to be done, the thing specified in the written notice, including replace the property, or reinstate the property to the state it was in before the removal, damage or interference;
- (b) execute the work required by the written notice; and
- (c) recover all costs from the person, as a debt, in addition to any penalty for which that person may be liable under this local law.

(2) The local government is not liable to pay compensation or damages of any kind to the person referred to in subclause (1) in relation to any action taken by the local government under this clause, other than compensation or damages for loss or damage suffered because the local government acted negligently or in breach of duty.

(3) This local law is subject to sections 3.25, 3.27 and Schedules 3.1 and 3.2 of the Local Government Act

1995 and any power of entry exercised by the local government under this local law is subject to Part 3, Division 3, Subdivision 3 of the Act.

PART 15 - OBJECTIONS AND APPEALS

15.1 Objections and appeals

Division 1 of Part 9 of the *Local Government Act 1995* applies to a decision under this local law to grant, renew, vary, transfer, suspend or revoke a licence.

PART 16 - ENFORCEMENT

16.1 Offences

A person commits an offence who –

- (a) fails to do anything required or directed by written notice given by an authorised person to be done under this local law; or
- (b) fails to comply with a direction in writing given under this local law by an authorised person; or
- (c) fails to comply with the requirements of a written notice issued under this local law by an authorised person; or
- (d) does anything which under this local law that person is prohibited from doing.

16.2 General penalty

- (1) A person who commits an offence under clause 16.1 is liable to a penalty which is not more than \$5000 and not less than \$1000.
- (2) If the offence is a continuing offence, an additional penalty not more than \$500 and not less than \$250 for each day or part of a day during which the offence has continued.

16.3 Modified penalties

- (1) An offence against a clause specified in the Schedule is a prescribed offence for the purposes of section 9.16(1) of the *Local Government Act 1995*.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in the Schedule.

16.4 Form of infringement notices

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

SCHEDULE – MODIFIED PENALTIES
[cl.16.3]

Item	Clause No.	Nature of offence	Modified penalty \$
1	2.4	Failure to provide sanitary conveniences in accordance with the relevant Code	500
2	4.3(2)	Unauthorised disposal of liquid waste	500
3	6.5(1)	Failure to provide a dust management plan when required	500
4	7.1(b)	Failure to keep premises clean and disinfected when directed by an authorised person	500
5	7.4(2)	Keeping of fauna without approval of the relevant department	500
6	7.9	Failure to keep a commercial poultry establishment in accordance with the relevant Code	500
7	13.14	Providing false or misleading information	500
8	14.1(1)	Failure to comply with requirements of written notice	500
9	14.3(1)	Failure to comply with requirements of notice of suspension of licence	500
10	14.6(1)	Failure to comply with requirements of notice of revocation of licence	500
11	16.1(a), (b) (c) or (d)	All other offences not specified	200

Dated 1 March 2022

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




L.N. BALLARD, President


D.R. STEWART, Chief Executive Officer

10.4.2 WAIVER OF JOHN HIGGINS CENTRE HIRE FEES

File Reference	2.10.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Volunteers of the Event: Wildfire Bloom
Previous Item Numbers	Nil
Date	14 June 2022
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Letter of Request

Summary

The Council has received a request from the Volunteers of the event, Wildfire Bloom, for the donation of the venue hire fees at the Shire's John Higgins Centre in July 2022, for a long table lunch, which is scheduled to be held on Sunday 31 July 2022.

Background

A group of volunteers have formed to convene a one-off event known as 'Wildfire Bloom' being a long table lunch, on Sunday 31 July 2022 at the John Higgins Centre, which is aimed to bring women together and support families (namely women) who have been affected by the Narrogin East Fire on February 6. The group has requested that the Council waive the hire fees for the John Higgins Centre for the two days needed for this event. The Shire's adopted hire fees for the two day event (set-up etc) are \$1,190 plus a \$50 cleaning fee, thus \$1,240 in total.

Consultation

Consultation has been undertaken between the:

- Chief Executive Officer; and
- Shire President.

Statutory Environment

Pursuant to Delegation Number 11.2 'Discount/waiver/subsidy of facility hire fees', the Chief Executive Officer only has delegated authority to a maximum amount of \$500 and this cannot include cleaning expenses.

Specifically, it states:

"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.”

Policy Implications

Policy 11.2 Hire of Venues – General applies.

Financial Implications

The Shire’s adopted hire fees for the two day event (set-up etc) are \$1,190 plus a \$50 cleaning fee, thus \$1,240 in total.

Members Donations Account 2040120 has a Budget allocation of \$5,000 with approximately \$1,600 expended or committed to 30 June 2022 allocated to it. This sum does not include the \$5,000 that the Council agreed to as a donation to the fire event to the Highbury District Community Council (HDCC) Incorporated, as it has been expended against a different ledger setup for that specific purpose.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2	Build a healthier and safer community
Strategy:	2.2.2	Advocate for mental health and social support services
Strategy:	2.2.3	Continue and improve provision of in-home care services
Strategy:	2.3.2	Engage and support community groups and volunteers
Strategy:	2.3.3	Facilitate and support community events

Comment/Conclusion

In conversations with the group, it was suggested that the Chief Executive Officer use his delegated authority and donate the sum of \$500 (the maximum permissible under that delegation) and the HDCC be approached for the balance, being \$740.

The group however specifically requested a greater contribution be sought from the Council, hence the purpose of this report to the Council. The Council is at liberty to increase the size of the donation to that which it deems appropriate, subject to budgetary considerations.

As Elected Members should be aware, the HDCC established a fund which members of the public and organisations can donate to, (which the Shire contributed \$5,000) to assist in the recovery of families who have been affected the February fires. To date, BlazeAid has been the only group to utilise any of these funds. The request for the Wildfire Bloom event indicatively appears to meet the purpose to which these funds have been donated for. It should be noted that the group have advised that they also intend to approach the HDCC for a donation of \$1,500, which is intended to cover the costs of 25 women to attend, at no charge.

It may be that with promotional interest in the event there may be other potential sponsors or corporate sponsors as well.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the request by the volunteers organising the event known as 'Wildfire Bloom' to have the John Higgins Centre hire fees waived, Council:

1. Congratulate the Group in the initiative and approve a donation of \$500 from Members Donations Account 2040120 to the YMCA WA to discount / contribute to the hire fees; and
2. Suggest that the applicant seek sponsorship from the Highbury District Community Council Incorporated, or other sponsors, for any budget shortfall or expenses that they wish to be subsidised or covered.



Dale Stewart
Chief Executive Officer
Shire of Narrogin
PO Box 1145
Narrogin WA 6312

13th June 2022

Dear Dale

Re Support for Wildfire Bloom Long Table Lunch

'Wildfire Bloom' is a beautiful long table lunch that will bring women together and help generate support for families affected by fires this year in the Narrogin and surrounding districts. The event is to be held on Sunday 31st July at the John Higgins Centre.

Hosted by special guest ABC TV news presenter and journalist, Pamela Medlen, the focus is on fun and friendship and the day will conclude with an entertaining charity auction. The event will have general ticket sales but most importantly complimentary tickets for fire-affected women.

As we are only an informal group of volunteers we kindly ask if the Shire of Narrogin would be willing to consider waiving the John Higgins Centre hire fees for two days for this event.

We have also contacted the Highbury District Community Council if it could be possible to underwrite the food costs to the value of \$1500 for up to 25 women who experienced loss in the fires to be able to attend complimentary.

We have had an overwhelming response in direct contact with women who have been affected as well as the local and wider community wanting to help volunteer for the event.

We apologise for the short turnaround time in this request as we have had to monitor the Covid situation in recent weeks and if we needed to postpone. We are excited that we can still proceed.

We look forward to hearing from you. We hope you will be in favour of supporting our unique event and helping achieve a wonderful experience for everyone involved.

Yours Sincerely

A handwritten signature in black ink, appearing to read "Jenny Fowler".

Per Jenny Fowler, Meredith Freebairn, Phyllis Van Der Riet, Melissa Sullivan, Jodie King and Karlene Goss

10.4.3 PROPOSED LEASE TO LITTLE KINDY PTY LTD – 30 GRAY STREET NARROGIN

File Reference	A319600
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Little Kindy Pty Ltd
Previous Item Numbers	Nil
Date	13 June 2022
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Valuation Rental Assessment - Confidential

Summary

Council is requested to consider the leasing of 30 Gray Street Narrogin, commonly known as the *East Narrogin Kindy* to Little Kindy Pty Ltd as a licensed Childcare Centre.

Background

The proposed lease of 30 Gray Street Narrogin to *Little Kindy*, was advertised in the Narrogin Observer, the Shire's website, and Facebook Account and on the Shire's two (2) Public Notice Boards and closed at 4pm on Friday 3 June 2022. No submissions were received.

Consultation

The Chief Executive Officer (CEO) consulted with an appointed licensed Valuer and also with Arzal Arzal, the founder of [Little Kindy Pty Ltd](#).

The CEO also discussed the matter with Elected Members at the Monthly Briefing Sessions of the Council in April and May 2022.

Little Kindy operates five (5) other centres, currently all in New South Wales and South Australia.

Statutory Environment

The following legislation relates to the proposal:

- The Local Government Act 1995 S3.58 (disposal of land by private treaty); and
- The Local Government (Function and General) Regulations 1996 Regulation 30.

The property is subject to a Management Order in favour of the Shire of Narrogin (Reserve 22424 for the purposes of Kindergarten Site).

It is zoned *Community* under the former Town of Narrogin's Town Planning Scheme No. 2 (and a Childcare Centre would be deemed appropriate within this zoning, subject to advertising requirements), and Reserve as "Public Purposes" for the purpose of "Education" under the proposed imminent *new* Shire of Narrogin Local Planning Scheme No. 3.

This notwithstanding, a Development Application would need to be submitted (and assessed and approved) from the local authority and following that, approval of the Minister for Lands obtained (for

the lease) and a license obtained (by the applicant) from the licensing authority from the Department of Communities.

Policy Implications

The Council's Policy Manual contains no policies that relate and nor are there any proposed.

Financial Implications

The market rent (payable monthly in advance) is based on the valuation received on 11 April 2022, together with the cost of all normal commercial arrangement outgoings, including utilities and rates.

Building insurance will continue to be met by the landlord.

The valuation received is \$15,600 per annum plus GST.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.5	A broad range of quality education services and facilities servicing the region
Strategy:	2.5.1	Advocate for increased education facilities for the region
Strategy:	2.5.2	Advocate for and support increased education services

Comment/Conclusion

Whilst *Little Kindy* have requested that the lease be for the maximum term of 21 years, including options, it is proposed to offer an initial 3 year lease. In conversations had with *The Little Kindy*, they have indicated that they are willing to accept a 3 year term as well as work with the existing other Childcare provider within the Shire, in order to provide much needed childcare places.

Currently, subject to Department of Education approval, *The Little Kindy* are proposing to offer a total of 27 places for children between the ages of 0-5 years during the hours of 7am – 6pm Monday to Friday.

It should be noted that the existing Childcare provider within the Shire (Narrogin Regional Child Care Services Inc. now known as Regional Early Education & Development Inc.(REED)) occupies the Shire property known as 6 William Kennedy Way, Narrogin, at an annual rental of \$3,674.63 (GST inclusive). This rental is based on a lease signed in 2014 (and another 10 year option due in 2024) and would have been significantly below market valuation at the time (and now) , and based on the status of the entity being a 'not for profit'.

The introduction of a new provider will provide competition (quality, choice and pricing), to the market and also, in a predicted time of growth for the Shire and region generally, additional much needed places for parents and guardians to encourage greater participation in the workplace by those with dependant young children.

It is acknowledged that such competition might make the economic sustainability or viability of the existing provider more difficult in the short term, however both providers will be under similar market

forces and opportunities, with Narrogin and the district's population expected to potentially significantly increase in the medium term with the current pipeline of proposed economic activity being substantial and with one (provider) continuing to receive a significant rental discount.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the proposed lease of 30 Gray Street Narrogin to Little Kindy, Council:

1. Note that there were no submissions during the advertising period.
2. Authorise the Chief Executive Officer to enter into negotiations based on the Shire's standard commercial entity lease, for a three (3) year term, with the lease fee as outlined in the Valuation Report 11 April 2022, being \$15,600 plus GST, with CPI increase annually, plus outgoings, with a commencement date of occupancy and lease to be subject to the approval of all necessary approvals and licences, including, but not limited to:
 - a. Approval of the Minister for Lands;
 - b. Development Approval from the Shire of Narrogin; and
 - c. Licensing as a Childcare Centre from the Department of Communities.
3. Authorise the Shire President and Chief Executive Officer to sign and affix the Common Seal to the lease subject to being satisfied with Part 2.

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 1021.012 of 27 October 2021, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on Wednesday 27 July 2022, at this same venue.



Shire of
Narrogin

Love the life

89 Earl Street, Narrogin

Correspondence to:

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